



FLORIDA ATLANTIC UNIVERSITY

Education Abroad
Center for Global Engagement

FACULTY-LED PROGRAM (FLP) PROPOSAL APPLICATION

Complete all sections of the Study Abroad Faculty-Led Program Application and obtain all required signatures before submitting. This information will be used to request and obtain approval from Florida Atlantic University for your program. This information will also be used for promotional purposes once the proposal has been fully approved by the Provost's Office. Review the Study Abroad Program Faculty Handbook before getting started in the resource section here: [Proposing a Study Abroad Program | Florida Atlantic University](#).

I. PROGRAM INFORMATION

Study Abroad Program Title for Marketing Purposes: _____

Program Description for Website Marketing Purposes (approx. 3 – 5 sentences):

Sponsoring College/Department(s): _____

Destination(s) (country/city): _____

Proposed Dates of In-Country Travel:

Accommodation Check-in Date (MM/DD/YYYY): _____

Accommodation Check-out Date (MM/DD/YYYY): _____

This program is open to: ☐ Undergraduate students ☐ Graduate students

Minimum Number of Student Participants: _____

Consult with your department/college to determine minimum. The program budget is based on the minimum participants.

Maximum Number of Student Participants: _____

Consult with Ed Abroad and vendor. This depends on accommodation space, ratio of leader to students, and more.

II. FACULTY LEADERS & ASSISTANTS

Each study abroad program must have one primary faculty leader, who also serves as the designated safety officer. In addition, programs must include at least one of the following:

- A faculty co-leader, or
- A program assistant or graduate assistant in a leadership role.

If no faculty co-leader is included, the program must identify a backup faculty member who is willing and available to travel and lead the program in the event of an emergency.

For details on roles, responsibilities, and eligibility, refer to pages 8–9 of the Study Abroad Faculty Handbook under resources here: [Proposing a Study Abroad Program | Florida Atlantic University](#)

III. DESIGNATED SAFETY OFFICER (PRIMARY LEADER)

The Primary Faculty Leader also serves as the program's designated safety officer and is responsible for the following tasks before and during travel:

- Host a mandatory pre-departure meeting with students at least two weeks before the program start date. This should be in person if possible.
- Organize an in-country orientation within 24 hours of the program's official start.
- Establish and communicate local meeting points and onsite emergency contacts to all students.
- Be accessible 24/7 during the program to both Education Abroad staff and student travelers for support and emergency response.
- Submit incident reports to Education Abroad as needed.
- Complete mandatory Faculty-Led Program Safety & Security Training prior to departure, as coordinated by Education Abroad.

IV. COURSEWORK

Please list the course(s) you intend to offer as part of this study abroad program. If any language courses are included, be sure to indicate the level(s) (e.g., beginner, intermediate, advanced).

For each course, provide a brief description that explains how the travel itinerary connects with the course content. These descriptions may also be used for program marketing. If your proposal is approved, a full syllabus for each course will be required.

IMPORTANT REGISTRATION INFORMATION

- **Course Scheduling:** instructors must coordinate with their department or college to ensure the appropriate study abroad course(s) are added to the FAU schedule for the designated term.

- **Instructor/Department Permission:** study abroad courses must be listed with instructor or department permission only.
- **Student Registration:** once the study abroad student roster is confirmed, the instructor is responsible for granting course permission and ensuring all students are registered at least two weeks before the program departs or before the FAU drop/add deadline—whichever comes first.
- **Academic Enrollment Requirement:** all students must be enrolled in one or more of the approved program courses. Study abroad is an academic program, and students may not travel with the group unless they are officially registered and paying tuition in accordance with FAU policy.

For current tuition rates and fees, visit: <https://www.fau.edu/controllers-office/student-services/tuition-breakdown/>

Course Prefix	Course Title	# of Credits	Required or Optional?	Instructor
Course Description				

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Course Description				

Number of Credit Hours to be earned by program participant: Minimum: _____ Maximum: _____

How many courses will each participant be required to take on this program? _____

Education Abroad & your college must approve any course exceptions for individual participants.

Eligibility Requirements (GPA/academic discipline/course prerequisites/class standing):

Education Abroad requires all students to be in good academic standing with a minimum 2.5 overall GPA at the time of application. Some exceptions may be considered on a case-by-case basis by Education Abroad through the formal exception form.

List additional requirements for the program or course offerings such as GPA, pre-requisites, or academic major/minor:

Will your study abroad course(s) require any class meetings or assignments before or after the in-country program dates? This does not refer to mandatory pre-departure meetings. ☐ Yes ☐ No

In-person class & campus: _____ Online: _____

Tentative dates: _____

V. VENDOR INFORMATION

To align with best practices in international education and ensure compliance with FAU policies and procedures, all Faculty-led study abroad programs are required to work with a single full-service vendor to coordinate program logistics.

The selected vendor should be able to manage:

- Faculty and student accommodations
- Group activities, meals, and excursions
- In-country transportation
- On-site emergency support, and more.

Education Abroad maintains partnerships with vetted vendors and international universities and can assist in identifying an approved vendor that aligns with your program's needs and university requirements.

Please include your proposed vendor information below.

Vendor Name: _____ Contact Person: _____

Email: _____ Phone: _____

Will your proposal include a quote of program support expenses from the vendor? ☐ Yes ☐ No

If you selected *no* to the question above, please explain if you have requested a quote and when you expect to receive this information. Once it is received, send it to Education Abroad so that your program budget development can begin.

What services will the vendor provide? Check all that apply.

- ☐ Faculty & student accommodations ☐ Group activities/excursions ☐ Some group meals
☐ Public transportation passes ☐ Classroom space ☐ Guest lectures
☐ 24/hour in-country safety & emergency support ☐ Other: _____

VI. FACULTY LEADERS & ASSISTANTS AGREEMENT & SIGNATURE

By signing and agreeing to serve as a Primary Faculty Leader, Faculty Co-Leader, Program Assistant, or Graduate Assistant on an FAU Faculty-led study abroad program, you confirm your commitment to comply with all applicable Florida Atlantic University and Education Abroad policies and procedures related to study abroad and international travel.

Policies and procedures are outlined in Step 2 of the program proposal process and in the Study Abroad Faculty Handbook, available under resources here: [Proposing a Study Abroad Program | Florida Atlantic University](#)

This includes, but is not limited to, the following responsibilities:

- Review and understand the Study Abroad Faculty Handbook.
- Be present on-site for the full duration of the program's in-country dates.
- Read and understand the full program proposal and final travel itinerary.
- Attend mandatory FLP Safety & Security Training coordinated by Education Abroad.
- Complete and submit all required leader/assistant forms, available under the resources section linked above.

I acknowledge that I have read and agree to the above information regarding Faculty-Led Study Abroad:

Primary Faculty/Staff Leader Name: _____ **Date:** _____

Signature: _____

Title: _____ **Email:** _____

Best Contact Number: _____

College: _____ **Department:** _____

I acknowledge that I have read and agree to the above information regarding Faculty-Led Study Abroad:

Faculty/Staff Co-Leader Name: _____ **Date:** _____

Signature: _____

Title: _____ **Email:** _____

Best Contact Number: _____

College: _____ **Department:** _____

I acknowledge that I have read and agree to the above information regarding Faculty-Led Study Abroad:

Faculty/Staff Co-Leader Name: _____ **Date:** _____

Signature: _____

Title: _____ **Email:** _____

Best Contact Number: _____

College: _____ **Department:** _____

I acknowledge that I have read and agree to the above information regarding Faculty-Led Study Abroad:

Program/Graduate Assistant Name: _____ **Date:** _____

Signature: _____

Title: _____ **Email:** _____

Best Contact Number: _____

College: _____ **Department:** _____

VII. DEPARTMENT CHAIR/DEAN AGREEMENT & SIGNATURES

Academic departments and colleges play a critical role in the success, promotion, and oversight of faculty-led study abroad programs. By signing to endorse and sponsor a proposed program, departments and colleges agree to follow all Florida Atlantic University and Education Abroad policies and procedures related to study abroad and international travel.

This agreement includes, but is not limited to, the following responsibilities:

- Compensate faculty leaders and co-leaders in accordance with FAU, state, and federal employment guidelines. Any alternative arrangements must be reviewed and approved by Education Abroad for accurate program budgeting.
- Vet and hire any external instructors or assistants serving in an official program capacity, or coordinate overload appointments for current FAU faculty, if necessary.
- Ensure the academic integrity of all program coursework and the alignment of the travel itinerary with learning outcomes.
- Communicate any college- or department-specific requirements related to study abroad to ensure all expectations are met in advance.

DEPARTMENT CHAIR SIGNATURE(S)

I acknowledge that I have read and agree to the above information regarding Faculty-Led Study Abroad:

Department Chair Name: _____ **Date:** _____

Department Chair Signature: _____

Department Chair Name: _____ **Date:** _____

Department Chair Signature: _____

DEAN SIGNATURE(S)

I acknowledge that I have read and agree to the above information regarding Faculty-Led Study Abroad:

Dean of College Name: _____ Date: _____

Dean of College Signature: _____

Dean of College Name: _____ Date: _____

Dean of College Signature: _____

VIII. APPROVAL SIGNATURES

Education Abroad will coordinate the approval and signature process of the below individuals.

Education Abroad Senior Director Name: _____

Signature: _____ Date: _____

Center for Global Engagement Assistant Vice-President Name: _____

Signature: _____ Date: _____

Provost and Vice President for Academic Affairs Name: _____

Signature: _____ Date: _____