



FACULTY-LED EDUCATION ABROAD PROGRAMS PROPOSAL

I. FACULTY-LED PROPOSAL

II. BUDGET PROPOSAL

III. EMERGENCY PLAN

UAB Education Abroad is committed to providing high-quality academic program offerings to UAB students. By developing a faculty-led program, you are enhancing the opportunities afforded to UAB students while differentiating UAB academics. We thank you for your interest and commitment to developing these high-quality academic experiences and look forward to working in partnership with you. All faculty-led proposals are due in full to Education Abroad by December 1st for Fall programs and May 1st of the prior academic year for Spring and Summer proposals via our [online application portal](#). Upon all approvals of the proposal, the faculty member will receive an email letter of confirmation from the Education Abroad Director.

I. FACULTY-LED PROPOSAL

1. Program Title: _____

2. Program Director(s):

Name	Department	Email

3. Course offering(s):

All credit-bearing experiences must attach a syllabus for each course offered to the faculty-led proposal for Dean, Department Chair, and Education Abroad review and approval.

Course Name	Course Number	Credit Hours

If offering more than one course:

Minimum credits in which a participant may enroll: _____

Maximum credits in which a participant may enroll: _____

4. Program Dates:

Select the date range in which your program will depart based on the dates listed on Part 2 Budget Proposal. Application deadlines and term classifications will be applied as shown below according to the departure dates of program.

Program Departure Dates	Term Classification	Student Application Deadline	Payment Deadlines
November 1-31	Fall	April 1	April 5 May 1
December 1-January 31	Fall	April 1	April 5 May 1
March 1-31	Spring	October 15	October 20 November 15
May 1- August 31	Summer	February 1	February 5 March 1

I. FACULTY-LED PROPOSAL, CONTINUED

5. Location(s) of travel:

City	State/Province/Region	Country

6. Pre-Departure Orientation

Describe any pre-departure orientation sessions you will conduct specific to this program. Differentiate between academic preparation and those orientations focused on logistics.

NOTE: One meeting must be reserved for Education Abroad to visit with participants to cover health insurance and risk management.

Date	Topic	Content	Leader

7. Proposed Travel Itinerary

This itinerary will appear on your online program listing and optional print program itinerary.

Date:		Activity:	
Location:			
Date:		Activity:	
Location:			
Date:		Activity:	
Location:			
Date:		Activity:	
Location:			

I. FACULTY-LED PROPOSAL, CONTINUED

6. Proposed Travel Itinerary, continued:

Date:		Activity:	
Location:			
Date:		Activity:	
Location:			
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I. FACULTY-LED PROPOSAL, CONTINUED

Date:		Activity:	
Location:			
Date:		Activity:	
Location:			
Date:		Activity:	
Location:			
Date:		Activity:	
Location:			

8. Program Attributes:

Participants' Minimum Class Standing			
Participants' Minimum GPA (must be ≥ 2.0)			
Is the program open to both UG and GR students?	Yes	No	
Will non-UAB students be permitted to participate?	Yes	No	

9. Program Description:

This description will appear on your online program listing and program flyer for recruitment purposes. Share your passion and excitement for the program to attract prospective students. Please use a maximum of 350 characters.

10. Program Highlights:

List 3-5 highlights about the program that will be of interest to potential student participants. This can include specific site visits, guest lectures, excursions, special activities, etc. These highlights will be used to promote the program on the UAB Education Abroad website and promotional materials.

1.	
2.	
3.	
4.	
5.	

II. BUDGET PROPOSAL

Please complete the separate Budget Proposal to determine your program costs per participant. The Budget Proposal must be submitted with your faculty proposal and syllabi to your Dean, Department Chair, and Education Abroad. Education Abroad reserves the right to adjust the budget upon receiving the final copy based on allowable program expenses, viability of program cost, and other factors.

For assistance with completing your Budget Proposal prior to submission, please contact the Education Abroad Director, Ashley Neyer at aneyer@uab.edu.

III. HEALTH, SAFETY, & SECURITY

All faculty-led education abroad programs must adhere to [Forum on Education Abroad's best practices in health, safety, and security](#).

Please review the [Country Specific Information](#) for the program's destination(s) on the U.S. Department of State. **Any program involving travel to a country for which the U.S. Department of State has issued a Level 3 travel alert or higher will require additional approval steps.**

1. Travel Alert Levels:

List the level for each country the program is required to visit.

Country	Travel Alert Level

For any country/area with a Travel Alert Level 3 or higher, you must call International SOS and request a Security Briefing. International SOS may be reached at +1-(215)-942-8478. The security briefing must be included with the submission of your proposal and will be reviewed by the .

2. Contingency Plan

If only one faculty member is participating in the program travel, outline a contingency plan in the event of an emergency.

3. Risk Assessment:

Programs being customized by one of UABEA's affiliated partners (i.e. ISA, CISAbroad, AIFS, EF Tours, CIEE, SOL, etc.) will have the risk management of the program supported by the customizing partner. To receive a list of approved affiliated partners, contact the Education Abroad Director. Approved affiliated partners must be US-based Education Abroad companies.

Programs not being customized by one of UABEA's affiliated partners will need to complete the Health and Safety Review forms prior to the start of the program. Some college/schools and departments may wish to see a draft of this form prior to approving the program. Please contact the Education Abroad Director for a copy of the Health and Safety forms.

Please review the following websites in working through the Health & Safety Review document to identify any health and safety risks in the destination country(ies):

- [Center for Disease Control](#)
- [Travel Warning and Consular Information](#)
- [Overseas Security Advisory Council](#)