

Global Learning

Project Worksheet and Proposal

[Insert Project Name]





Western Sydney International

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1. Project Leader

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| School / Institute |  |
| Phone |  |
| Email |  |

1. Project Summary
	1. Project Background and Description

|  |
| --- |
| Provide a brief description about the program |
|  |

* 1. Objectives

What is the purpose, objectives, and learning outcomes?

|  |
| --- |
| What is the purpose, objectives, and learning outcomes?  |
|  |

1. Strategic Alignment

The project is aligned to the following University strategic objectives: Mark all that apply.

[ ]  A Distinctively-Student Centred University

[ ]  A Research-Informed Learning Experience

[ ]  An Anchor Institution, Leading Advocate and Champion for Greater Western Sydney and its People

[ ]  A Dynamic and Innovative Culture that Secures Success

[ ]  An Expanding International Reach and Reputation

[ ]  A Research-Led University with Regional, National and Global Impact

1. Project Details

|  |  |
| --- | --- |
| Name of Project |  |
| Government reference number (if applicable) |  |
| Project Account |  |
| 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?*For further information contact Western Sydney International.*  |
|  [ ] Yes [ ] No [ ]  Unsure |
| Area of Study/Disciplines: |  |
| Type of Student Experience |
| [ ]  Subject at Overseas University [ ]  Study Tour [ ]  Research [ ]  Work Experience [ ]  Service Learning / Volunteering [ ]  Online Global Learning [ ]  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 [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 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 |

|  |  |
| --- | --- |
| Student Eligibility Requirements*Prerequisites, year of study, GPA, etc.* |  |
| To participate in this opportunity, will the students be enrolled in a WSU unit/subject? |
| [ ]  Yes [ ]  No [ ]  UnsureIf 'Yes' specify: |
| Will the students receive academic credit? |
| [ ]  Yes [ ]  No [ ]  Unsure |
| 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

1. Project Schedule/Itinerary

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Day** | **Date** | **Location & Activity**  |
| Day 1 |  |  |  |
| Day 2 |  |  |  |
| Day 3 |   |   |   |
| Day 4 |   |   |   |
| Day 5 |   |   |   |
| Day 6 |   |   |   |
| Day 7 |   |   |   |
| Day 8 |   |   |   |
| Day 9 |   |   |   |
| Day 10 |   |   |   |
| Day 11 |   |   |   |
| Day 12 |   |   |   |
| Day 13 |  |  |  |
| Day 14 |  |  | *Insert or delete rows if required* |

1. Project Budget

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

|  |
| --- |
| **Student Expenses** |
| Item | Cost per student | Total\* | Comments |
| Tuition/Program fees |  |  |  |
| 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 or delete rows if required* |  |  |
| TOTAL |  |  |
| *\*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 = Cost per Staff x the number of staff participating in program |

|  |
| --- |
| **Comments:** |
|  |

1. Timeline

|  |  |
| --- | --- |
| **Activity / Task** | **Dates/Comments** |
| Project start |  |
| Student recruitment  |  |
| Expressions of Interest  |  |
| Select students |  |
| Book Flights |  |
| Book accommodation |  |
| Book ground transportation |  |
| Pre-Departure sessions |  |
| Final date for travel cancellation  |  |
| Overseas on-site Orientation |  |
| Project evaluation |  |
| Project complete |  |
| Other | *Insert rows if required* |

1. Global Learning Risk Assessment

Complete a [**Global Learning Risk Assessment**](https://surveyswesternsydney.au1.qualtrics.com/jfe/form/SV_4TJ6UHrQmSIUjFI) and attach to this proposal.

1. Appendix

Attach any other supporting documentation or relevant information. This can include host organisation’s proposal and itinerary.