KENT STATE UNIVERSITY

Office of Global Education

Application For Education Abroad Program Registration

University policy 3342-5-17 requires that all faculty-led education abroad courses or programs in which Kent State students will travel internationally must be registered with the Office of Global Education a minimum of one semester prior to departure and that the associate provost of global education must approve each course or program for it to be eligible for implementation.

To begin this process, the faculty program leader and their department, school or college must complete and sign this three-page form and submit the additional required documents listed below.

Please direct questions and return this form and accompanying materials to:

Amber Cruxton, Director of Education Abroad / Office of Global Education,
106 Van Campen Hall / Phone: 330-672-7975/ Email: acruxton@kent.edu

Faculty/Staff Leader Name(s): _____

Department/School: _____

Course/Program Name: _____

Program Dates: _____

Cities and Countries to be Visited: _____

Deadline for Accepting Applications or Enrolling Students: _____

Minimum Number of Students: _____

Name of Third Party Provider, Travel Agent, and/or University Partner you are working with:

_____

Deposit: If you wish to collect a deposit for your program using the KSU online payment system, please provide the following information:

- **Deposit Amount:** _____
- **Deposit Deadline:** _____
- **Deadline for Final Program Fee Payment:** _____
- **Account Index Number:** _____
- **College Business Manager Name and Email:** _____

☐ **Billing:** Check here if you wish to bill student accounts directly for the education abroad program fee.

Please attach the following items to your registration form:

- **Syllabus**
- **Tentative Budget** (with program fee and student out-of-pocket costs)
- **Tentative Itinerary** (including city and country locations, tentative accommodations, tentative transportation, and all anticipated academic and non-academic activities)

Roles & Responsibilities for Faculty-Led Education Abroad Programs

The Faculty Program Leader carries most of the responsibility for developing and executing their program, including but not limited to, program proposals, logistics, student recruitment, orientation, and the education abroad experience itself. Responsibilities of the Faculty Program Leader include:

1. Developing a course abroad that maintains academic rigor and curricular relevance.
2. Determining that your chosen destination is relevant to learning outcomes and that it will not be a dangerous environment for the students or pose a threat to their health or safety.
3. Obtaining Department, School, and/or College approval to teach the proposed education abroad course. (Procedure to be determined by Department, School, and/or College.)
4. Developing a comprehensive program budget and working with Department, School, and/or College for budget approval. (Procedure to be determined by Department, School, and/or College.)
5. Obtaining approval from the University Registrar's Office if your program does not fall within standard term.
6. Working in close cooperation with OGE Education Abroad throughout planning and execution.
7. Following the protocols of this Manual, including completion of the Registration Packet (See Appendix).
8. Making or coordinating all logistical arrangements relevant to the academic content of the course, as well as all that is involved in shepherding students to and through foreign countries.
9. Working with OGE Partnerships Division to prepare necessary agreements and/or contracts with other instructors, tour companies and/or guides, or other entities, and ensure that all agreements comply with the university's contracting policy (work with your business manager).
10. Recruiting students, promoting the program, and conducting information sessions.
11. Holding program-specific pre-departure orientations for students. OGE will hold a general pre-departure orientation for students.
12. Ensuring that all faculty leaders and co-leaders have gone through the proper OGE training.
13. Carefully reviewing the Guide to Managing Crises and Emergencies, which can be obtained from OGE Education Abroad, and creating an emergency preparedness plan for each destination visited during the program.
14. Explaining risks, precautions, and crisis management plans to students.
15. Understanding and valuing other cultures and cultural differences.
16. Respecting the destination host country.
17. Maintaining professional and courteous behavior at all times with Kent State on-campus staff, international staff, international liaisons, students, and parents.
18. Setting an example of leadership and ambassadorship while traveling with the students.

The OGE Education Abroad Division provides direction and assistance in the development of faculty-led education abroad programs and is a valuable resource for faculty wishing to understand and deal with the many issues and logistics involved in education abroad. The Education Abroad staff will assist with most aspects of education abroad except academic course content. The staff can assist with student application creation, ordering international medical insurance, and can offer information and consultation on such issues as planning and logistics, marketing, visas, travel warnings, and safety. The staff can also provide a list of other education abroad programs for reference and to avoid duplication of programs. The staff will provide a mandatory general pre-departure orientation for students and will hold mandatory trainings for faculty.

Agreement and Approval:

By signing and submitting this form, **the faculty program leader** agrees to the responsibilities listed above. They also agree to review and/or complete as directed all of the following, which are contained in the Faculty-Led Education Abroad Manual:

1. Minimum Requirement List
2. Checklist
3. Waiver of Responsibility (students complete in OGE application)
4. Student Conduct Agreement (students complete in OGE application)

The faculty program leader also agrees to submit modifications to the education abroad program to the Office of Global Education for approval. Modifications should be submitted in writing by emailing edabroad@kent.edu. If modifications are not submitted to and approved by the Office of Global Education, the faculty program leader assumes liability for the modifications.

The Department, School, or College of the Faculty Program Leader (as preferred within the unit) has the role of approving individual faculty proposals if the course proposed is in keeping with the unit's mission and goals. The Department, School, or College is responsible for oversight of academic content and for managing the program budget and financial transactions.

By signing and submitting this form, **the Department or School, and College** agrees to be responsible for any and all financial responsibility surrounding the education abroad program. The department/school/college is responsible for setting minimum enrollment necessary to hold the course. If minimum enrollment is not reached, the department/school/college shall make the decision whether to cancel the course or subsidize it. The department/school/college is responsible for establishing the student program fee calculated for the minimum, estimated, and/or desired number of students. *If there is a difference between the final budget and the actual costs of the education abroad program, the department/school/college will be responsible for any excess costs, whether they be due to unforeseen or unexpected expenses, student withdrawals, incorrect budgeting, or any other reason.*

Before submission, both the faculty program leader and the appropriate Department Chair or School Director, Budget Manager, and College Dean or Appointing Authority must sign below, signifying their approval of the application and their acknowledgement of the responsibilities as described.

_____	_____
Faculty Program Leader (Printed Name)	Chair or Director (Printed Name)
_____	_____
Faculty Program Leader (Signature) Date	Chair or Director (Signature) Date

(Please see next page for additional signature spaces)

_____ _____

Budget/Resource Manager (Printed Name) Dean or Appointing Authority (Printed Name)

_____ _____

Budget/Resource Manager (Signature) Date Dean or Appointing Authority (Signature) Date

If you will be using the Kent State Florence Center to help plan your program, please also send this form to the Director of the Florence Center, Fabrizio Ricciardelli (fricciar@kent.edu), for signature signifying their approval of the application.

_____

Florence Director (Printed Name)

_____

Florence Director (Signature) Date