

## Handbook for TTU International Centers

### 1. Definitions

#### a. TTU International Centers

A TTU international center is an international site at which Texas Tech University operates facilities. A resident director is on site to administer the program, and Texas Tech faculty members teach classes to both TTU and non-TTU students at the location. TTU students are registered directly at TTU in the courses they will take while abroad and receive credit and grades for the course work they complete; grades are calculated into the GPA on the TTU transcript. Non-TTU students may participate by going through TTU admissions or through a consortium agreement.

#### b. Fees

##### (1) OIA Administrative Fees

Fees charged to all TTU international center students to offset administrative costs in the Office of International Affairs (OIA)

##### (2) Program Fees

Fees charged to all TTU center students to pay for “infrastructure” costs associated with a TTU center including, but not limited to, salaries, facility rental, utilities, and office supplies

#### c. Funding

Scholarships, grants, and financial aid that are available to TTU students to assist them in paying for study abroad programs

#### d. Logistics

Assisting students with the visa application process, living arrangements, travel arrangements, and any other information pertinent to living at a specific site

#### e. Orienting

(1) Safety and security orientations dealing with both routine and emergency procedures for students abroad

(2) Program-specific orientations dealing with site-specific information, including information on expectations of faculty, organization of classes, cultural adjustment, and practical information on day-to-day living (e.g., how to obtain money, call home, and health and safety issues that are site-specific)

- (3) General orientation providing general information on health issues abroad and general cultural adjustment strategies

- (4) Orientation for faculty who will be teaching at the site

f. Visa Information

Providing information to students on where they can obtain the most up-to-date information for a country-specific visa; providing assistance when visa requirements include students taking the visa application with them when they travel abroad, and/or picking up the passport with the visa in person

g. Recruiting

Encouraging students to participate in study abroad programs

h. Screening

- (1) Evaluating applicants by TTU international center coordinators

- (2) Visiting and interviewing prospective host families by TTU center directors or their designated representative in the employ of the university

i. Acronyms

ART – Assessment and Response Team

j. Medical and Mental Health Emergencies

- (1) Any hospitalization, no matter how brief

- (2) Rape or sexual assault

- (3) Severe food poisoning or severe allergic reaction

- (4) Any incident of a psychiatric nature

- (5) Any incident involving injuries or potential injuries resulting from

- (a) Physical altercations

- (b) Sports/leisure accidents

- (c) Slips and falls

**2. Establishing New TTU International Centers**

A TTU international center is the focus of Texas Tech academic activity in the country/region in which it is established. It should serve all academic departments that would benefit from teaching a semester or summer program in the location. A language component is an integral part of a TTU international center.

a. Proposing the Site

- (1) Proposals to establish a TTU international center should be coordinated with the director of Study Abroad. Careful thought should be given to the long-term sustainability of the site, the ability for the center to grow without adversely affecting the site, and the financial viability of the site. Proposals must include a justification for choosing the site, the students who will be served by the site, the courses that will be taught, the faculty and staff that will be required, any safety concerns at the site, a proposed business plan, and proposed student costs for the program. A sample proposal form is attached at the end of this document.
- (2) The final version of the proposal will be submitted to the VPIA. With the concurrence of the VPIA, the proposal will be presented to the senior vice provost and a decision will then be made as to the feasibility of the proposal. If approved, the OIA and the appropriate faculty member(s)/department(s) will work together to develop and implement the program as specified in this OP.
- (3) Non-TTU students may participate in TTU center programs by admission to TTU or a consortium agreement with the home institution.

b. Legal and Financial Responsibilities

- (1) The resident director, in coordination with the VPIA, will ascertain that the center meets all legal and other requirements, including tax compliance and contracting, for operating at TTU and in the host country.
- (2) The provost and senior vice president (PSVP) will issue a designation of authority for each center specifying who can sign leases, contracts, and other documents committing funds on behalf of TTU as outlined in existing state and TTU regulations.

**3. Closing a Texas Tech University Center**

After four semesters of operation, the VPIA, the director of Study Abroad, the center coordinator, and the center advisory board will review the long-term viability of each center. Other reasons may also arise requiring the closure of a center.

- a. Any recommendation to close a TTU center will be made by the VPIA to the PSVP.
- b. Any decision to close a site will be made by the PSVP.

**4. The TTU International Center Resident Director**

a. The role of the TTU Center Resident Director

- (1) The resident director is the legal representative of Texas Tech University. The resident director shall have a contractual agreement, which shall specify his/her duties.
- (2) The Office of International Affairs of Texas Tech University, in coordination with the resident director and Texas Tech academic departments, will develop the academic program for a Texas Tech international center, including curriculum and selection of Texas Tech faculty to teach in the program. The resident director has responsibilities related to academic instruction in the program as specified in his/her contract.
- (3) The resident director is responsible for the safety and security of the center. Local procedures must be established to maintain a secure and safe environment for the faculty,

staff, and student participants that comply with the general safety and security procedures outlined in Section 13, while incorporating local issues that may impact the center.

- (4) The resident director must balance a wide variety of responsibilities and roles including that of group leader, intermediary, advisor, program administrator, and advocate for student participants in the program. The resident director will serve as the highest-ranking representative of Texas Tech University at a Texas Tech center and, most likely, in the country. In addition, the resident director will serve as a liaison among many different elements in the program including the students, the institution/entity from which the facilities are leased, host families, Texas Tech University, local U.S. governmental offices, and governmental officials in the host country.
- (5) Due to the sensitive nature in acting as both advocate for the students and liaison among the distinct components of the program, the resident director must exercise caution in personal matters concerning individual students. This is especially true during periods of emotional stress that some student may experience as they undergo culture shock and learn strategies for adapting to a new cultural setting. Conversations with individual students must be regarded as confidential. Matters of particular concern are the violation of trust or privacy of students through the unauthorized sharing or disclosure of information and any act that can be interpreted as sexual harassment or any discriminatory act reflecting prejudice based on sex, age, race, or religious belief. Student grievances will be addressed in accordance with the *Student Handbook*, Part V, Student Grievance Procedures. Any accusation of the violation of trust, sexual harassment, or prejudice judged to have cause can result in immediate dismissal of the resident director. Due to the complexity of this position, it is mandatory that the resident director comply with the following training requirements:
  - FERPA – every 5 years
  - EEO – every 2 years
  - Emergency Preparedness – every 3 years
  - Accounting – as needed
  - Counseling & Alcohol Awareness – every 3 years
- (6) No resident director may have any financial involvement with any party providing goods or services to a Texas Tech center.
- (7) The resident director is responsible for his/her housing and living expenses. Student monies may not be used to cover these expenses.

b. Pre-program Responsibilities at the Center

- (1) Advance Planning & Budgeting
  - (a) The resident director will assist OIA by providing required information in a timely manner to facilitate advance planning and budgeting for the incoming programs. This includes information on costs, housing, excursions, local health insurance (if needed), security, arrangements for excursions, exchange rates, and internship placements, if relevant. The resident director will assist in setting up conferences or short-term research for Texas Tech faculty and graduate students as the need arises.
  - (b) The resident director is responsible for coordinating the term schedule. It must conform to the TTU Academic Calendar as follows:
    - (i) Semester programs must be in line with the TTU Academic Calendar and must

conclude in time to allow graduating seniors the chance to participate in graduation ceremonies, if desired.

- (ii) Spring semester programs must include a Spring Break.
- (iii) Summer programs must be in line with the TTU Academic Calendar regarding graduation and the start of the fall semester.
- (iv) Classes must meet the minimum number of contact hours as required by the Texas Higher Education Coordinating Board.

(2) Housing

- (a) Where students live with host families:

Families with whom Texas Tech students will be placed are to be screened by either the director or a designated representative employed by Texas Tech. This screening is to take the form of a completed application by the host family and a personal visit to the home by either the resident director or a designated representative employed by Texas Tech.

Visits should be recorded on the *Host Family Housing Survey* and kept in a notebook for easy review.

- (b) Where the host family option is available, students not choosing this option are responsible for finding housing and resolving any problems on their own.
- (3) For semester programs, the resident director will be responsible for arranging excursions and will accompany students on the excursions unless other TTU center faculty or staff has agreed to accompany the participants. For summer programs, a member of the permanent TTU center staff must accompany all excursions.
  - (4) The resident director is responsible for identifying in advance to the Study Abroad Office the medical facilities and medical and mental health personnel to whom Texas Tech students and faculty may go if they are in need of medical assistance.
  - (5) It is the responsibility of the resident director to meet the students upon their arrival and to arrange transportation and housing for them during the orientation phase of the program.

c. Responsibilities during the Program

- (1) It is the responsibility of the resident director to arrange to meet incoming groups of students, including stragglers and students who missed connections. If the resident director is to accompany the group from the U.S., arrival arrangements must be coordinated at the site.
- (2) The resident director will coordinate an on-site orientation program, with students housed in a local hotel. The orientation will include up-to-date information for students on program schedules and itineraries. Orientation responsibilities also include:
  - (a) Making students aware of key issues of cross-cultural communication and helping them to develop awareness and coping strategies in the new culture;

- (b) Establishing the program rules and policies and the expectations for student behavior (see below);
  - (c) Giving students a program handbook with specific on-site information, maps, contacts, schedules, etc. The ideal program handbook includes a map of the area around the center location highlighting public transportation stops, recommended places to eat, recommended shops, pharmacies, hospitals, banks, churches, supermarkets, post offices, pertinent student activities, organizations that are near the center, and information on cell phones and internet options available to the students.
  - (d) Taking students on a walking tour of the program setting. This tour should point out areas of interest and areas to be avoided, as highlighted on the maps given to the students. When applicable, the resident director will prepare a specialized vocabulary list to aid students in accessing important locations.
  - (e) Establishing with the students the dos and don'ts of living with a host family. It is very important to convey to students that communications related to the host family placement are two-way, and that most problems can be resolved if they are addressed quickly. Students may request to move if they feel the placement is a bad fit, and the family may request that the student be moved if they do not feel that the student fits the family's way of life.
  - (f) Requiring students to provide their name, local address and telephone number, passport number, and home address and telephone number. With this information, the resident director should inform the nearest U.S. Consulate within three days of the students' arrival that the students are in country.
  - (g) Instructing students on safety issues in the host country and site, informing them of local laws regarding use of alcohol and drugs, making them aware of laws regarding public conduct, and identifying local laws that are markedly different from laws in the U.S.
- (3) The resident director must be prepared to handle crisis situations, including those caused by initial culture shock. He/she should be aware of the counseling services available to Study Abroad students through Counseling Services on the TTU home campus as well as local resources, and refer students, as necessary, to avert potentially damaging crises.
- (4) The resident director will be provided with office space, a phone, copier/fax/scanner, and computer in order to meet with student participants and conduct program business. The resident director will establish regular office hours to help students deal with matters relating to health, personal problems, or other issues students wish to discuss. At a minimum, the resident director must be available to students in the program office on weekdays before, between, and/or after classes for at least one hour per day. The resident director must provide information to staff and student participants as to how and where he/she may be reached 24 hours per day in case of emergency. In the case that the resident director must be absent from the site, a TTU employee with fiduciary responsibility and authority must be available on site.

- (5) The resident director is responsible for the organization of program excursions and field trips, whether they are short outings or longer excursions, ensuring that each excursion has an academic and/or cultural component. Neither the resident director nor any member of the staff shall drive a vehicle used for transporting students; as necessary, vehicles must be leased with drivers. The resident director or a permanent TTU center faculty or staff member must accompany excursions for all programs based at the center. If a travel agency is organizing excursions, the resident director should be familiar with the company and the specific terms of its contract and ensure that those terms are fulfilled.
- (6) The resident director or a designated TTU staff member will screen potential host families. Host families will be visited at least once during the semester by the resident director or a designated staff member employed by Texas Tech. Students will be asked to evaluate their host families at least once during the semester and upon completion of the course. The resident director or a designated permanent TTU center staff member will serve as the liaison between program students and host families.
- (7) In the event of a health emergency, the resident director should be prepared to accompany the student to a medical facility for care and must use his/her own discretion with regard to medical treatment, hospitalization, and, sometimes, surgery. While the resident director does not need to be informed of every minor illness, ailments that do not disappear in a few days should be addressed. The Office of International Affairs at Texas Tech should be informed immediately if situations arise in which extensive medical treatment is required.
- (8) The resident director is responsible for enforcing the TTU Code of Student Conduct and dealing with discipline problems as they arise. Students who have severe discipline problems may be dismissed from the program. This decision must be made in consultation with the Office of International Affairs at Texas Tech.
  - (a) The resident director may decide that a student's continued participation in the program is detrimental to the program as a whole due to poor conduct and/or difficulties with the local authorities.
  - (b) If the resident director decides that it is necessary to send a student home before the end of the program, he/she should contact the Office of International Affairs immediately. If prior consultation with Texas Tech is not possible, the resident director must proceed on the basis of his/her own authority.
    - (i) A full written report on the reasons for the action must be prepared by the resident director and submitted to the Office of International Affairs within 24 hours.
    - (ii) Students sent home due to disciplinary reasons will be on disciplinary probation at Texas Tech or suspended from the university, depending upon the severity of the causes for disciplinary action.
- (9) The resident director works as a Texas Tech staff person and as a representative of Texas Tech University in residence at the program site. Both the students and the teaching staff should view the resident director in this capacity.

d. Responsibilities at the Conclusion of the Program

- (1) The resident director is responsible for seeing that each participant completes a post-program evaluation form. This form helps Texas Tech coordinate materials for the next program.

- (2) The resident director should hold discussions to help students put their experiences into perspective, provide an opportunity for students to express their views, and discuss their general impressions.
- (3) The resident director should help prepare students for their return home and discuss the possibility of reverse culture shock on reentry. The Office of International Affairs will provide materials for use in this discussion and for students to read on their own.

e. **Relations with the Home Campus**

The resident director position is managed by the VPIA, who has the authority to remove a resident director for failure to provide a program as outlined in this document or in individual contracts.

The resident director is responsible for:

- (1) Reporting accurately and in a timely fashion on the development of the program through a yearly report submitted to OIA and reviewed by the center advisory board. This report is due no later than September 15.
- (2) Reporting to the director of Study Abroad any emergency or event that might involve the security of the program participants
- (3) Reporting and consulting with the director of Study Abroad on any health or other emergencies requiring rapid decision-making
- (4) Responding to queries from the Office of International Affairs, which acts as liaison with participants' families in the U.S.
- (5) Being available or having a designated permanent TTU center staff member available for contact with Texas Tech 24 hours per day/7 days a week when students are in country
- (6) Instructing his/her family and/or household staff on how to respond to messages from Texas Tech when not available
- (7) Keeping accurate and detailed financial receipts for accounting purposes. These receipts and accompanying documentation must be submitted monthly (see section 10 for financial procedures).
- (8) Overseeing all payments and receipts of program-related funds and obtaining appropriate receipts in the form requested.
- (9) Returning to the home campus on an annual basis for meetings and training. One trip to the U.S. will be paid from the relevant TTU center operating budget. Other trips taken at the director's discretion will be at the director's expense.

**5. Student Services Regional Coordinator**

Oversight of the student services offered at a TTU center will be the responsibility of the student services regional coordinator. Each of the following geographic regions will have a coordinator as a center is established: Europe, Asia, the Middle East, Africa, and Latin America.



- a. Because TTU Seville serves as the model for all other TTU centers, the regional coordinator for Europe will be the student services coordinator at TTU Seville.
- b. The regional coordinator will visit all TTU centers within his/her geographic responsibility on an annual basis to ensure that all services pertaining to students are accomplished in accordance with this OP.
  - (1) The regional coordinator will ensure that established procedures are followed with regard to securing and screening adequate housing for student participants.
  - (2) The regional coordinator will ensure that sufficient leisure activities (movie theaters, fitness facilities, etc) are available for student participants at the site.
  - (3) The regional coordinator will ensure that sufficient opportunities exist for student participants to interact with local people of their own age.
- c. The regional coordinator will report his/her findings and observations to the dean of students and the VPIA.

#### 6. **Texas Tech International Center Coordinators**

Texas Tech center coordinators are supervised and evaluated by the director of Study Abroad. His/her salary is paid from the relevant TTU center operating budget.

Texas Tech center coordinators will be responsible for:

- a. Recruiting students to participate in the TTU center program;
- b. Ensuring that the *Field Trip Fee* form with current costs for the program is filed in a timely manner with Student Business Services;
- c. Ensuring that the information on the center's Web site is up-to-date;
- d. Screening applicants to ensure that requirements are met (e.g., minimum GPA requirements, no academic or other probation, etc.);
- e. Maintaining files on all applicants, and ensuring that required paperwork is completed;
- f. Providing standardized information to all students on emergency and liability issues, insurance information, and standard forms required by TTU of all students who participate in TTU study abroad programs;
- g. Providing a mandatory pre-departure orientation on issues of personal safety, security awareness, health, cultural adjustment, and practical issues related to travel, packing, obtaining money, and communicating with home;
- h. Providing students with information regarding passport and visa requirements;
- i. Providing funding information such as financial aid verification and scholarship information to participants;
- j. Registering the students for their courses;
- k. Assisting and preparing faculty to teach at the TTU international center;

1. Visiting the TTU center on an annual basis to keep up-to-date on changes. This trip will be funded through the TTU center budget.

## **7. The OIA**

The OIA will be responsible for:

- a. Working with colleges/departments that want to establish a TTU international center in a new location;
- b. Establishing the budget for the TTU international centers, in coordination with the TTU international center director and relevant academic departments;
- c. Overseeing the work of the TTU international center coordinators;
- d. Providing day-to-day support for the center as required to include emergency response;
- e. Providing re-entry sessions for all returning students.

## **8. TTU International Center Advisory Boards**

A TTU international center advisory board shall be established for each TTU center.

### **a. Members of the Board**

- (1) Are selected and invited to participate by the VPIA, in consultation with the appropriate department/college administration, who chairs the board;
- (2) Serve for a period of two years, and may be re-invited for subsequent terms; and
- (3) Are TTU administrators, faculty, and staff who have specific knowledge of the host country, its culture, and language or the curriculum and issues related to operating the center

### **b. TTU International Center Advisory Board Responsibilities**

- (1) The TTU center advisory board should meet a minimum of once a year and more often as needed.
- (2) The board will review the operational, academic, and enrollment environments for the center, review future plans, and make recommendations as appropriate.

## **9. Programs at TTU International Centers**

Academic programs at the Texas Tech centers will be of two types

### **a. Semester-long programs**

- (1) These programs run concurrently with Texas Tech semesters.

- (2) Housing and transportation for visiting faculty is paid by the TTU center from student fees. Faculty who teach for a specific college teaching only their own students will be responsible for securing and paying for their own housing and transportation.
- (3) Salaries for faculty are paid by their home department.

b. Faculty-led programs

- (1) These programs may be intersessional or summer programs.
- (2) Housing for faculty on these programs is paid by the faculty-led program fees.
- (3) Salaries for faculty are paid by their home department.
- (4) The resident director must be on-site for all programs, and he/she, along with the center staff, will provide logistical and administrative support.

## 10. Financial Procedures at TTU International Centers

a. Budget

Fiscal oversight for the TTU international centers rests with the Office of International Affairs. The center budget will be submitted on an annual basis no later than January 31 for the following academic year. The budget will be coordinated among the resident director, the director of Study Abroad, and the TTU center coordinator and approved by the VPIA. Projected expenditures may not exceed projected income.

b. Accounts

- (1) All TTU centers will have four accounts with corresponding bank accounts on site to handle collection and transfer of monies. Bank accounts must be in the name of the TTU center and may not be, in any way, a personal account for any TTU employee or staff member. These accounts will be:
  - (a) Operations
    - (i) May only be used for the day-to-day business operations of the center
    - (ii) 20 percent of the annual operations budget monies will be wired into this bank account at the beginning of the term, and subsequent transfers are predicated on receipts being submitted by the resident director to the OIA and/or the center coordinator on a monthly basis. These receipts will then be forwarded to TTU Accounts Payable and TTU Financial Accounting and Reporting.
      - The expectation is that receipting will be received and transfers made on a monthly basis to prevent delays in recording accounting activity and reconciliation to the center operations bank account and prevent any shortages of cash in the operations bank account.
      - TTU center operations expenditures will be recorded in the local currency and reconciled by the center staff and/or the center coordinator to the center operations bank statement and related center operations budget. The reconciled expenditures report, bank statement, and receipts will be

forwarded to TTU Financial Accounting and Reporting with appropriate documentation for approval and then to Accounts Payable to verify the activity and initiate the transfer of funds. Exchange rate losses/gains from local currency to USD shall be recorded to a separate expenditure line item based upon funds actually received in the center and noted on the center operations bank statement. The center bank shall provide an accounting of the monies received, including the exchange rate, exchange loss, fees, commissions, etc. The resident director is responsible for submitting that accounting receipt with the monthly submission.

(b) Student Services

(i) May only be used for student expenses.

(ii) Funds for TTU center student services will be wired to the center student services account at the center site at the beginning of the fall and spring terms based on student enrollment and expected cost to be paid per student. Each subsequent semester wire transfer shall be based upon satisfactory reconciliation of receipts presented for the preceding semester.

- The expectation is that receipting will be received on a monthly basis (along with the center operations receipts) to prevent delays in recording accounting activity and reconciliation to the center student services bank account.
- TTU center student services expenditures will be recorded in the local currency and reconciled by the center staff and/or the center coordinator to the center student services bank statement and related center student services budget. The reconciled expenditures report, bank statement, and receipts will be forwarded to TTU Financial Accounting and Reporting with appropriate documentation for approval and then to Accounts Payable to verify the activity and initiate the transfer of funds. Exchange rate losses/gains from local currency to USD shall be recorded to a separate expenditure line item based upon funds actually received in the center and noted on the center student services bank statement. The center bank shall provide an accounting of the monies received including the exchange rate, exchange loss, fees, commissions, etc. The resident director is responsible for submitting that accounting receipt with the monthly submission.

(c) Course Fees

(i) May only be spent in accordance with course fee guidelines established by the Office of the PSVP, with appropriate receipts provided to TTU Financial Accounting and Reporting on a semester basis.

(ii) Monies for course fees will be wired into this account on request to TTU Financial Accounting and Reporting at the start of the term.

(d) Summer Account

Monies collected from student program fees for faculty-led programs at a TTU center will go into the summer account.

- (2) The TTU center accounts will be monitored on a cash basis. Wires will be recorded as petty cash expenditures thereby reducing the fund balance. Petty cash will be reclassified to detail expenditures as monthly reporting is received (this reclassification will have no impact on fund balance). At all times, the petty cash expenditure reported by TTU financial reports shall reconcile to the latest center operations and student services bank statement as appropriate. Receipting and monitoring of financial activities of the TTU center shall be monthly with adjustments made as necessary.

c. Funding

Funding for the Texas Tech centers is provided by program fees paid by participating students. Expenditures are on a semester basis, and monies spent cannot exceed the monies collected for that semester.

- d. Contracts for the TTU center must be processed through the TTU Purchasing and Contracting office. The resident director and staff may not have any involvement, directly or indirectly, in providing goods and/or services to the TTU center.

- (1) For semester programs, these fees are billed through Student Business Services and are collected at the start of each fall and spring semester. Program fees are billed in the same way as tuition and fees are billed for students who remain on campus.

- (a) Students must pay a non-refundable deposit to secure their place in the program. The date for this payment is established by the TTU center coordinator.
- (b) Students may pay the balance of the program fees in full, or using an installment plan through prior arrangement with Student Business Services.

- (2) For summer faculty-led programs, students pay a weekly fee for use of the center charged through Student Business Services.

## 11. Faculty at TTU International Centers

- a. Faculty wanting to teach at a Texas Tech University center must complete a Faculty Proposal to Teach at a TTU International Center form, and submit the completed form to the center coordinator. Faculty members will assist in recruiting students for the two classes they plan to teach. Programs taught during the summer are faculty-led programs and will follow OP 34.26 on Faculty-led Study Abroad Programs. While the center coordinator will help recruit students for the semester program, it is the responsibility of faculty to ensure their classes meet department requirements.
- b. Faculty proposals to teach semester courses will be reviewed by the TTU center advisory board.
- c. Faculty participants must complete the *Texas Higher Education Coordinating Board Proposal* form and submit it to the center coordinator during the semester prior to their proposed program.
- d. In exchange for roundtrip transportation from Lubbock to the center and housing while there, faculty who teach for a semester at the center will also:

- (1) Be responsible for obtaining and paying for their passport (and visa if required), as well as appropriate documents for any accompanying family members.
- (2) Accept that faculty lodging availability at the center site will coincide with teaching dates for their program. Early arrival or delayed departure dates must be communicated in writing to the TTU center resident director and be approved by him/her.
  - (a) The TTU center will provide a clean, furnished apartment. If additional furnishings are deemed necessary, they should be brought to the attention of the resident director of the TTU center. Faculty may choose to lodge with a host family.
  - (b) Each instructor will be assigned an apartment with beds for immediate family members. The TTU center will clean apartments after each occupancy or at the end of each semester. A cleaning fee, to be determined by center staff, will be paid to the TTU center upon arrival by the occupant.
- (3) Keys
  - (a) Two sets of keys will be issued to the instructor upon arrival. Keys should be tested to ensure they function. A third set of keys will be maintained at the TTU center.
  - (b) In the event of being locked out of the apartment, instructors may call the TTU center staff, if available, which will incur a fee to cover taxi and child care, as needed, for center staff OR call a 24-hour local locksmith. Faculty are responsible for these charges.
  - (c) Instructors will be issued a set of keys to the TTU center. Apartment keys and TTU center keys will be issued on separate labeled TTU key rings. Apartment keys and TTU center keys should be returned as they were issued on separate key rings.
- (4) Telephones
  - (a) Upon arrival at the TTU center, instructors will be issued a mobile phone. Charges will be the responsibility of the individual instructor each month.
  - (b) Normal TTU business calls should be placed through the landline telephone in the TTU center offices. In the event that faculty must make business calls from the center to TTU on the mobile phone, prior approval must be received from the director. Instructors may use the fax machine as needed.

(5) Travel/Excursions

There will be three spaces available on each of the group excursions for faculty and staff. One slot will be for the group leader; the other two spaces will be administrative positions. These spaces normally will be filled by staff of the TTU center. Staff filling these spaces will be responsible for room distribution in the hotels, maintaining a first aid kit, taking group counts, assisting in case of a health emergency, coordinating with the bus driver, etc. Faculty may participate on any excursion by paying the costs connected with the trip.

(6) Accounts

Upon return to Lubbock, faculty members are expected work with OIA business assistants to reconcile their account in accordance with TTU policies. Please contact OIA for

individual details. Failure to reconcile accounts in a timely manner can lead to non-payment or the faculty being assessed responsibility for such funds.

## **12. TTU Student Participants at TTU International Centers**

- a. Prior to departure, students participating in Texas Tech center programs have the following responsibilities:
  - (1) Attending mandatory pre-departure orientation sessions
  - (2) Submitting required documents by the deadline established by the OIA
- b. During the program, students participating in Texas Tech center programs should be aware that:
  - (1) All TTU academic policies apply to the TTU center.
  - (2) Participating in all excursions and trips is mandatory.
  - (3) Behavior must be in accordance with the Texas Tech Code of Student Conduct and the rules of the TTU center.
- c. Upon completion of the program, students participating in Texas Tech center programs must:
  - (1) Complete a program evaluation
  - (2) Attend a re-entry session hosted by the OIA
- d. Refund Policy
  - (1) For students withdrawing prior to the start of the fall program
    - (a) Up to the first week of August, students will be responsible for any non-refundable expenditures incurred on their behalf. The non-refundable deposit will be forfeited.
    - (b) After the first week of August, but before the start of the program, students will be liable for one month's housing if housed with a host family. For other housing, refunds will be based on non-refundable expenditures incurred on behalf of the student. Students will be responsible for any other non-refundable expenditures incurred on their behalf.
  - (2) For students withdrawing prior to the start of the spring program
    - (a) Up to the first week of December, students will be responsible for any non-refundable expenditures incurred on their behalf. The non-refundable deposit will be forfeited.
    - (b) After the first week of December, but before the start of the program, students will be liable for one month's housing if housed with a host family. For other housing, refunds will be based on non-refundable expenditures incurred on behalf of the student. Students will be responsible for any other non-refundable expenditures incurred on their behalf.
  - (3) Faculty-led

Withdrawal policies for faculty-led programs are governed by OP 34.26. Expenses incurred by the center on behalf of the program must be reimbursed by the program.

- (4) After the start of the program
  - (a) A student who withdraws or is dismissed after the start of the program will be liable for any expenses incurred on his/her behalf.
  - (b) Discipline
    - (i) The resident director may decide that a student's continued participation in the program is detrimental to the program as a whole due to poor conduct and/or difficulties with the local authorities.
    - (ii) All expenses incurred on the student's behalf are the responsibility of the student. No refund for the remainder of the program should be expected, although, depending upon the circumstances, Texas Tech may make an effort to obtain one.

### **13. Safety and Security at a TTU International Center**

The resident director is responsible for establishing local procedures to address on-site safety and security concerns. These procedures must comply with the general safety and security procedures outlined below.

#### **a. On-site Security**

- (1) Emergency Action Plan (EAP)
  - (a) All TTU centers will have an EAP to define procedures to take in the event of an emergency.
    - (i) The resident director is responsible for establishing the EAP.
    - (ii) At the beginning of each term, the resident director and center staff should conduct an EAP orientation so that faculty and student participants are aware of the procedures.
      - a) The potential crises at the site should be discussed.
      - b) A primary and secondary assembly point should be established.
      - c) Agree where, when, and how to meet and to check in with the director of Study Abroad.

Designate who will be in charge in the event the resident director is not able to reach the meeting point and ensure that person understands the procedures to be followed.

- (2) Access to the Site
  - (a) Only the resident director, center staff, and faculty may have complete access to the center, and each should be issued a set of keys.



- (b) Student participants will not have keys, but they should be made aware of the hours that they may have access to the center.
  - (c) Public access to the center should be limited, and no person who is not a TTU employee may be issued a permanent key to the center.
- b. Suspension of a TTU International Center Program due to Safety Concerns before Departure from the United States

The decision to suspend a TTU center program for any period of time can have serious consequences, and it should be considered carefully in view of how the cancellation will affect other TTU programs. The OIA closely monitors the most recent safety information available from the U.S. Department of State and other sources, including insurance providers for the program, and will be able to provide the most timely information if concerns arise. A State Department warning advising U.S. citizens to avoid travel to a specific locale will result in suspension of a program.

- (1) The decision to suspend the program temporarily will be made by the PSVP in consultation with the VPIA, the director of Study Abroad, the resident director and the center coordinator. The center advisory board will also be informed.
- (2) The director of Study Abroad and the resident director will determine whether the situation poses a potential danger to students, faculty, and staff. The resident director will gather locally available information, including advice from the U.S. Embassy responsible for the site, and make an immediate recommendation to the director of Study Abroad
- (3) The director of Study Abroad will also call the U.S. State Department's Citizen Emergency Center or the Overseas Security Advisory Council for information and assistance.
- (4) The director of Study Abroad will contact U.S. offices of other institutions that send students to the affected location, as well as the security insurance provider, to coordinate information and to devise a common action plan. The director of Study Abroad is responsible for collecting and coordinating all appropriate information and providing informed guidance to the VPIA, as appropriate, for further evaluation and analysis.
- (5) If the decision is made to continue the program but a faculty member scheduled to teach at the TTU center decides that he/she does not want to participate because of security concerns, the faculty member's department has an obligation to the participants of the program to find an appropriate replacement.

c. Suspension or Cancellation of a TTU International Center Program in Progress

The decision to cancel a TTU center program in progress can have serious consequences, and it should be considered carefully in view of how the cancellation will affect other TTU international programs. The OIA closely monitors the most recent safety information available from the U.S. Department of State and other sources, including insurance providers for the program, and will be able to provide the most timely information if concerns arise. A State Department warning advising U.S. citizens to avoid travel to a specific locale will result in cancellation of a program.

- (1) The decision to suspend the program temporarily will be made by the PSVP in consultation with the VPIA, the director of Study Abroad, the resident director, and the center coordinator. The center advisory board will also be notified.

- (2) If the emergency constitutes an immediate threat to the safety and security of the group, the resident director will take all steps necessary to remove the group from danger as quickly as possible and will advise TTU officials when feasible.
- (3) If the threat is serious but not immediate, the resident director will gather locally available information, including advice from the U.S. Embassy responsible for the site, and make an immediate recommendation to the director of Study Abroad. If the resident director reports that the TTU center site is too dangerous for TTU faculty, staff, and students to remain, the director of Study Abroad will call a meeting of the members of the ART to discuss moving the program to an alternate site within the country or bringing the students home.
- (4) In the event of less immediate life-threatening situations in which the director of Study Abroad determines that there is risk to the group, he/she will assemble the ART as quickly as possible to begin evaluation of the situation and to implement a response.
- (5) The director of Study Abroad will also call the U.S. State Department's Citizen Emergency Center or the Overseas Security Advisory Council for information and assistance
- (6) The director of Study Abroad will contact U.S. offices of other institutions that have students in the affected location, as well as the security insurance provider, to coordinate information and to devise a common action plan. The director of Study Abroad will maintain coordination throughout the emergency.
- (7) Once the essential facts have been gathered for non-exigency situations, the director of Study Abroad will contact the dean of students, who will call a meeting of those members of ART who need to be involved to make a formal recommendation to the senior vice president for enrollment management and student affairs and the senior vice provost. The group will consider:
  - (a) Any immediate measures needed to preserve the safety and welfare of students and staff;
  - (b) Additional issues of health, security, academics, financial aid, public relations, and legal liability;
  - (c) The appropriate course of action to be taken overseas (e.g., dealing with initial student panic, recommending appropriate student behaviors, developing a written course of action, having students acknowledge in writing receipt of such direction, etc.);
  - (d) Developing and assisting with an appropriate evacuation plan, if necessary, (e.g., considering the safety of various modes and routes of travel, the costs of evacuation and the method of meeting those costs, the possibility of reducing the level of threat by dispersing students in small groups to reconvene later in another locale, available in-country resources, etc.);
  - (e) Designating one individual as point-of-contact to assume responsibility for the situation at the home institution;
  - (f) Developing a written strategy to be used by all individuals involved (consistency is crucial);
  - (g) Preparing a contact list of individuals to be alerted when the entire plan is ready;

- (h) Developing a daily communication plan;
- (i) Coordinating with a TTU media spokesperson;
- (j) Providing appropriate individuals with a daily situation report until the crisis is over;  
and
- (k) Preparing an “after action” report to assess and document the impact of the event and document all actions taken.

#### **14. Medical and Mental Health Emergency Procedures**

- a. Seek appropriate care.
- b. Notify the OIA of the situation, using the 24 Hour Emergency Assistance Line if necessary.
- c. Work with the OIA to maintain contact with the student’s insurance and the local treatment facility. The OIA will coordinate with TTU officials and the student’s emergency contact.
- d. Protect the student’s right to privacy. Share only necessary details on a need-to-know basis.

Sample Proposal for the Establishment of a Texas Tech University International Center

1. This proposal seeks approval to establish a new Texas Tech University center in:
2. This site was chosen as an ideal location because: (Why choose this country, city, etc)
3. The types of students who will benefit from attending a program at this center:  
(Which TTU students are you hoping will attend the center's programs?)  
(Will courses be offered that a large percentage of TTU students want or must take?)
4. The target students were chosen because:  
(Why do you think these students will want to come to the center?)
5. The courses that will be offered initially will be:
6. Can courses be offered there that can't be offered at TTU? Why?
7. Other courses that might be successfully offered in the future include:  
(Are there other courses from your department that could be taught after some period of time?)  
(Are there courses from other departments that would be a "good fit" at this location?)
8. The benefits to teaching these courses at an overseas location are:  
(Is there some intrinsic value to being at this center that is not present on campus?)
9. The faculty required to teach these courses would be:  
(How many faculty members must be committed to make this work?)  
(How will they be paid, housed, etc)
10. The safety issues at this location are:  
(Issues with high crime, less-than-stable government, natural disasters, etc?)

Attachment 1: Business Plan

Attachment 2: Proposed Student Costs



## Host Family Housing Survey for a TTU International Center

Family name:

Date visited:

By whom:

Persons living in the home:

Age

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Address:

Neighborhood:

Impressions of neighborhood:

Telephone :

Mobile:

# of students family is willing/able to accommodate:

Gender of students:

Accommodations of bedroom:

bed

desk

chair

lamp

Bathroom:

shared

private

Description of house:

Smoking:

Animals:

Observations:

**Faculty Proposal to Teach at the Texas Tech University Center in \_\_\_\_\_**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

What courses do you wish to teach?

1) Course name and number \_\_\_\_\_  
Course description: \_\_\_\_\_

2) Course name and number \_\_\_\_\_  
Course description: \_\_\_\_\_

Why would you like to teach this course in at the TTU center in \_\_\_\_\_?

Do you speak the local language? (This is not a requirement.)  
If so, what is your level of proficiency?

What other overseas experience have you had?

Are you involved with international colleagues in your field at any international institutions? \_\_\_\_

Do you believe that you would be able to recruit students to take the classes you will teach at the TTU International center? Y ( ) N ( ) How many? \_\_\_\_\_

Approved: \_\_\_\_\_  
Department Chair

**I understand that by signing this form I agree to comply with the conditions stated in the *Faculty Handbook*.**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to the TTU center coordinator.**