

Study Abroad Procedure, Key Guidelines and Deadlines for Faculty Leaders

1. Global Business Institute (GLOBI) is the main office for administering study abroad programs offered through the College of Business Administration (CBA). This holds true for all new and existing programs, as well as programs at any level (undergraduate, masters, doctorate and executive).
2. All proposals need to be discussed with the Global Business Institute to determine their feasibility cost wise and location wise. This applies to new and existing programs, so please check with Global Business Institute if you are planning to offer a study abroad course.
3. **September 17, 2008** is the deadline for submitting a new program proposal to GLOBI. **October 17** is the deadline for submitting a proposal for an already approved, established program.
4. Following the GLOBI approval of the study abroad proposal, the same is forwarded to the office of the Associate Dean for Academic Affairs for Collegiate approval. The Associate Dean's office will be provided guidelines in order to assist them in making the decision.
5. When a program is approved at a college level, the office of the Associate Dean for Academic Affairs forwards the proposal to the Center for International Education (CIE) and their Programs Abroad Office (PAO) for further evaluation.. The deadline for submission of the approved proposal to the PAO is **October 1**, 2008 for new programs, **October 31** for established, previously approved programs.
6. CIE's Programs Abroad Committee makes the final decision on the viability of a program. They will inform GLOBI and the faculty leader if their program passed the committee's evaluation successfully.
7. From this point forward, CIE's PAO take over the financial and accounting matters of the program, as well as work with students in preparing their application for study abroad program. GLOBI does not work with students.
8. At this time, GLOBI will distribute the faculty handbook to the faculty leaders. Later on, when the recruiting of students is completed, a student handbook will be sent to faculty leaders to distribute it to their students.
9. First Study Abroad fair is in mid September. Faculty leaders need to prepare the materials for advertising their programs (brochures, pamphlets, etc). Faculty leaders' presence at the fair is mandatory and crucial for recruiting students. It is the leaders' responsibility to recruit the students. The CIE, in the interest of providing consistency across all the study abroad programs, has asked that no cost figures be provided to students other than those approved by the PAO, including the PAO formatting. Early submission and approval by the CIE of the program proposal is therefore important to recruitment.
10. GLOBI works with CIE's PAO in organizing all CBA study abroad programs presence at the Study Abroad Fair. All CBA study abroad programs will have a collective presence at the fairs.
11. Spring Semester Study Abroad Fair takes place in mid January or early February.

12. The deadline for study abroad scholarship is February 1st with the CBA's undergraduate office. However, there are many scholarships available for study abroad. Therefore, refer your students to the appropriate office for more information on available scholarships.

Key dates:

Oct. 1st – Final proposal for new programs due at CIE

Oct. 31st – Final proposal for established programs due at CIE

September 24, 2008 – Fall Semester Study Abroad Fair

February 1st – Deadline for Undergraduate Scholarships

Mid January or early February – Spring Semester Study Abroad Fair

February 1 – Deadline for on-line student applications for miniterm/summer study abroad programs.

Key guidelines:

Number of Students:

The minimum number of students for a study abroad program is dependent upon the total tuition payments required to cover the salary of the faculty leader(s). For a program with a single faculty leader, this number is generally 12 students, but it may be less. For programs with two leaders, this number will generally be 18*.

Types of Participants:

UT study abroad programs are open to full and part-time UT students, including those enrolled as transient students, and faculty. UT strongly discourages participation in a UT study abroad trip by other non-UT affiliated persons such as: family members, friends, etc. This is due to increased liability of the University when accepting participants not affiliated with UT regular programs.

*Only students can be counted into the minimum number required. Faculty (in addition to the faculty leader) that may accompany the program cannot count towards satisfying this minimum requirement.

Who can lead a study abroad program:

Tenure and tenure track faculty will be given a preference when a study abroad program proposal is initiated. Other faculty, professionally qualified lecturers, will be considered in lack of tenure track/tenured faculty.

The PAO committee decided that GTAs (not GAs) could lead a study abroad program if, in addition to the normal program approval process, they received letters of justification (not just endorsement) from both their department head and dean. The letters should address why the GTA is qualified to lead the proposed study abroad program.