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<http://studyabroad.nku.edu>

EDUCATION ABROAD NKU SPONSORED PROPOSAL
SUBMISSION REQUESTED 12 MONTHS PRIOR TO PROGRAM DEPARTURE

In order to minimize institutional risk, NKU's Office of Education Abroad asks faculty and staff members organizing credit-bearing, faculty-directed, education abroad programs to submit the following information and necessary documentation as specified. All credit-bearing, education abroad experiences must be reviewed and approved at the college level as well as reviewed, approved, and managed by Education Abroad.

Completed program proposals should be submitted to Education Abroad no later than 12 months prior to program departure.

Upon receipt, Education Abroad will contact the program director to discuss program development options. Faculty whose proposals have been approved will have to attend mandatory training. Please feel free to contact Michelle Melish, melishm1@nku.edu, 859-572-6194 with questions or for assistance with this process.

PROGRAM DIRECTOR INFORMATION:

Name of primary NKU faculty/staff:	
Faculty or staff position/title:	
Email Address:	
Department and College:	
Name of second faculty/staff:	

ACADEMIC PROGRAM DEVELOPMENT

Description of the Education Abroad Program:

International destination city and country	
Recommended program title:	
Anticipated program dates:	
Will this be part of a semester course?	
Total number of credits to be offered:	
NKU course title and number:	

Note: NKU students are now charged a study abroad fee of \$25 when enrolled in a study abroad program.

PROGRAM LEARNING OUTCOMES:

Please provide three student learning outcomes for the overall program.

1.	
2.	
3.	

STUDENT ELIGIBILITY:

The minimum requirements for students to be eligible for participation in an Education Abroad program are a cumulative GPA of at least 2.0 and good academic and judicial standing. Program directors may establish additional eligibility requirements.

Minimum class standing required (freshmen, sophomore, etc):	
Is the program open to both undergraduate and graduate students?	
Required major, department, or college (if applicable):	
Minimum level of foreign language proficiency (if applicable):	
Additional skills and knowledge required (if applicable):	
Will non-student applicants be allowed to participate in the program? If so, who are the anticipated non-student participants? (e.g. other faculty, staff, community members, etc)	

RISK MANAGEMENT

DESTINATION SPECIFIC HEALTH AND SAFETY CONCERNS:

All NKU Education Abroad programs must adhere to best practices in health, safety, and security. Additionally, NKU Legal Affairs may be asked to review program structures to minimize institutional liability.

The University does not sponsor or approve international travel for educational purposes in a country for which a U.S. Department of State Travel Warning is in effect. However, the University will consider exceptions on a case-by-case basis. Exceptions are based upon petitions submitted by each student, faculty, or staff employee proposing the travel, and are reviewed by the International Risk Assessment Committee. The Committee makes a recommendation to the President of the University who makes the final decision.

Please review the following websites and identify any health and safety risks in the destination country(s) in the provided textbox:

- [Center for Disease Control](#)
- [Travel Warning and Consular Information](#)

PROGRAM SPECIFIC HEALTH AND SAFETY CONCERNS:

Please address any health and safety risks associated with program activities:

TRAVEL MEDICAL INSURANCE:

All participants of Education Abroad programs are required to have adequate travel medical insurance for the duration of the program abroad. Current university coverage includes evacuation coverage for natural disaster and political insecurity.

Education Abroad will purchase travel medical insurance for all program leaders and students. Non-students will also be provided travel medical insurance; however, the policy and inclusions are slightly different as well as the cost. The cost of insurance for program leaders and participants will be included in the program fee.

PROMOTION AND OUTREACH

Education Abroad partners with program leaders to provide on-going promotion and outreach. Education Abroad will create a program flier or poster for each program (if needed), and will be available to attend any information sessions held to promote the program. Program leaders are expected to actively promote their program at organized Education Abroad events, such as the annual Study Abroad Fair in September, as well as within their respective departments and colleges.

What are the primary student populations or disciplines you will be recruiting from for this program?

Will you be recruiting at other institutions?

PARTICIPANT SELECTION AND ACCEPTANCE

Program leaders can contact the Office of Education Abroad at any time to get an update on the number of applications received and the names of those participants. A compiled list of those applicants will be provided after the application deadline. Depending on the nature of the program, the leaders may want to consider a more involved application process including an essay, an interview, or other requirements in order to be accepted into the program.

Do you wish to ask for additional requirements in addition to the standard application form?

ADDITIONAL MATERIALS

1. DRAFT SYLLABUS:

Please attach a draft copy of the syllabus for the course to be taught abroad. The final syllabus will be requested closer to the program date of departure.

2. TENTATIVE ITINERARY:

Please attach a copy of a tentative program itinerary. If you have preferences for certain accommodations or flight times or airlines, please include those as well.

ADDITIONAL COMMENTS (IF ANY)

A large, empty rectangular box with a thin black border, intended for the user to provide additional comments if any.

REQUIRED AUTHORIZED SIGNATURES

We certify that the information we have submitted is accurate to the best of our knowledge.

➤ **Primary Sponsoring Department or Unit:**

(Department Chair or Director)

Signature *Date*

Printed Name/Title

➤ **College Dean**

Signature *Date*

Printed Name/Title

➤ **Primary NKU Program Director/Leader:**

Signature *Date*

Printed Name/Title

➤ **NKU Education Abroad:**

Signature *Date*

Printed Name/Title