

May 11, 2010



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TO: Deans, Department Heads and All Faculty

FROM: April C. Mason *AM*
Provost and Senior Vice President

SUBJ: International Exchanges, Study Tours, and Other Study Abroad

As you are probably aware, the Office of International Programs has responsibility for coordinating study abroad, including maintaining inventories of existing exchange agreements, supervising approval of proposed agreements, and working with faculty and departments to develop new programs. In 1996, the Division of Continuing Education transferred responsibility for coordinating and developing study tours and other group study abroad programs to the Office of International Programs. Credit for most such programs is still processed through Continuing Education.

As a result of the coordination provided by the Study Abroad staff, student learning opportunities abroad, participation, and scholarship support for study abroad have all increased significantly.

Please make certain you are aware of the following basic guidelines concerning study abroad:

1. By law, all new exchange programs require approval of President Schulz, the Board of Regents, and the Governor. A sample exchange agreement and a signature sheet for approvals may be obtained from Office of International Programs and are accessible through the OIP homepage at <http://www.k-state.edu/oip>.
2. Any study tours or other study abroad programs which operate under the auspices of Kansas State University, whether offered for credit or not, must be coordinated with the Office of International Programs. Liability and potential risk, responsibility for handling of funds, and other important issues require central coordination and oversight. At the same time, the Study Abroad staff can offer valuable services in trip planning, publicity, and recruitment of participants.
3. No Kansas State University study tour should be publicized until it has been approved by the Group Study Abroad Coordinator in the Office of International Programs.
4. Faculty who plan to develop or lead study tours should be advised to contact the Group Study Abroad Coordinator at least nine months in advance of the prospective tour date. Trips can sometimes be organized on shorter notice, but success is often dependent on adequate lead time.

If you should have questions concerning any of these guidelines, please feel free to contact Dr. Mike Philson, Associate Provost for International Programs, at 2-5990 or mphilson@ksu.edu.