

**UNIVERSITY OF HAWAI‘I AT MĀNOA (UHM)
STUDY ABROAD CENTER
BY-LAWS, PROGRAMS AND COUNCIL ON STUDY ABROAD CHARGES**

University of Hawai‘i at Mānoa Office of the Chancellor

STUDY ABROAD CENTER

**Office of the Chancellor
University of Hawai‘i at Mānoa**

I. PREAMBLE

Internationalizing the curriculum and encouraging overseas academic experiences are fundamental objectives of the University of Hawai‘i at Mānoa (UHM). Therefore, it is the University of Hawai‘i at Mānoa’s responsibility to offer (2/20/03):

- curricula and programs that enable students to analyze, appreciate, comprehend, and interpret global circumstances (2/20/03);
- an education that situates the United States as a part of the present global community (2/20/03);
- opportunities that broaden perspectives, develop competence, and improve the students’ ability to make personal and public policy decisions as responsible citizens of an international society (2/20/03).

Thus, UHM hopes to produce graduates who are informed about world relations and are capable of considering national as well as international perspectives.

A: MISSION: Students in the Study Abroad Programs shall acquire knowledge through academic work in other countries and develop cross-cultural understanding through cultural immersion in those countries. Faculty in Study Abroad Programs shall have similar opportunities for enrichment (2/20/03).

B: FUNCTION: The UHM Study Abroad Center shall create, facilitate, and administer all academic study abroad programs for University of Hawai‘i at Mānoa (2/20/03). Departments are also encouraged to initiate programs (5/8/03). The Center shall also provide informational, advisory and support services to students and faculty members concerning international educational opportunities that are available through other U.S. universities.

C: THE UHM STUDY ABROAD CENTER (3/20/03): The Study Abroad Center, through its programs, fulfills its mission by (3/20/03) enabling students to gain a deeper knowledge and understanding of other cultures and their environments (2/20/03). The sensitivities learned and perspectives gained in regard to other nations, the increased capacity to analyze issues with

appreciation for disparate viewpoints, the increased respect and tolerance of differences--all contribute to a citizenry better able to succeed in the twenty-first century.

The Center is structured to appropriately respond to the changing general education and specific programmatic needs of the Mānoa campus relative to overseas offerings (2/20/03).

Finally, several academic majors and postgraduate Fields of Study especially benefit from studying abroad. Academic semesters overseas also enable our graduates to enjoy employment advantages in those professions where overseas experience is desirable.

II. PROGRAMS

Introduction (3/20/03)

Study Abroad Programs have carefully identified academic objectives. These programs assist students in furthering or completing their degree requirements. A student wishing to participate in an overseas program should be able to graduate within the time frame allotted to her/his degree program. Since these study abroad programs are an integral part of a student's academic program, courses completed overseas are designed to fulfill a student's major, minor, certificate, core, foundations, diversification (3/20/03), language, or graduation requirements. All Study Abroad courses are expected to meet current Mānoa academic standards and are articulated as Mānoa courses. Study Abroad course work is completed overseas and is taught either by a Mānoa faculty or by faculty of an overseas institution of higher education.

Characteristics of a Study Abroad Program (3/20/03)

A Study Abroad Program will (3/20/03):

- Be delivered in an international setting (i.e., outside of the 50 states) on a regular basis (3/20/03).
- Be part of a UHM degree (including electives [5/8/03]), certificate, or graduation requirement (3/20/03).
- Carry the appropriate UHM resident course credits in all the programs (3/20/03).
- Have a designated UHM Resident Faculty Director or host institution designee to ensure academic and program quality, as well as student welfare (3/20/03).
- Be considered to be an institutional offering under the aegis of the Study Abroad Center (11/96, 4/10/03).
- Have its overseas component reviewed for risk assessment and management prior to the commencement of the program (5/8/03).

Various Categories of Study Abroad Programs (3/20/03)

(Note: a) Sponsoring Institution= University of Hawai'i at Mānoa, and b) Host Institution(s) = the receiving overseas institution of higher education [3/20/03].)

The Center has provided the following types of programs overseas under its auspices (3/20/03):

- Traditional US Study Abroad Programs (4/10/03): Programs offered at a host institution where the students, faculty, and curriculum are managed primarily by the sponsoring University(s).
- Partnership Programs : Programs in which the host institution provides the curriculum, faculty, and all support services. Students in such a program may be primarily from US Universities.
- Mainstream Programs: Programs in which short-term study abroad students take courses offered to regular degree students at the host campus.
- Variations of Mainstream (4/10/03): Programs in which the host institution offers a specific curriculum for the short term study abroad students. In addition, these students may also take courses offered to regular degree students at the host campus.
- Experimental Study Abroad Programs: Programs that are led by Mānoa faculty for a limited duration of time. Very often these programs do not constitute a part of the permanent offerings of the Center due to their limited duration.
- International Internship Programs: Programs that provide international internship components required for the completion of certain degrees at Mānoa (3/20/03).
- Study Tours: Programs that go to multiple locations in a short period and are led by Mānoa faculty primarily for Mānoa students. There are no ties to overseas institutions.
- Individual Self-Designed Study Abroad Programs: A prospective study abroad student proposes a Study Abroad program to fulfill his/her specific academic needs. Generally (3/20/03) these programs are conducted at locations and institutions where the UHM Study Abroad Center does not have an official program. Student applications must be reviewed and processed by the Study Abroad Center with faculty representatives wherever appropriate (4/10/03).
- Travel with Scholars Program: Programs primarily conducted for community outreach (4/10/03) by the University of Hawai‘i at Mānoa to improve university relations. Participants are Mānoa alumni and/or people from the community who wish to travel overseas with experts from the University to further a specific interest.
- Field Studies Programs. These are either: a) short term field study programs that conduct courses at Mānoa but have a short component that is delivered overseas. These types of programs may or may not have classroom instruction on location; or b) long term field study programs that are hands-on experiential learning programs conducted entirely on location and are led by Mānoa faculty. These programs may or may not have a traditional classroom instruction component (4/10/03).

Field Studies Programs that have an overseas instructional component are offered under the UHM Study Abroad Center, but differ from the programs types 1 through 9 above in that the participation may be restricted to students and faculty from particular colleges or programs. For Field Study Programs, the Center monitors the programs for liability and risk assessment. When appropriate (5/8/03), the Center may (5/8/03) also facilitate student registration and student final grade reporting; provide all relevant financial documentation for financial aid recipients,

insurance and liability certification, study abroad student health/repatriation coverage, emergency notification, and resident director training for faculty. However, other program logistical details such as student recruiting, pre-departure student preparation, developing program budgets, contract negotiations, on-site inspections, curriculum development, collection and disbursement of funds, faculty remuneration, on-site arrangements, student travel and accommodation arrangements remain within the college.

III. ADMINISTRATIVE OPERATIONS AND LOCUS OF THE UHM STUDY ABROAD CENTER (2/20/03)

The UHM Study Abroad Center is a Mānoa academic unit located within the Office of the Chancellor (2/20/03). The Center is headed by a Director who reports directly to the Vice Chancellor for Academic Affairs (2/20/03).

The Center offers programs for summer terms, semesters, and academic years. Any UHM credit course that is offered abroad shall be delivered under the aegis of the UHM Study Abroad Center. The UHM Study Abroad Center plays a variety of roles in creating, administering, and evaluating academic Study Abroad Programs for the University of Hawai‘i at Mānoa (4/10/03).

Departments/Colleges commit to the Study Abroad Center by supporting teaching faculty for Study Abroad courses (4/10/03).

Further, the University is interested in minimizing the risk and liability while delivering academic programs to our students at overseas locations. The Vice Chancellor for Academic Affairs has designated the Study Abroad Center (4/10/03) as the unit on this campus that specializes in overseas academic program delivery, health, safety, security, risk assessment and management through a variety of means including on-site inspections, and program evaluations. As part of the Center’s standard of care, it provides training to faculty members in health, safety, risk, and liability areas as well as conducts pre-departure cross-cultural training for our students.

All Study Abroad Programs require properly executed contracts with any partner institutions. Such contracting authority rests solely with the Study Abroad Center which is responsible for matters relating to academic reporting, liability, student health and safety issues. The Study Abroad Center alone is empowered to conduct the negotiations of these contracts. Prior to entering such contracts, the Study Abroad Center will (5/8/03) consult with appropriate faculty on academic issues related to the program in question.

In cases of disagreements between a Department and the Study Abroad Center in matters pertaining to academics, the Vice Chancellor for Academic Affairs shall make the final decision.

UHM Study Abroad Center also negotiates with the University of Hawai‘i Professional Assembly in regard to summer faculty remuneration.

IV. REGISTRATION/TRANSCRIPTS

A current Memorandum of Understanding between the Center and the Outreach College (OC) (4/10/03) enables study abroad students to register for courses. A fee is charged by OC to the Center for this service. UHM Study Abroad Center is not a program of OC.

Courses taken under the aegis of the Center appear on UHM transcripts as Mānoa courses. Transcripts indicate the Study Abroad program and the country.

V. COUNCIL ON STUDY ABROAD (CSA)

A. Council Charge

The CSA functions in an advisory capacity to the Vice Chancellor for Academic Affairs (4/10/03) through a designee, the Director of the UHM Study Abroad Center. Its fundamental charges are to recommend policy and advise on proposed Study Abroad academic programs in terms of their feasibility and consistency within established guidelines. CSA members collectively must employ a wide range of academic expertise outside of a specific discipline to be certain that high quality is maintained uniformly across all of the Study Abroad programs and to provide oversight, assessment of academic soundness, and evaluation of pedagogical achievements and ensure that the Mission of the (5/8/03) SAC is achieved. Any UHM credit course that is offered abroad, except for those falling into the category of "Field Studies Programs" (5/8/03) (as described in Category #10 above) must be reviewed and recommended for approval by the Council on Study Abroad as outlined in the Program Section of this document (4/10/03). In addition, the Council is the Curriculum Committee of the UHM Study Abroad Center that reviews and gives final approval to the academic content of the program (4/21/05).

Other charges include:

- Active promotion of Study Abroad by CSA members within their units, providing support and advice to the Director;
- Reviewing and approving new Study Abroad programs to be offered under the aegis of the Study Abroad Center (9/95);
- Serving as the recommending body for the Study Abroad Program Resident Directorship

posts for final appointments to be made by the Vice Chancellor for Academic Affairs (4/21/05).

- Reviewing and approving existing Study Abroad programs if substantive changes to the courses and/or programs are proposed (9/95);
- Recommending and/or reviewing guidelines for Study Abroad programs and courses as and when needed;

- Collaborating with the Council on Program Reviews (COPR) to evaluate Study Abroad programs in conjunction with scheduled reviews;
- Recommending general policies as necessary.

B. Membership

The Council on Study Abroad is comprised of UHM faculty from a University of Hawai'i at Mānoa College or an academic discipline, the Director of the Honors Program, one undergraduate and one graduate student, the Director of the Study Abroad Center and the Vice Chancellor for Academic Affairs.

C. Appointment of Members

The Faculty Senate Executive Committee shall be provided with names of the faculty members who wish to serve on the Council on Study Abroad. This includes names suggested by the Council, its Chair and the Director of the Center. The Mānoa Faculty Senate (through its Committee on Faculty Service) shall review this list. If the Senate disagrees with the suggestions they may consult with the Director of the Center or the Chair of the Council. Final appointments to the Council are made by the Faculty Senate Executive Committee. (4/21/05) The Associate Students of the University of the Hawai'i (ASUH) shall appoint the Undergraduate Student to the Council and the Graduate Student Organization shall appoint the Graduate Student to the Council. A prospective CSA appointee's Study Abroad experience and or demonstrated interest in study abroad are to be taken into consideration when appointments are made (4/10/03).

D. Appointment Term of the Members

Members serve three-year staggered terms with the appointment term normally commencing at the start of the fall semester.

The Council Chair is selected by the members of the Council (9/95).

The Director of the Honors Programs sits on the Council as a permanent member or for an unlimited term (4/10/03).

Faculty members of the council may be reappointed (4/21/05).

E. Meetings

The Council shall meet as and when necessary but at least once a semester. Special meetings may be called by the Chairperson (4/10/03).

Minutes summarizing the Council recommendations shall be available to all the Members of the Council and the University community (4/10/03).

F. Voting

All members of the Council on Study Abroad are eligible to vote except the Vice Chancellor for Academic Affairs, the Director of the Study Abroad Center, and the Director of the Honors Program, who are considered to be non-voting Ex-Officio Members of the Council.

Except for amendments to this document (as described below), decisions shall be made by a majority vote provided there is a quorum. Roll call voting and/or voting by ballot may (5/8/03) be requested by the Chair of the Council. No designation of proxy shall be allowed, but members may cast absentee votes in writing, addressed to the Council Chair, on specific issues (3/20/03).

G. Quorum

A quorum consists of two-thirds of the voting members of the Council. Except as otherwise stated in this document, business is conducted according to the procedures outlined in the latest unabridged edition of Robert's Rules of Order.

H. Amendments

Amendments to these By-laws require a two-third vote of the committee and be notified to the VCAA (4/21/05)

I. Conflicts of Interest

Members of the Council shall comply with the provisions of these By-laws and are subject to the prevailing University standards of conduct pertaining to confidentiality, disclosures and/or related matters. Council members should disclose if they feel they have a potential conflict of interest (4/21/05). Members of the Council who have or have declared a conflict of interest shall recuse themselves and shall refrain from participating in the consideration of the proposed matter. Those members shall not vote nor be present during the Council's deliberations and at the time of vote.

*RATIFIED BY MEMBERS OF THE COUNCIL (7/23/03 COPY-EDITED)
and provided SEC for their records per SEC's request*

Amendments approved unanimously by Council (4/21/05)