

INFORMATION FOR NON-BSC SPONSORED INTERNATIONAL TRAVEL
FOR FACULTY/STUDENT TRAVEL PROGRAMS
THAT ARE NOT SPONSORED BY BSC

There are two types of international travel that involve BSC faculty and students:

- 1. Study Tour-** A group of students led by a BSC faculty member travel together on an approved BSC travel program for academic credit, administered by the Office of Study Abroad. **Do not use this form.**
- 2. Non-BSC Sponsored International Travel-** A faculty member and one or more students travel internationally on an activity that is not sponsored by the college, but is arranged and administered by the faculty leader. This includes Directed Study, research, internships, conferences, study programs and all other travel that does not fit into the traditional Study Tour format. **Use this form.**

When does a faculty member need approval in order to send a student or accompany a student abroad?

Always. This protects the faculty member, the student and the college. Questions regarding the level of faculty involvement and program approval may be directed to the Director of International Programs.

Are there locations that will not receive approval?

Yes. Approval will not be granted for any program taking students to a country or area within a country for which there is a current State Department warning. Please consult the State Department web site http://travel.state.gov/travel_warnings.html before proceeding with the *Request for Approval*.

What services does the OSA provide to students and faculty members for non-BSC sponsored trips?

The OSA provides clarification during the program approval process. Students who travel with faculty on non-BSC sponsored programs are required to meet with the Director of the Office of Study Abroad and to sign a waiver which helps to clarify the roles of the college, the faculty leader, and the student. The OSA has some travel resources which may be helpful such as Travel Cancellation Insurance brochures. The OSA is an issuing office for the International Student (and Teacher) Identification Cards for \$22 each that get discounts on flights and other travel bargains.

Who initiates the approval process?

The individual faculty member initiates the approval process by obtaining permission to proceed from his/her academic department chairperson, school dean, and the Vice President for Academic Affairs. The faculty leader then sends a copy of the signed *Request for Approval* to the Office of Study Abroad, Maxwell Library 100B.

Deadlines for Approvals of Non-traditional Programs

Approvals should be completed at least 90 days prior to departure.

Bridgewater State College
Request for Approval for Non-BSC Sponsored International Travel

Faculty should submit completed, signed forms to: Director, BSC Office of Study Abroad, Maxwell
Library 100B at least 90 days prior to travel.

Part 1: Please type or print in ink.

Program Title: _____

Program Director's Name, Title, Address, Phone, and Email: _____

Program Dates: _____

Country (ies) to be Visited During Program (include dates or terms if dates vary): _____

City (ies) to be Visited During Program (include dates or terms if dates vary): _____

Part 2: On a separate sheet of paper, please provide a brief description of the proposed program including the requested information below, as well as any other supporting documentation.

1. Purpose of the program/logistical arrangements

- a. What is the purpose of the program?
- b. How many students will participate in the program?
- c. Will you or other faculty members be accompanying the student(s) abroad? Please give full contact information for all faculty or staff members accompanying students abroad.
- d. Will this program take place again in the future?

2. Description of the academic component

- a. Will the student(s) be receiving academic credit for the program?
- b. Will this include an internship or Directed Study credit?

3. Program fee information

- a. The college does not handle and is not responsible for any student money for non-BSC sponsored travel.
- b. Will you be collecting money directly from the student(s)? If so, how much and what will these fees include? How will you administer these funds?
- c. Will the student(s) be on an assistantship or have their costs covered by you or your department? If so, please describe these arrangements.

4. Program Affiliations

- a. Provide the names of any foreign institutions, study abroad organizations, and other U.S. institutions that may be affiliated with this program. Submit copies of any affiliation agreements to the OSA for review and signatures. Faculty cannot sign affiliation agreements for the college.
- b. If no BSC faculty or staff member will be accompanying the student abroad, please provide the name and full contact information for the student's primary contact abroad in each program location.

5. Application, trip cancellation and refund policies

- a. If you are collecting money directly from the students, please describe your refund policies and refund schedule in the event of student cancellation or trip cancellation. Brochures for Travel Cancellation Insurance, which is highly recommended, are available in the OSA.
- b. What is the basis of selection for participants? How will you be screening students for their suitability and preparation for this international experience? If you have an application form, please attach it.

6. Health, safety, orientation, and travel arrangements

- a. Provide the name, address, and phone number of an English-speaking physician for your primary program location (or locations for traveling programs). Include the address and phone of the nearest hospital to all of the locations that your program will visit overnight and emergency numbers for the embassy, police, fire and ambulance in all locations.
- b. Students are responsible for obtaining required immunizations. Please consult the CDC web site for more information at <http://www.cdc.gov/travel/vaccinat.htm>.
- c. Are you making travel arrangements for the student(s)? If so, which ones? Provide travel details.
- d. The college recommends that you not drive a vehicle containing students. If you do so, the college is not responsible for any incidents that may occur. What transportation do you intend to use?
- e. What are the local housing and meal arrangements?
- f. Are you providing an orientation for the student(s)? What information will it include?

Part 3: Please obtain the following supporting signatures before submitting this form to the Director of the Office of Study Abroad.

Department Chair

Date

School Dean

Date

Vice President for Academic Affairs

Date

OFFICE USE ONLY:

Date Received: _____ **OSA Director:** _____