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| **Proposal for a Global Learning Project** |
| **Main Contact / Project Leader** |
| Name |  |
| Position |  |
| School / Institute |  |
| Phone |  |
| Email |  |
| **Other staff** |
| Name |  |
| Position |  |
| School / Institute |  |
| Phone |  |
| Email |  |
| **Other staff** |
| Name |  |
| Position |  |
| School / Institute |  |
| Phone |  |
| Email |  |
| **Other staff** |
| Name |  |
| Position |  |
| School / Institute |  |
| Phone |  |
| Email |  |
| Has this opportunity previously been reviewed by the Western Sydney International and/or the appropriate Academic Unit delegate?  |
| [ ]  Yes [ ]  No  |

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| **Project Details** |
| Name of Project |  |
| Host Country |  |
| Host city(s) |  |
| Host partner universities/organisations*Educational institutions, businesses, government, NGOs, third party providers or other* |  |
| If you are utilising a host university or organisation, does Western Sydney University have an existing agreement?  |
|  [ ] Yes [ ] No [ ]  Unsure |
| Area of Study/Disciplines: |  |
| Will students from other academic units (schools / institutes), be able to participate in the program? |
| [ ]  Yes [ ]  No [ ]  Unsure |
| Type of Student Experience |
| [ ]  Unit / Subject at Overseas University [ ]  Study Tour [ ]  Research [ ]  Work Experience [ ]  Service Learning / Volunteering [ ]  Unsure [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| During what period do you think the program take place? |
| [ ]  January [ ]  February [ ]  June [ ]  July [ ]  August [ ]  November [ ] December[ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Proposed duration of Program (e.g. 6 weeks) |  |
| Proposed commencement date overseas |  |
| How often will this program be offered? |
| [ ]  Once only [ ]  Annually [ ]  Biannually [ ]  Unsure |
| Prospective number of staff/leaders: |  |
| Minimum number of students required:  |  |
| Maximum number of students required: |  |
| Level of Study |
| [ ]  Undergraduate [ ]  Postgraduate coursework [ ]  Postgraduate research |
| Year of Study |
| [ ]  Year 1 [ ]  Year 2 [ ]  Year 3 [ ]  Year 4 [ ]  Year 5 [ ]  Other |
| To participate in this opportunity, will the students be enrolled in a WSU unit/subject? |
| [ ]  Yes [ ]  No [ ]  UnsureIf 'Yes' specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Student Eligibility Requirements*Prerequisites, year of study, GPA, etc.* |  |
| Will the students receive academic credit? |
| [ ]  Yes [ ]  No [ ]  Unsure |
| How will the students pay for this opportunity? |
| [ ]  New Colombo Plan [ ]  Self-funded (includes OS-HELP) [ ]  Unsure [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Will this opportunity include the reciprocation of students?*Outbound WSU students / Inbound international students* |
| [ ]  Yes [ ]  No [ ]  UnsureIf 'Yes' specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Have you surveyed or gauged interest from students or other stakeholders about the prospective program?  |
| [ ]  Yes [ ]  No [ ]  Not yet |
| Who will be responsible for supporting the program prior to departure? |
| [ ]  School/Institute [ ]  International Office [ ]  Overseas partner [ ]  Unsure [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Who will provide in-country support for the students? |
| [ ]  School/Institute [ ]  International Office [ ]  Overseas partner [ ]  Unsure [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

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| **Introduction**Provide a brief description about the program.  |
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| **Justification**What is the purpose, objectives, and learning outcomes?  |
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| **Itinerary**Provide travel itinerary and detailed day-to-day activities |
| **Day** | **Day** | **Date** | **Location & Activity**  |
| Day 1 |  *Saturday* |   |  *Travel Sydney to Los Angeles* |
| Day 2 |  *Sunday* |  |  *Rest / basic onsite orientation* |
| Day 3 |   |   |   |
| Day 4 |   |   |   |
| Day 5 |   |   |   |
| Day 6 |   |   |   |
| Day 7 |   |   |   |
| Day 8 |   |   |   |
| Day 9 |   |   |   |
| Day 10 |   |   |   |
| Day 11 |   |   |   |
| Day 12 |   |   |   |
| Day 13 |  *Saturday* |  |  *Travel to Sydney from San Francisco* |
| Day 14 |  |  | *Insert rows if required* |

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| Description of ActivitiesOutline where you will be visiting and associated activities. |
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| **Date**  | **Time**  | **Location & Activity**  |
|  *27 March* | *9:00* |  *The Museum of Modern Art (MOMA)* |
|  | *13:00*  |  *Brooklyn Museum* |
|   |   |   |
|   |   |   |
|   |   |  *Insert rows if required* |

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| **Budget** |
| **Revenue** |
| **Item** | **$** | **Comment** |
| New Colombo Plan |  |  |
| Other |  |  |
| *Insert rows if required* |  |  |
| TOTAL |  |  |

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| **Student Expenses** |
| Item | Cost per student | Total\* | Comments |
| Airfares |  |  |  |
| Accommodation |  |  |  |
| Meals |  |  |  |
| Visa and Passport fees |  |  |  |
| Textbooks and supplies |  |  |  |
| Tuition fees |  |  |  |
| Transfers, airport pickup |  |  |  |
| On-site orientation & Support |  |  |  |
| Local transportation |  |  |  |
| Excursions/Site visits |  |  |  |
| Overseas lectures |  |  |  |
| T shirts / uniforms |  |  |  |
| Pre-departure orientation |  |  |  |
| Insurances |  |  |  |
| Incidentals |  |  |  |
| Administration costs |  |  |  |
| Miscellaneous costs |  |  |  |
|  | *Insert rows if required* |  |  |
|  | TOTAL  |  |  |
|  | TOTAL including Scope Creep (15%) |  |  |
| \*Total = Cost per Student x the number of students participating in program |
| **Staff Expenses** |
| Item | Cost per staff | Total\* | Comments |
| Airfares |  |  |  |
| Accommodation |  |  |  |
| Meals |  |  |  |
| Visa and Passport fees |  |  |  |
| Transfers, airport pickup |  |  |  |
| Local transportation |  |  |  |
| Excursions/Site visits |  |  |  |
| Insurances |  |  |  |
| Incidentals |  |  |  |
| Miscellaneous costs |  |  |  |
|  | *Insert rows if required* |  |  |
|  |  TOTAL |  |  |
|  | TOTAL including Scope Creep (15%) |  |  |
| \*Total = Cost per Staff x the number of staff participating in program |

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| **Comments:** |
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| **Timeline** |
| **Prior to Departure** |
| Activity / Task | Proposed Dates |
| Student recruitment  |  |
| Expressions of Interest  |  |
| Select students |  |
| Approve students for OS-HELP, Credit or Other\* |  |
| Book Flights |  |
| Book accommodation |  |
| Book ground transportation |  |
| Pre-Departure sessions |  |
| Final date for travel cancellation  |  |
| Other administrative tasks |  |
| **On Arrival Overseas** |
| Activity / Task | Proposed Dates |
| Overseas on-site Orientation |  |
| **Return from Overseas** |
| Activity / Task | Proposed Dates |
| Student and Instructor Evaluation |  |

 \*OS-HELP can take up to 6 weeks to process

## **Risk Assessment**

Download and attach the Risk Assessment to this proposal: <https://preview.tinyurl.com/y3uh839a>.

## **Approval**

**Prior to any approval, please return the document to the Manager, Short Term Mobility for review.**

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| Manager, Short Term Mobility |
| *Name**Signature* | *Date signed* |
| Director International Strategy, Mobility & Operations |
| *Name**Signature* | *Date signed* |
| Pro Vice-Chancellor (International) |
| *Name**Signature* | *Date signed* |
| Dean or Appropriate Delegate |
|  *Name**Signature* | *Date signed* |