



Office of International Education
Study Abroad Programs

STUDY ABROAD PROGRAM PROPOSAL FORM

Faculty Program Director: _____

Department from which credit will be granted: _____

Campus Address: _____ E-mail: _____

Program Title: _____

Program Site(s) (city/country): _____

Program Length: _____ weeks Dates (mm/dd/yy): _____ to _____

Number of Credit Hours for this Overseas Course: _____

Anticipated Frequency of Program: _____ Once _____ Bi-annually _____ Annually

Projected Number of Undergraduate Participants: _____ (min) to _____ (max)

Projected Number of Graduate Participants: _____ (min) to _____ (max)

Open to non-UB students? _____ other SUNY _____ outside SUNY

Have you ever planned an overseas course before? _____ If yes, please describe: _____

If for any reason you are unable to conduct this course, who will/can take your place? _____

Assistance and Cooperation

Please indicate any cooperating universities/organizations in the US and/or abroad (e.g. for logistical support, student recruitment, etc):

Are agreements/contracts anticipated with any of these entities? _____ No _____ Yes
If yes, please attach explanation or draft documents.

Student Recruitment & Selection

Majors from which students are likely to be drawn:

Please describe your planned strategy for recruiting qualified students:

Please indicate any criteria to be used for participant selection:

Level: _____ freshman _____ sophomore _____ junior _____ senior _____ grad

Field(s) of study: _____

Minimum GPA: _____

Other prerequisites (e.g. language): _____

Program Justification

Please attach a brief rationale for the proposed program. This should include a description of the benefits to UB students, examples of curricular enhancement, and how the program will contribute to the overall internationalization of your academic unit and the university. It should also demonstrate how the program is consistent with departmental and university priorities, particularly in the international area.

Description of Academic Program

Please attach a description of the academic program. For each course offered, please include: course title, level, number of credit hours, prerequisites, description of academic content (including examples of course-related activities outside the classroom), and means of evaluation. Indicate the degree to which local faculty and aspects of the host culture and environment will be woven into the program and courses. Include the numbers, type and general credentials of local faculty/speakers to be used, as well as the nature and level of contacts already made.

Proposed Program Budget

Please complete the following budget estimate with the most accurate figures available and attach any applicable quotations or reference source(s) of cost estimates. **For costs that will be paid in local currency, please provide these amounts in the local currency and indicate the currency being used (i.e. do not convert local currency amounts into US\$).**

Study Abroad Programs will review the budget proposal and add administrative costs and other fixed costs to create the total program budget and determine the cost per student. The proposed budget must be approved by the department chair or dean's office prior to submission to Study Abroad Programs.

Please attach one copy of the UB Faculty Program Director's CV to this proposal.

Proposal Submitted By:

Name: _____

Department: _____

Signature: _____

Date: _____

Department/Dean Approval:

Name: _____

Position: _____

Signature: _____

Date: _____

Please submit completed study abroad program proposals to:

Mary Odrzywolski
Director of Study Abroad Programs
Office of International Education
210 Talbert Hall
Tel: 716 645 3912
Fax: 716 645 6197
Email: maryodrz@buffalo.edu

Proposed Program Budget

Please complete the white boxes in the chart below with the most accurate figures available and attach any applicable quotations or reference source(s) of cost estimates. **For costs that will be paid in local currency, please provide these amounts in the local currency and indicate the currency being used (i.e. do not convert local currency amounts into US\$).**

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Salaries and Honoraria			
<i>UB Personnel & Affiliates</i>	Name	Title	Amount (US\$)
Person 1		Program Director	
Person 2			
Person 3			
<i>Non-UB Personnel/Guest Lecturers</i>	Name	Organization	Amount
Person 1			
Person 2			
Person 3			

Program Personnel: Transportation, Lodging & Meals			
<i>Program Director</i>	# of days	Cost per day	Total (indicate currency)
Transportation: Air			
Transportation: Surface			
<i>Other Program Personnel</i>			
Person 1 Transportation: Air			
Person 1 Transportation: Surface			
Person 2 Transportation: Air			
Person 2 Transportation: Surface			
Person 3 Transportation: Air			
Person 3 Transportation: Surface			
<i>Program Director</i>	# of days	Cost per day	Total (indicate currency)
Lodging – Early Arrival/Late Depart.			
Meals – Early Arrival/Late Depart.			
Lodging – During program			
Meals – During program			
<i>Other Program Personnel</i>			
Person 1 Lodging			
Person 1 Meals			
Person 2 Lodging			
Person 2 Meals			

Person 3 Lodging			
Person 3 Meals			
Additional Overseas Costs	# of persons or units	Cost per person or per unit	Total <i>(indicate currency)</i>
Tuition – Overseas Campus			
Classroom Rental			
Field Trips – Transportation			
Cultural Activities/Event Fees			
Misc: Telecommunications			
Misc: Supplies, photocopies, etc.			
Other costs (please define)			

Students: Transportation, Lodging & Meals	# of persons	Cost per person	Total <i>(indicate currency)</i>
Student Transportation: Surface			
Student Lodging			
Student Meals provided by program (indicate which meals, e.g. lunch @ 5x per week)			

Additional Costs for Students (not included in program budget)	Cost per person
Student Transportation: Air	
Recommended amount for additional meals and personal expenses	
Other expenses (please define)	

Student Travel and Local Arrangements

Student travel arrangements to overseas site:

_____group flight _____independent flights (students met upon arrival)

_____other: _____

Housing arrangements on-site:

_____hotel _____student residence halls _____local apartments

_____homestays arranged by _____

_____other: _____

On-site classroom arrangements (e.g. rented at local university, in town, etc.):

Other: _____