

Program Proposal Instructions

Faculty-Led Group Study Abroad Kansas State University

Deadlines for Submission of Proposals

Program Date	Proposal Deadline
Winter Break Intersession	June 1
Spring Break Intersession	June 1
Spring Semester	June 1
Summer Session	October 12
Summer Intersession	October 12

GUIDELINES FOR PROPOSALS

Kansas State University requires faculty to submit a formal proposal to the Study Abroad Program Office for their faculty-led group study abroad courses for each year a program will be offered. In order to receive approval for a faculty-led group study abroad program, the proposal must address each of the questions outlined in the course proposal thoroughly.

All signatures within the academic department and college must be obtained before submission. No students will be registered for a program or its course and no deposits or other payments for services will be accepted from students until all signatures have been obtained and the program has been fully approved by the Study Abroad Program.

APPROVAL PROCESS

The college dean and department head give approval for faculty-led programs. You should consult closely with your department head from the beginning of program development. Your program proposal must be approved by your department chair, the college dean, and the Study Abroad Program prior to contract development and substantial student recruitment. Once the program proposal is officially approved by all three entities, the Coordinator for Faculty Services will liaison with the Division of Continuing Education to set-up the course.

INSTRUCTIONS

Please complete all sections thoroughly, using a separate form for each course proposed. This information will be used to obtain approval from Kansas State University to teach the course abroad for resident credit. Due to ISIS deadlines, on-time proposals are required. Incomplete proposals and budgets will delay the approval process.

Program Budget

- The program budget must be developed based on the minimum number of students that are needed for the trip to run.
- The student program budget should only include costs that will be collected by the Study Abroad Program.
- K-State tuition and fees are billed on ISIS.
- Students who do not enroll in the course for credit are required to pay a \$250 non-credit participant fee in lieu of tuition.
- The program budget must be finalized before it is submitted to the Study Abroad Program. Only programs with finalized budgets will be approved.
- If a family member of the Faculty Leader accompanies him/her on the trip, their expenses will not be covered by any type of student payments. The presence of a family member should not result in an increase in the cost of the program due to changes in transportation, lodging, etc., from what it would be provided if they were not accompanying the Faculty Leader.
- Scholarships and/or rebates cannot be factored into the budget.
- The K-State Study Abroad Fee for Faculty-Led Programs (\$150 per student) must be included in the program budget
- A 10% contingency fee per student should be factored into the program budget.
- If the minimum number of students, which are needed to make the trip run, has not been met by the program application deadline, and the Faculty Leader would still like to try to make the program run, he/she must submit a revised budget to his/her department head, college dean, and Coordinator of Faculty Services for review. The new budget must be approved and signed by each of these entities in a timely fashion. Budget changes must not increase student program costs or out-of-pocket expenses. Budget changes also should not reduce the quality of the program for students. The Faculty Leader should meet with the Coordinator of Faculty Services to discuss desired budget changes before he/she submits the new budget for departmental/college approval signatures.

A Complete Proposal Consists of:

- Faculty-Led Group Study Abroad Proposal Form
- Curriculum Vitae
- Compensation Contract
- Course Syllabus
- Daily Itinerary
- Instructor Program Expense Budget
- Student Program Expense Budget
- Additional Student Expenses Estimate
- Approval Signatures

It is highly recommended that faculty schedule a meeting with Rose Redington, Coordinator of Faculty Services, to review the program proposal and course budget before obtaining academic department and college signatures.

Complete proposal materials should be submitted to Rose Redington, Coordinator of Faculty Services in Study Abroad, Office of International Programs, 304 Fairchild Hall. If you have questions, please contact Rose Redington at rosered@ksu.edu or (785) 532-1698.