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**Office of Internal Audit**

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October 24, 2016

Dr. Richard Benson, President,  
Ms. Lisa Choate, Chair of the Institutional Audit Committee:

We have completed an audit of Education Abroad as part of our fiscal year 2016 Audit Plan, and the report is attached for your review. The objective of our audit was to provide assurance that UT Dallas is in compliance with laws, rules and regulations, and policies relating to international student travel in the Education Abroad Program. Our audit scope was fiscal year 2016.

The audit resulted in no findings or recommendations. Minor recommendations regarding access to Terra Dotta Software, best practices, and monitoring faculty of record were discussed with management. We appreciate the courtesies and considerations extended to us during our engagement. Please let me know if you have any questions or comments regarding this audit.

Toni Stephens  
Institutional Chief Audit Executive

*UT Dallas Responsible Parties:*

Ms. Cristen Casey, Assistant Vice President for International Programs

*Members of the UT Dallas Institutional Audit Committee:*

External Members:

Mr. Bill Keffler  
Mr. Ed Montgomery  
Ms. Julie Knecht

Dr. Hobson Wildenthal, Executive Vice President and Provost  
Dr. Calvin Jamison, Vice President for Administration  
Mr. Terry Pankratz, Vice President for Budget and Finance  
Mr. Brian Dourty, Interim Vice President and Chief Information Officer  
Dr. Bruce Gnade, Vice President for Research  
Dr. George Fair, Vice President for Diversity and Community Engagement; Compliance Officer  
Dr. Gene Fitch, Vice President for Student Affairs  
Dr. Inga Musselman, Senior Vice Provost  
Mr. Timothy Shaw, University Attorney

*The University of Texas System:*

System Audit Office

*State of Texas Agencies:*

Legislative Budget Board  
Governor's Office  
State Auditor's Office  
Sunset Advisory Commission

## Executive Summary

### Audit Objective and Scope:

To provide assurance that UT Dallas is in compliance with laws, rules and regulations, and policies relating to international student travel in the Education Abroad Program. Our audit scope was fiscal year 2016.

### Conclusion:

Overall, based on the procedures conducted during the audit, we conclude that controls are generally in place to ensure that UT Dallas is in compliance with laws, rules and regulations, and policies and procedures relating to international student travel in the Education Abroad program.

**The audit resulted in no findings or recommendations.**

Minor recommendations regarding access to Terra Dotta Software, best practices, and monitoring faculty of record were discussed with management.

### Responsible Vice President:

Dr. Gene Fitch, Vice President for Student Affairs

### Responsible Party:

Cristen Casey, Assistant Vice President for International Programs

### Staff Assigned to Audit:

Project Leader: Polly Atchison, CPA, CIA, Audit Manager  
Staff: Ashley Mathew, Staff Auditor

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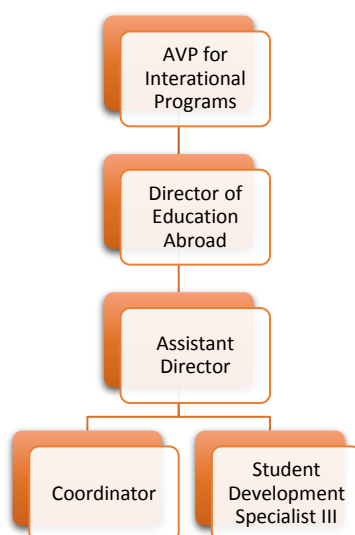
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## Background

At UT Dallas, 414 students participated in the education abroad programs in 25 countries during FY 16. Application fees totaled \$23,925 during FY 16, and participation fees totaled \$75,250. The [Education Abroad](#) program facilitates activities for those students who wish to study abroad. These activities include:

- study abroad
- faculty-led programs
- international internships
- international student exchange programs, and
- study abroad scholarships.

The program is part of the International Center, led by the Assistant Vice President for International Programs, and reports to the Vice President for Student Affairs.



The program implemented Terra Dotta Software in 2015 for enrollment management, travel documentation, communication, and administration for its program activities. The program also works with various departments on campus, including the Offices of the Provost, Admissions and Enrollment, the Registrar, the Police department, Procurement Management, Financial Aid, and the International Oversight Committee.

## Audit Objective

To provide assurance that UT Dallas is in compliance with laws, rules and regulations, and policies relating to international student travel in the Education Abroad Program.

## Scope and Methodology

The scope of this audit was fiscal year 2016, and our fieldwork concluded on October 10, 2016. To satisfy our objectives, we performed the following:

- ✓ Gained an understanding of Education Abroad policies, procedures, and processes.
- ✓ Assessed risks based on interviews with program personnel and reviews of policies, procedures, and operations.
- ✓ Evaluated internal controls and assessed compliance with policies and procedures related to traveling abroad, including
  - Completeness of documentation, including required forms and program agreements
  - Segregation of duties and access controls within the Terra Dotta system
  - Scholarships
  - Partnership contracts with selected international universities and organizations.
  - Student safety procedures

Where applicable, we conducted our examination in accordance with the guidelines set forth in The Institute of Internal Auditor's *International Standards for the Professional Practice of Internal Auditing*. The *Standards* set criteria for internal audit departments in the areas of independence, professional proficiency, scope and performance or audit work, and management of the internal auditing department.

## Audit Results

The audit resulted in no findings or recommendations. Minor recommendations regarding access to Terra Dotta Software, best practices, and monitoring faculty of record were discussed with management.

## Conclusion

Overall, based on the procedures conducted during the audit, we conclude that controls are generally in place to ensure that UT Dallas is in compliance with laws, rules and regulations, and policies and procedures relating to international student travel in the Education Abroad program.

We appreciate the courtesy and cooperation received from the management and staff in the International Center, especially Education Abroad, and the Provost's Office as part of this audit.

## Status of Prior Audit Recommendations

The following is the status of implementation of the recommendations resulting from [Internal Audit Report No. 1509, International Programs Office](#), dated November 14, 2014.

Recommendation	Implemented?
Implement Policies and Procedures	Yes
Enhance Access Controls over FsaATLAS	Yes