

St. Thomas University International Education Committee (IEC)

Travel Study Guidelines

Internationalization has been identified as one of the important areas for development at STU. As the future workforce of a global society, it is crucial that current students enrich their education by engaging academic content with places and peoples beyond New Brunswick and Canada. Consequently, the University encourages faculty to develop proposals for Travel Study. The following Guide/Rubric is provided so that applicants become aware of the complex variables involved and therefore ensure that all elements necessary for a successful experience are addressed in the proposal. Furthermore, the International Education Committee will assess proposals against this Guide/Rubric to ensure that the process is transparent and equitable for all. Important: All the variables listed below must be addressed in the proposal.

Guide/Rubric for Proposals

1. Logistical Information

- a. Destination, including a statement addressing the security status of the chosen city/country, in accordance with the Travel Reports and Warnings (Advisories) from Foreign Affairs and International Trade Canada (<http://www.international.gc.ca/>).
- b. Verification regarding any entry requirements into a given country beyond a valid passport (i.e., visa, proof of student status, etc.).
- c. Date and duration of the travel
- d. Cost and budget, calculated on a per-student basis and as well as the total institutional cost of the project
- e. Any fund-raising activities proposed in support of the project
- f. Number of students travelling (maximum and minimum)
- g. Number of faculty members travelling
- h. Mode(s) of transportation
- i. Arrangements for accommodations
- j. Arrangements for meals
- k. Any other costs to be incurred (local transportation/guides, equipment and/or materials, etc.)

2. Curricular Content: Senate Approval

- a. Proposals must include a description of the course with the rationale for teaching the course at the proposed destination (and how the destination is relevant to course content).
- b. If the course is new, **following approval by the IEC**, it must be approved by the Senate Curriculum Committee (SCC) and then Senate. A proposal following guidelines established by the SCC must be included with the submission to the IEC. SCC guidelines can be found on the STU website at:
<https://www.stu.ca/media/SenateCurriculumCommitteeGuidelines2012-2013.pdf>
- c. If the proposal recycles an already-existing course (except that it now includes a Travel Study component), the course also must be vetted by the IEC, sent to SCC and then approved by Senate, normally as a new course (with a new number).

3. Timeline

Normally, Travel Study should take place during intersession or summer session to minimize disruptions to the students' regular academic year.

- a. Call for proposals – normally in the Fall (September-October), approximately 20 months in advance of the Travel Study.
- b. Deadline for submission – normally early in December, approximately 18 months in advance of the Travel Study.
- c. Professors may alert their students about the course ahead of its official approval, as a way to build interest for it. However, a disclaimer should be included in the message indicating that the course's approval, and its realization, is still pending until Senate approval is granted.
- d. The course must be officially advertised one year in advance, so that students can plan efficiently how to fund their participation. All reviews/consultation/revisions/approval by the International Education Committee and by Senate must be finished by May 31st of the year before the Travel Study, approximately 12 months in advance.
- e. Travel Study courses will be posted for registration on WebAdvisor at the end of the Fall semester, in the same batch comprising Intersession and Summer Session courses.
- f. Costs, including any security deposits, must be paid by February 1st of the year of the Travel Study (assuming a travel date of May 1, this deadline falls approximately three months in advance, allowing for sufficient time for to assess the financial viability of the Travel Study and to book room and board, as well allowing sufficient time for the students to purchase their airline tickets).

4. Additional Financial Guidelines

- a. Travel Study courses will be run on a cost-recovery basis, similar to the Intersession and Summer Session courses. A statement on cost recovery must be included in the proposal, specifying the minimum number of students required for the course to break even after all costs are considered (including the professor's stipend). As a rule of thumb, projects which are more frugal will require fewer students to be financially viable.
- b. Students will be expected to finance their individual participation in its entirety.
- c. As a rule of thumb, security deposits will comprise, at a minimum, the total cost of room and board, plus any other expenses which may need to be paid in advance as a group booking.

5. Legal Guidelines

- a. Insofar as the Travel Study is an official institutional activity, all rules pertaining to the Statement of Mutual Expectations of Instructors and Students (in the Academic Calendar) will apply, as well as the Policies on Student Academic and Non-Academic Misconduct.
- b. All participating students must sign a liability waiver.
- c. Both part-time and full-time faculty are eligible to teach Travel Study courses. Staffing must be in accordance with the procedures defined in the appropriate Collective Agreements.
- d. Normally, Travel Study teaching will be assigned as an overload for full-time faculty and as a stipendiary appointment for part-time faculty.
- e. All travelers must have valid international medical travel insurance, including any additional coverage required by the host country.

**Appendix A
Travel Study
Logistics and Budget Information**

Please complete the following tables (there are 4).

Professor's Name: _____

Table 1. LOGISTICS

Destination	
Security status of destination in accordance with the Travel Reports and Warnings from Foreign Affairs Canada. Please attach documentation from the International Affairs website. http://www.international.gc.ca/	
Entry requirements (passport, visa, proof of student status, etc.) Please attach documentation from the International Affairs website. http://www.international.gc.ca/	
Approx. duration of travel	
Approx. date of departure	
Approx. date of return	
Fund-raising activities proposed in support of the project (if any). Attach a separate sheet if necessary.	
Maximum number of students	
Minimum number of students	
Names of faculty members travelling	
Mode(s) of transportation	
Arrangements for accommodations	
Arrangements for meals	
Number of credit hours	

Table 2. BUDGET

Student expenses:	
a. Airfare	
b. Accommodations	
c. Meals	
d. Other (e.g., local transportation/guides, equipment and/or materials, etc.) Please list specific costs.	
TOTAL student expenses (sum of a. through d. above):	
Professor's costs (to be covered by students):	
e. Airfare	
f. Accommodations	
g. Meals	
h. Stipend	
i. Other (e.g., local transportation/guides, equipment and/or materials, etc.) Please list specific costs.	
j. TOTAL professor costs (sum of e. through i. above)	
k. Any other direct costs of the project (not including costs per student or professor's costs) e.g. cost to study at a foreign university	

Table 3. COST RECOVERY STATEMENT

l. Total cost for professor(s) including stipend(s) and all expenses (shown as item j. in Table 2)	
m. Any other direct costs of the project (shown as item k. in Table 2)	
n. Total (l. plus m. above)	
o. Total divided by <u>minimum</u> number of students.	

Table 4. COST per STUDENT

p. Total shown in o. in Table 3 (above)	
q. Student's airfare	
r. Accommodation	
s. Meals	
t. Other (please specify)	
Total cost per student with minimum number of students participating (total of p. through t. above). Note: This total will be lower if more students participate)	