

University of North Georgia Study Away Program Proposal

Program Name: _____

Program Director: _____

Phone: _____ Email: _____

Study Away Program Proposal Checklist

Please initial each item to ensure the proposal is complete:

Initials	Document
	(1) Study Away Program Proposal
	(2) Course Proposal Forms for each course taught
	(3) Program Budget & Narrative
	(4) Provider Contract, if applicable
	(5) Risk Management Plan
	(6) Detailed Program Itinerary
	(7) Program Director Agreement
	(8) Travel Authorization
	(9) Study Away Vendor List

Submit completed Proposal to the CGE for review.

For CGE ONLY:

Received on: _____ by: _____ Complete? Yes No

TerraDotta Brochure: _____ Budget set-up: _____ Approval: _____

Study Away Program Proposal Instructions and Expectations

Study Away Program Directors are required to submit a **Program Proposal** for review by the Center for Global Engagement (CGE) for the first year that a program will be offered. Program directors are required to submit a **Program Renewal** to CGE for subsequent years.

Complete proposals include, but are not limited to, the following:

- (1) Program Proposal**
- (2) Course Proposal Forms for each course taught**
- (3) Program Budget & Narrative**
- (4) Provider Contract, if applicable**
- (5) Risk Management Plan**
- (6) Detailed Travel Itinerary**
- (7) Program Director Agreement**
- (8) Travel Authorization**
- (9) Study Away Vendor List**

Before Submission, the Program Director must meet with the CGE to conduct an initial Budget Review by the date below.

Once completed, Program Proposals must be submitted to the CGE for review. **Late or incomplete submissions will not be accepted.**

Should any details of the program change, the Program Director will submit a Memo to the CGE for approval at least **60 days** before program departure. Details include, but are not limited to: housing, transportation arrangements, course offerings, budget amendments, dates, etc.

Upon approval, the program’s assigned CGE advisor will use the information in the proposal to create or update the program page on CGE’s study away programs website.

All Program Directors must read and understand the [Study Away Handbook](#) and sign the [Program Director Agreement](#) for Study Away Programs.

Please direct questions regarding this packet to:

Sheila Schulte
Associate Vice President, International Programs
Sheila.Schulte@ung.edu
706-867-2844

Program Proposal Deadlines		Due Date
Spring & Spring Break	Budget Review	July 9
	Program Proposal	July 15
Summer	Budget Review	August 27
	Program Proposal	September 3
Fall	Budget Review	October 29
	Program Proposal	November 5

Request for Approval of Study Away Programs

Program Name _____

Program Dates _____ Program Location _____

Program Director _____ Phone _____ Email _____

Program for Credit
Non-Credit Program

Credit Hours _____

By signing this form, I certify that this program meets all academic standards of my institution.

Program Director Signature Printed Name Date

Department Head Signature Printed Name Date

Dean Signature Printed Name Date

Upon approval of the program, the CGE will assist in acquiring the following signatures:

AVP of Center for Global Engagement Printed Name Date

VP for Leadership & Global Engagement Printed Name Date

VP for Academic Affairs Signature Printed Name Date

VP for Business/Finance Printed Name Date

President Printed Name Date

Study Away Program Proposal

Department _____ College _____

Program Director Name _____ Title _____

Campus Phone _____ Email _____

Additional Faculty Name(s) _____ Title(s) _____

Program Name _____ Program Location(s) _____
(To be used in all marketing materials)

Program Length _____ Departure/Return Dates _____

1. Program Description and Learning Outcomes:

Provide a brief (50 words maximum) description of the program. Provide rationale for the delivery of this course at the proposed overseas location. This description will be used in the on-line program page in Terra Dotta.

List all courses to be offered on this program. Attach a completed Study Away Course Proposal Form for each course.

Develop learning outcomes to assess before/during/after your proposed program. Learning outcomes should assess the following areas: mastery of academic discipline, development of global and cultural competencies, personal development, attitudes.

Identify and describe any partner/host institutions. An MOU and/or contract must be in place before the program application deadline.

2. Faculty Information (for each):

What experience do you have in the proposed location?

List any people who will assist with the program on-site and will be compensated by UNG. A Personal Services Agreement contract will be required by UNG after approval of the program.

Do you have experience delivering other academic courses overseas? If so, please describe your experience:

If applicable, describe your language proficiency:

3. Risk Assessment:

Complete the Risk Management Protocol to indicate your plan for communication and emergency situations abroad. This document also outlines CGE's expectations of the program director concerning Risk Management.

4. Program Director Presence:

The Program Director must be a regular, full-time UNG faculty/staff. Student employees cannot be charged with handling misconduct or emergencies. Only full-time UNG faculty/staff who are knowledgeable of UNG policies and procedures may carry these responsibilities.

Which UNG Faculty/Staff member(s) will be handle the following: on-site administration; misconduct and emergencies; carrying a program cell phone; 24/7 availability; accompanying students on flights? (*Usually the Program Director*)

List the names and official roles of any additional UNG faculty/staff affiliated with the program who are neither listed in the items above or on the course proposal form(s). This includes anyone acting in an official capacity, temporary capacity, or as a student employee. Indicate whether each faculty member holds a 10 or 12 month contract with UNG.

List any faculty/staff who are not currently employed by UNG, but will be hired. All employees must be hired through UNG Human Resources in order to work on a UNG Study Away Program, and must be authorized to work in the US. Please attach a [proposed job description](#) for any new positions.

Please note, if the program director will not stay at the same location and/or be present during the entire program, special approval is needed from the Senior VP of Academic Affairs and the Senior VP of Leadership & Global Engagement. To request approval, include a memo outlining your reasons for being absent and a detailed explanation of how the program will be managed, and emergencies handled in your absence. *Only full-time UNG faculty/staff may act in these capacities.

5. Program Logistics and Functions:

Indicate below any essential function(s) required for program participation (check all that apply).

Student Disability Services can provide guidance and support to programs and students prior to program departure if needed.

- Walking over very long distances
 - Climbing stairs (elevators are not always available overseas)
 - Being still for long periods of time
 - Being quiet for long periods of time
 - Standing for long periods of time
 - Living in quarters with no air conditioning or refrigerators
 - Sitting for very long periods of time
 - Traveling by air, train, boat, bus, or other cramped conditions for hours at a time
 - Being subject to an irregular schedule for sleeping, eating, etc.
 - Being able to function on little sleep
 - Being able to navigate very small streets, paved, unpaved, covered in cobblestones or uneven surfaces, and in many cases with no sidewalks
 - Being able to navigate small, or tight spaces, construction zones, or plant facilities
 - Living, traveling, eating, sleeping, in many cases, with large groups of people
 - Being able to keep pace with large groups of people while on site visits
 - Being able to work in a group setting
 - Carrying packed suitcases and other personal belongings with no help
 - Being subjected to outdoor conditions for long periods of time such as rain, extreme heat or cold, excessive sun, insects, etc.
 - Hiking or climbing up hills, mountains, or other extreme inclines
 - Being able to carry class materials, backpacks, or other supplies as necessary to meet course requirements
 - Accessing and riding on Metro (underground/subway) trains to reach destinations at program site (most metro stations overseas do not have elevators)
 - Accessing and riding on sky lifts/cable cars/gondolas to reach sites for field trips
 - Sleeping on rented beds as provided by the program, such as hotel room beds, dormitory beds, etc.
 - Sharing a room/residence with another student
 - Other: _____
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6. Itinerary:

Complete and attach a program itinerary to include the following: a day-by-day itinerary (academic and extra-curricular activities), host institution information (point of contact, address, phone, etc.), any field trip venues (including address), accommodations (including address) for students and faculty.

Should any of these program details change, the program director will submit a Memo to the CGE for approval.

7. Student Recruitment Plan:

It is the Program Director's responsibility to recruit for the proposed study away program. Outline a recruitment plan for the program below.

Will class visits or information sessions take place? If so, how often?

Indicate additional efforts to be taken for recruitment.

8. Program Budget:

Use the Study Away Budget Excel spreadsheet to submit your budget information. Instructions are included in the excel spreadsheet.

9. Payment Deadlines:

After program approval, CGE's Business Officer will assign payment amounts to payment deadlines. Program payment deadlines are as follows:

	Spring & Spring Break	Summer	Fall
Application Deadline / Deposit	October 30	February 1	April 1
First Payment	November 13	February 15	April 15
Second Payment	December 1	March 15	May 1
Third Payment	December 15	April 1	May 15
Remaining Balance	January 15	April 15	June 1
Withdrawal – possible refund	November 15	February 15	April 15
Withdrawal – no refund	December 1	March 1	May 1

10. Refund Policy:

The Center for Global Engagement has a standard refund policy. The policy is as below:

CGE Study Away Refund Policy

In the event of a study away program cancellation for reasons of insufficient participation or safety, UNG tuition and fees will be reimbursed to the greatest extent possible. CGE will work with third party vendors to recoup as much as possible of the program costs for the student; however, it may not be possible that all payments will be reimbursed. Please be advised that the student may not always receive cash refunds but credits from vendors, depending on the circumstances.

Deposits and other payments will be applied to required administrative fees, advances, airline ticket purchases, hotel accommodations, and other related program costs. Participants withdrawing before the first payment deadline may receive refunds less any non-recoverable deposits or payments made on their behalf. **No refunds are available after the second payment deadline.**

In the event that 10 participants are not identified by **the application deadline**, the program may be cancelled.