**Expectations for UC Faculty-Led Programs**

UC International Programs (UCIP) and the International Travel Oversight Committee (ITOC) have developed the following expectations for continual improvement of UC’s best practices for faculty-led study abroad programs. This ensures a positive learning experience while enhancing safety practices abroad. Faculty should notify UCIP of any necessary exceptions to develop a plan before traveling.

**Faculty/Staff to student ratio**

* A 1:15 faculty to student ratio is required for all faculty-led programs regardless of the length of time abroad or study abroad location.
* UC International strongly recommends at least 2 leaders for all programs (leaders are UC faculty or staff – not graduate assistants or leaders’ significant others).

Note: UC Colleges or Schools are welcome to establish more strict requirements for faculty/staff to student ratio for programs.

**Safety**

* UCIP will review all program itineraries to locations with an International-SOS MEDIUM risk definition to provide additional support for keeping students and faculty safe while abroad. UCIP will provide these recommendations to the faculty leader for any itinerary adjustments.
* Upon request, UCIP can facilitate ISOS’s review of other itineraries to countries that do not have a risk rate of medium or higher.
* Faculty leaders should coordinate with UC International to ensure that the entire group’s travel is registered into the US Department of State website before travelling: www.step.state.gov US Department of State Travel Warnings
* The Student Travel Policy restricts UC sponsored-travel to countries under a U.S. Department of State Travel Warning or with an OFAC Sanction. Faculty who wish to plan a program with a travel warning need to submit a Travel Exemption Form on behalf of the entire group to the ITOC committee. ITOC approval must be granted before and travel payments have been made.

**Participation of faculty leaders’ spouses/significant others**

* UC International permits a faculty leaders’ spouse or significant other on a UC faculty led program.
* Faculty are strongly encouraged to evaluate if their spouse or significant other’s participation is appropriate and determine if their participation will distract from the learning environment and responsibilities abroad with UC students.
* If a faculty leaders’ spouse or significant other does travel with the group - no money collected by students will be used to pay for this individual’s travel.
* Faculty members are encouraged to communicate with students that this person has no official leadership or academic supervision responsibility on the program.
* UCIP is not responsible for making travel arrangements for faculty leaders’ spouse or significant others.

**Participation of faculty leaders’ children**

* UC International strongly discourages the participation of faculty leader’s children in a program (unless they are enrolled in the academic course related to the study abroad experience). Faculty are strongly encouraged to evaluate if their children’s participation is appropriate and determine if their participation will distract from the learning environment and responsibilities abroad with UC students.
* If minor children do travel with a UC program, a caregiver (in addition to the faculty member) must be present with the group. Faculty are encouraged to communicate with students that this person has no official leadership or academic supervision responsibility on the program. UC International is not responsible for making travel arrangements for the faculty leader’s caregiver travel.
* If a faculty leaders’ child does travel with the group - no money collected by students will be used to pay for this individual’s travel. UC International is not responsible for making travel arrangements for faculty leaders’ children.

**International insurance**

* All students and faculty participating in faculty-led study abroad courses are required to be covered by CISI insurance for the duration of the travel portion of the course.
* The cost of CISI insurance (costs vary annually) should be included in the program fee.
* Faculty leaders should coordinate with UC International to enroll all program participants in international insurance. The cost for the insurance must be included in the program budget. If the program budget is run outside of UC International, the cost of the insurance should be transferred to UC International upon verification of monies spent.

**Student Payments**

* UC faculty-led study abroad program fees must be posted on a student’s ***UC student account bill***, to be paid by the student via One Stop. Program fees may not be paid directly to an academic unit or a faculty member. Students on non-compliant programs are ineligible to receive UC International funding.
* Prior to a department posting study abroad program fees on a student’s UC student account bill, a group travel budget must be submitted to Student Financial Aid Office via email (sfao-proc@ucmail.uc.edu) with copy to UC International (global@uc.edu)
* The study abroad program fee, study abroad scholarships (if applicable), and credit earned for study abroad participation must be posted to a student’s UC account in the ***same term.***
* The program manager should make all possible payments in advance by wire transfer or university Pcard and the cash advance and reimbursement should only cover on-the-ground expenses that could not be prepaid.

**Courses**

* All students participating in a UC faculty-led study abroad program ***must*** be enrolled in academic credit related to the course.
* Per the Provosts Office, all courses that include international travel should have the “I” attribute attached.
* Students participating in a given program must be registered for the ***same course*** and in the ***same term***. If both graduate and undergraduate credit may be earned for the experience, two different courses (one graduate and another undergraduate) may be offered within the same term.
* If a course is taught and permits some students to travel abroad and others to not, there must be ***two separate sections*** for this course. The section with traveling students should have the “I” attribute attached.

**Example of program meeting these expectations:**

All student are enrolled in Sociology Abroad: SOC 4009 (section 001, with the “I” attribute) for spring term and travel together in spring break. The program fee and scholarship are both posted to the student’s UC student account bill for spring term. Prior to posting fee to the student account bill, the group travel budget was submitted via email to Student Financial Aid Office with copy to UC International.

**Signing contracts**

*Letter from General Counsel:*

As provided in University Rule 3361:10-1-06(A) (<http://www.uc.edu/content/dam/uc/trustees/docs/rules_10/10-1-06.pdf>) contracts may only be signed by the Board Chairperson, the President, the General Counsel, or their designees. Therefore, if you did not receive a delegation letter from the Office of General Counsel, you do not have authority to sign any binding agreements on behalf of the University of Cincinnati.

An unauthorized person who executes a contract that purports to bind the University runs the risk that the contract will be repudiated by the university, in which case the unauthorized person could be held personally liable to the contract.

It is not always easy to tell the difference between a binding contractual obligation that must be signed by an authorized person and other written understandings that may not be subject to the contracting rule. If you have any question regarding contracts or contract compliance matters, please do not hesitate to call the Office of General Counsel at 513-558-3483.

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