Comprehensive Checklist for Staff: Developing and Managing Learning Abroad Programs

1. Initial Planning (Start at least 12 months in advance)

- ☐ Understand program objectives, goals, and relevance to the UNSDGs.

- ☐ Select a host location that aligns with program objectives and/or UNSDGs.

- ☐ Conduct a safety and risk assessment for the chosen location.

- ☐ Plan logistics and infrastructure, including accommodations, transportation, and facilities.

- ☐ Engage with relevant departments and stakeholders for initial discussions and support.

- ☐ Complete the Initial Planning worksheet and submit a Preliminary Proposal.

2. Formal Approval (Complete no later than 100 working days before departure)

- ☐ Consult with WSI for guidance on the project proposal and other documents.

- ☐ Prepare and submit the Project Proposal, Risk Assessment, Critical Incident Management Plan, and International Partner Provider Proposal (if applicable).

- ☐ Obtain endorsements and approvals, ensuring completion at least 100 working days prior to departure.

3. Student Recruitment (Finalise recruitment 60 working days before departure)

- ☐ Utilise the Go Global Portal for streamlined recruitment and application management.

- ☐ Develop and implement ethical advertising and recruitment strategies.

- ☐ Finalise student recruitment 60 working days before departure.

- ☐ Communicate deposit, cancellation, and refund policies clearly to students.

4. Booking Travel (Arrange immediately after student recruitment finalisation)

- ☐ Coordinate group travel arrangements, ensuring compliance with university procedures.

- ☐ Engage with the university's travel agent for quotes and flight bookings.

- ☐ Manage group flight deposits and ensure timely invoice payment for travel arrangements.

5. Pre-Departure Orientation (Conduct 2-4 weeks before departure)

- ☐ Conduct program-specific information sessions covering itinerary, accommodation, health and safety protocols, cultural orientation, and emergency contacts.

- ☐ Ensure students complete necessary learning modules on the Go Global Portal.

- ☐ Address additional pre-departure concerns, including travel documentation, clothing, language basics, and financial guidance.

6. Overseas Experience (Continuous throughout the program)

- ☐ Facilitate a comprehensive orientation session upon arrival.

- ☐ Provide continuous support for health and safety, including guidance on using International SOS.

- ☐ Encourage cultural immersion, responsible travel practices, and adherence to the UNSDGs.

- ☐ Monitor group dynamics, ensuring a supportive and inclusive environment.

- ☐ Maintain regular communication and be prepared to manage any critical incidents or emergencies.

7. Evaluation and Feedback (Conduct within one month after program completion)

- ☐ Encourage students to complete the online evaluation for their overseas experience.

- ☐ Collect and analyse feedback for insights into program impact, challenges, and areas for improvement.

- ☐ Prepare and submit the New Colombo Plan (NCP) Completion Report, if applicable, within one month after the project's completion.

- ☐ Implement findings and feedback into future program iterations for continuous improvement.