

## **GUIDELINES FOR NEW INTERNATIONAL STUDY ABROAD PROGRAM PROPOSALS**

The Office of International Studies seeks to work closely with faculty members and academic departments to create first-rate academic programs abroad for Notre Dame students. Since there are many issues that need to be addressed, this document has been created as a guide. The major criteria applied in evaluating proposals for new programs are academic quality, cultural enrichment, student costs, impact on existing programs, language requirements, administrative efficiency, financial solvency, and student health and safety. OIS works in partnership with academic units so that we can collectively answer questions about program organization, budgets, credits, and university regulations to ensure sustainable, high quality international program administration.

### **Proposal Outline**

#### **A. Basic Description of the Program**

1. Briefly describe the proposed program and its location
2. At what academic institution abroad will the program take place?
3. Sponsoring academic units at the University of Notre Dame
4. Co-sponsoring U.S. institutions or organizations, if any
5. Dates of the program and frequency of repetition
6. Estimated number of participants. Rationale for this number (majors, minors, concentrators)

#### **B. Rationale**

1. What is the rationale for conducting this program overseas?
2. Is there any conflict or overlap with existing Notre Dame programs overseas?
3. What evidence is there of Notre Dame student demand/need for this program?

#### **C. Eligibility**

1. Academic requirements (GPA, prerequisites, class standing, language level)
2. Open to all Notre Dame students? What year?

#### **D. Pre-departure Orientation, On-site orientation, Re-entry procedures:** Describe.

**E. Interface with Notre Dame curriculum for returning students.** Describe how regular Notre Dame curriculum will mesh with program. Describe how higher-level courses will complement program for returning students

## **F. Program Budget**

Faculty should work with the Office of International Studies to prepare a realistic budget projection. The following costs need to be considered:

1. Start-up costs
  - a. Travel to site for director
  - b. Office rental on-site
  - c. Salary for administrative services on site
  - d. Equipment, computers for director and staff on site
  - e. Computer lab or access for students on site
  - f. Initial program publicity, mailing, web design
  - g. Mailing, telephone, utilities on site
  - h. Salary for administrative services, secretarial help in US
  - i. Office space in US
  - j. Equipment, computers, utilities in US
  - k. Legal fees
  - l. Taxes
2. Salaries for ongoing administrative services, secretarial help at Notre Dame
3. Ongoing expenses for office rental, equipment, phone, mailing expenses in US
4. Salaries for instructional staff on site
5. Travel to site for program director
6. US. staff travel to program site
7. Living costs for instructional staff on site
8. Salaries for administrative services, secretaries on site
9. Director's salary
10. Tuition & fees to host institution abroad
11. Ongoing fees for use of instructional space on site
12. Ongoing rent for office space on site
13. Equipment maintenance, computer repairs, upgrading on site
14. Utilities on site
15. Mailing, internet service
16. Publicity, recruiting expenses
17. Group excursions
  - i. bus rental
  - ii. hotels
  - iii. guides
  - iv. meals
  - v. admission fees
  - vi. administrative cost
18. Student housing
19. Student meals

## **G. Program Administration**

Describe the procedures for:

1. Recruiting students

2. Selecting students
3. Registering students
4. Collecting fees
5. Arranging for student payment of program costs abroad
6. Locating housing for students. Quality control.
7. Locating dining facilities for students
8. Acquiring student health insurance
9. Signing of Agreement and Release Forms, etc.
10. Arranging for course descriptions from on site faculty
11. Arranging for course credit approval at Notre Dame
12. Arranging for grade reporting, credits transfers
13. Plan for emergency evacuation
14. Plan for intervention in case of disciplinary or medical emergency
15. Arranging access, information about local medical, mental health, legal and police facilities
16. Continuity of program. Selection of future staff, instructors, directors, advisors

#### **H. Academic Program Abroad**

1. Briefly describe the overall instructional program
2. How many credits will each participant be required to take?
3. Indicate whether students will be enrolled in:
  - a. Courses taught by an accompanying U.S. faculty member
    - i) Courses that will be taught and the Notre Dame equivalent course number for each
    - ii) CV or qualifications of director and staff at Notre Dame
  - b. Regular host university courses: Description of university, range of courses offered, and illustrative course descriptions
  - c. Special courses for international students taught by host country faculty
    - i) Courses that will be taught and the Notre Dame equivalent course number for each
    - ii) CV's or qualifications of instructors
4. Which major, distribution or other requirements can be satisfied on the program?
5. Instructional schedule and classroom contact hours
6. Describe classroom or other teaching facilities on site
7. Who will determine students' grades and on what basis?
8. What languages will courses be taught in? Will there be any required language instruction on site? Is competence in a language a prerequisite? How will competence be tested?

#### **I. Support services abroad**

1. Will there be a U.S. faculty resident director on site?
2. If not, describe the office or individual overseas who will address students' logistical, academic, personal, computer and technical needs, medical, and emergency concerns. Describe how this person will be supervised from Notre Dame, over time.

**J. Supplementary Activities**

Describe excursions or group activities that complement the academic program.

**K. Room and Board**

Describe student housing accommodations and meal arrangements

**L. Student Budget**

1. What items will the fees charged by the host institution include? (tuition, room, partial board, health insurance, excursions, books and other materials)
2. What other costs may be incurred?

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