



EDUCATION ABROAD UK SPONSORED PROPOSAL - NEW PROGRAM

Submission requested 6-8 months prior to program departure.

(Required per [Administrative Regulation 4:9](#))

In order to minimize institutional risk and to ensure compliance with Administrative Regulation 4:9, Education Abroad at UK asks faculty and staff members organizing credit-bearing, faculty-directed, education abroad programs to submit the following information and necessary documentation as specified. All credit-bearing, education abroad experiences must be reviewed and approved at the college-level as well as reviewed, approved, and managed by Education Abroad at UK.

Completed program proposals should be submitted to Education Abroad at UK at least **6-8 months prior to program departure**. Program directors will also submit the Curriculum Committee Approval for Education Abroad form to Education Abroad at UK at least 2 months prior to program departure.

SUBMIT COPIES TO:

1. Sponsoring Department Chair
2. Sponsoring College Curriculum Committee or Education Policy Committee Chair
3. ATTN: Ms. Abby Hollander, Assistant Director, Education Abroad at UK, 303 Bradley Hall, a.hollander@uky.edu

Upon receipt, Education Abroad will contact the primary program director to discuss program development options. Please feel free to contact Abby Hollander, a.hollander@uky.edu, 859-257-4067 with questions or for assistance with this process.

PRIMARY UK PROGRAM DIRECTOR/ORGANIZER INFORMATION:

Please attach a brief profile for each participating program director (<150 words) to be used in promotional materials. Please also attach a brief description of each program director's previous education abroad program leadership experience, highlighting relevant experience in the host destination(s), if any.

Name of primary UK faculty or staff organizer:	
Primary faculty or staff director position/rank:	
Campus address:	
Email address:	
Names and roles of additional participating UK faculty or staff (if applicable):	

SPONSORING COLLEGE/DEPARTMENT INFORMATION:

Please note that signatures of the primary sponsoring department chair and the sponsoring college dean or associate dean are required before program development can be initiated.

Primary sponsoring college:	
Primary sponsoring department:	
Name of department chair:	
Name of Curriculum Committee or Educ. Policy Committee (EPC) chair:	
Has the Curriculum Committee or EPC been preliminarily informed?	

Secondary sponsoring college (if applicable):	
Secondary sponsoring department:	
Name of department chair:	
Name of Curriculum Committee or Educ. Policy Committee (EPC) chair:	
Has the Curriculum Committee or EPC been preliminarily informed?	

ACADEMIC PROGRAM DEVELOPMENT

1. DESCRIPTION OF THE EDUCATION ABROAD PROGRAM:

International destination city(s) and country(s):	
Recommended program title:	
Semester and year offered:	
Anticipated program dates (if known):	
Experience type (study, internship, research, teaching, service learning):	
Is the EA program part of a broader initiative? If so, please specify.	
Is this an Embedded Education Abroad ¹ program?	
Total number of UK credits to be offered:	
Host institution (if applicable):	
Do you intend for this to be a recurring program? If yes, please indicate the timing for future offerings.	

¹ International programs offered for academic credit that include a brief experience abroad as a minor component of a course (one credit or less) for which most of the content is provided within the United States. This category generally includes short-term, usually faculty-directed, group travel programs for which an international excursion is supplemental or embedded within an academic course. Embedded programs are typically offered during the fall and spring semesters with travel occurring during semester breaks.

2. PROGRAM LEARNING OUTCOMES:

Please provide at least three student learning outcomes for the overall program. These may be used for promotion and outreach, and also for education abroad outcomes assessment research and program evaluation purposes.

a.	
b.	
c.	

Please provide a brief explanation of how these learning outcomes will be assessed.

3. ADDITIONAL PROGRAM GOALS OR HIGHLIGHTS

Please note any additional goals or highlights of the program that will be of interest to potential students. These can include unique elements such as specific site visits, guest lectures, special activities, etc. These highlights may be included in printed and online promotional materials.

a.	
b.	
c.	

4. ACADEMIC COURSE INFORMATION:

In order for residential UK courses to be taught off-campus, the academic content must be consonant with the original intent and learning outcomes of the course. In cases where the learning outcomes are substantially different, a "Special Topics" designation within the major must be used. When the learning outcomes remain consistent with the already approved UK course, the regular course number and title will be used.

For summer and winter intersessions, the academic course(s) will be accompanied on the transcript by ISP 599: Study Abroad. This is a one credit hour pass/fail course used to indicate that the enrolled student is participating in an education abroad program. Courses delivered entirely abroad will carry a section number of 701-799 and will be built as "off campus" activity types. They will also be accompanied by a course note indicating that the course is taught abroad.

For fall and spring *embedded* education abroad programs, participants will not be enrolled in ISP 599 and the course should not be built as "off campus" or with the 701-799 section number. Academic courses taught via embedded programs should be built with a course note indicating that the course has a required international travel component.

If the program is open to graduate students, please include both the undergraduate and graduate course information. It is acceptable to list the graduate credit as something that must be arranged individually.

First UK course number & title:	
Total credit hours:	
Total contact hours of instruction:	

Instructor of Record for the myUK course catalog:	
Will any part of this course be taught on campus? If so, what is the anticipated start date for the on-campus meetings?	
Does this course fulfill degree or UK Core requirements? Please specify.	
Required course pre-requisites (if any):	
Language of instruction:	

Second UK course number & title (if applicable):	
Total credit hours:	
Total contact hours of instruction:	
Instructor of Record for the myUK course catalog:	
Will any part of this course be taught on campus?	
Does this course fulfill degree or UK Core requirements? Please specify.	
Required course pre-requisites (if any):	
Language of instruction:	

Third UK course number & title (if applicable):	
Total credit hours:	
Total contact hours of instruction:	
Instructor of Record for the myUK course catalog:	
Will any part of this course be taught on campus?	
Does this course fulfill degree or UK Core requirements? Please specify.	
Required course pre-requisites (if any):	
Language of instruction:	

5. STUDENT ELIGIBILITY:

The minimum requirements for students to be eligible for participation in an Education Abroad at UK program are a cumulative UK GPA of at least 2.0 and good academic and judicial standing. Program directors may establish additional eligibility requirements.

Minimum class standing required (freshmen, sophomore, etc):	
Is the program open to both undergraduate and graduate students?	
Minimum cumulative GPA required (can be no less than a 2.0):	
Required major, department or college (if applicable):	
Minimum level of foreign language proficiency (if applicable):	
Additional skills and knowledge required (if applicable):	
Will non-student applicants be allowed to participate in the program? If so, who are the anticipated non-student participants? (e.g. other faculty, staff or community members, etc)	

RISK MANAGEMENT

1. DESTINATION SPECIFIC HEALTH AND SAFETY CONCERNS:

All Education Abroad at UK programs must adhere to best practices in health, safety and security. Additionally, UK Risk Management may be asked to review program structures to minimize institutional liability.

Per AR 4:9, the University does not sponsor or approve international travel for educational purposes in a country for which a U.S. Department of State Travel Warning is in effect. However, the University will consider exceptions on a case-by-case basis. Exceptions are based upon petitions submitted by each student, faculty, or staff employee proposing the travel, and are reviewed by the Travel Warning Subcommittee of the Education Abroad Advisory Committee. The Subcommittee makes a recommendation to the Associate Provost for International Programs, who consults with the college dean, or designee, before making a final decision.

Please review the following websites and identify any health and safety risks in the destination country(s) in the provided textbox:

- [Center for Disease Control](http://www.cdc.gov/travel/) [http://www.cdc.gov/travel/]
- [Travel Warning and Consular Information](http://travel.state.gov/) [http://travel.state.gov/]
- [Overseas Security Advisory Council \(OSAC\)](https://www.osac.gov/Pages/Home.aspx) [https://www.osac.gov/Pages/Home.aspx]
- [UK Travel Medicine Clinic](http://ukhealthcare.uky.edu/) [http://ukhealthcare.uky.edu/]
- [HTH Worldwide](http://www.hthworldwide.com/) [http://www.hthworldwide.com/]
- [Business Procedures - Motor vehicle Insurance](http://www.uky.edu/EVPFA/Controller/files/BPM/E-14-1.pdf) [http://www.uky.edu/EVPFA/Controller/files/BPM/E-14-1.pdf]
- [Business Procedures - Use of Motor Vehicles](http://www.uky.edu/EVPFA/Controller/files/BPM/E-14-2.pdf) [http://www.uky.edu/EVPFA/Controller/files/BPM/E-14-2.pdf]

2. PROGRAM SPECIFIC HEALTH AND SAFETY CONCERNS:

Please address any health and safety risks associated with program activities, including but not limited to, the following activities: water activities or travel on water, strenuous physical activity, exposure to dangerous plants and animals, extreme environmental conditions (e.g., high altitude), farm visits or contact with animals, and home stays.

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Are you chartering any aircraft or watercraft? If so, have you contacted UK Risk Management for any additional requirements? Tel. 859-257-3708	
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Is an external agent to UK involved in the logistics or in hosting any excursions? If so, please provide the name and contact information for this agent.	
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3. TRAVEL MEDICAL INSURANCE:

All participants of UK Sponsored programs are required to have adequate travel medical insurance for the duration of the program abroad. Current university coverage includes evacuation coverage for natural disaster and political insecurity. More information can be found at www.uky.edu/educationabroad.

Education Abroad at UK will purchase travel medical insurance for all program directors and participants. The insurance for program directors will be covered by the program budget (paid for via a program fee to all participants). The cost of insurance for the program participants will be included in the program fee.

Are any other insurance requirements necessary? If so, please specify.	
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GENERAL PROGRAM DEVELOPMENT & PROMOTION

Please feel free to contact Abby Hollander, a.hollander@uky.edu, 859-257-4067 with any questions or for additional assistance with the following questions. This portion of the proposal is designed to guide the development of the program abroad and may change as needed after the program is approved.

1. PROGRAM CUSTOMIZATION:

Education Abroad at UK partners with reputable organizations to provide customized support for faculty-directed programming. Customized programming can include planning and logistics, arrangements for housing and academic facilities, planned cultural excursions, coordination of guest speakers, on-site support for health and security, assistance with promotion and outreach, etc. Please indicate your interest in having additional assistance in this regard.

Would you like to receive more information on customized programming?	
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Is there a particular provider organization you would like to work with?	
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Briefly describe the type of customized support you wish to receive.	
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2. PROGRAM BUDGET:

All expenses associated with this program, including director stipends and travel expenses, must be covered by student fees, billable to students during the term in which the program is offered. Program directors are responsible for following UK policies and procedures in managing program funds and operating within the established budget. Program budgets will be established in consultation with Education Abroad at UK.

Please indicate any sources of potential funding that may offset the overall program cost to students. Please note that Education Abroad at UK offers limited scholarship support to all credit-bearing education abroad programs. Specific deadlines apply.

Type and amount of financial support from sponsoring college/department:	
Type and amount of financial support from other sources (i.e., grant funding):	
External financial aid/scholarship support:	

3. STUDENT ACCOMMODATIONS:

Please indicate the primary type of accommodation and methods of in-country transportation for program participants.

Primary type of housing (hotel, apartment, hostel home stay, etc):	
Is an external agent to UK involved in part of the program logistics or in housing students? If so, please explain.	

4. PROMOTION & OUTREACH:

Education Abroad at UK partners with program directors to provide on-going promotion and outreach. Education Abroad at UK will create a program website, flier or poster for each program (if needed), and as coordinate promotional events throughout the year. Program directors are expected to actively promote their program at organized Education Abroad events, such as the annual fall and spring EA fair, as well as within their respective departments and colleges.

Primary student populations/disciplines:	
Estimated number of participants:	
Describe your outreach strategies to enroll traditionally underrepresented student populations (e.g., minority students, first generation, low SES, etc.)	
Will the program director(s) recruit at other institutions? If so, list key institutions.	
Would you like Education Abroad at UK to create a flier or poster to promote this program?	

5. PARTICIPANT SELECTION AND ACCEPTANCE:

Program directors will have access to all student application materials via the Education Abroad application software and are responsible for approving all program participants in coordination with the designated education abroad advisor. All participant applications will include basic enrollment information (major, classification, GPA, etc.), a statement of academic purpose, a health self-disclosure form, etc.

Program director responsible for approving student applications:	
Approving program director's myUK login (i.e. abco224): <i>Do not provide your password.</i>	
Do you wish to require additional application materials?	

ADDITIONAL MATERIALS

1. DRAFT SYLLABUS:

If available, please attach draft copy of the syllabus for each course to be taught abroad. Final syllabi will be requested closer to the program date of departure.

2. TENTATIVE ITINERARY:

If available, please attach a copy of a tentative program itinerary. A final itinerary will be submitted closer to the program date of departure. If you are interested in the customized option for developing this program, an itinerary isn't necessary.

ADDITIONAL COMMENTS (IF ANY)

ADMINISTRATIVE REGULATION 4:9 REQUIRED AUTHORIZED SIGNATURES

We certify that the information we have submitted is accurate to the best of our knowledge. We also agree that this program is in compliance with UK's academic and administrative policies, including those concerning risk management.

Primary Sponsoring Department or Unit:
(Department Chair)

Signature

Date

Printed Name/Title

Primary Sponsoring College:
(Dean or Associate Dean)

Signature

Date

Printed Name/Title

Primary UK Director:

Signature

Date

Printed Name/Title

Education Abroad at UK:
(Director or Assistant Director)

Signature

Date

Printed Name/Title

CURRICULUM APPROVAL

To ensure appropriate academic oversight, the University Senate requires that all UK courses taught as part of a credit-bearing, faculty-directed, education abroad program obtain college-level Curriculum Committee/Education Policy Committee approval. This requirement applies to all courses, even those that have already been approved by the University Senate to be taught domestically. The purpose of the approval is to ensure that UK courses taught abroad meet college-approved learning objectives and outcomes.

The [Curriculum Committee Approval for Education Abroad](#) form must be submitted to Education Abroad at UK at least **2 months prior to program departure**.

SUBMIT FORM TO:

1. Sponsoring College Curriculum Committee Chair or Education Policy Committee Chair
2. ATTN: Ms. Abby Hollander, Assistant Director, Education Abroad at UK, 303 Bradley Hall, a.hollander@uky.edu

PROGRAM IMPLEMENTATION

Prior to teaching abroad, all program directors will be required to attend a pre-departure orientation conducted by Education Abroad at UK on policies, procedures and best practices on leading an education abroad program.

The following materials will be required from each program director no later than 2-3 weeks prior to program departure. Each program director will be required to create a "UK Sponsored Program Director" application in the Education Abroad database. The following materials will be submitted electronically to that application. Details for creating the program director application will be provided.

SIGNATURE DOCUMENTS

These following documents must be digitally signed indicating awareness of Education Abroad at UK policies and procedures.

1. Duties and Responsibilities (outlines the roles and expectations of a program director)
2. Fiscal Responsibilities Agreement
3. Health & Emergency Statement
4. Instructions for Building an Education Abroad Course
5. Participation Agreement
6. Release, Indemnification, Waiver and Hold Harmless Agreement.

APPLICATION QUESTIONNAIRES

Program directors will also be asked to complete and submit the following questionnaires providing more information about the final program arrangements as well as essential health and safety information.

1. Final Course Syllabus
2. On-Site Contact Information
3. Final Program Itinerary
4. Self Disclosure Form (provides health information that would be pertinent for Education Abroad at UK to know)
5. Travel Medical Insurance Extended Coverage
6. Passport Information