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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  Unsure  If '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  Unsure  If '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 Activities  Outline 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* |
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|  |  |  |
|  |  | *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* |