

**RIDER UNIVERSITY**  
**SHORT-TERM STUDY TOURS**  
**POLICIES**

1. Course Design and Approval by your School or College:

a. **If the study tour has never been previously approved**, you should prepare a new-course proposal for your Academic Policy Committee (“APC”). If your academic department requires departmental approval for new-course proposals, you should follow your department’s process first. **All courses must be approved by your Dean prior to submission to OIE. All courses must have at least 9 students enrolled in the course to successfully travel abroad.** If you are planning to co-teach a course with a different college, the course must still have a combined minimum of 9 students to travel abroad. The deadlines for these programs are as follows:

- January Term: September 15th
- Spring Break: October 15th
- May Term: November 15th

b. If the APC has previously approved the course, the study tour course is ready for **consideration for inclusion in the department’s workload** for the semester during which it is planned. Note that J-term and Summer Session study tour courses often are included in spring semesters so as to enable students to include such courses in their full-time course loads for no additional tuition. For example, a J-term study tour course may include several follow-up class sessions during the subsequent Spring Semester and receive a grade at the end of that semester.

As with any other new course, once a short-term study tour course has received APC approval and is “on the books,” it may be offered again as often as the department and the dean agree to include it in the workload. Study tour courses that change destinations each time they are offered are analogous to special-topics courses in that they need not go back for subsequent approvals by the APC for a new course but will require departmental workload approval.

2. Office of International Education (“OIE”):

a. Ideally, your planned short-term study tour proposal should be presented to the OIE by **February 15th** of the academic year preceding the academic year or summer session in which the study tour will be run. In other words, the proposed study tour should be brought to the OIE’s attention simultaneously with the workload being approved by your dean pursuant to Article XXV.B. which is Formulation and Submission of the Workload Plan in the AAUP Agreement

b. In a meeting with Kim Algeo, you will provide the study tour course proposal that was passed by your APC and the scope of the proposed study tour course that will

enable the staff member to prepare a **Request for Proposals** (RFP's) to send to pre-approved third-party providers that specialize in your interest.

We encourage faculty to specifically identify what are the "required" elements and what are the "preferred" elements of the program proposal as once the RFP process begins, the faculty will not engage in communication with interested providers.

c. The OIE will send the proposed RFP to a minimum of two potential providers (if providers offer these countries).

d. After the successful bidder has been selected, a contract will be prepared by the OIE for review by Rider University's **General Counsel**, who will review, revise if necessary, and forward the contract to the **Vice President for Finance** for signature.

e. **NOTE:** The following types of programs may follow a different process. However these programs shall be reviewed every three years:

- International courses/programs that go to the same destination annually or every other year (ex. MAR 300 to Honduras)
- Programs that are not feasibly coordinated by a third party provider that may require an exchange partner institution liaison (ex. Special Ed IND 210)

4. Once the contract has been signed, the OIE will prepare promotional materials for the study tour course; you will have an opportunity to review and approve these materials and the manner(s) of promotion.

5. The OIE will conduct an orientation session to assist enrolled students with completing the application process. Using Terra Dotta software, enrolled students will complete an application that is tailored to the selected course. All periodic payments made by the students will be paid online. The OIE will send the registrar the student list after applications are approved. Students will need to make sure they have the 3 credits available in their schedule.

6. The OIE will process the applications, ensuring that all documentation is fully completed by all students; conducting background checks with the Office of Community Standards; arranging for reasonable accommodations for students who self-disclose disabilities; ensuring that all students have provided photocopies of their passports, visas, health forms and emergency contact information.

7. The OIE will work with faculty and staff leaders to ensure all necessary information concerning the students participating in study tour courses, e.g., disability information will be provided to the leaders. OIE will provide a health and safety manual, and up-to-date information relevant to the program's destination(s).

8. Faculty and staff leaders are responsible for collecting and documenting original receipts for proper reimbursement while traveling. Upon return, leaders should prepare their reimbursements or have their administrative specialist prepare their receipts and sent to Kim Algeo for signatory budget approval and done similarly to how faculty submit their travel reimbursement request under the AAUP travel fund. **The OIE are not responsible for assembling and preparing financial reimbursements.**

9. The OIE will cover the cost of the international daily pass your cell phone provider uses. Please be sure to include a copy of your bill showing these charges in your reimbursement. Other fees that are able to be reimbursed include meals not included in the program and transportation to and from the airport. These fees are rolled into the student price from the beginning.