

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE PROVOST
OFFICE OF GLOBAL ENGAGEMENT

FUNCTIONAL STATEMENT

MĀNOA OFFICE OF GLOBAL ENGAGEMENT - Org Code: MAGBEG

The Mānoa Office of Global Engagement (OGE) provides leadership for advancing programs and initiatives that increase the global connectedness and stature of UH Mānoa, and provide experiential learning opportunities at national and international levels. The EM serves as advisor to the Provost on related matters and is a member of the Provost's Council with authority to establish policies and procedures necessary to implement system policies and procedures, comply with federal and state laws, regulations and reporting requirements, and implement sound practices.

The EM provides leadership and strategic direction for the following units:

- Mānoa International Exchange
- Study Abroad Center
- National Student Exchange
- International Student Services
- Faculty and Scholar Immigration Services

Specific OGE responsibilities include the following:

1. Develops strategic plan and broad campus-wide strategies and appropriate policy for global engagement and internationalization that support the positioning of UH Mānoa as a premiere Asia-Pacific research university.
2. Integrates and infuses global perspective and engagement throughout the entire institution and in teaching, research and service initiatives, partnering with senior leadership on building intercultural competency and endeavors and working with deans and directors on multi-disciplinary and innovative approaches.
3. Brings awareness of and leverages international partnerships and networks with various countries, institutions and non-government organizations to better serve the mission and vision of the campus.
4. Ensures compliance with applicable federal and state laws, regulations and reporting requirements including Section 117 of the Higher Education Act of 1965, and appropriately aligns strategic and policy direction.
5. Provides central expertise and strategic support on international matters including but not limited to:
 - a. Coordination with system offices including academic planning and policy, research and innovation, legal affairs, export controls and risk management to safeguard the university.
 - b. Development and implementation of policy, procedures and guidelines for international agreements, partnerships, initiatives and activities; provision of service and guidance to schools and colleges; and ensure consistent approach on routine and specialized agreements in accordance with system and campus direction.
 - c. Provision of protocol support and guidance for the campus.
 - d. Provision of sound logistical support and advice for campus faculty, student exchanges and visits abroad, as well as visiting scholars and students from abroad, on matters including international travel safety and security.
 - e. Communication of Fulbright program and various international scholarship opportunities.
6. Collaborates with senior administrators on cultivating research, professional development and experiential learning abroad for faculty and staff, and works with appropriate leadership on student experiences.
7. Coordinates the university's physical presence abroad through global portals as needed, as well as collaborating with administrators on creating physical as well as academic and research spaces for international visitors and students on campus.
8. Collaborates with faculty, scholar and student immigration services to provide support for petition, certification and/or visa matters for employees, scholar visitors and students.

MĀNOA INTERNATIONAL EXCHANGE - Org Code: MAMIEX

Mānoa International Exchange (MIX) serves as the UH primary point of contact and key resource on developing, implementing and maintaining international exchange agreements and partnerships with foreign institutions, with reporting functions related to such agreements.

Major functions include:

1. Coordinates application, accommodation, arrival and orientation activities for incoming international exchange non-degree seeking students from both partner and non-partner institutions.
2. Coordinates promotion, selection, application, and pre-departure orientation activities for outbound UH students.
3. Oversees the administration and allocation of tuition waivers supporting international student exchange programs.
4. Provides support services to UH students abroad.
5. Provides support services to international students from exchange partner institutions and non-partner institutions.

STUDY ABROAD CENTER - Org Code: MASTAB

The UHM Study Abroad Center (SAC) together with the Council on Study Abroad develops, administers, implements, delivers, and evaluates Study Abroad programs conducted at overseas institutions of higher education for the UHM. While the Study Abroad programs have carefully identified academic objectives that reflect and complement UHM undergraduate curriculum, Study Abroad programs provide “hands on” and “in-country” experiences that enable students to analyze, appreciate, comprehend, and interpret global circumstances; situate the United States as a part of the present global community; broaden perspectives, develops competence, and improve students’ ability to make personal and public policy decisions as responsible citizens of an international society who are informed about world relations and are capable of considering national as well as international perspectives. UHM faculty are directly integrated into most programs as Resident Directors who also offer UHM classes on site.

SAC’s emphasis for students is on undergraduate degree programs. The courses offered in Study Abroad Programs are articulated and mapped into each student’s curriculum by Study Abroad Advisers who are embedded in a variety of College Advising Centers. Faculty are appointed in these Study Abroad Programs by the Study Abroad Council so that they can teach, conduct research, develop new courses, mentor and monitor students for academic progress in these programs. The Study Abroad Center operates as a self-sustaining unit and utilizes the funds it generates to support programs.

The major functions of the SAC include:

- Articulates courses taught overseas as UHM resident course credits in various fields with the approval of respective department faculty or curriculum committees
- Enrolls Study Abroad students in UHM courses while they simultaneously take courses at overseas institutions of higher education
- Ensures through comprehensive student advising and follow-up that students are enrolled in overseas courses that fulfill a student’s general education, diversification, focus, certificate, major or graduation requirement so that time to graduation is maintained
- Encourages faculty to offer courses in Study Abroad programs that offer focus designations and facilitates the process with the General Education Office
- Facilitates faculty initiatives through SAC’s Faculty Sponsored Study Tours (FaSST) by providing risk assessment, program and budget development, risk management to both faculty and students
- Works with the UHM Honors Program, recognizing that both Programs are encouraging academic excellence
- Develops guidelines for course syllabi and experiential learning activities for UHM faculty who wish to teach abroad in Study Abroad and FaSST programs
- Converts and reports student grades received from higher education overseas to the equivalent UHM grades and forwards to the UHM records office

- Assesses Study Abroad Program Learning Objectives periodically to determine that Program objectives are met. Adjusts the pedagogy and or objectives accordingly and conducts self-assessment for five-year program reviews
- Collaborates with the University Research Opportunity Program (UROP) so that Study Abroad faculty are able to engage students in research-based courses (CURE) in summer, semester, and year programs
- Develops comprehensive student budgets and financial policies in compliance with University policies and works with Financial Aid Services and Scholarships to ensure students are funded according to their eligibility for studying abroad
- Identifies Study Abroad scholarship donors and works with UH Foundation to establish endowments to grow student scholarship opportunities
- Negotiates and develops Partnership Agreements with overseas institutions of higher education

Additionally, in accordance with EP 8.200 the Center is designated as the Risk Management Office for most UHM overseas programs that provides academic credits. As a result, SAC conducts

- Risk management training in terms of student health, safety, security, risk assessment and management through a variety of means, including on-site inspection and program evaluations in accordance with WASC standards
- Provides a minimum of 12 hours of comprehensive cross-cultural training prior to departure that relate to academic, and studying and living abroad to ensure success and a standard of care for both students and faculty
- Provides regular workshops and training for Faculty in Study Abroad and Faculty Sponsored Study Tours (FaSST) in health, safety, risk, and liability that includes Discrimination and Privacy laws as they relate to Study Abroad Programs
- Monitors both students and faculty for the term abroad and provides relevant support
- Develops all risk, liability, and release of liability documents

The Council on Study Abroad guides the Center in accordance with its By-laws and Charges. The Council is the Study Abroad Center's policy making body and its curriculum, personnel and grievance committee. Members of the Council are appointed by the Manoa Faculty Senate Executive Committee through its Committee on Faculty Services. The Director of SAC is an ex-officio member of the Council. The Council:

- Works with the Study Abroad Director and is integrally involved in the areas of policy, academic program development, program assessment, selection of faculty members to direct individual study abroad programs
- Encourages, provides advice and guidance for faculty members who wish to apply for resident faculty directorship for study abroad programs
- Reviews and provides input in the development of Study Abroad course guidelines, Study Abroad Student Learning Objectives, Study Abroad Program Objectives, Study Abroad Standards of Behavior, and Study Abroad Grievance Procedures and Hearing
- Updates and modifies the SAC Council By-laws and charges
- Convenes the Study Abroad Grievance Committee as needed
- Convenes and forms the Center's Faculty Personnel Committee when needed within University and UHPA policies
- Participates and provides input in the Center's five-year program review

NATIONAL STUDENT EXCHANGE - Org Code: MASTEX

The National Student Exchange program serves as UH Mānoa liaison to the National Student Exchange consortium administration and 200 participating university NSE offices.

The major functions include:

1. Promotes NSE at university recruitment events, to inform potential students, parents, and high school advisors of degree-enhancing UHM opportunities.
2. Publicizes NSE for current UHM students, processes applications, and negotiates placements at appropriate schools.
3. Verifies academic eligibility of outgoing students, and provides advising referrals to course equivalent websites and departmental major advisors.

4. Accepts placements of students from consortium schools, providing advance detailed campus information and campus/cultural orientation on arrival.
5. Serves as liaison for incoming students with UHM Admissions, Records, Financial Aid, Campus Housing, Student Employment, and Counseling Center, as well as academic departments for clearance of course registration.

INTERNATIONAL STUDENT SERVICES - Org code: MASSIN

The International Student Services program provides support services for international students.

The major functions include:

1. Assists in processing visa documents and certifications to acquire and maintain appropriate visa status for UH Mānoa F-1 and J-1 students.
 - a. Provides services to non-immigrants needing assistance in obtaining and maintaining legal status in the U.S.
 - b. Provides pre-arrival information, orientation programs and informational briefings.
 - c. Interprets regulations affecting non-immigrant student status in the U.S.
 - d. Provides support services designed to assist students with transition, adjustment and culture sharing.
 - e. Advises students through individual consultation and group workshops, and disseminate timely regulatory information.
 - f. Monitors compliance with federal and UH health insurance policies.
 - g. Develops and recommends policies and procedures for non-immigrant student employment and international student status.
 - h. Serves as a resource to the campus and UH system community in matters relating to student non-immigrant status.
 - i. Ensures compliance with all applicable federal laws, with a priority on SEVIS compliance.
 - j. Serves as a liaison between the university and federal agencies on immigration matters pertaining to its international students.
2. Administers selected scholarships and tuition waivers designated for international students.
3. Provides data on non-immigrant students to internal and external organizations.
4. Serves as an advocate for international students.

FACULTY AND SCHOLAR IMMIGRATION SERVICES - Org code: MAFSIS

The Faculty and Scholar Immigration Services provide UH systemwide immigration and support services for international employees.

Major functions include:

1. Prepares and files non-immigrant and immigrant petitions and labor certification applications on behalf of UH for international employees.
2. Provides UH systemwide administration of the Exchange Visitor Program for all J-1 categories, except for UHM students.
3. Processes visa documents and certifications for J-1/J-2 exchange visitors.
4. Provides pre-arrival information, orientation programs, and informational briefings.
5. Conducts SEVIS implementation and compliance including reporting and monitoring requirements.
6. Serves as a central resource for advising, assisting, and disseminating information on immigration and health insurance to international employees and scholars.
7. Maintains a central immigration database of UH-sponsored international employees and scholars, from which it generates statistical and narrative reports.
8. Establishes and updates University immigration policies and procedures and interprets U.S. immigration regulations.
9. Serves as a liaison between the university and federal agencies on immigration matters pertaining to its international employees.