

Faculty Handbook for International Faculty-led Programs

2025-26

Western International

International & Graduate Affairs Building,
Western University, London, ON Canada | N6A 3K7

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I. Faculty-led Program Overview

1. What is a Faculty-led Program?

A faculty-led study abroad experience involves a structured group learning activity under the supervision of a home-institution faculty member. Educational activities within faculty-led study abroad courses are centered on a portion, if not all, of the learning taking place abroad, outside the classroom.

2. Faculty-led Program at Western

Since around 2009 Western has offered a broad range of faculty-led study abroad programs, spanning over 20 countries. Each faculty-led program is unique, with distinct features, and no two programs are the same.

- The length of the program ranges from one week to a full term.
- Destination can be anywhere in the world, as long as it meets the requirements in the [Western Safety Abroad Policy](#).
- Most current faculty-led programs run their international segments during the summer, but some programs also take place during reading weeks or the academic term.
- Partners abroad could be academic institutions, non-profit organizations, companies, research sites etc.
- Cost varies based on destination, length of the program, activities, accommodations and other factors. Program fees are also modeled differently, some are all-inclusive except for flights, while others require students to arrange their own accommodations.

Faculty-led program models may encompass the following elements:

- Semester courses that include a trip abroad during summer or reading week. The overseas portion can be either optional or mandatory.
- Summer only courses at overseas locations
- Faculty taking students abroad for the purpose of field research
- Faculty taking student abroad for experiential learning/civic engagement activities

3. Benefits of Faculty-led Program

- Course abroad integrates seamlessly with the curriculum on campus
- Faculty and students experience a unique group-learning environment and interact at a high level during course abroad
- Students get to connect classroom learning to real-world experiences and gain global perspective
- Faculty-led programs contribute to the university's internationalization efforts

4. Roles and Responsibilities

4.1 Faculty leader

The faculty leader leads the academic aspects of the program and provides student support throughout the program cycle. In addition to the standard duties of teaching a course: syllabus development, textbook selection, grading, evaluations, etc., the responsibilities of the faculty may include:

- Course design (syllabus, itinerary, budget and risk assessment)
- Seeking approval from the department head and dean
- Working independently or with 3rd party provider to select academically relevant excursions, field trips, guest lecturers, etc.
- Program marketing, promotion and communication
- Student recruitment and selection
- Leading pre-departure program specific activities, including orientation meetings and/or teaching preparatory seminars
- Arranging travel logistics

- While abroad, in addition to teaching and attending all activities, the faculty leader serves as the primary contact for students in need of academic, cultural, and/or personal guidance, on a scheduled and emergency basis.
- Serving as the primary communicator for Western International (WI) and informing WI of any emergent situation
- Attending debrief meetings with the Faculty Led and Safety Abroad (FLSA) Coordinator

4.2 Faculty/Department

- Approval of the course proposal
- Academic advising
- Assist with program promotion, student recruitment, and other administrative tasks (such as fee collection & course enrolment).

4.3 Western International (WI)

WI supports faculty leaders during all stages of facilitating a faculty-led program. Its services include:

- Offering consultation for developing a program, including but not limited to selection of sites abroad, 3rd party provider, itinerary development, and budget planning
- Information on funding opportunities for students
- Assisting with promotion and recruitment
- Creating program pages and hosting student applications on Atlas – Western’s portal for international activities
- Providing pre-departure/safety abroad training for students and faculty leaders
- Access to International SOS
- Safety planning and risk mitigation
- Serving as the emergency contact for faculty and students while abroad
- Assisting faculty and students with issues during the program while abroad
- Evaluating the program through debrief meetings with faculty leaders and gathering survey feedback from students
- Offering post-experiences modules to students

4.4 Student

- Submitting student applications and meeting related requirements
- Arranging payment in a timely manner
- Following safety abroad steps to prepare for travel
- Participating in pre-departure session and other pre-travel meetings
- Meeting all program requirements including acknowledging and complying with the Student Participation Agreement (Appendix G), which is a mandatory step of Travel Registry on Atlas.

II. Planning

Creating a successful faculty-led program is a great way to internationalize the curriculum. Faculty leaders are encouraged to begin developing a course at least 12 months in advance in order to have enough time to select sites abroad and arrange logistics. Faculty leaders are also recommended to follow the steps below, but these steps are not meant to be prescriptive nor binding.

1. Program Development

When you are developing your program, consider establishing your goals, learning outcomes and the logistics of your trip. The time and care you take in this step will determine how smoothly your trip comes together in the following months.

1.1 Curriculum

Your program should reflect the learning outcomes you expect students to achieve upon successful completion. To meet these goals, you may want to consider a number of activities:

- Learning Activities

There are many learning activities that could be created or modified for a faculty-led study abroad course. Some examples are listed below:

- 1) Presentations
- 2) Reflective Paper
- 3) Assignments

For assistance with creating your curriculum, you may want to connect with the [Centre for Teaching and Learning](#).

- Reflective Practice

It is critical for students to be given the time and space to reflect on their experience in the course, what they are learning, and how it applies to other courses, their personal and academic growth and future career goals.

Review [Community Engaged Learning Resources](#) with Student Experience if applicable.

2. Course Approval

- It is recommended that you start the conversation with your academic unit head when you have the idea of developing a faculty-led program.
- Understand the policy, procedures, requirements of your department and faculty as well as the support available.
- Propose the course and seek course approval.

3. Choosing the Right Location and On-site Partners

Collaborating with other organizations facilitates the achievement of learning goals and provides access to local resources. Key factors in selecting on-site partners include the faculty's experience and professional network in the location, the logistical challenges of running a program in a specific location and the availability of local experts. Facilities hosting students, whether for accommodation or for academic purposes, must be safe and healthy.

Western University collaborates with a number of international institutions and third-party providers for various types of student mobility programs. Existing partners can be consulted for the development of faculty-led experiences, based on the unique structure of the course, or new partnership proposals can be

reviewed. However, faculty leaders are primarily responsible for on-site selection. Please contact WI to ensure all necessary documents are in place.

4. Deciding on Travel Time

- The majority of Western's faculty-led programs travel in May with the rest travelling in June or during Reading Weeks.
- Many are offered as a Winter term course with a travel component in summer. There are a few Summer courses where students need to pay the Summer course tuition.

5. Travel Logistics

Whether travelling by land, sky or sea, and staying in a hotel or university residence, thinking about travel logistics early on helps you determine what is practical for the trip's duration.

5.1 Itinerary

- Plan your itinerary early, determine your accommodation, transportation and meal needs.
- Consider the length of time in each location.
- Consider the number of activities that you have in any given day, and the length of the day.

5.2 Transportation

- WI recommend the group (faculty & students) be transported by a third party. Faculty members should not be responsible for driving the students, and students should not be responsible for driving each other.
- If you are working with an organization or partner institution, they may be responsible for, or support in country transportation.
- If you are coordinating the in-country transportation, please research bus companies and arrange for a bus and driver. Alternatively, consider using available modes of transportation such as trains or subways.

5.3 Accommodation

The type of accommodation you choose will be dependent on your course and location.

Accommodation options to consider:

- 1) Residences in university partners
- 2) Hotels
- 3) Apartments
- 4) Guest Houses
- 5) Airbnb

6. Safety Planning and Mitigation

The safety and well-being of Western University students are always prioritized. It is essential that faculty and staff members leading students abroad are familiar with Western's Safety Abroad Policy (Appendix D) and adhere to the required protocols.

All students, staff and faculty planning international travel should be familiar with [Safety Abroad](#) information. This includes learning about the host country where the program abroad will take place and taking reasonable precautions to ensure participants stay healthy and safe.

Western's Safety Abroad Policy

This Policy sets standards to help ensure safe experiences for Western undergraduate and graduate students who travel internationally as part of a university activity. The policy and its accompanying procedures are meant to offer assistance in managing the risks associated with university-sanctioned international programs and activities and to provide processes to undertake the following:

- a) Approval of student international travel for university-sanctioned activities and programs
- b) Risk assessment of travel locations, regions and/or countries
- c) Centralized and accessible risk management resources to enable University travelers to be informed of and manage the risks associated with travelling abroad

International ISOS

All Western University students, staff and faculty leading students abroad have access to international medical emergency and travel assistance services provided through International SOS (ISOS). ISOS is a global health and travel security company that assists in preparing students, staff and faculty for travel and supporting them while abroad. Through this service, students, staff and faculty leads have access to health, safety and security advice pre-departure and while abroad. ISOS provides services such as region-specific health and security information, assistance and advice during medical emergencies and evacuations. **Please note International SOS is NOT a health insurance provider.**

Government of Canada

The Government of Canada provides travel advice and advisories for Canadians travelling abroad. Review and monitor this information regularly before and during the program.

- a) [Travel Advisories](#)
- b) [General Travel Safety](#)
- c) [Health Notices](#)
- d) [Registration of Canadians Abroad](#)

Travel Document Requirements

All students and the accompanying faculty and staff should make sure that they have valid travel documents to enter the destination country and return to Canada. Dependent on the country that you are travelling to and the citizenship of your students, there may be visa requirements to enter the country. Be aware of general visa requirements for students. It is a student's responsibility to research their own visa requirements and apply for a visa if necessary. Selected students should visit the Consulate or Embassy website of the country they are travelling to.

7. Finance and Budget

Considering your overall budget, how you will pay vendors and collect program fees are essential aspects of program development. This can often make or break a program and being realistic about your budget helps determine what can be achieved. Some preliminary considerations include:

- Ensure that you are up to date on the costs of services and providers, so that your budget is accurate.
- Be aware of deadlines for payments with your vendors, as this may affect application deadlines for students.
- Pay attention to the currency in which you will pay your vendors, as this will affect your payments.
- Take into account any money considerations while in country, such as the use of debit or credit

- cards, opening a bank account and documentation required, currency and exchange rate, etc.
- Consult with your Administrative Officer within your faculty in the budget planning stage to understand processes for invoicing, fee collection etc.

There are a number of factors associated with setting a budget and determining the program fees for students. A budget worksheet is available to help you determine the total cost of the program. (Please see Appendix B) It is important that there is a clear expectation of what each student would be required to pay for their respective program fees. Contact WI for assistance with determining program costs and consider the following factors when developing your budget:

Accommodations – How many nights are included in the travel component of the course? Are there additional fees associated with accommodations, such as internet access, separate meeting space, etc.?

Ground Transportation – Students and faculty members should not be driving themselves or others in the course. Ground transportation could include a bus (and driver fees), taxis, public transit or walking. Safety precautions related to ground transportation vary, depending on the foreign destination(s).

Meals – Will the group eat together for meals, or are students responsible for their own meals? If the former is selected, then faculty may want to include the cost of those group meals in program fees. If students are responsible for their own meals, ensure that students are aware of this and provide an estimate of breakfast, lunch and dinner expenses for students.

Excursions – Does the course require students to visit a museum, play or other site that has an admission fee? If yes, then those fees should be included in the program fees.

Insurance – Students will be responsible for their insurance coverage. This may include coverage under Western's USC/SOGS health insurance, the student's parent policy, bank or other. Remind your students to consider pre-existing medical coverage in their policy.

III. Implementing

1. Recruitment and Promotion

Recruitment and promotion are vital to the success of any faculty-led program. Faculty leaders are generally involved in delivering student presentations and answering questions from interested students. Faculty leaders are also encouraged to reach out to their communications department for promotional resources. You should plan to promote the programs in a variety of venues such as the following:

- Information Session and Fairs
- Websites and social media
- List-serves and mass email
- Class presentations
- Bulletin board at each department
- Academic advisors

The following focuses are recommended at promotional events:

- Inform students of the course, requirements, and academic content of the program
- Articulate connections between destination country and course content
- Discuss the cultural experiences that will be incorporated into the itinerary, including a tentative program schedule
- Explain how grading works
- Explain criteria for acceptance into course and/or program (course prerequisites, language level, etc.)
- Encourage diversity among program participants
- Show photos and/or videos and describe the importance/relevance of the location and coursework
- Inform students of the application process and program payment

Program Page in [Atlas](#)

- The first tool you can use to promote your international experience is to set up a program page in Atlas, Western's international experiences portal. Having a program page in Atlas allows students to search for your international experience, find important information on the program and how to apply. A program template is available to help you set up your program page in Atlas. Contact the FLSA Coordinator at Western International for more information.

2. Application and Selection

2.1 Application

- Western International hosts Faculty-Led Study Abroad program applications in Atlas.
- Application forms are developed in partnership with the faculty leader.
- Applications can be reviewed online once submitted by students.
- Faculty leaders may choose to use other platforms than Atlas to collect applications and select students.

2.2 Interview process & questions

- Interview is strongly suggested. If an interview is required to determine fit for the program, support is provided to develop appropriate interview questions.

2.3 Selection Process

- The selection process and criteria are at the discretion of the faculty member leading the program.

2.4 Disability Accommodations

WI will work with the faculty leader and campus services to obtain reasonable accommodations and to assist a student with a documented disability in planning for a successful international experience.

3. Fee Collection and Funding

3.1 Program Fee

Collecting student payments is handled by the individual academic unit (in some cases, in collaboration with the Office of the Registrar) based on deadlines set during the budget development process. It is critical to have conversations with your department head/Dean in the planning stage to consider program fees and fee collection.

3.2 Amount Charged

- If a faculty member will be paying in a currency that is not in Canadian Dollars to the vendor in the host country, they should account for this by adding a buffer amount charged to the student.
- Alternatively, a faculty member may want to charge the students in the foreign currency (i.e. students would need to pay the equivalent of 500 Euro).

3.3 Payment Collections

- With some programs, fees are collected centrally by the Office of the Registrar as the supplementary fee to the course in Student Center. (The amount needs to be confirmed about 10 months to one year in advance and once added, it can't be changed.)
- Some programs collect fees from participants by asking them to make payments to the program/department account.

3.4 Student Funding Opportunities

Western University has a number of funding opportunities available for students to assist with the cost of covering an international experience. If eligible, students can apply for the [International Learning Award](#) or [Global Opportunities Award](#), or search for a vast number of [other funding opportunities](#). Make sure you are making your students aware of these opportunities well in advance so they can get an application in before each award deadline!

4. Travel Arrangements

Some programs choose to book flights and accommodation for the group. Faculty leaders should plan to arrive with or before students are expected to arrive.

[Direct travel](#) –Direct Travel is a global travel management company that focuses on providing personalized services for business travel. Western's partnership with Direct Travel has provided us with access to online booking tool, which will allow Western travelers to book airfare, hotel accommodations, and car rentals through the online tool. For international or complex travel arrangements, faculty leaders can contact a consultant directly for assistance. An agent will help to optimize your agenda while minimizing costs. Please see [Direct Travel FAQ Guide](#).

4.1 Use of Group Travel Funds

If faculty leaders need to change a program activity once on site, they may use discretion to reallocate funds within the same general category. For example, the museum is closed on the day you plan to visit and you decide to take the group to another place instead. Other suggestions that those funds could be used are: group meals, cultural activities, entrance fees, group transportation, etc. Please note that those reallocated funds cannot exceed the amount advanced.

If a program ends up with surplus group funds, faculty leaders and their department may use discretion to either refund the leftover funds to students or keep the remaining funds within the program account, considering the amount of the surplus and the administrative duties that would be incurred.

5. Course Logistics

Once students have been selected, they need to be able to enrol in the course. Collaborate with the Academic Counsellors within your faculty to ensure the students are registered in the course.

5.1 Course Registration & Pre-Requisites

- Students may be able to register directly in the course, or they can also be manually entered.
- Consider the pre-requisites of the course, and if students can be registered in the Faculty-Led course and the pre-requisite in the same term.

IV. Preparing to Depart

1. Pre-departure

Please schedule a **pre-departure/safety abroad session** with the FLSA Coordinator. It is recommended to have this session around two months before the departure. In addition to this session held by WI to review safety abroad steps for students, each program should also consider hosting a program specific pre-departure session to help students prepare for their specific destination. It can be combined with WI's safety abroad session. The program specific pre-departure session should include the following:

- Academic preparation
- Cultural preparation
- Host site
- Culture
- Travel logistics
- Passport and visas
- Luggage

2. Safety Abroad

2.1 Safety Abroad Steps for Students

Any Western student undertaking University sanctioned travel abroad must adhere to Western's Safety Abroad Policy by carefully completing the [safety abroad steps for students](#).

2.2 Safety Abroad Steps for Faculty and Staff Leading Students

View our [safety steps for faculty and staff leading trips abroad](#). Notice that one of the steps is ensuring your students are aware of and complete Western's Travel Registry and pre-departure training!

2.3 Emergency Response Protocol (Appendix F)

It is often difficult to predict all risks that could occur while on study abroad. Despite all possible precautions, there are still unforeseen risks that can occur. As staff and faculty, it is important to be prepared for some of the potential risks and have an emergency action plan to follow.

- Review **Emergency Response Protocol**.
- Designate an alternate faculty leader should the primary leader become incapacitated during the program.
- Carry emergency information, a student contact list, and a cell phone always and be prepared to communicate via phone or email with ISOS and Western in the event of an emergency.
- Distribute emergency contact information (i.e. ISOS) to all participants.

2.4 International SOS Resources

Western members can take full advantage of a range of ISOS resources before and during their travel. Some of the ISOS resources you will find useful are:

Pre-Travel Security Briefs

Once you have finalized your detailed itinerary (including transport, accommodation and location of site/host visits), you may send this to **International SOS** for pre-travel security brief and Western International. ISOS will provide information regarding the safety of your routes, locations and overall plan. Be ready to make changes as appropriate to ensure your trip is as safe as possible.

Health, Safety and Security Alerts

ISOS issue alerts to subscribers relating to health, safety and security updates around the world. Users can register to this service by visiting the [International SOS website](#) after signing up using their uwo email. By selecting your country/ies of interest, you will receive immediate alerts from ISOS should anything happen in those location/s. For example, natural disasters, civil unrest, terrorist attacks, etc.

Country profiles

Western members undertaking University sanctioned travel have access to ISOS' vast database of safety resources. To view this information, users will need to visit [International SOS website](#) and sign up using your uwo email. Users can then find their destination country's security (personal risk, country stability), medical (standard of care, vaccinations, clinics & hospitals, food & water and health threats), travel (getting there & around, language & money, cultural tips, phone & power, geography & weather, calendar) and city (specifics about major cities in country) information.

Immediate assistance

ISOS provides Western members with immediate assistance both before and during travel. This means users can contact ISOS at any time with their questions, whether it be an emergency or not. ISOS can be [contacted either by phone, email](#) or through their [Assistance app](#).

2.5 First Aid Training

Most accidents and injuries are unpredictable and can occur any time. It is recommended that any staff or faculty leading a study abroad program is trained in Standard First Aid and CPR. Training is provided through [Western Student Recreation Centre](#).

2.6 Unaffiliated Travelers

- Unaffiliated travelers refer to accompanying non-enrolled family members, partners, and friends. Request for unaffiliated travelers should be discussed and approved by faculty leader's department Chair and/or Dean prior to granting program participation.
- WI cannot assist with housing, childcare, health care, travel arrangements, or any other necessary support for unaffiliated travelers.
- Program budgets should not be dependent on unaffiliated travelers, but solely based on minimum student participation. Unaffiliated participants on a faculty led abroad program must not hinder or subtract from any student's academic or cultural experience abroad.
- Western is not responsible for the injury, illness, loss, or death of unaffiliated travelers in faculty-led abroad programs, nor will any expenses for unaffiliated travelers be collected or distributed by WI.
- **Please note that ISOS support is not available to any unaffiliated travelers.**

V. On Location

1. Orientation

It is important to provide students with an on-site safety orientation upon arrival to mitigate potential risks that could occur during the program. Below is a list of duties to consider:

1.1 General

- Provide on-site orientation to introduce the students to the host site and culture
- Review program schedule/itinerary
- Review host country information (local laws, regulations, customs, cultural differences, language)
- Provide on-site orientation package (map, schedule, contacts, etc.)
- Go over goals and expectations for the program and review behaviour expectations

1.2 On-Site Orientation

- Inform students of local laws and regulations (research location laws prior to leaving)
- Provide location-specific health and safety information
 - a. Identify high risk/dangerous areas (places to avoid)
 - b. Nearest local clinics and hospitals including hours of operation, availability of English-speaking doctors, cost and method of payment for treatment
- Review emergency protocols and action plan in event of a crisis that affects the entire group i.e. natural disaster, act of terrorism, political crisis, kidnapping etc.
- Ensure students have all emergency contact information and important numbers (ISOS, faculty leader, embassy, numbers for local police or hospital)
- Review culturally appropriate behaviour (dress, PDA, sexuality, drinking, gender roles etc.)
- Review student code of conduct, student participation agreement, and other policies if applicable.

2. Potential Program Disruption

2.1 Emergency

For study abroad, an emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of the program participants. Emergencies include, though are not limited to, the following:

- Assault
- Robbery
- Serious illness, physical or emotional
- Significant accident and/or injury
- Hospitalization for any reason
- Terrorist threat or attack
- Civil unrest that could affect the students' safety and well-being
- Arrests or questioning by police or other security forces
- Any legal action involving a student
- Disappearance or kidnapping of a student
- Natural Disasters
- Death

2.2 Emergency Response Team

- The Emergency Response Team may include but not limited to the list below:
 - 1) Group Leader(s)
 - 2) FLSA Coordinator (Western International)
 - 3) Relevant Faculty and/or Department
 - 4) Director of International Learning (Western International)
 - 5) Senior Director (Western International)
 - 6) Vice Provost (Western International)
- Responsibilities of the Emergency Response Team
 - 1) Hold meetings to discuss emergency as soon as possible.
 - 2) Establish immediate and short-term plans and divide responsibilities.
 - 3) Meet as needed during emergency.
 - 4) Meet at least once after resolution to debrief.
- Roles of the Emergency Response Team
 - 1) Department or Faculty Emergency Response Lead
 - a. Maintains regular contact with others on the emergency response team, forwards pertinent information to them.
 - b. Directs the response within the Department or Faculty. E.g. delegates tasks that need to be undertaken within the Department or Faculty as appropriate.
 - c. Directs requests for information as appropriate in accordance with Western International or designate directives.
 - 2) Affected Group Leader(s)
 - a. Work with direction from, and maintain contact with, the Department or Faculty Lead with reference to outside requests for information as appropriate.
 - b. Communication with students, Faculty and Staff within the Department.
 - c. Assist Department or Faculty Lead with requested information and support.
 - 3) Western International
 - a. Coordinate institutional response for emergency situations abroad.
 - b. Follow internal office protocols and contact, where deemed appropriate, the student's emergency contact, interpreters or country specialists.

2.3 Emergency Response Protocol (Appendix F)

- When an emergency happens, the student and/or the group Leader(s) should seek immediate assistance from:
 - 1) International SOS through the [Assistance App](#) or by calling +1 215 942 8478
 - 2) In-country emergency services
 - 3) The student's out-of-country insurance provider
 - 4) Local partners/authorities if applicable
- The Emergency Response Team will be established to hold meetings to discuss the emergency as soon as possible, establish immediate and short-term plans, divide responsibilities, and meet as needed during emergency.

- In a serious emergency, WI will work with the faculty leaders, Deans and ISOS to determine whether the program will continue, and possible evacuation procedures are needed.

2.4 Guidelines for Crisis Communication

In general, faculty leaders should follow these guidelines when communicating with students during emergency situations:

- Ensure safety and wellbeing of students.
- Share information: Give students as much and as accurate information as possible. Document the situation and communicate with WI on an ongoing basis.
- Assess the situation: How long will it last? Is it an inconvenience or a threat?
- Keep calm, and keep others calm.
- Discourage students from gossiping and thus escalating the situation.

2.5 Accident/Illness/Incident Reporting for Faculty & Staff

Prior to the trip, faculty & staff leading/accompanying the group should review Western's [Accident/Illness/Incident Reporting](#) obligations to understand the reporting requirements in case of an accident/illness/Incident. In a situation, the [Accident/Illness/Incident Report Form](#) needs to be completed by the supervisor of the faculty/staff member and emailed to uwoaiir@uwo.ca or fax to 519-661-3420 (83420) **within 24 hours**.

2.6 Disciplinary Problems

- Students need to be alerted to the fact that they will be representing Western abroad so they must behave in such a way that the host country be left with a favorable impression of Western students.
- In the event of an incident abroad that involves academic or behavioral misconduct of a student or a student's difficulty with local authorities, inform WI and your academic unit head immediately to explore the next steps. In the most severe cases where dismissal is a consideration, consultation with WI and your academic unit head should take place prior to taking action.
- [The Code of Student Conduct](#) (Appendix E) at Western covers both on and off campus conduct and can be used when behaviors is excessive, frightening or causes personal safety concern. Discipline ranges from a warning to expulsion. The main purpose of such discipline is to address negative behaviors, promote a safe and harmonious environment and to return students to the focus of their studies. The Code of Student Conduct should be reviewed by the faculty or staff member with the student before departing and upon arrival.

2.7 Student dismissal while abroad

The decision to send students home, even when made for the best reasons, may result in negative responses. It is essential to consult immediately with WI who will, in turn, consult with other appropriate offices (i.e.

Ombudsperson) at Western. Some instances of dismissal may include (but not limited to):

- Criminal activity on the part of the individual: arrest, drug use, physical or sexual assault, etc.
- Inappropriate behavior on the part of the individual: a continuing pattern of culturally inappropriate behavior which does not improve with advising and which endangers the program's relationship with the host institution and/or community; or behavior which is insensitive to other group members and/or damaging to the program group's morale.
- Serious illness, either physically or psychologically, that greatly affects the individual
- Death of a program participant, or death or serious illness in the family

In order to dismiss a student abroad, the following procedures should be followed:

- Document the Incident using the Incident Report Form (Appendix C)
- Report the Incident to WI. WI will assess the severity of the incident and forward to appropriate units on campus for review.
- Participant Justification: Depending on the severity of the case, the student pending dismissal may need to

talk to appropriate units on campus.

- Coordinate the Dismissal: Faculty leader and WI will facilitate the dismissal of the participant including arrangements for return to Western. The program cost paid will not be refunded to the student.

2.8 Student withdrawal while abroad

If a student has arrived at the program site and decides to withdraw, they must begin by discussing the situation with the faculty leader on site. The faculty leader should consult with WI to determine whether a solution exists for the situation. Financial implications and academic implications must be articulated to the student. If, after consultation, the student still plans to withdraw from the program, they must submit a written statement to the faculty leader. This statement must indicate that the student understands as of the date indicated, they will no longer be considered a student in the program and is therefore responsible and liable for their own behavior, transportation home, insurance, etc. The program cost paid will not be refunded to the student. The program leader should send the completed statement to WI.

VI. Returning

1. Program Evaluation

1.1 Surveys and Evaluation

Program evaluation is an important aspect of faculty-led study abroad program development and management. Students should have the opportunity to provide anonymous feedback and recommendations to the program. There are tools available to create surveys: [Western University MySurveys](#)

1.2 Program Debrief

Approximately 1-3 weeks after you return, you will be contacted by the FLSA Coordinator to arrange a debrief meeting. At this meeting, challenges and improvements for future years will be discussed.

2. Post Experience

2.1 Group Debrief

It is recommended to facilitate a group debriefing at the end of the study abroad program. The debriefing can take place in-country or back in Canada. The debriefing could include individual or group reflection activities.

2.2 International Pre-Departure and Post-Experience (IPDPE) Modules

Within IPDPE, there are two post experience modules designed to enable learners to reflect on their experience abroad (Reflection) and identify areas of personal growth (Career Readiness)

VII. Appendices

1. Tools

- A. Checklist and Timeline
- B. Faculty-led Program Budget Worksheet
- C. Incident Report Form

2. Policies

- D. [Western's Safety Abroad Policy](#)
- E. [The Code of Student Conduct](#)
- F. Emergency Response Protocol
- G. Student Participation Agreement (from Travel Registry form on Atlas)

Appendix A. Checklist and Timeline



**Western
International**

International Faculty-Led Programs Checklist and Timeline

Faculty and staff are encouraged to use the following checklist as a guideline. At **any time** during the process, should questions arise, please contact the Faculty-Led Study Abroad and Safety Abroad (FLSA & SA) Coordinator, Pin Sun at facultyled@uwo.ca or ext. 86075.

Category	Task	Support/Resources
At Least 12 Months in Advance		
Program Development	Determine activities and curriculum for program.	Centre for Teaching and Learning (CTL); Western International
Course Logistics	Propose the course and seek course approval.	Department/faculty
Safety Planning and Mitigation	When in doubt, send proposed itinerary to FLSA & SA Coordinator for safety advice.	Western International; International SOS; Government of Canada's website
Finance	Finalize budget and determine range of program fees and installments based on the number of participants. Reach out to vendors, third party providers, host institutions and organizations for quotes.	Western International; Department Head/Dean's office; Third party provider
8 – 12 Months in Advance		
Recruitment and Promotion	Work with the FLSA & SA Coordinator to create an Atlas program page. Promote the program through a variety of venues such as information session, websites and social media, mass email and class presentations.	Western International; Department/faculty communications
Application and Selection	Create selection process and determine application and interview questions (if applicable) and participation criteria. Determine dates to open and close application. Collect and review applications, interview (optional) and select participants. Send Letter of Acceptance to successful students.	Western International; Department/faculty

Finance	Confirm quoted prices. Obtain relevant payment details and finalise service agreements.	Department/faculty
Finance	Inform students of funding opportunities.	Office of the Registrar; Western International; Department/faculty
Finance	Monitor student payments of program fees. (timeline may vary based on individual fee schedule)	Department finance; Office of the Registrar
Course Logistics	Ensure students are registered in course. (timeline may vary based on program's registration requirements)	Department/faculty
At Least 2 Months Prior to Travel		
Pre-Departure	Work with the FLSA & SA Coordinator to provide a pre-departure/safety abroad session with group. Implement program-specific pre-departure plan.	Western International; International SOS; Government of Canada's website
Finance	Payments to vendors and service providers. (timeline may vary as per the agreement)	Department/Faculty
At Least 3 Weeks Prior to Travel		
Safety Planning and Mitigation	Work with the FLSA & SA Coordinator to ensure students have completed the Travel Registry.	Western International
Within 24 Hours of Arrival		
Safety Planning and Mitigation	Provide on-site orientation to students (in partnership with host partner, as applicable).	Partners abroad
Immediately After Incident		
Safety Planning and Mitigation	Contact International SOS and/or other emergency services in case of an incident.	International SOS; Western International
During the Program and/or Upon Return		
Program Evaluation	Coordinate student reflection activities, send student evaluations and analyze results.	Department/faculty; Western International
1-3 Weeks After Program Ends		
Program Evaluation	Schedule a program debrief meeting with the FLSA & SA Coordinator.	Western International; Department/faculty

Appendix B. Faculty-led Program Budget Worksheet

Faculty-led Program Budget Worksheet

<u>FACULTY-LED STUDY ABROAD BUDGET WORKSHEET</u>			
Faculty-Leader:			
Program Destination:			
Semester/Year:			
Consider the following factors when developing your budget:			
	Covered by the program fee?	CAD \$	Date and source of info
Airfare			
Housing			
Ground Transportation			
Meals			
Excursions			
Rentals (spaces, equipment etc.)			
Tickets & passes (admission fee)			
Lecturers/speakers/guides			
Other			
Subtotal:		\$0.00	
10% Contingency		\$0.00	
Total Cost:		\$0.00	
<u>Cost per student</u>			
Cost per student:		\$0.00	
Please note that the tuition, passport, photos, immunizations, books, and other expenses are not included in this budget. Questions about budgets can be directed to Western International at facultyled@uwo.ca			

Appendix C. Incident Report Form



Western
International

Incident Report Form

Western-sanctioned Travel – International Learning Experiences

This form can be used by any Western faculty or staff member responsible for leading a group of Western students on an international experience. For emergency situations, this form is recommended to be completed by the group leader within 48 hours of its occurrence. An emergency team will be formed to discuss next steps based on the information provided in this form.

Emergency: an urgent, sudden, and serious event or an unforeseen change in circumstances that necessitates immediate action to remedy harm or avert imminent danger to life, health, or property; an exigency ([emergency](#) | [Wex](#) | [US Law](#) | [LII / Legal Information Institute \(cornell.edu\)](#))

Examples: serious medical issues or safety/security threats, victims of crime or accident, evacuation or repatriation, anything that may incur money involvement from Western International, police involvement etc.

Participant Information

First Name	
Last Name	
Name of Program	
Host country & city	

Faculty/Staff Lead Information

First & Last name	
Faculty/Department	
In-country contact information	
Emergency Contact in your faculty/department	

Incident Summary

Date, Time & Location of Incident		
Date:	Time:	Location:

Description of Incident (Please provide as detailed information as possible; try to use 5w & 1h – Who, What, When, Where, Why & How) Example: During the group city tour in Rome, student (name) fell by accident and broke her arm while climbing the stairs.	
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Action Taken

Any actions taken in response to the emergency (e.g. if medical care was received, if in-country emergency services/authorities/partners were contacted)	
International SOS contacted? (Y/N)	
Follow-up required?	

For Western International Use ONLY	
ISOS Reference Number:	

Emergency Response Protocol for Faculty & Staff Leading Students Abroad



An emergency is an urgent, sudden, and serious event or an unforeseen change in circumstances that necessitates immediate action to remedy harm or avert imminent danger to life, health, or property. This protocol outlines how to handle emergency situations and the roles of different parties in responding to emergencies.

Examples:

Serious medical issues or safety/security threats, victims of crime or accident, evacuation or repatriation, anything that may incur money involvement from Western International, police involvement, negative media exposure etc.

Group Leader:

The faculty or staff member(s) leading the group of students abroad.

Participant:

Any student, faculty/staff member, postdoctoral fellow, visiting scholar or volunteer participating in the international experience sanctioned by Western University.

Response to Emergencies:

The Participant and/or the Group Leader(s) should seek immediate assistance from:

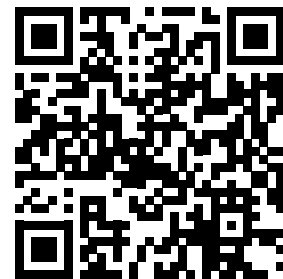
- International SOS through the Assistance App or by calling +1 215 942 8478, International SOS will immediately assist with the emergency and notify Western International.
- In-country emergency services
- The Participant's out-of-country insurance provider
- Local partners/authorities if applicable

Establish Emergency Response Team to hold meetings to discuss the emergency as soon as possible, establish immediate and short-term plans, divide responsibilities, meet as needed during emergency and meet at least once after resolution to debrief. The Emergency Response Team includes but not limited to the following:

- Group Leader(s)
- Western International
- Key contacts within the affected Department(s) or Faculty(ies) who have the ability to make decisions and relay important updates to relevant stakeholders.

Emergency Contact Information (24/7)

International SOS through the Assistance App or call +1 215 942 8478:



Western International Contact Information

Pin Sun

Faculty-Led Study Abroad & Safety
Abroad Coordinator
psun22@uwo.ca
519-661-2111 x 86075

Eunjung Riauka

Director, International Learning
eriauka@uwo.ca
226-378-5463

Appendix G. Student Participation Agreement

Student Participation Agreement – Faculty-led Program

In consideration of the University allowing me to participate in this international learning program, I agree as follows:

- I confirm that I am a full-time student at the University, King's University College or Huron University College.
- I consent to the collection and use of my personal information by the University as necessary to facilitate my participation in the program. I consent to the disclosure of my personal information to a third party, where it is necessary to facilitate my participation in the program (i.e. to the program facilitator or government authority).
- I consent to the collection of photographs and video footage during the program and their use on the relevant websites (i.e. university's and program's web page, university's and program's social media accounts, YouTube etc.) to promote the program. I can withdraw my consent at any time.
- I have a valid passport.
- I am able to participate in the mandatory program pre-departure workshops.
- I understand that if I miss one of the above workshops for any reason without prior permission from the Coordinator, I risk forfeiting my space in the program.
- I will pay the required fees to participate in the program in the **non-refundable** installments as listed on the program page in Atlas.
- I will be responsible for any travel and related costs, including any additional costs related to me missing my scheduled departure time, the costs for any alternative transportation which I arrange, and any costs resulting from my need to return home for any reason prior to the scheduled departure day, including my termination from the program for cause.
- I acknowledge that I am to comply with any policies of the program facilitator and the University's policies including its Code of Student Conduct. I will uphold the guidelines of the program as communicated by the Coordinator. I understand that my failure to abide by such guidelines, policies and/or the Code of Student Conduct may result in my immediate termination from the program.
- I am willing to accept the variable living/working conditions of the experience to which I have committed (i.e. weather, sleeping arrangements, etc.).
- I will be responsible for consulting with a physician and obtaining all physician-specified medical precautions (i.e. immunizations necessary for travel).

- I have been informed that to participate in this activity, I must have valid medical insurance against any health or dental care that I may require while on the trip I have or will obtain prior to departure such valid insurance and I agree to produce proof of it upon request.
- I understand it is my responsibility to communicate openly with my Coordinator about any concerns or questions that may arise during my participation in the program.
- I acknowledge that I am aware that by participating in the program, I will be exposed to certain risks, including, but not limited to all risks associated with travel in a foreign country, which may result in injury to me, damage to or loss of my property or even death. I acknowledge that I have reviewed the materials given to me relating to the arrangements for travel, food and accommodation and I fully and voluntarily accept all the risks of participating in the program.
- **In consideration of the University allowing me to participate in the program and as a condition of my participation, I, on behalf of myself, my heirs, executors, administrators and assigns, hereby release the University, directors, officers, employees, agents and assigns from any and all manner of claims, causes of action, and suits of any nature or kind whatsoever, however arising, including, but not limited to, claims for loss, damage or compensation arising out of the negligence of any employee or agent of the University, and including (but not limited to) claims for injury to my person or property or death and I hereby waive any such claim, cause of action or suit that I might have against any of them in connection with my participation in the program.**
- Should I choose not to participate in an activity offered under the program and instead choose to participate in an activity not supervised by the program, I agree that I am solely responsible for my actions and for any liability that may arise from my participation in such activity.
- During the trip, I will follow the instructions of the Coordinator. Should I refuse to follow any reasonable directions of the Coordinator, I acknowledge that I may be required to leave the trip. In that event, I will be given reasonable assistance to return to Canada, but any financial liability arising from my leaving the trip for this or any other reason is my sole responsibility.
- **I also agree to abide by all local laws and regulations and to take responsibility for my own conduct, should I become liable to any person for any loss or damage which I have caused. I hereby agree to indemnify and hold harmless the University, its directors, officers, employees, agents and assigns against any liability for any cost, expense, loss, damage or claim for compensation of any kind whatsoever for which any of them may become liable as a result of my unlawful conduct, my misconduct or my negligence.**
- I acknowledge having read the agreement and I understand its contents. It has been explained to me that without this agreement, the University would not permit my participation in the program. The University has recommended that I obtain legal advice before signing this agreement.
- I am over the age of 18 years and have legal capacity to enter into and sign this Agreement.

In consideration of the University allowing me to participate in this international learning program, I agree to the terms above.