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I. General Program Design

Faculty who wish to offer an Asia Council-sanctioned study abroad program should work closely with the Asia Council Chair and the study abroad committee, which will assist them in designing a program that meets University System requirements. The procedure for obtaining approval to offer a study abroad program follows.

A. *Approval Process and Deadlines*

Proposals for summer study abroad should be approved by the September meeting of the year before the study abroad program is to occur. Thus, a summer 2017 program must be approved by September, 2016. Study abroad proposals should be approved by the following persons; however, campus policies differ:

1. Heads of departments in which courses are to be offered;
2. Deans of colleges in which courses are to be offered;
3. Director of the Center for International Programs;
4. The Vice President for Finance or his/her representative;
5. The Vice President for Academic Affairs.
6. The Chair of the Asia Council

B. *Procedure to Follow*

Faculty interested in developing a study abroad proposal should follow these steps:

1. Describe program to the Asia Council Study Abroad Committee and Chair to seek their approval;
2. Meet with the host school International Director to discuss the proposal and clarify the procedures for developing a system proposal;
3. Develop a draft proposal, including all the components described under D, below;
4. Have the Asia Council and the Chair review the draft proposal, then make any revisions that are required;
5. Submit the final proposal, along with the signature approval form, for signatures.

C. *Program Design Checklist*

The checklist below is meant to help assure that you address the most important tasks in designing a study abroad program. The Asia Council Study Abroad Committee is prepared to assist you in planning how to handle each of these issues.

1. Assess student interest in the program;
2. Make a site visit to evaluate the infrastructure that will support the program, if possible and financially feasible;

3. Verify the reliability and safety record of all service providers, contractors, and host institutions;
4. Assure safety and security of in-country transportation and accommodations;
5. Assure availability of adequate emergency medical services;
6. Project numbers of students and faculty;
7. Develop itemized budget with projected per-student cost;
8. Develop complete travel itinerary;
9. Develop a recruiting plan;
10. Produce attractive flyers, posters, and/or brochures;
11. Produce application forms, acceptance packets, and orientation materials.

D. *Format for Study Abroad Proposals*

In preparing the proposal, use the guidelines enumerated in the “Request for Approval” form (see Appendix B):

1. Nature and purpose of the program;
2. Description of the academic component including type and number of credit hours to be awarded, eligibility requirements, number of contact hours, method of evaluation, course title(s) and number(s), and examples of course-related activities/excursions outside the classroom;
3. Projected number of students and faculty;
4. Program budget including projected cost to each student;
5. Room and board arrangements;
6. Amount and source of faculty compensation;
7. Description of program affiliations, host institutions, and service providers;
8. Travel arrangements including all countries and cities to be visited;
9. Security arrangements;
10. Recruitment plans.

II. Academic Integrity

You must assure that your credit-bearing program is academically substantive and that credit awards are in line with the program curriculum, contact hours, and assignments. Course plans should both take advantage of the international setting and assure academic rigor.

To be considered:

- Contact hours
 - ⇒ When calculating contact hours, incorporate field experiences led by faculty with classroom instruction
 - ⇒ It is standard practice to reduce the number of classroom contact hours required for credit when the learning is taking place abroad
- Class attendance—usually fewer absences (or no absences) should be allowed on short-term study abroad programs
- Syllabus—should be prepared in initial planning stage
 - ⇒ You may want to give reading assignments to students before the excursion so they may take maximum advantage of the overseas experience
 - ⇒ Replace the electronic media you normally use on campus with experiential field work
- Evaluations
 - ⇒ Evaluation forms should be prepared and distributed to students or done on line. If students do not have access to an online evaluation, they should do a handwritten evaluation. The evaluations should be sealed in an envelope and turned in to the chair of the Asia Council.
 - ⇒ The forms should address accommodations, meals, field trips, class facilities, course materials, texts, and quality of instruction and program administration (see Appendix C). A standard teacher evaluation should also be included.
 - ⇒ Student journals may be employed as part of the evaluation process
 - ⇒ After the program has returned or at the beginning of fall semester, the program director should set an appointment with the Asia Council chair for debriefing and evaluation of the program and discuss plans for the next year.

III. Fiscal Procedures

A key element of study abroad programming is making sure that there is enough money in the program budget to pay for all program costs and that the management of funds follows federal, state, and institutional guidelines. This section will provide you with a procedural framework in which to manage the finances of your program.

A. *Budgeting*

Sound budgeting will serve you well in avoiding funding shortages and keeping student costs down. Use the following guidelines when creating your budget:

1. Determine an enrollment number for which you will budget based on an estimate of student interest and the program's capacity;
2. Figure a total per-student package cost by dividing group expenses by the target number of students, then adding individual expenses to this figure (see example below);
3. If faculty meals are not pre-paid, you should budget a daily food allowance (per diem) for each faculty participant. You may use per diem rates published by the State Department at www.state.gov/www/perdiems/index.html. The list is indexed by country and then by major city. For a meal allowance, use the M&IE (meals and incidental expenses) rate as your maximum. In order to keep the programs affordable, it is recommended that you keep meal expenses around \$35 per day.
4. Add to the total package figure a cushion of 5 - 10% for administrative overhead, variation in exchange rates, and price fluctuations;

5. Use a conservative estimate for exchange rates as they may fluctuate greatly;
6. **DO NOT INCLUDE TUITION AS PART OF YOUR PROGRAM BUDGET**—this will be handled through student accounts. **EXCEPTION:** If instruction is completely contracted out to a host institution, tuition payments will be transferred to that institution if approved by the provost. Contact Assistant Director of Financial Services on your campus for instructions.

B. Budget Items

The following items (if they are parts of your program package) should be included in your budget:

1. International travel;
2. International insurance;
3. Accommodations;
4. Meals (for faculty, this may be in the form of a per diem);
5. In-country travel;
6. Entrance fees;
7. Guided tours;
8. Faculty expenses (#1 - #6 above);
9. Facilities rental;
10. Guest lectures.

Budget Example

A five-week study abroad program in Tokyo
 Target enrollment: 20 students; two faculty co-directors

A. Group Expenses (in Yen—to be converted to dollars at a rate of \$1.00 = 100 Yen)	
1. Transportation to/from airport:	Y 4000
2. 5 guest lectures @ 4000 per lecture	Y 20000
TOTAL GROUP EXPENSES:	Y24000
PER STUDENT COST ($\text{¥}600 / 20 = \text{¥}30$) x 1.7 = \$51	\$51
B. Individual Expenses	
1. Roundtrip airfare, Atlanta - Tokyo	\$1700
2. Accommodations (Y60000 = \$600)	\$600
3. 7 day Japanrail Pass	\$400
4. 4-week Subway travel Card	\$150
5. Tours of Kyoto, Nara, Osaka	\$380
6. Meals	\$600
7. Insurance	\$ 40
8. Faculty expenses	
a. $\text{\$}3180$ (B1-B5) x 2 = $\text{\$}6260/20$	\$313
b. Per diem @ \$26 per day x 35 days = \$910; \$910 x 2 = \$1,820 / 20 students	\$91
TOTAL INDIVIDUAL EXPENSES	\$4274
C. Estimated Package Costs, Group and Individual (A and B, above)	
$\text{\$}51 + \text{\$}4274$	\$4325
D. Administrative Overhead @ 5% of 4325 = \$216.25	
	\$216
E. Total Estimated Package Cost (C and D, above) $\text{\\$}3,846.5 + 192.33 =$	
	\$4541
PACKAGE COST TO BE ADVERTISED: $\text{\\$}4,550 +$ tuition	

C. Application Fees and Payment Schedules

The following are guidelines for application deposits, student payment options, and payment schedules. You will require funds well in advance to cover items like airfare deposits and accommodation costs. However, many students will not be able to pay the entire package cost in one payment. Breaking up the package cost into a program deposit and two or more payments should help you obtain funds early enough to pay advance costs while maintaining program affordability.

1. You should require an application fee to be applied toward students' package costs. You should consider an application incomplete without the application fee. You may wish to make part of the application fee refundable up to a specified date (BE SURE TO INCLUDE A DETAILED REFUND POLICY IN YOUR PROGRAM LITERATURE). The remainder of the program fees may be broken down into two or more partial payments. For example: \$200 application fee; \$2000 due on March 1; and \$2000 due on April 1 for a total package cost of \$4,200;

D. Account Management and Record Keeping

As a program director, you must keep accurate financial records and follow guidelines on the use of student money established by the University System of Georgia. Use the following guidelines to manage your agency account and keep financial records:

As soon as plans are underway to launch your study abroad program, an agency account should be established in which to deposit program fees and from which to pay for program expenses. Contact the Office of Financial Services on your campus for more information on establishing an agency account.

1. Once you have your agency account, make arrangements to receive monthly ledger reports; You should also keep a spreadsheet to maintain accurate records.
2. **It is very important to keep in mind that student tuition payments must be kept separate from program fees.** Charges for tuition will appear on students' accounts when they are registered for classes. Students are responsible for paying tuition money into their accounts;
3. According to Board of Regents policy, students participating in USG study abroad programs should not be charged health, student activity, and athletic fees. Contact Financial Services regarding the waiver of these fees. This policy applies only to students who take none of their courses on campus for the term; if a student takes other courses during the summer on campus, these charges will apply.
4. Board of Regents policy also specifies that non-resident students participating in USG-approved study abroad programs should not be charged full non-resident tuition, but rather a maximum of \$250 above resident tuition. VSU policy is to charge resident tuition only, with no extra fee, **FOR SUMMER PROGRAMS ONLY**. For programs that take place during the academic year, the \$250 charge applies;
8. Now that you have money in your agency account, you may begin paying for program services. It is best to try and pay for as much as possible in advance to avoid the risks of carrying large amounts of money abroad. To do this, all you need is an invoice from the service provider. If the invoice is in U.S. dollars, use the following procedure to make a payment by check:
 - a. Fill out a check request form
 - b. Include Federal ID Number of payee on the check request form;
 - c. Request that the check be sent directly to you—not the payee;
 - d. Attach all invoices corresponding to your check request;
 - e. Attach list of student names and student numbers for whom the transaction covers;
 - f. Make a copy and file;
 - g. Submit check request and invoices to the CIP for approval
 - h. CIP will submit to the Office of Financial Services;
 - i. When you receive the check, make a copy for your files and record transaction in your spreadsheet.
9. If the invoice is in a foreign currency, use the following procedure. Note: there is a \$40 service charge for wire transfers and a \$25 service charge for bank drafts. These charges are deducted from your agency account.
 - a. Write a memorandum to the Assistant Director of Financial Services with information on the payee, the amount of the transaction, what the payment is for, and the type of currency required;
 - b. Attach to the memorandum an invoice for the service to be rendered.
 - c. Send to the CIP for the appropriate signatures;
 - d. If the transaction is by wire transfer, include the account, routing, and ABA numbers and address of payee on the memorandum. The payee should be able to provide you with these numbers;
 - e. File a copy of the invoice and memorandum;

- f. If the transaction is made by bank draft, request that the draft be sent to you, so you may make a copy of the draft and forward the original to the payee.
10. In many cases, it will be impossible to acquire invoices for services (e.g. entrance fees, cab fares). To obtain a cash advance from your agency account to pay for services for which it is impossible to acquire invoices, use the following procedure:
- a. Establish in your budget costs for such services (e.g. museum entrance fee: \$10 x 10 students = \$100);
 - b. Submit via PeopleSoft “Request for Authority to Travel on Official University Business” and a request for a cash advance (Appendix F), and a copy of your budget to the CIP for approval.
 - c. COLLECT RECEIPTS TO ACCOUNT FOR ALL PAYMENTS;
 - d. Note: For goods and services under \$25, a receipt is not necessary. However, you must log the expense including date, vender, product or service provided, amount in local currency, exchange rate, and dollar total; (Appendix G
 - e. Upon return, submit a Travel Expense Statement (see Appendix H) with receipts and a cover memorandum to the Office of Financial Services;
 - f. On receipts written in a foreign language, circle the monetary figures and provide an exchange rate for the day the purchase was made in the cover memorandum;
 - g. **Advanced funds not accounted for must be returned to the Office of Financial Services within five days of return or you will be reported to the BOR for possible malfeasance. You may request an extension in writing if you will continue to travel after the program end or have other business that prevents you from returning to your home campus immediately.**
11. If a daily meal allowance (per diem) for faculty is included in the program budget, you may get a cash advance from your agency account by using the following procedure:
- a. Establish in your budget a per diem for faculty multiplied by the number of days the program will run (e.g. per diem: \$30/day x 30 days = \$900);
 - b. Submit a completed “Request for Authority to Travel on Official University Business” with a memorandum requesting the funds in advance.
 - c. YOU ARE NOT REQUIRED TO SUBMIT RECEIPTS FOR GOODS AND SERVICES PAID FOR WITH A PER DIEM.

E. Financial Aid

Financial aid is often a critical issue for students wishing to study abroad. As a program director, you should be familiar with the use of student financial aid to pay for study abroad expenses and the availability of supplemental funding. Students may use their state (including the HOPE Grant) and federal financial aid packages to help cover the costs of studying abroad for credit that will apply to their degree program. Therefore, you must assure that the credit awarded through your program will advance students with financial aid toward their degree.

Students with financial aid who wish to study abroad should contact the Financial Aid Office on their home campus. Financial aid is disbursed to student accounts and excess money is refunded to the student, just as if the student were studying on campus. You should advise students that if they need money for a summer program, they should make sure that there will be enough funds available from their annual package to cover summer costs. Students who have not applied for financial aid should obtain a Free Application for Federal Student Aid at the Financial Aid Office as soon as possible.

IV. Risk Management

No activity is risk-free, but study abroad may involve unique risks to participants and a higher level of responsibility for supervisors. This section will describe how program directors can best protect their students from harm and themselves from litigation. The final part of this section is devoted to procedures for handling crisis situations abroad.

A. Safety and Tort Liability Issues

1. Background

Tort law covers civil suits involving wrongful acts that result in injury, loss, or damage, and negligence is the most common tort litigation. In study abroad, the most common example of negligence is a failure to counsel students sufficiently about risks and dangers—natural, social, political, cultural, and legal—inherent in living in a foreign environment.

A legal judgment of negligence must prove duty, breach of duty, proximate cause, and actual injury. Duty is defined as an obligation recognized by the law. A duty is determined when the risk in question is deemed to be foreseeable through the objective eyes of “a reasonably prudent person in a similar situation.” Once a duty has been determined to exist, a standard of care is established. Disregard of this standard of care is a breach of duty and can result in a lawsuit. For example, a program director who takes a group of students into a known war zone has breached his duty.

With a breach of duty established, a litigant must determine proximate cause. Proximate cause is proof that the breach of duty resulted in the injury, loss, or damage in question. Finally, successful litigation requires proof that an actual injury, physical or mental, occurred.

It is important to note that the standard of care in study abroad programs is higher than at the home campus because students are in unfamiliar environments without the support networks they are accustomed to. In addition, students may be operating in non-English speaking populations. You must be conscious of this fact during pre-departure preparations and on-site management of your program.

The following are ways to minimize the risk of tort litigation.

2. Program and Site Familiarity

You must be thoroughly familiar with the program; providers of services; and the cultural, political, and social conditions of the site. Investigate the security of all accommodations and the safety record of all transportation providers. Research the security of all destinations and the areas through which the group will travel using ground transportation. Monitor State Department Travel Advisories and Consular Information Sheets available at www.stolaf.edu/network/travel-advisories.html. A site visit/planning trip well before the program begins is absolutely necessary.

3. Supervision and Backup

Make sure that someone is always in charge. An assistant director or leader must be available in case the director is unable to function. Students should always be accompanied during group travel. Someone (director, assistant or co-director, host institution staff, or student leader) should be available to handle emergency situations at all times.

4. Insurance

Students going abroad must carry insurance that will cover medical expenses, repatriation of remains, and medical evacuation. This must be made very clear to students upon application and during

orientation. You should build in the cost of insurance in the program budget. The CIP will enroll the students and bill the program.

5. Orientation

One of the best ways to ensure the safety of students and minimize the occurrence of litigation over negligence is to provide a thorough orientation. The orientation should include:

- a. Cautions about alcohol and drug abuse and a warning not to carry, buy, or sell illegal drugs;
- b. A warning that students are subject to local—not U.S.—laws and that little can be done by a USG campus or the U.S. Embassy to help students who are caught breaking the law;
- c. Region-specific health information such as the nature, prevention, and treatment of region-specific diseases; required and recommended vaccinations; water and food risks; and descriptions of persistent and epidemic diseases. You may wish to distribute travel health information available from the Centers for Disease Control at www.cdc.gov/travel/travel.html;
- d. Advice to prepare a customized medical kit including prescription medications in labeled bottles, generic prescriptions for refills, and an extra pair of eyeglasses (if needed);
- e. Information about the physiological and psychological consequences of jet lag, culture shock, homesickness, loneliness, changes in diet, lack of exercise, and so on;
- f. General instructions for emergency medical situations—using an emergency telephone system (like 911), calling an ambulance, a hospital or doctor, or an embassy or consular office;
- g. Prudent advice on how to minimize the possibility of being the victim of crime;
- h. Advice to avoid political activity;
- i. Local diet and eating patterns, including ways to accommodate students with special nutritional needs or preferences;
- j. How to locate routine and emergency professional medical help;
- k. Facts on local crime and the political situation. You should distribute the State Department's Travel Advisories and Consular Information Sheets;
- l. Providing students on-site with cards that include daytime and evening telephone numbers and addresses for the program;
- m. Retaining a photocopy of the information pages in students' passports.

6. Statement of Responsibility

All students who participate in Asia Council study abroad programs must sign a statement of responsibility that should include all of the language on the next page. The first four items should be agreed to in writing by the student upon application. **Program directors should photocopy each signed Statement of Responsibility for their files and send the originals the Asia Council and their home campus.**

Student Statement of Responsibility Regarding International Programs

1. I acknowledge that participation in a study abroad program involves some risk of injury, illness, or loss of personal property. I agree to release and forever discharge (home campus) and the University System of Georgia, its members individually, and its officers, agents, and employees, from any and all claims, demands, rights, and causes of action of whatever kind or nature, arising from and by reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, including death, damages to property and the consequences thereof, resulting from my participation in the XXXXXXXX program in XXXXXXXX and related activities.*
2. I hereby agree to maintain accident, health, medical evacuation, and repatriation of remains insurance in force and effect for the entire duration of my participation in the study abroad program. I further certify that, to the best of my knowledge, I am in good health and physically capable of undertaking an intensive program of foreign study; any medical or health-related problems have been explicitly described to the program director.*
3. I agree that I shall be subject to the supervision and authority of the faculty in charge and to the standards of conduct stipulated by the faculty in charge. I further acknowledge that the supervising faculty have the sole authority to make decisions regarding the continued participation of any individual in the program whose conduct may necessitate disciplinary action.*
4. I agree to abide by the deadlines for fee payment as follows: XXXXXXXX. I further acknowledge and accept the schedule for refunds, should I withdraw from the program, and accept the penalties associated with late withdrawal, as follows: XXXXXXXX. I understand that all withdrawals must be made in writing.*
5. I do ___/ do not ___ authorize the supervising faculty to obtain and provide medical treatment and/or services that I may require during the study abroad program.
6. I authorize my university and/or the director of my program to communicate in emergency situations with the contact person(s) provided in my application materials.
7. I understand that during free time within the period of the program and after the period of the program I may elect to travel independently at my own expense. I agree to inform a supervising faculty member of my travel plans and understand that neither my home campus nor program staff are responsible for me while I am traveling independently during such free time.

Signature of Participant

Date

Name of Participant (Print)

* Items #1 - #4 must be included in your application form. Items #5 - #7 may be either in your application or in a document that you distribute during pre-departure orientation.

B. Contractual Liability

This form of liability stems from not providing the services or quality of services that are promised. In order to avoid contractual litigation, you should do the following:

1. Be honest about travel, prices, housing, food, etc.;
2. Include disclaimers—e.g. prices may vary, services may change—in program literature. For example, “all costs are subject to change because of unanticipated increases in airfares or other program elements or fluctuations in monetary exchange rates;”

3. Provide equivalent services when changes are made;
4. Obtain clear, written contracts with service providers that include services, costs, and a refund or alternate plan if first-choice services cannot be provided.

C. Crisis Management

All of the crisis management protocols below require that you contact the Asia Council and your home campus authorities. Be sure to take their contact numbers with you.

When handling any crisis, DOCUMENT YOUR ACTIONS!

1. Medical Emergencies

Before departure you should learn about the general attitudes toward health care in the culture, e.g. do doctors hesitate to use potent drugs and take a wait-and-see approach or do they aggressively treat problems? This information will be invaluable in dealing with medical emergencies.

In cases of serious medical situations, you are to do the following:

- a. Take the person to a hospital/clinic, verify the nature of the emergency with a doctor, inform health care personnel about chronic medical conditions, and assist with medical insurance paperwork;
- b. Obtain the medical help indicated;
- c. Contact your home campus international officer with nature of the medical emergency, and keep in regular contact with your home campus and the Asia Council director until the emergency has passed. Advise your international officer and the Asia Council authority if the student does NOT want the emergency contact notified;
- d. Have the student call emergency contact. If the student is not able to communicate, the international officer at the home campus will call the contact;
- e. If the student is unable to make advance payments for treatment, contact the campus International officer and the Asia Council authority with details. Note: you should recommend that they carry credit cards;
- f. If the student has not signed authorization for you to obtain medical treatment, seek authorization from the student's contact person. Remember, you are not the student's legal guardian, but you should try your best to get medical attention for her/him;
- g. The following is a list of information you should obtain to assess the situation:
 - student's name;
 - date of accident or commencement of illness;
 - details of injuries, symptoms, present condition, including temperature;
 - name and telephone number of attending physician;
 - name, address, and number of hospital or clinic, if applicable;
 - drugs administered;
 - x-rays taken and results; and
 - surgery proposed. Type of anesthesia. Wait for authorization if necessary and possible (work with doctor).

2. Natural Disasters and Group Accidents

In the case of earthquake, flood, avalanche, epidemic, bus crash etc., you are to do the following:

- a. See to the safety of all group members;
- b. Communicate immediately with your international officer and the Asia Council authority as to the safety and state of health of all group members, the group's location, plans, and when you will contact them again;
- c. Communicate the same information to the nearest American Embassy or Consulate. Diplomatic channels are an alternative way to get information to your international officer and the Asia Council authority if public communication systems fail;
- d. Consult with American Embassy/Consulate, local police, local sponsors, etc. to for advice on how to respond to situation;
- e. Discuss plans with group members. This may include change of location, change in program schedule, cancellation of the program, or a shift in emphasis in the program;
- f. Some students may decide to return home immediately. Of course, this is their prerogative and you should assist in making arrangements;
- g. Keep in touch with your international officer and the Asia Council authority.

3. Civil Disturbance

- a. Be aware of situations and locations which can be potentially dangerous. Warn students and advise them to avoid such areas whenever possible. Discourage or forbid, if necessary, attendance at particularly sensitive political meetings, rallies, or other sizable gatherings;
- b. Keep the American Embassy notified of your location at all times if you suspect problems are likely to erupt. Make sure you fully understand evacuation procedures to be followed in case it becomes necessary;
- c. Keep your international officer and the Asia Council authority informed of developments and follow instructions issued by the American Embassy;
- d. Contact your international officer and the Asia Council authority as soon as possible in the event of a coup, assassination, riot, revolution, etc. so parents who call may be fully informed.

4. Missing Program Participant (more than 24 hours)

- a. Inquire with friends and associates of the missing participant about her or his whereabouts;
- b. Notify the American Embassy, local police, and local sponsor(s) and give them your telephone number;
- c. Notify your international officer and the Asia Council authority at once. Your international officer and the Asia Council authority will notify the student's emergency contact. Be sure to provide them with as many details as possible regarding what happened and what is being done;
- d. Check with authorities daily, and inform all of any new developments.

5. Student Arrested

- a. Call local law enforcement agency;
- b. Visit student in jail and determine what happened;
- c. Have the student call emergency contact. If student is unable to make call, your international officer and the Asia Council authority will call contact;
- d. Report situation to American Embassy or Consulate;
- e. Assist student in obtaining funds for bail if possible;
- f. Notify your international officer and the Asia Council authority about incident.

6. Robbery

- a. Call local law enforcement agency;
- b. Assist student in obtaining funds to replace stolen money;
- c. Have student call emergency contact;
- d. Notify your international officer and the Asia Council authority.

7. Assault

- a. Go through medical emergencies protocol in section 1;
- b. Call local law enforcement agency to report incident;
- c. Notify your international officer and the Asia Council authority about the incident.

8. Rape

- a. Go through assault protocol in section 1;
- b. Notify your international officer and the Asia Council authority about the incident;
- c. Help student find counseling. Keep in mind that in many cultures medical doctors often are the first point of contact for people struggling with emotional or psychological issues;
- d. Help student (if requested or required) return home.

9. Death of a Student or Faculty Member

If a student or faculty member dies while participating in the program, record all available facts accurately. The atmosphere surrounding the program will be emotionally charged, and it will be difficult to manage the program while handling all of the details listed below. Even so, it is very important that the tasks below are handled promptly and effectively.

Take the following steps if a student or faculty member dies:

- a. If word comes by phone, obtain the identity of the person giving the information;
- b. Determine the cause of death—if an illness, what illness; if an accident, what kind, where did it happen, who else was involved, etc.;
- c. Find out time and place of death;
- d. Get name and address of undertaker, if available;
- e. Find out participant's religion. If Catholic, check if last rites have been administered. If Jewish, contact a local Rabbi immediately. For those of other religions, wait until you have heard from the family as to their wishes;
- f. If the participant died in an accident, inquire about the local laws regarding autopsy;
- g. Find out if anyone has contacted the participant's family;
- h. Contact the insurance company for coverage of repatriation of remains.

Reporting the Information:

- a. Inform your international officer and the Asia Council authority immediately. The student's home campus international officer will then inform the participant's family personally;
- b. Notify the U.S. Embassy or Consulate.

Follow-up:

- a. Continue to keep a chronological record of events and actions as they occur;
- b. Talk to other student participants and keep them informed and counseled;
- c. The Asia Council will give the participant's family as much support as possible;
- d. The Asia Council will send a letter of sympathy to the participant's parents;

- e. The home campus or the Asia Council authority will assist the program director in making arrangements for the repatriation of the body or remains;
- f. Gather the participant's belongings and make an inventory;
- g. Ship the belongings and inventory to the international officer at the home campus, who will forward everything to the participant's family.

D. Rules of Behavior and Penalties

You should establish a set of rules and penalties (first, second, third offense) for breaking these rules that you cover in orientation (see Appendix I). These rules should be discussed orally and in writing. **Students may be expelled from the program, with no refund, if clear warning about the consequences of misconduct is given.** Rules should be established for the following:

1. Fighting;
2. Theft;
3. Destruction of property;
4. Excessive drinking;
5. Harassment of students, faculty, staff, or host families;
6. Absences;
7. Non-participation in group activities;
8. Dress code (for professional programs).