



International Affairs



California State
University

CHANNEL
ISLANDS

Faculty Handbook for UNIV 392 and other faculty-led travel at CSU Channel Islands

Center for International Affairs 2021-2022



Introduction

This guide was designed as a resource for faculty in order to provide familiarity with what is involved with short-term study abroad courses before submitting an application, to provide guidance for the process once a proposal is accepted, and to serve as a repository for policies/rules/guidelines to be updated as policies change. Faculty conducting repeat courses should consult the guide each year, since change in University and Chancellor's Office policies does occur.

Contacts

Please contact the CIA Faculty Director or the Mission Based Centers Coordinator with questions:

Dr. Andrea Grove, CIA Faculty Director
Email: andrea.grove@csuci.edu
Campus Phone: 805-437-3124

Jeannette Edwards, Centers Coordinator
jeannette.edwards@csuci.edu
Campus Phone: 805-437-2608

Short-term Study Abroad

UNIV 392 is directly linked with the university mission as it provides students with international perspectives by studying in a foreign country under the leadership of a CI faculty member. It is also a valuable way for students to earn academic credit for an international experience. Students will be required to travel to and spend time in a foreign country and be engaged in a faculty-approved plan of study. An international experience enables students to develop an appreciation of different cultures and gain a better awareness of diverse cultural contributions. By being immersed in a foreign culture and language, students will be active participants in the learning experience and will be able to enhance their intellectual and emotional development.

Overview of Requirements and Processes

Before a course proposal is considered for CIA's approval, the following requisites must be met:

- The faculty member(s) is tenured or tenure-track or a lecturer with a 3-year contract;
- The faculty member(s) must have direct personal experience and expertise in the proposed country;
- The faculty member(s) must be familiar with the host culture and must have a level of language proficiency good enough to be able to manage emergency situations successfully (if not, the faculty must provide a plan to compensate for this lack of linguistic proficiency, e.g. taking another accompanying adult who knows the language, having a local tour guide all the time with the group, etc.).

Approval process:

- Prospective faculty members must meet with the CIA faculty director to ensure an initial understanding of the policies, course requirements, and resources for course development.
- The sponsoring faculty member must complete and submit an online UNIV 392 Application Form. Resources such as templates and samples are available on the CIA website: <https://www.csuci.edu/cia/univ392/required-doc-samples-templates.htm>
- The form must be submitted according to this schedule, to ensure timely acquisition of IRA funds that support that trip:
 - Courses in fall semester, with January break travel: Fall deadline (early or mid-September) year prior to course/trip (ex: Fall 2019 for Fall 2020 course/Jan 2021 trip)
 - Courses during spring break, with Spring semester classroom time: Spring deadline (early or mid-February), year prior to course/trip (ex: Spring 2020 for Spring 2021 trip)
 - Courses during summer (offered through Extended University): Fall deadline (early or mid-September), year prior to course/trip (ex: Fall 2019 for a Summer 2020 course)
- After you submit your proposal, your course will automatically be sent to your Chair for approval. Faculty shall inform the chair that the approval email is coming to them --sometimes chairs miss this step and the proposal falls out of the process.
- The Center for International Affairs Advisory Committee will then review it using the [UNIV 392 evaluation rubric](#). If the committee approves the course, the course proposal will be submitted to the following levels of review: college dean, Senior International Officer, AVP for Extended University (if the course is offered during the summer session), the Provost, and the President. The course is not officially approved until signed by the President.
- Note about repeat courses: Repeat courses will be evaluated following the same rubric. However, other information will be taken into account, such as the required student evaluations and comments from the time this course was last taught, report submitted to the IRA (especially compliance with budget). Faculty not ensuring student evaluations are filled out and failing to submit IRA reports should not expect repeat courses to be approved.

Criteria for UNIV 392s/other study abroad courses

As noted above, faculty proposing UNIV 392 courses must have experience and expertise in the country to which they propose to take students. Also, faculty are expected to play a key role in the experience of students abroad and not simply be part of the group along on an arranged tour. Generally, faculty have conducted research in or spent other significant time creating networks in the target country. They then use these networks to create unique experiences for students.

Sometimes faculty have a degree of expertise but lack the experience and/or recent contacts in country to provide a genuine academic experience for students. In 2017, the CIA created the **International Faculty Development Grant**. The IFDG is aimed at funding a faculty trip to the country of interest for the sole purpose of networking and setting up a UNIV 392 to be proposed to run within two years of the grant period. Please do not propose a UNIV 392 if you lack expertise and experience in the country that is the focus of the course. The call for proposals comes out in September and is due in mid-October.

Models and Possible Travel Dates

UNIV 392s can be one of several models:

1. Fall: Three-unit courses can be taught in fall, meeting once a week for at least 2 hours and traveling for 2-3 weeks. Courses that spend less time in country and in class should be proposed as 1-2-unit courses.
2. Spring: Courses that meet 2-3 hours per week and travel over spring break or soon after Commencement in May. See guidelines for units above.
3. Summer: Summer courses are set up and offered through Extended University. They cannot begin until the summer session starts and should be completed by end of the summer sessions. For example, in 2019 these dates are May 28-Aug 9. Courses less than 10 days are 1-unit courses, 10-14 days are 2-unit courses, and 15-21+ days are 3 unit courses. Please keep in mind that summer UNIV 392s are more expensive for students (approximately an extra \$1000).
4. UNIV 392 combined with another course: This model is more complicated but has been done. The UNIV 392 is offered as a 1-unit course in combination with a 3-unit course that is open to other students not traveling. If the travel is 2 or more weeks, the UNIV 392 component can be 2 units or 3 units. Students in the UNIV 392 component are still expected to meet occasionally during the semester to engage in work directly related to the travel component (in addition to the 3-unit normal course).

Third-Party Vendor Agreements

The Chancellor's Office requires that certain vendors with which you will work for the UNIV 392 have a contract with the University. Please see EO 1081 (Appendix). These contracts can take 9-12 months to complete with the vendor, campus authorities, and the Chancellor's Office. A sample template is provided in the Appendix. You should consider beginning this process before proposing your UNIV 392. Please consult with the International Programs office for guidance about whether or not you will need this contract. International Programs has established with some vendors that faculty may use. For example, Maximo Nivel is a new one we have that works in Latin America.

Budget and Student Course Fee

It is essential that the proposal budget is as accurate as possible. Though getting estimates for flights is hard so far in advance, it is best to estimate high. You may expend up to the amount allocated when your proposal is approved. Any expenses incurred over and beyond that are the responsibility of the program, which is a longstanding policy of the Instructionally Related Activities committee. Since the only other source of revenue for UNIV 392 classes is course fees, you must be particularly careful about overages. Further, proposal sponsors must stay within line item budgets as proposed. Any significant modification to your budget MUST be pre-approved by the IRA Committee or its designee (CIA). Requests for additional funds may be submitted with plenty of time prior to the trip. You should familiarize yourself with the IRA Guidelines as items not meeting these guidelines will be denied funding. Any unspent trip monies will revert to the general IRA fund.

Use the budget forms to come up with a course fee. Talk to the Faculty Director or Centers Coordinator if you have questions during your calculations. It is suggested that you add in a small "cushion" (\$100-\$200 per student is not unheard of for lengthy international trips) to cover any unexpected costs or price increases-- otherwise the program is responsible for overages.

Course fee equals total budgeted trip amount PLUS any other unaccounted-for expenses, minus IRA award. Total course fee divided by number of students traveling equals course fee per student. If the trip is scheduled

for summer, don't forget to add in the price per class unit via Extended University. This is not needed if trip is scheduled during the regular academic year.

In the past, the University has generally covered the cost of trip insurance. Hopefully this will stay the same. Insurance rates are usually \$50.00-\$60.00 per traveler.

Once course fee amount is set, the course fee needs to be set up with Student Business Services (via Centers Coordinator).

Air Travel

Most air travel is booked through the Cal Travel Store. Any travel booked through the Cal Travel Store phone line or email will have a \$12 per traveler/per transaction fee. This number is included on the Travel Budget for your convenience. Please check to be sure you have that in your budget.

A CIT# must be obtained before purchasing tickets through the Cal Travel Store. The Centers Coordinator can assist with requesting a CIT# and with air travel reservations. All tickets can only be purchased AFTER the student has completed payment with SBS and is in good standing and only AFTER the International Travel Authorization has been approved. Also, tickets can only be purchased for the course dates of travel and not for personal travel days. Faculty and students shall travel as a group per CIA policy about UNIV 392s. Exceptions will be made only in very rare cases, and faculty might want to seek written guarantees that they are protected should anything happen to students and faculty when the class is not traveling together. Please note that CSU policy does not allow the booking of business class or first-class tickets.

Publicity for the course and student selection

All UNIV 392 courses should be widely publicized to the student body, with information session(s) widely advertised. Please submit information about these sessions to the Centers Coordinator. At the information session, please inform students that the travel fee is nonrefundable and any student not traveling will receive a "W" in the course. Credit cannot be assigned for any student not traveling on the UNIV 392 trip. Diversity of majors among attendees is encouraged and expected whenever possible. No prerequisites are allowed to be in place for a UNIV 392 or a course that is required to be paired with enrollment in a UNIV 392. Also, it is not uncommon for selected students to drop out of the course before the term starts or otherwise before fees are paid. Please be sure to select a few alternates to whom you can offer a place in the course in case this happens. This is important because the budget you made will fall short the amount of the course fee for each student who drops out, most likely requiring an additional fee for students who stay in the course.

Per IRA Guidelines, the IRA Committee emphasizes that UNIV 392 trip organizers MUST take steps in their application process to avoid selecting students who have previously traveled on any previous UNIV 392 trip (to any destination) so that all students may have a chance to participate. In the application process, students should be screened to validate whether they have participated previously or not. Therefore, the CIA requires that faculty request students' unofficial transcripts as part of the application and do not choose students who have already earned credit for UNIV 392.

We have an official Instructionally Related Activities (IRA) CI Logo extension. It is expected that all sponsors will display the logo extension prominently on publicity for IRA activities, and will also acknowledge IRA support when announcing, introducing or otherwise publicizing the activity. You may find various versions of the logo extension on the Public (Z) drive > LOGOS folder > Extensions folder > Academic Affairs folder > IRA folder. The Centers Coordinator can also assist you with obtaining the IRA CI logo.

Additional University Guidelines, Policies, and Regulations

For courses or activities involving travel for a UNIV 392/other study abroad course, you must follow all Academic Field Trip Guidelines and University policies including Risk Management specifications. You must review Risk Management Guidelines at: <http://www.csuci.edu/rm/>. You must also complete all required forms available at: <http://www.csuci.edu/rm/programs/academic-field-trip-guidelines-and-forms.htm> regarding student participation in field trips. See below for more information. You must also attend a workshop created by the CIA, as required by the Chancellor's Office.

1. Conduct a Risk Evaluation

International travel should be evaluated to determine if it is safe based on health, political and cultural criteria. Useful web sites for making this evaluation are the U.S. State Department (<http://travel.state.gov/>) and the Center for Disease Control and Prevention. (<http://www.cdc.gov/travel/>). These websites provide status reports on foreign destinations regarding political/cultural and health issues respectively. The UNIV 392 application requires that you investigate this issue.

2. Emergency Plan

Create an emergency plan as part of the UNIV 392/study abroad application process. This must be shared with the students and the Centers Coordinator. Risk Management must receive a copy when Foreign Travel Insurance is requested. Ensure that students and any other faculty traveling have information on how to contact you at all times and where to seek medical attention if necessary.

3. Collect Required Medical Disclosures, Air and General Liability Releases

a. **Medical Disclosure:** Medical disclosure provides an opportunity for the faculty member to be informed about student medical conditions that may need special treatment and also provides a medical record that may be used in emergency situations. This form also includes the students' emergency contact information.

b. **Air Travel Release Agreement:** All students participating in CSU-affiliated programs, which require air travel, shall be required to acknowledge that they have been informed of the risks of air travel required by such programs and to sign a statement certifying that they have been informed of and undertake such air travel voluntarily with full knowledge of such risks, and release and hold harmless the California State University and related entities from any and all claims and causes of action that the student, or any person(s) claiming through the student, may have against any of the above State entities, by reason of any accident, illness, or injuries, death, or other consequences resulting directly or indirectly from or in any manner arising out of, or in connection with, the student being a passenger on a flight.

c. **General Liability Release:** All participants shall sign a Release of Liability release prior to the trip.

d. **Responsibilities of Students Participating in a University Sponsored Activity or Trip:** Each student traveling must sign this form to acknowledge that they are responsible for complying with the *Student Conduct Code* at all times. Sponsoring/accompanying faculty must ensure that students follow the code of conduct while participating on any field trip or travel activity.

4. Conduct an orientation:

Every trip requires attendance at one orientation meeting (minimum) where the following information should be covered:

- Arrangements for any out-of-country visas, immunizations, etc.
- Inform students that there are no refunds and if they do not complete the travel portion of the trip, they will receive a “W” for the course.
- Discuss travel and packing tips, medical and health concerns, modes of transportation, hours of departure and return.
- Review background information pertaining to upcoming cultural differences that a student may experience while visiting foreign countries.
- Obtain waivers and health forms.
- Remind participants to carry sufficient personal medication supplies and physician documentation for medication to last the length of travel or to replace medication lost during the trip.
- Review emergency preparedness processes and the crisis response plan.
- Provide current health and safety information to participants (i.e. prophylactic precautions, viral infections carried by insects and how to protect themselves against known infectious disease breakouts – check with the World Health Organization).
- Provide information about emergency medical assistance, emergency evacuation, and repatriation procedures. Review options for medical insurance coverage for foreign travel.
- Identify health and safety products or services that may not be available at overseas locations.
- Conduct briefings that include information on health and safety, legal, environmental, political, cultural and religious conditions in the host country.
- Communicate codes of conduct for students, addressing such issues as fraternizing, consuming alcohol, controlling activities and conduct during free time. Advise participants of the consequences of non-compliance and take appropriate action when aware that participants are in violation. This will be reviewed in the workshop provided by the CIA.
- Review Center for International Affairs policies and procedures.

Documentation of student attendance is required. Conduct orientation briefings once the destination is reached as well.

Foreign Travel Assistance Program

All faculty, students and staff traveling internationally on CSU business or CSU- sponsored trips are required to utilize the CSU's Foreign Travel Insurance Program (FTIP) coverage.

<http://www.csuci.edu/rm/insurance/foreign-travel.htm>

Foreign Travel Insurance Program benefits include but are not limited to the following:

- General Liability and Excess Auto Liability
- Primary Medical Expense, Emergency Medical Benefits and Evacuation
- Repatriation of Remains
- Political Evacuations and Repatriation Benefit War Risk Coverage
- Accidental Death and Dismemberment Benefit
- Trip Cancellation Coverage

To request FTIP coverage, please ensure the Centers Coordinator has the following information:

- Medical Disclosure and Assumption of Risk form from each student traveling
- Dates of departure and return
- Name of faculty member(s) traveling with students
- Emergency Contact(s) for faculty member(s) while traveling
- Contact information for faculty member(s) while traveling
- Any special needs

A coverage request form may be used. Current Premium Rates for Faculty/Employees

*Note – The Business and Financial Affairs Division is currently covering payments for Foreign Travel Insurance.

\$60.00 Trips up to 15 days duration per trip/employee

\$75.00 Trips up to 30 days duration per trip/employee Current Premium Rates for Students/Others

\$50.00 Trips up to 15 days duration per trip/student

\$60.00 Trips up to 30 days duration per trip/student

This insurance program is administered by: ACE Travel Assistance Program

1-800-243-6124 (Inside the USA)

(contact information continued on next page)

1-202-659-7803 (Outside USA Call Collect)

Email: OPS@europassistance-use.com

It is recommended that all employees traveling internationally sign up for the State Department's Safe Traveler Enrollment Program (STEP). This is a system utilized by the State Department to connect with the traveler; providing information, should conditions change in the foreign location and assist you in an emergency. The traveler need only enroll once and then can update as trips are planned.

For the most current high hazard/travel warning information, please check the [State Department website and the High Hazardous Country List](#). Should you have any questions, please contact Risk Management at (805) 437-8846.

Reporting and Evaluations

1. All faculty sponsors must complete and submit an IRA report (on official IRA template) via email at the conclusion of their activity. The IRA report form can be found at: <http://www.csuci.edu/ira/application.htm>. Faculty should copy the CIA Faculty Director and Mission Centers Support Coordinator on this email.
2. Participating students must complete evaluations of their trip. The CIA Faculty Director will send a link to the survey that faculty shall share with their students. In order to repeat the course another time, 100% of the students need to submit the survey responses.
3. Sponsors are expected to bring the experience and/or benefit of the activity back to the CI community as a whole. Typical events may include presentation of photos, research posters, and student stories. You are highly encouraged to present along with other trips or at large venues such as the SAGE forum that are highly attended and bring together multiple programs and disciplines, as well as, at the UNIV 392 Poster Sessions held during International Education Week in the fall and spring. Please provide the Centers Coordinator with the information about any presentations so that the Center for International Affairs may publicize them.

Other Information about Procedures

1. Grading and Graduation: Per Records and Registration, students shall receive an "RP" (report in progress) grade if travel occurs after the semester ends. Faculty are responsible for filling out the Change of Grade form once the trip is over and all work is graded.
2. Extended University (Summer) trips
 - a. Faculty must meet with EU administrator first
 - b. Extended University will schedule the class
 - c. Extended University fee and Course Fee will be assessed by EU when the course is created

3. Work with support staff to have the course set up in PeopleSoft.
 - a. Set up Course: Consult with Centers Coordinator about who will build the course in PeopleSoft. That person will need key information from you about the course and fee.
 - b. Set up Course fee: Based on your approved budget, communicate this fee to Centers Coordinator. Course fee revenue is set by faculty to pay difference for the trip (what IRA will not cover).

Process Overview after Proposal Passed and Funded

Provide appropriate analyst (currently Centers Coordinator) with the answers to the following questions:

Course Information

Fee

What is the payment timeline/ deadline for these students to pay?

What happens if they don't pay by the deadline (Will you disenroll them from the class or will they get a late fee?)

Faculty names involved with this trip.

Who should the students contact if they have questions?

How were the students informed of all the fee information pertaining to this trip? Verbally or via email?

Attend **CIA Faculty Workshop** (required)--time to be coordinated with study abroad faculty each semester

Set up **Initial Planning Meeting** with the Centers Coordinator

This meeting should be done as far in advance of the trip as possible to avoid price increases.

Faculty should make sure they have ready the following information:

IRA Amount Awarded

Course Fee Amount

Copy of Award Letter Email with Accounting string

Copy of IRA proposal

Quotes for desired travel vendors

Dates and timelines

Discuss the following with the Centers Coordinator:

Course fee Amount

Any new or additional expenses other than listed on application?

Are there any new vendors involved that you/we have not previously used? The Centers Coordinator must have all new vendors fill out the 204 Payee Data form, which is submitted to Procurement for processing and issuing of a Supplier ID#.

What is the **payment timeline**? Faculty must give the Centers Coordinator copy of any invoices IMMEDIATELY and inform as to any due dates and agreed-upon payment method.

International Travel Authorization form for faculty members and students:

At the beginning of the semester in which the travel is to occur, the Centers Coordinator will prepare International Travel Authorizations (also available on the Accounts Payable Website) for EACH faculty member traveling + number of students traveling.

Four signatures are required on the International Travel Authorization form: Traveler, Chair, AVP, Provost, President's signature is required for all international travel

Faculty must sign in a timely fashion.

The Centers Coordinator will email a scanned copy of the ITAs to contact in Procurement, who will provide the CIT #. This number is needed for booking flights through the Cal Travel Store. The Centers Coordinator will scan/save signed copy and place in digital files, as well as, keep an original in the file

Foreign Travel Insurance Coverage Processes

Faculty should view: <http://www.csuci.edu/hr/internationaltravel.htm> for Risk Management Guidelines for International Travel

For concerns or questions regarding Risk Management faculty should contact Risk Management <https://www.csuci.edu/rm/> prior to travel. Risk Management will also conduct part of the required workshop.

Faculty should provide the following information to Centers Coordinator for the Foreign Travel Insurance:

Name of the faculty member(s) traveling

Email and cell phone number for the traveling faculty

Destination(s)

Purpose of travel

Dates of travel: departure and return

Number of students traveling

Names of traveling students

Names of travelers not employed by, or enrolled at the University

Any special needs relative to the travel

Detailed itinerary

The Centers Coordinator will email the information to Risk Management in order to obtain foreign travel insurance coverage.

Risk Management will email proof of insurance for the trip.

Faculty should distribute a copy of proof of insurance to all students.

Students should always keep a copy with them while traveling.

The Centers Coordinator will keep records of all documentation and student information

Travel Coordination

a. Air travel arranged and paid

1. No tickets can be purchased until all students have paid their course fee and the International Travel Authorization form has been completed.

2. PeopleSoft access to student information is needed in order to be able to check this.

3. Coordinate airline ticket purchases with the Centers Coordinator

You will need: dates, location, names of all travelers as they will appear on passport, DOB and gender.

b. Lodging arranged and paid

How to pay:

Check Request/PO. Group contract can be arranged.

Wire Transfer. The Centers Coordinator can assist you with wire transfers.

CSU Channel Islands U.S. Bank Travel Card : Faculty is required to submit the [CSU Channel Islands U.S. Bank Liability Travel Card Application](#) if interested in securing a US Bank Visa Personal Liability Travel Card for payment of reimbursable university-related travel expenses when traveling with students.

ProCard-Travel related costs usually not allowed on Procard but special permission can be obtained to use it.

Contact the Centers Coordinator.

Request a Travel Advance: minimum of \$1000; maximum of \$5000 for university-related travel expenses.

Faculty must complete the [Travel Cash Advance Agreement](#)

Discuss any agreed-upon methods of payment with the Centers Coordinator

Ground Transportation arranged and paid

- a. To/From airport (LAX)
- b. To/From airport (Abroad)
- c. Around country

Cultural Activities arranged and paid

- a. Museums
- b. Entrance Fees
- c. Instruction in Country

Note: For some of our more exotic trips, sometimes the faculty member has already found an outside vendor with an all-inclusive package. This greatly simplifies things. Be sure to see the section, "third party vendor," above.

Student Paperwork

- a. All mandatory student paperwork is available on the UNIV 392 page (<http://www.csuci.edu/cia/international-experiences.htm>) Or on the Risk Management Website: <http://www.csuci.edu/rm/insurance/foreign-travel.htm>
- b. Faculty must distribute blank paperwork to students in a timely fashion and collect signed copies of:
 1. Code of Conduct
 2. Medical Release Medical Disclosure and Assumption of Risk form
 3. Hold Harmless Notice, Release and Hold Harmless form
 4. Air Travel Liability Release
 5. General Liability Release
 6. Copy of Passport

Faculty will give signed paperwork to the Centers Coordinator.

The Centers Coordinator will retain copies and make copies for faculty as needed.

Short-Term Travel Study Checklist available on Faculty resources page of our website

(<http://www.csuci.edu/cia/facultyresources.htm>) Complete and submit to the Centers Coordinator to obtain all necessary signatures.

Ensure the Centers Coordinator has the following:

- a. Emergency contact for faculty
- b. Faculty contact information while traveling
- c. Itinerary

Post Trip

Faculty must submit approved expenses to be reimbursed.

Expenses are reimbursed via Travel Expense Claim (TEC). Form is available at

<http://www.csuci.edu/accounts payable/forms.htm>

Faculty members must turn in translated receipts with dates and a detailed description of the expense, and whether expenses were personal or for student group. It may be a good idea for separate TECs to be submitted for group and faculty personal expenses

International per diem can be used for individual food costs if approved by IRA and there is enough money in the budget to cover. This should be discussed prior to departure. Per diem rates are available through a link on the TEC form.

Group meals are covered under "Other travel expenses."

If trip has a personal component, that aspect of the trip may be taxable.

It is the faculty's responsibility to make sure that all receipts and final expenses are submitted to the Centers Coordinator as soon as possible after trip, **within 30 days**.

The Centers Coordinator shall keep a Master Spreadsheet tracking all expenses.

Other helpful information:

IRA funded trips are required to hold poster or other campus sessions as part of their final project. Trip funds can be used for this if there is money left in the budget.

The Centers Coordinator can help answer any questions. Jeannette Edwards: jeannette.edwards@csuci.edu | 805-437-2608, Bell Tower West #2255

Appendix

Executive Order (link)

[1081](#): Study Abroad and Exchange Programs

Vendor Agreement Template (starts on next page)

**AGREEMENT between
California State University Channel Islands and ORGANIZATION NAME
University 392: COURSE TITLE, COUNTRY**

This Agreement is entered into between the Trustees of the California State University on behalf of California State University Channel Islands (collectively "CSUCI"), and ORGANIZATION NAME. CSUCI and ORGANIZATION NAME are referred to collectively as the Parties.

CSUCI and ORGANIZATION NAME, wishing to establish cooperative relations and develop academic interchange in the area of SUBJECT AREA, agree to develop programs and academic exchanges subject to the following terms and conditions.

ARTICLE I: OBJECTIVE OF THE AGREEMENT

The purpose of this Agreement is to establish a mutually-beneficial educational and pedagogical relationship.

This Agreement establishes the formal understanding of the scope of operations between the Parties, and for the following activities.

ARTICLE II: SCOPE OF AGREEMENT

Activities covered by this Agreement include:

1. ORGANIZATION NAME offers CSUCI students a great opportunity to combine learning about PLEASE PROVIDE THE INFORMATION ABOUT THE PROGRAM AND ITS LOCATION (CITY AND COUNTRY).
2. Key features of the program include: INCLUDE ANY RELEVANT INFORMATION HERE.
3. All the activities and field trips focus on XXXXXXXXXXXXXXXX.
4. Fees include all costs associated with field instruction, accommodations and meals (XX hours a day for XX days) in CITY, COUNTRY.

ARTICLE III: GENERAL PROGRAM REQUIREMENTS

Section 1. Funding Resources.

CSUCI affirms that its students will have the necessary personal funding resources to meet fully their financial obligations as students. CSUCI affirms that its participating students shall have health and accident insurance coverage to include costs of emergency evacuation and repatriation.

Section 2. Travel and other incidental costs.

All expenses incurred for travel, and other incidental costs associated with the program (laboratory fees, special activity fees, etc.) shall be borne by each individual participant. Arrangements for other Party-to-Party payments may be negotiated as necessary and must be agreed to in writing by both Parties.

Section 3. Student Conduct and Academic Policy.

Students are subject to the student conduct and academic policies of **ORGANIZATION NAME** and CSUCI. Both Parties retain sole discretion to dismiss a student from the program at any time for failure to maintain appropriate standards of conduct according to the policies and standards of the Parties. All Study Abroad and Visiting Students shall adhere to all course load requirements for student visas under federal and state laws. Notice of all alleged violations of **ORGANIZATION NAME** Student Code of Conduct or of any student's dismissal shall be sent to the Dean of Students, or equivalent office, at CSUCI.

Section 4.

The Parties shall consult and establish the number of visiting students under the provisions of this Agreement at least 5 months before the start of the study abroad program.

Section 5.

The Parties shall consult and establish a program itinerary at least 5 months before the start of the study abroad program

ARTICLE IV: TERM AND TERMINATION

This Agreement shall be effective upon its mutual signing and remain in effect for a period of five years, and may be amended or extended upon written agreement by both Parties. This Agreement may be canceled by either Party in writing with 90 calendar days' notice. In the event that the Agreement is not renewed or is terminated in any other way, any related activities in progress shall continue until the current semester in which the termination takes place is completed.

ARTICLE V: INDEMNIFICATION

Section 1

ORGANIZATION NAME shall defend, indemnify and hold harmless California State University and CSUCI, and each of their trustees, officers, employees, agents and volunteers from and against any and all liability, loss, expense, or claims for injury or damages arising out of, resulting from, or in connection with the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the negligence or intentional acts or omissions of **ORGANIZATION NAME**, its officers, subcontractors, assignees, appointees, agents, or employees.

Section 2:

California State University and CSUCI shall defend, indemnify and hold harmless **ORGANIZATION NAME** and its trustees, officers, employees, subcontractors, appointees, agents and volunteers from and against any and all liability, loss, expense, or claims for injury or damages arising out of, resulting from, or in connection with the performance of this Agreement, but only in proportion to and to the extent such liability,

loss, expense, or claims for injury or damages are caused by or result from the negligence or intentional acts or omissions of CSUCI, its officers, agents, or employees.

ARTICLE VI: REPRESENTATIONS AND WARRANTIES

Section 1.

CSUCI represents and warrants that it is the State of California, acting in its higher education capacity, and has the legal capacity to enter into this Agreement.

Section 2

ORGANIZATION NAME represents and warrants that it (1) is an educational entity in good standing in the U.S. and has the legal authority to enter into this Agreement; and (2) has obtained all necessary approvals and rights required by applicable laws, rules and regulations necessary to enter into, and perform under, this Agreement.

ARTICLE VII: MISCELLANEOUS

Section 1: No Agency.

Nothing herein shall be construed to create an agency relationship between the Parties, or any employment relationships between the Parties for any faculty or staff member provided under the exchange program. The Parties are independent contractors and no legal relationship is intended by this Agreement. Compliance with Laws. The Parties will comply with all applicable laws and regulations in their respective countries in performing their obligations hereunder.

Section 2: Compliance with Laws.

The Parties will comply with all applicable laws and regulations in their respective countries in performing their obligations hereunder.

Section 3. No Incentive Benefits.

The Parties certify that they have not given any incentive benefit directly or indirectly (monetary or in kind) to any employee of CSUCI, for the purpose of obtaining, or in connection with, this or any other agreement.

Section 4. Use of Logos, etc.

Neither CSUCI nor **ORGANIZATION NAME** shall use any identifying marks of the other without the express written permission of the other Party.

Section 5. Authoritative Version.

The English version of this Agreement shall be the authoritative version of the Agreement for all purposes.

Section 6. Severability.

If any section or provision of this Agreement is held illegal, unenforceable or in conflict with any law by a court of competent jurisdiction, such section or provision shall be deemed severed and the validity of the remainder of this Agreement shall not be affected thereby.

Section 7. Whole Agreement and Amendments.

This Agreement contains the entire agreement between the Parties and shall not be modified, amended or supplemented, or any rights herein waived, unless such amendment or modification to this Agreement is (i) in writing; (ii) refers to this Agreement; and (iii) executed by an authorized representative of each Party. This Agreement supersedes any and all previous agreements, whether written or oral, between the Parties.

Section 8. Force Majeure.

Neither Party shall be liable for any delays in the performance of any of its obligations hereunder due to causes beyond its reasonable control, including but not limited to fire, strike, war, riots, acts of any civil or military authority, acts of God, judicial action, unavailability or shortages of labor, materials or equipment, impaction or enrollment restrictions ordered by the California State University, or failure or delay in delivery by suppliers or delays in transportation.

Section 9. Governing Law.

This Agreement shall be construed in accordance with and governed by the laws of the State of California. Any dispute arising out of or in connection with this Agreement which cannot be resolved by amicable discussions between the Parties shall be referred to the Presidents of the Parties or their nominees for resolution. The Parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the state courts located in the County of Ventura, State of California. The aforementioned choice of venue is intended by the Parties to be mandatory and not permissive in nature, thereby precluding the possibility of litigation between the Parties with respect to or arising out of this Agreement in any jurisdiction other than that specified in this paragraph. Each Party hereby waives any right it may have to assert the doctrine of forum non conveniense or similar doctrine or to object to venue or jurisdiction with respect to any proceeding brought in accordance with this paragraph, and stipulates that the state courts located in the County of Ventura, State of California shall have in personal jurisdiction and venue over each of them for the purpose of litigating any dispute, controversy, or proceeding arising out of or related to this Agreement. Any final judgment rendered against a Party in any action or proceeding shall be conclusive as to the subject of such final judgment and may be enforced in other jurisdictions in any manner provided by law.

Section 10. Privacy.

CSU and **ORGANIZATION NAME** shall keep confidential at all times any and all information and personal data received from the other relating to teaching strategy, students, employees and tutors, and their performance and progress. Unless compelled by law, no personal data received from the other party will be divulged to any third party without the prior written approval of the individual to whom such personal data relates. The CSU is, and **ORGANIZATION NAME** may be subject to, various privacy, freedom of information and public records laws, and CSU and **ORGANIZATION NAME** agree

that they will co-operate and provide all necessary assistance within the legal limits of each entity in order to comply with these legal obligations.

Section 11. Insurance.

ORGANIZATION NAME shall maintain a General Liability Insurance Policy in the amount of one million dollars {USO \$1,000,000.00} per occurrence and two million dollars {USO\$2,000,000.00} annual aggregate at all times. Said policy shall be issued by an insurance company that maintains a rating of A.M. Best: A VII or equivalent. **ORGANIZATION NAME** shall be responsible for payment of all premiums on said policy. Any coverage maintained by CSUCI shall be excess of **ORGANIZATION NAME** insurance and shall not contribute with it. The policy shall also be endorsed to waive right of recovery {waiver of subrogation} against CSUCI. **ORGANIZATION NAME** shall be responsible for taking all required steps to establish and maintain its insurance as primary in compliance with this section. **ORGANIZATION NAME** agrees to maintain in full force during the term of this agreement all other statutory insurance coverages required to be in compliance with all local country laws. Upon written request from CSUCI, **ORGANIZATION NAME** agrees to provide evidence of requested compulsory insurance coverage to the University/ Each required insurance policy shall state that coverage shall not be canceled by **ORGANIZATION NAME**, except after thirty {30} days prior written notice by certified mail, return receipt requested, has been given to CSUCI.

Section 12. Notices.

All notices under this Agreement must be in writing and sent by prepaid airmail and electronic mail as follows:

To **ORGANIZATION NAME**,
NAME, TITLE
ADDRESS 1
ADDRESS 2, CITY, COUNTRY
E-MAIL ADDRESS

To CSUCI:
Dr. Osman Özturgut, Associate Vice President for International Programs and Senior International Officer, Dean, Extended University
1 University Drive,
Camarillo, CA 93012-8599
E-mail: Osman.ozturgut@csuci.edu

Mayumi Kowta, Director, International Programs
1 University Drive,
Camarillo, CA 93012-8599
E-mail: Mayumi.kowta@csuci.edu

ARTICLE VIII: CONCLUSION

INTENDING TO BE LEGALLY BOUND, by signing below, each Party acknowledges its agreement with the terms and conditions of this Agreement and each signatory represents and warrants that he/she is authorized to sign on behalf of and to bind his/her Party to all of the terms and conditions of this Agreement.

ORGANIZATION NAME, COUNTRY

NAME, TITLE

Date: _____

California State University Channel Islands,
USA

Dr. Richard Yao, Interim President

Date: _____