



## **Guidelines for Service Abroad and Study Abroad Proposals**

The Office of the Provost supports off-campus courses taught by HBU faculty; agreements with other study abroad programs and/or foreign universities; service opportunities including missions, internships, and student teaching opportunities; and faculty teaching opportunities abroad.

1. All HBU-sponsored study/service abroad trips and/or foreign travel must be submitted to the Office of the Provost in a timely manner. (To ensure adequate consideration prior to the deadline for publication in the upcoming schedule of classes, proposals for spring or summer study abroad travel must be received by August 1 of the preceding year and proposals for fall study abroad travel must be received by January 1 of the same year. Any proposal for a service abroad must be received at least six months prior to the proposed departure date.)

A faculty or staff program facilitator (with affirmation of their dean or director) may present a program proposal to the Office of the Provost. The proposal should include all items outlined in the proposal template, i.e., connection to the University mission and strategic plan, facilitator credentials, program description and logistical details, promotion plan, financial plan, and assessment plan.

2. The CFO/COO is responsible for executing program contracts, including affiliation agreements, memorandums of understanding, consortium agreements, partnerships with other universities, and educational partnerships with any outside entity. Notification of this approval must be received before any public announcements of the trip may take place. Proposed agreements are to be included in the program proposal.

3. The Office of Procurement, in coordination with the Accounting Department, has the sole authorization to contact travel agents or agencies following normal university bidding procedures. Facilitators (faculty and staff leading service abroad or study abroad) are to work with the appropriate dean, Office of the Provost staff, and designated finance team member to ensure timely arrangements and timely provision of required documents. All financial arrangements for trips, including required deposits and installment payments, must go through these channels and be escrowed in HBU's name until the funds are encumbered for specific vendors.

4. Financial aid may be available for some eligible courses. Expenses for all foreign travel must be borne by the participants, including any costs for the facilitator. Programs should be financially self-supporting. Individuals 18 years and older who are not enrolled at HBU and able to pay their own way may be invited to participate in travel tours or study abroad programs when space permits.

5. Facilitators are to ensure that each participant meets all eligibility requirements and are to ensure completion of all required documents and serve as coordinator for all aspects of the event. HBU policies regarding student behavior and conduct apply while a participant is traveling with an HBU program. Failure of participants to comply with University guidelines will be considered grounds for immediate removal from the abroad program with any additional costs borne by participant rather than by the University.

6. All participants must secure their own passports, visas, and proof of immunization as may be required. A list of participants, their H- and passport numbers, local addresses, emergency notification instructions, and complete travel itinerary with telephone contacts, etc. must be on file with the Provost and program facilitator prior to departure.

7. Each participant, for the duration of the trip, must obtain verifiable insurance coverage for medical, hospitalization, accident, travel liability, and any other emergency needs. If the facilitator decides to purchase blanket insurance coverage at a group discount rate for all of the program's participants, these expenses will be added to the trip's overall costs.

8. Students may earn academic credit through HBU sponsored study abroad courses/programs. Students wishing to take study abroad courses offered through outside sources and entities for academic credit at HBU must seek advanced approval first. The facilitator and Director of Student Services in the Office of Academic Records are the primary contacts for students seeking transfer credit. The following criteria will be used to determine tuition charges for study abroad participants:

a. Enrolled full-time undergraduates, qualified non-HBU students, and any other approved individual seeking credit hours for customized off-campus courses taught overseas by HBU faculty must pay in full for travel expenses, full tuition charges, and any other university or program related fees.

b. Students enrolled in a program without a study abroad budget must pay for trip expenses, full tuition, and any other university or program related fees.

9. Faculty salary compensation for study abroad trips will follow the University faculty compensation schedule, upon approval of the service abroad/study abroad proposal.