

UTSA-LED PROPOSAL for STUDY ABROAD Programs

Purpose

The UTSA-Led Proposal is intended to inform program leaders of the various components and responsibilities related to developing a study abroad program and ensure department/college support of the proposed program. Study Abroad also uses the proposal as a mechanism to work with program leaders to set up the program in the Study Abroad portal, potential international agreements, and promotion and recruitment support.

Study Abroad is here to facilitate and support faculty, staff, students, and departments throughout each phase of program development.

Procedures and Approvals for New Programs or Renewing Programs

The following procedures are for programs conducted outside of the United States by UTSA employees and primarily for UTSA students. The proposal packet consists of the following component:

- **Part I:** Program Summary – completed by primary faculty leader
- **Part II:** Faculty Agreement Form – reviewed and signed by primary faculty leader
- **Part III:** College Approval Form – reviewed and signed by department chair and dean
- **Part IV:** Academic Affairs Approval Form

Once faculty complete and acquire applicable signatures for **Parts I, II, and III**, proposal packet should be submitted to Study Abroad (studyabroad@utsa.edu), for review and approval by the Assistant Vice Provost, Global Initiatives.

Timeline

- Please submit by **October 1** for programs to be held next May, summer session, or fall semester
 - *Early Bird Option: **August 15**, receive program review before the fall UTSA Study Abroad Fair
- Please submit by **April 15** for programs to be held next January, or spring semester
- In certain cases, a late proposal package may be accepted by UTSA Study Abroad, although the reply may be delayed

*The Benefits of Early Bird Submission

An early submission means a timelier review and an earlier program launch date. There are several benefits to an early launch:

- Launching programs earlier in the academic year alerts students about your program before they commit to other experiences like jobs, internships, and other study abroad programs.
- Study Abroad hosts fairs in both fall and spring, so you will also have the opportunity to advertise your program at two study abroad fairs.
- Your prospective student participants will have **two** cycles of the Gilman Scholarship to apply to, which doubles their chances of receiving an award. Students do not need to have applied to a program to apply to Gilman. They could win the scholarship in the fall, have their award announced by December, and then sign up for your program in January. If they don't receive Gilman the first time around, they can reapply in March!

Submission Checklist:

- Part I:** Program Summary
- Part II:** Signed Faculty Agreement
- Part III:** Signed Department/College Approval
- Part IV:** Academic Affairs Approval

Important Considerations

Faculty/Department/College Role and Responsibilities Related to Academic Content:

- The academic rigor of the program fits college standards
- The pedagogy of the program is appropriate to the field and to international study
- Financial support of program
- Student evaluation
- Establish course numbers and credit hours
- Term in which program will take place
- Minimum/maximum enrollment
- Determine number of faculty participating in program

Faculty Role and Responsibilities Related to Program Development:

- Coordinate with Study Abroad to set up program and application in Study Abroad Portal
- Establish guidelines for non-UTSA participants (e.g. spouses, colleagues) that may be associated with their programs (Note: Students are not allowed to have guests accompany them during the official program dates.)
- Establish departmental support for administration of the program
- Program leaders are required to attend a mandatory UTSA international health & safety briefing
- Developing daily itinerary, including transportation and logistics
- Developing budget based on template provided by Study Abroad
- Determine process and eligibility criteria for student selection
- Student outreach and program promotion
- If available, apply for funds to defray the cost of participation to students, i.e. Alvarez International Study Fund, departmental funds
- Coordinate with Global Initiatives for guidelines related to student travel, logistics, international program agreements
- If needed, support Study Abroad with student compliance requirements
- If needed, submit UTSA-Led Request for Travel to Restricted Regions
- Develop and submit a location-specific plan for mitigating risk while traveling with students
- Review program leader UTSA-Led Handbook

Study Abroad / Global Initiatives Responsibilities:

Our office is here to support program leaders and departments with all aspects and phases of developing study abroad programs. The list below is not exhaustive...

- Provide resources to faculty related to best practices for developing study abroad programs, including program models, financial aid considerations, insight about student mobility at UTSA
- Advise students on various program options
- Provide direct assistance with developing health/safety/risk plan
- Conduct annual program leader international health & safety briefing
- Conduct general student pre-departure orientation
- Provide training and access to Study Abroad Portal
- Promotion and marketing of programs, i.e. study abroad fair, social media, brochure pages
- Promotion of funding opportunities such as the IEF, Gilman Award, etc.
- If desired, attend program info sessions
- Offer guidance and resources to departmental staff related to financial administration of study abroad programs
- While in-country, the Assistant Vice Provost, Global Initiatives, will serve as primary point of contact for addressing health, safety, security, and emergencies
- Ensure student compliance with UTSA and UT System travel policies, including registration with On Call International Insurance
- If needed, offer advice on negotiating costs with international partners, third party providers
- All official program agreements with international partners, third party providers

Part I: Program Summary

Primary Faculty Leader(s):	Title(s):
*Co-Leader(s):	Title(s):
College:	Title of Program:
Department:	Semester offered/Year:
Phone:	Email:

Basic Program Information

Program Location(s) (include countries and cities):

Proposed Term and Dates:

Target enrollment number:

Number of course credits:

Course numbers (if known):

Title of course (if different from title of proposed program):

**If co-leaders are tentative, please list their name(s) and indicate with an asterisk. If you intend to have a co-leader but cannot supply a name, please indicate this and how many co-leaders in total you expect to propose.*

Program Details

1. Please explain rationale for proposing course and location. Include how the location will influence the educational experience for the student and learning outcome goals.
2. Please describe your primary student audience(s) for this program and how you will promote enrollment.
3. If applicable, please list proposed excursions outside the primary location.

4. If applicable, please list the institutions, organizations, agencies, etc. in the location of travel with whom you are coordinating the details of your program.

5. Are there any travel alerts, advisories, or warnings for the proposed location(s)? For this information please refer to U.S. Department of State, CDC, and the On Call International country risk ratings (UT System ID: 100143CPPD21).

6. Is the program located currently listed as a [UTSA Restricted Region](#)? (Yes or No)

Notes:

- Prior to travel, faculty leaders must submit a location-specific plan for mitigating risk while traveling with students to the Director of Study Abroad. Study Abroad will provide a template and resources for drafting this plan.

Travel to Restricted Regions

- **If you plan to travel to a location listed on the UTSA Restricted Regions list, you will need to submit a separate request form to the *International Oversight Committee*. Restricted region list, procedures and request forms can be found [here](#). Study Abroad can provide resources for drafting this plan.**

Part II: Program Leader Agreement

The following are UTSA **requirements** for UTSA-led study abroad programs. Please be sure you understand and comply with all requirements.

UTSA student eligibility requirements

- All students must be in good academic standing. In order to receive the International Education Fee (IEF) Funds, Undergraduate students need a 2.5 cumulative GPA and Graduate students need a 3.0 GPA.
- Program specific requirements are determined by the program leader based on academic content.

Program Leaders

- Required to be a member of the UTSA faculty or Staff
- Faculty leaders should aim to identify student participants by **mid-February for summer** programs; **mid-April for fall** programs or **mid-October for spring** programs.
- All study abroad faculty leaders and co-leaders must attend an international health & safety briefing prior to taking students abroad.

Scheduling

- All programs should be conducted within the dates of a single UTSA semester, either spring, fall, or any of the summer sessions. Exceptions to this can be determined at the departmental level.

Program Costs and Budget Development

- Program Leaders are responsible for developing program budget and calculating cost per student.
Note that in order for students to receive summer financial aid, undergraduate students must take six credits over the summer.
- UTSA has limited competitive scholarship funding available for student study abroad, which is administered through Study Abroad. The scholarship deadlines are fixed and not flexible. Because of this, it is important the participating students know their total program cost at a date well in advance of their travel.
- Budget and program costs should be developed according to the template provided by Study Abroad.

Logistics

- Program leaders are responsible for organizing all in-country transportation for the duration of the program. Ground transportation providers must be licensed, insured, and in compliance with UTSA student travel policies.
- Program leaders are responsible for identifying safe/secure accommodations for students for the duration of the program.
- The use of third-party providers for services/deliverables (including transportation) in the foreign country may require the accomplishment of an approved UT System/UTSA contract or agreement. Global Initiatives can assist with you in determining if a contract or agreement is needed.

Health, Safety and Security Risk Mitigation Plan

- Program leaders are required to submit a location-specific plan for mitigating risk while traveling with students. Study Abroad will provide a template and resources for drafting this plan.
- **Travel to Restricted Regions** If you plan to travel to a location listed on the **UTSA Restricted Regions list**, you will need to submit a separate request form to the **International Oversight Committee**. **Restricted region list, procedures and request forms can be found [here](#).**
- Programs may only be offered in countries in which the United States has official relations.

Academics

- Programs must meet the criteria of the college in which they are offered

I understand and agree to comply with the UTSA requirements for conducting a UTSA-Led Study Abroad Program.

Signature:	Date:
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Part III: Department/College Approval

UTSA-led study abroad programs **need to be sponsored and supported by their respective colleges**. As with traditional academic programs, the college is responsible for study abroad program academic standards, financial commitments, **administrative coordination**, and student advising. Additionally, the colleges are responsible for student residential and conduct issues while their faculty members are traveling with the program. Each college should consider their own strategies, resources and priorities when planning UTSA-led study abroad programs. They should prepare and apply their own internal procedures for preparing and presenting international study proposals.

Some considerations at the college level include:

- Benefits to college and students and how the program fits with degree and career preparation
- Learning objectives and why international study is useful to reach these objectives
- Designated administrative support to assist program leaders with financial, compliance, miscellaneous tasks related to program implementation and execution.
- Syllabi that meet UTSA and SACS criteria (both undergraduate and graduate). SACS requires a separate syllabus with more rigorous grading and advanced assignments for graduate students
- New course or existing course number
- Credit hours given and work required to earn those hours, including assessment
- Admission requirements and prerequisites (including language skills)
- Communication with academic advisors about program for advising and promotion purposes.
- Student refund/cancellation policies
- Financial costs for program (fixed and variable) and how students and college will share/divide those expenses, how program leaders will be funded and/or compensated
- Collaboration with other colleges that have similar learning objectives could reduce burden of expenses and faculty costs
- Qualifications of the lead faculty in the academic area, host country skills and possible student life/student conduct issues
- Partnership relationships with non-UTSA program providers, financial obligations and third-party qualifications to lead/run such programs
- Program assessment through student evaluations, or other measures and metrics to indicate a “successful” program
- Policy regarding how student from other institutions will be able (or will not be able) to participate

I have evaluated the proposed UTSA-Led study abroad program on behalf of the college. Our department/college will commit the necessary administrative, financial and academic resources to support it.

Approval of Department Chair

Name:	Signature:
Department:	Date:

Approval of College/School Dean

Name:	Signature:
College/School:	Date:

Part IV: Academic Affairs Approval

At UTSA, our students' safety abroad is always a top priority. The avoidance of any possible conflict of interest is another important priority. In addition to confirming the support of the college, Academic Affairs requires the following information in order to determine that UTSA can support the faculty/staff and students participating in this program.

Conflict of interest:

Will non-UTSA persons travel or participate in the program (spouses, family, non-UTSA faculty)? If yes, please list names and relationship of non-UTSA travelers:

Will program costs be used for paying expenses for any non-faculty/staff or non-UTSA participants? If yes, please list costs and justification:

Do you plan on utilizing facilities or working with organizations abroad that you or your immediate family own, operate, or financially benefit from? If yes, please identify any facilities, organizations or sites being used abroad and how the facility owners will be paid?

Health, Safety and Security Risk Mitigation Plan

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Reviewed and Approved by the Assistant Vice Provost, Global Initiatives

Signature:	Date:
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