Deadline for Submission:
   □  Friday, September 16, 2016

Instructions
   □  Submit a paper copy of the complete proposal packet with approval signatures to Bryant Harden in the Office of International Programs via campus mail.
   □  If you have any questions throughout the proposal process, please contact Bryant Harden at harden_be@mercer.edu or 478-301-4444.

Requirements:
   □  All Mercer students must be enrolled in an academic course for all study abroad programs.

A complete proposal packet includes:
   □  Completed proposal form signed by the program leader (yourself), your department chair, and the dean of your college or school.
   □  A Safety Abroad Plan.
   □  Completed Description of Study Abroad Program.
   □  Completed Description of Academic Course(s).
   □  Tentative Program Calendar/itinerary.

Important Notes:
   □  Faculty-led Study Abroad Policies and Procedures are found on pages 6 through 12.
   □  Programs will not be finalized until the proposal submission is complete.
   □  Any additional information related to your proposed program should be attached to this proposal.
## Program Title

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## Proposed Travel Dates

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## Destination(s)

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<tr>
<th>City:</th>
<th>Country:</th>
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## Primary Program Leader

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<thead>
<tr>
<th>Name</th>
<th>Academic Department</th>
<th>Phone Number</th>
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## Other Participating Program Leaders

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<tr>
<th>Name</th>
<th>Academic Department</th>
<th>Phone Number</th>
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## Other, Non-student Individuals Participating

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<thead>
<tr>
<th>Name</th>
<th>Role in / Relationship to Program</th>
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## Academic Term

- [ ] Fall
- [ ] Spring
- [ ] Summer I
- [ ] Summer II
- [ ] Summer III

## Proposed Course (s)

<table>
<thead>
<tr>
<th>Name/Course Number</th>
<th>Credits</th>
<th>Instructor</th>
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Prerequisites for the Course(s)

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<th>Proposed Course Name</th>
<th>Prerequisites</th>
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Visa Requirements for US Citizens (travel.state.gov):
☐ Yes  ☐ No
Explanation: __________________________
____________________________________
____________________________________

Vaccination Requirements (www.cdc.gov/travel):
☐ Yes  ☐ No
Explanation: __________________________
____________________________________
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Proposed Travel Cost Per Participant

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<tr>
<td>Program Fee</td>
<td>$________</td>
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<tr>
<td>Study Abroad Fee</td>
<td>$75</td>
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<tr>
<td>Total:</td>
<td>$________</td>
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Program Fee Includes (Select all that apply)
☐ Airfare  ☐ Most Meals
☐ In-Country Transportation  ☐ Accommodation
Other: __________________________
____________________________________
____________________________________

Safety Abroad Plan
Have you read the information provided on the travel.state.gov that relates to your proposed location?
☐ Yes  ☐ No

Please describe any health, safety, or security considerations related to the location you are proposing.
____________________________________
____________________________________

Describe the policies and measures the program will take for mitigating the specific health, safety, and security risks identified above.
____________________________________
____________________________________
____________________________________
Recruitment
In coordination with the Office of International Programs, what ways are you committed to advertising this program?

☐ Informational Sessions  ☐ Classroom Presentations

Other:__________________________________________________________________________

Description of Study Abroad Program
Please note that this description will be used for promotional materials and for describing your program online. Be sure to include exciting activities and other information that will be attractive and beneficial to potential participants. You may provide a description of the study abroad program as an attachment.

______________________________________________________________________________

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Description of Academic Course(s)
This information will be used by the Office of International Programs for promotional and administrative purposes. Please include a description that includes a summary of the course(s), the grading format, and other pertinent information. You may provide a course syllabus and course descriptions as an attachment.

______________________________________________________________________________

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______________________________________________________________________________
Please review the information provided in this faculty-led study abroad proposal packet. Please indicate your approval by signing in the appropriate box. If you have any questions, please contact Bryant Harden at x4444 or harden_be@mercer.edu.

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<tr>
<th>Position</th>
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<td>Primary Program Leader</td>
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<td>Department Chair</td>
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<tr>
<td>Dean of School/College</td>
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<td>Coordinator of Study Abroad Programs</td>
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<tr>
<td>Director of International Programs</td>
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Faculty Liability

All faculty who lead programs are seen as representatives of the University. In order to protect faculty leaders and the University, all participants are required to complete and submit a Release and Hold Harmless Form in which faculty liability is addressed. It reads:

4. Disclaimer of University’s Responsibility
The Participant understands that the University in no way represents or acts as agent for the Host Institution, the transportation carriers, hotels, and other suppliers of services connected with this Academic Program. The Participant further understands and agrees that the University, its governing board, employees, and agents are:

A. not responsible or liable for any injury, damage, loss, accident, delay, or other irregularity which may be caused by the defect of any vehicle or the negligence or default of the Host Institution or any company or person engaged in providing or performing any of the services involved in this Academic Program;

B. not responsible for losses or expenses due to sickness, weather, strikes, hostilities, wars, natural disasters, or other such causes;

C. not responsible for any disruption of travel arrangements, or any consequent additional expenses that may be incurred therefrom; and

D. not responsible for the theft or other loss, damage, or destruction of the Participant’s luggage or personal belongings.

Memorandum of Understanding Policy and Process

Initiating a Relationship
If your program is initiating a relationship with an organization, University, or vendor, please contact the Office of International Programs to inquire about the need for a memorandum of understanding.

Formalizing an Established Relationship
If you haven’t formalized an ongoing relationship, please contact the Office of International Programs to begin this process.

Orientation

The Coordinator of Study Abroad Programs will, with the help of faculty leaders, schedule a program-specific orientation approximately one month before the departure date. The safety and security section of the orientation will last approximately twenty (20) minutes.

In addition to reviewing safety and security information, this orientation should serve as a venue for faculty members to review program details with participants. Therefore, we require that faculty leaders attend and help lead the orientation.
Requirements for Participation of Non-Mercer Individuals

- All participants are required to complete an application through Terra Dotta.
- Participants are required to be enrolled in health insurance that covers international medical care. Please see ‘Health Insurance Policy and Procedure.’
- Non-Mercer participants will pay the study abroad fee ($75) to the Office of International Programs. Upon receipt, the Office of International Programs will deposit the payments in the correct accounts through accounting.
- Non-Mercer participants wishing to receive academic credit for participation in a study abroad program must apply for admission through Mercer’s Office of Admissions. Upon acceptance, these participants should work with their home institution to complete a transient form. Please contact the Office of International Programs for more information.

Study Abroad Week: September 26th – September 30th, 2016

The Office of International Programs strongly encourages program leaders to participate in the Study Abroad Fair and other events throughout the year. These events are designed to promote Mercer University’s study abroad opportunities. The Office of International Programs will contact program leaders in August with more information about the 2016 Study Abroad Events.

TerraDotta – Online Application Portal

The Office of International Programs uses an online system for application submission and document collection. Students will complete all application materials through the Terra Dotta portal. Program leaders will be assigned the reviewer status in order to view all applicants and their progress. The Office of International Programs will provide a walk-through of this program to program leaders upon request.

Visa Protocol

Participants and program leaders must adhere to the rules and regulations governing visas in the countries to which they are traveling. Program leaders are responsible for advising participants on visa requirements. The Office of International Programs serves as a consultant to program leaders.

Please note that the Office of International Programs is not responsible for students who are denied visas for entrance into their host countries. Refund decisions regarding this matter will be made on a case-by-case basis.

Academic Considerations

ISA 101.OT1

International Studies Abroad 101 is an International Programs course designed as a 1-hour Cross-Cultural Orientation. In this course, “Students explore personal learning objectives, participate in cross-cultural competency training activities, reflect on culture-crossing focused readings and experiences, and commit to an evaluative method for determining the level of success reached at completion of term abroad.”

If you would like to use this course as an academic component to your faculty-led program, please contact the Coordinator of Study Abroad Programs.
Terms*

Program leaders should note the following information about term dates and due dates for grades. Please contact the Office of International Programs or the Registrar’s Office for further information.

Fall: August 22, 2016 – December 17, 2016. Grades are due by 9:00am on December 15th.

Spring**: January 8, 2017 – May 6, 2017. Grades are due by 5:00pm on May 10th. All grades for seniors are due 48 hours after the final examination.

Summer Session 1: May 22, 2017 – June 23, 2017. Grades are due by 9:00am on June 28th.

Summer Session 2: June 26, 2017 – July 29, 2017. Grades are due by 9:00am on August 2nd.

Summer Session 3: May 22, 2017 – July 29, 2017. Grades are due by 9:00am on August 2nd.

*Please check with the Registrar’s Office for when grades are due as those dates may change.

**If a travel program/course is taking place between the end of the Spring semester and the beginning of Summer Session 1, then it is considered to be a Summer Session 1 program/course.

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Insurance

Health Insurance Policy and Procedure

Participants in international travel programs are required to be enrolled in a health insurance plan that covers international medical care. It is the participant’s responsibility to retain health insurance, which includes international medical care, throughout the duration of the study abroad program.

- Students enrolled in Mercer University's Student Health Insurance Plan are covered for international medical care.
- If participants cannot confirm or verify that their health insurance covers international medical care, they will be required to purchase international medical insurance from GeoBlue. Participants will need to visit the following website, follow the instructions, purchase a plan, and provide a receipt to the Office of International Programs.
  - https://www.geobluetravelinsurance.com

Emergency Assistance Policy and Procedure

All participants in Mercer University-related travel to destinations abroad, either accompanied by Mercer faculty members or traveling independently, will be enrolled in an emergency travel insurance program provided by On Call International. This coverage is included in the $75 Study Abroad Fee. On Call International is not a health insurance policy. This additional plan serves participants only in the event of an emergency or with issues related to travel such as lost luggage, stolen passports, etc. Emergency services include, but are not limited to, ambulance travel, evacuation, relocation, and the transport of a friend or family member in the event of extended hospitalization.
On Call International will **NOT** cover hospitalization or emergency evacuation resulting from high-risk activities included but not limited to: caving, mountaineering or rock climbing necessitating the use of guides or ropes, potholing, skydiving, parachuting, bungee-jumping, ballooning, hang gliding, deep sea diving utilizing hard helmet with air hose attachments, martial arts, rallying, racing of any kind other than on foot, and any organized sports undertaken on a professional or sponsored basis. Please see policy for exact coverage details.

- Program leaders are enrolled in the On Call International emergency travel assistance at no additional cost.
- All other participants are required to pay the $75 Study Abroad Fee.

The Office of International Programs will provide training to faculty leaders on how to use On Call International in the event of an emergency.

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**Financial Considerations**

**Budget**

The budget set for faculty-led study abroad programs is at the discretion of the program leader(s). Please be advised that the budget set for the program must be able to cover all expenses related to the program. Examples of program expenses include faculty expenses, visa fees, flights, accommodation, taxis, excursions, in-country travel, communications, and meals. The Office of International Programs cannot subsidize programs that overspend their budgets.

Please contact the Office of International Programs if you have any questions throughout the budgeting process. We have a faculty-led budget Excel worksheet that we can provide to help determine your total expenditures (overall direct budget) and how that should be divided among participants.

Please note that your number of participants may change, so be mindful of predicting a large number of participants.

**Budget Adjustments**

Please note that incoming payments are deposited into the program’s revenue account. Before those funds can be accessed, the Office of International Programs must submit a budget adjustment to move these funds from the revenue account to the expenditure account. This process typically takes between two to three weeks. Please be mindful of this process throughout the planning process. Payments can only be paid out of the expenditure account, so please make note of the two to three week process of moving the collected funds.

**Faculty Cash Advance**

Step 1: Contact the Office of International Programs at least four weeks before departure to begin the process for a cash advance. The cash advance will be issued from the University’s general cash account. **Program leaders must record their purchases in the travel receipt log and submit all receipts for the payments upon program completion.**

Step 2: The Director of International Programs will review and submit the request to Accounting.

Step 3: Accounting will issue the advance payment to the faculty member.

*If the advance payment request is more than $1,000.00, Accounting requires faculty members to provide a justification letter that includes the names of the program leaders, dates of the program, number of participants, locations visited, amount requested, and the reasons why a cash advance is required.*
**Gilman International Scholarship**

The Gilman International Scholarship Program offers scholarships for US citizen undergraduate students of limited financial means to pursue academic studies abroad and credit-bearing internships abroad.

- Applicant must be receiving a Federal Pell Grant at the time of application or during the term abroad.
- Applicant must be applying to a study abroad program eligible for credit at the student’s institution of higher education in the US.
- Applicant must be studying or interning abroad for a minimum of 4 weeks in one country.
- The Study Abroad program or internship cannot take place in a country on the US Department of State’s Travel Warning list or Cuba.

Award Recipients receive up to $5,000 to apply toward study abroad or internship program costs, including program fees, tuition, room and board, airfare, books and local transportation. For further information about the Gilman Scholarship, please contact David Davis at davis_da@mercer.edu.

**Purchasing Card – Application**

Faculty members that request a purchasing card for their program must submit three documents to the Office of International Programs. These documents can be found at purchasing.mercer.edu.

- Purchasing Card Application
- Purchasing Card Manual
- Purchasing Card Requirements (Signature)
  - College/Dept: International Programs
  - Statement Address: 1501 Mercer University Dr. Macon, GA 31207
  - Monthly Limit: $5,000
  - Budget Default: (Expenditure Account for Specific Program)
  - Transaction Limit: $2,999
  - Person Responsible for Approving Expenditures: Julie Strecker
  - Dean/VP Signature: Julie Strecker

**Purchasing Card – Reconciliation**

- The Purchasing Card simplifies some transactions, but detailed documentation for ALL transactions is required in order to maintain the privilege of using the card.
- The Purchasing Card is to be used for Mercer approved transactions that are within the required limits of the card and account budget. Please note that the Office of International Programs cannot subsidize programs that overspend their budgets. Program leaders should contact the Coordinator of Study Abroad Programs for balance inquiries.
- Tax exempt states include GA, TN, FL, & OH, on all transactions except meals, gas, airlines.
- When faculty members receive their purchasing card, they will need to register at http://smartdata.jpmorgan.com.
- The monthly cycle ends on the 26th of each month. All transactions are required to be reviewed and approved online prior to the 10th of the month after each statement.
- **When reviewing purchases online, please make sure that you assign the correct account to each purchase.**
- Mercer University Purchasing Card Contacts:
  - Beth Elderkin: (478) 301-2402
  - Charles Mize: (478) 301-2951

If the card is lost or stolen, the Cardholder shall immediately notify the Bank at 1-800-316-6056. Representatives are available 24 hours a day. Cardholder must advise the representative that the call is regarding a MasterCard Purchasing Card. The Purchasing Office should also be immediately notified.
Refund Policy

Refunds for participants are at the discretion of the Director of International Programs and the Coordinator of Study Abroad Programs. Reimbursements are granted in the same form as the payment, i.e. if a participant paid with a check, then they will be reimbursed with a check. The Study Abroad fee is nonrefundable.

Refund of Excess Funds

If the program account holds excess funds equal to or greater than $50 per participant, then the Office of International Programs can request a refund from the Bursar’s office. In the event that non-Mercer individuals are participating in this program, the Office of International Programs will submit a request for payment to accounting.

If the program account holds less than $50 per participant, the Office of International Programs will assume control of the account.

Refund for Canceled Programs

If a program is unsuccessful, participants are eligible for a full refund of the amount they have paid towards the program and the Study Abroad Fee. The reimbursement will be granted in the same form as the payment, i.e. if a participant paid with a check, then they will be reimbursed with a check.

Reimbursement – Faculty Travel

Program leaders needing reimbursement for travel expenses should complete the following steps.

Step 1: Complete the Travel Expense Reconciliation Form and organize relevant receipts.
Step 2: Submit the form and receipts to the Office of International Programs.
Step 3: The Coordinator of Study Abroad Programs will review and submit the documents to Accounting.
Step 4: Accounting will issue the reimbursement to the faculty member.

Request For Payment (RFP)

The Coordinator of Study Abroad Programs should be notified of all program-related expenses and expected payments. A request for payment will be submitted and processed for goods and/or services. Examples of past requests for payment include accommodation costs, in-country services for guiding and transportation, payment to a travel agent, program fees to an in-country partner, and other program-related expenses.

a. Payment to Domestic Businesses/Organizations

Step 1: Payee needs to submit an invoice to the Office of International Programs.
Step 2: If not already on file, an appropriate Internal Revenue Service form (W9) will be required for payments to businesses/organizations located within the United States. Please note that a W9 must be on file.
Step 3: If outstanding budget adjustments have been processed, then the Office of International Programs will submit a RFP to Accounting.
Step 5: Accounting will make the necessary arrangements to send the payment to the business/organization in the form of a check via mail. Please note that there is additional time required for cutting and mailing the check to the business/organization.

b. Payment to Foreign Businesses/Organizations

Step 1: Payee needs to submit an invoice to the Office of International Programs.
Step 2: If outstanding BAs have been processed, then the Office of International Programs will submit a RFP to Accounting.
Step 3: Accounting will make the necessary arrangements to wire the payment.
**Student Payments**

Students make their study abroad program payments through the Bursar’s office. Before a student can make a payment towards their study abroad program, their account must be in good standing with the Bursar’s office.

If the student has an outstanding balance, then the student must either pay the outstanding balance or enroll in a payment plan. Approximately 6 weeks before a program’s departure date, the Office of International Programs will provide a complete roster to the Bursar’s office. The Bursar’s office will review each student to determine the student’s financial standing. **Students will not be allowed to participate in a study abroad program if their account is in bad standing.**

If students have holds on their accounts, then they must satisfy requirements for that hold before making study abroad payments. Students are able to pay their program fees by cash, check, or credit card. If students make a payment online through their MyMercer accounts, then the students **must** contact the Bursar’s office to let them know where that money should be directed.

**Payment Schedule**

Once the budget has been determined by the faculty leader(s), the Office of International Programs will work with the program leaders to create a student payment schedule. This payment schedule will divide the total program fee into installments to make it easier for students to make their payments. The first payment is considered the deposit. The payment schedule should act as a guideline for participants.

Please be mindful that budget adjustments (2-3 weeks) and request for payments (1-2 weeks) take time to process.

**Study Abroad Fee - Nonrefundable**

Participants in faculty-led study abroad programs must pay a $75 Study Abroad fee. This fee will be assessed when the participant makes their first program payment. This fee is nonrefundable.