

Faculty Guidelines for Study Abroad

All Hofstra faculty-led trips must adhere to the following guidelines:

Faculty Leaders and Group Travel

All study abroad trips must have at least **two faculty members** serving in the capacity of trip leaders and chaperones (adjunct faculty are permitted to serve in this capacity).

- At least two faculty members in attendance should be available to carry on with instruction, in case one member becomes incapacitated.
- Group travel to and from the destination is highly encouraged and supports the safety of all attendees. At least one faculty member should plan to travel with the students on each leg of the trip—to and from the United States.
- Students who do not plan to travel with the group to or from the destination must sign a release form provided by the Study Abroad Office.
- If a student should need emergency attention, one faculty member should remain with that student, while the other faculty member stays with the remainder of the group.

Course Instruction

- If students enroll for a course during the fall or spring semester but the trip is held in January or summer, the faculty member must ensure that classroom hours are held during the fall or spring semester, in addition to the instructional hours planned for the trip; the total number of hours should be consistent with NYS requirements.
- Faculty will get paid for the instructional hours during the semester in which students have paid for the course. This should be documented in the study abroad proposal.

Study Abroad Stipend

The Study Abroad stipend is allocated, based on the number of students enrolled in the program and is typically assigned to the faculty member planning the trip. The Dean's Office has the discretion on how to allocate the stipend between two faculty members. A decision on this should be reflected in the budget of the initial study abroad proposal.

- Up to 10 students = \$1,000
- Every additional 10 students = additional \$500

Travel Advisories

It is recommended that faculty read the [State Department](#) travel advisories thoroughly and consider the region/city that they are traveling to when making travel arrangements. In addition, the faculty member should evaluate CDC and WHO health guidelines. Faculty should refer specifically to Travel Advice rendered by the [WHO](#) and the [CDC](#). Please note, Level 3 countries can be considered if the safety in the region/city has been addressed by the faculty member in

the study abroad proposal. Level 4 countries will not be approved. Faculty members must address these concerns in their initial study abroad proposals.

[The State Department](#) offers four level of travel advisories:

- Level 1: Exercise normal precautions
- Level 2: Exercise increased caution
- Level 3: Reconsider Travel caution
- Level 4: Do Not Travel

The Study Abroad Office will review travel advisories when the initial proposal is submitted and again prior to departure. In consultation with the Study Abroad Office and the faculty member leading the trip, the Provost Office has the final decision on whether or not travel should occur.

Emergency Preparedness

All faculty members leading trips will be mandated to attend a pre-departure emergency preparedness training with the Study Abroad Office at least *once every three years*, if not sooner (dependent on updates/new topics); this is at the discretion of the Study Abroad Office.

1. All emergency response procedures will be reviewed prior to departure.
2. Faculty must designate and communicate to students an emergency meeting place, outside of the hotel/lodging location.
3. Faculty members will arrange for continued communication with students on the trip using technology such as GroupMe,, WhatsApp, or a group text.
4. If an incident occurs while abroad involving a student, it is mandatory that the faculty member leading the trip informs a Hofstra University administrator as soon as possible (e.g., Public Safety, Study Abroad Office, Dean) and documents the incident upon their return to the US using the Incident Report Form found [here](#).

Students with Disabilities

The Study Abroad Office will send out a general reminder to all students enrolled on a trip instructing them that if they have accommodations through Student Access Services, that they should meet with an SAS advisor for guidance on how to ensure accommodations are provided while abroad.

1. Faculty should plan for both instructional and physical accommodations when planning trips. Faculty should disclose in the trip listing the physical requirements for and any condensed learning experiences on the program. Some locations may not be ADA compliant and therefore, students with concerns should be encouraged to consult with Student Access Services; faculty members should refer students to SAS for this information.
2. Caregivers and/or assistants are permitted to attend a study abroad experience. If caregivers or assistants are needed for a student, coordination should be arranged through Student Access Services; faculty members should refer students to SAS for this information.

Non-Hofstra Travelers

Non-Hofstra travelers (e.g., spouses, partners, children, friends, care-givers, assistants) are independently responsible for arranging for all travel, housing, food, and travel insurance.

Hofstra University waives all responsibility for these travelers.

From Proposal to Departure

A successful study abroad program requires attention to numerous details including planning the course syllabus, trip itinerary, and budget, as well as student recruitment.

- Program proposals must be submitted through Curriculog (on Portal) adhering to [proposal deadlines](#); if yours is a new program, please plan for Curriculum Standards Committee review.
- Forward all contracts for approval to your Dean's Office
 - Work with Dean's Office to gather information about
 - current reimbursement procedures and
 - plan for pre-departure Cash Advance procedures
 - Begin or continue communication with Study Abroad office regarding trip listings, deposits, marketing, and student communication
- Current standard trip deposits from students are required and are \$600, non-refundable. Deposits are part of the application process through the Study Abroad Office. Faculty must consult with the Study Abroad Office about deposit deadlines and alignment with logistical planning for the trip.
- If the trip leader chooses not to use a study abroad private trip provider, all airline tickets should be secured by an approved vendor and with guidance from your Dean's Office.
- Be sure to communicate with all vendors/excursion providers in-country, if applicable and secure contracts and/or invoices for Hofstra approval prior to the trip.
- Be sure to schedule time to communicate with students during a Pre-Departure Meeting, in collaboration with the Study Abroad Office.
- Communicate with the Study Abroad Office to confirm itinerary, emergency contact information, and receipt of confidential medical records (sealed) and emergency contact lists.
- You will be asked to provide your personal contact information for Hofstra's current insurance program. You will coordinate this with the Study Abroad Office.

- Collect all receipts for travel reimbursement. In order to receive reimbursement from Hofstra University, you must have receipts for all expenses. Please review the current policies on what expenses are allowable, as well as daily per diem rates for food. Please consult with your Dean's Office about how to use Chrome River for processing reimbursement.
- After Departure: confirm arrival at your destination with the Study Abroad Office.
- After Return: confirm arrival with the Study Abroad Office.