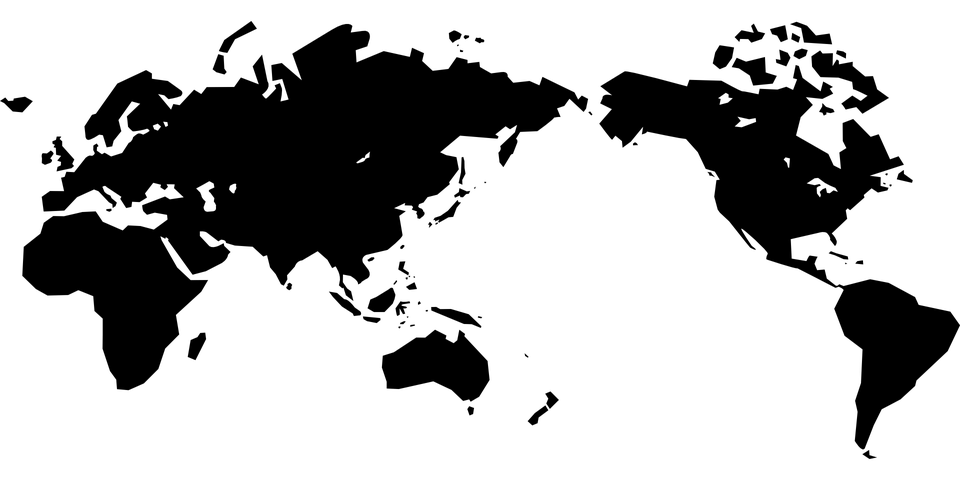


Learning Abroad Project Proposal



|  |
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|  |

*Name of Project*

|  |
| --- |
|  |

*Host Country*

|  |
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|  |

*Month(s) and Year of activity, e.g. January 2024*

1. **Introduction**

This document provides information about a proposed Learning Abroad project for students and seeks approval for the implementation from relevant delegates. Approval should be sought no later than **100 working** days prior to departure. See the Guidelines for Developing International Short Programs.

1. **Project Leader**

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

1. **Project Summary**

3.1 Project Background and Description

Provide a brief description about the program

3.2 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

Expanding International Reach and Reputation

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

1. **Project Details**

|  |  |
| --- | --- |
| NCP reference number (if applicable) |  |
| Project Account (if applicable) |  |
| Host Country |  |
| Host city(s) |  |
| Host partner universities/organisations  *Educational institutions, businesses, government, NGOs, third party providers or other* |  |
| Area of Study/Disciplines: |  |
| Level of Study | |
| Undergraduate Postgraduate coursework Postgraduate research | |
| Year of Study | |
| Year 1 Year 2 Year 3 Year 4 Year 5 Other | |

|  |  |
| --- | --- |
| Type of Student Experience | |
| Subject at Overseas University  Study Tour  Research  Work Experience  Service Learning/Volunteering  Other | |
| Duration of Program (e.g. 6 weeks) |  |
| Start date overseas |  |
| Finish Date Overseas |  |
| Number of staff participating |  |
| Number of students participating | Number of students participating |
| Will the participants be travelling together as a group? | Yes  No |
| Will the students be registered on the Go Global Portal? | Yes  No |

1. **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 |  |  |  |
| Day 15 |  |  |  |
| Day 16 |  |  |  |
| Day 17 |  |  |  |
| Day 18 |  |  |  |
| Day 19 |  |  |  |
| Day 20 |  |  |  |

Note: If longer than 20 days, please attach schedule to Appendix.

1. **Budget**

The budget below has the best indicative costs at the time of planning.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Income | | | | |
|  | Amount per student ($) | Number of students | Total ($) | Comments |
| New Colombo Plan |  |  |  |  |
| Student contributions |  |  |  |  |
| Other/miscellaneous |  |  |  |  |
| Other/miscellaneous |  |  |  |  |
| **TOTAL** | | |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student Expenses | | | | | | | |
| Item | Cost per  student ($) | | Number of  students | | Total ($) | Comments | |
| Program fee |  |  | |  | |  |
| Airfares |  |  | |  | |  |
| Accommodation |  |  | |  | |  |
| Meals |  |  | |  | |  |
| Transfers, airport pickup |  |  | |  | |  |
| Local transportation |  |  | |  | |  |
| Excursions/Site visits |  |  | |  | |  |
| Overseas lectures |  |  | |  | |  |
| Other/miscellaneous |  | |  | |  |  | |
| **TOTAL** | | | | |  |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff Expenses | | | | |
| Item | Cost per staff ($) | Number of staff | Total ($) | Comments |
| Program fee |  |  |  |  |
| Airfares |  |  |  |  |
| Accommodation |  |  |  |  |
| Meals |  |  |  |  |
| Transfers, airport pickup |  |  |  |  |
| Local transportation |  |  |  |  |
| Excursions/Site visits |  |  |  |  |
| Overseas lectures |  |  |  |  |
| Other/miscellaneous |  |  |  |  |
| **TOTAL** | | |  |  |

|  |  |  |
| --- | --- | --- |
| Income/Expense Summary | | |
| Description | Sum of Income | Sum of Expenses |
| NCP Student Grant |  |  |
| NCP Admin Grant |  |  |
| Student Contributions |  |  |
| Student expenses |  |  |
| Staff expenses |  |  |
| Other/miscellaneous |  |  |
| Other/miscellaneous |  |  |
| Project creep (~15%) |  |  |
| GRAND TOTAL |  |  |

1. **Review and Approval**

**Manager Learning Abroad (Short Programs)**

This document has been reviewed in accordance with the [Western Sydney University Short](https://westernsydney.edu.au/globalmobility/goglobal/home/ILP)

[Program Guidelines](https://westernsydney.edu.au/globalmobility/goglobal/home/ILP). I have reviewed and recommend this proposal for approval.

|  |
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|  |

Signature of Manager Learning Abroad (Short Programs)

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Name of Manager Learning Abroad (Short Programs)

|  |
| --- |
|  |

Date

**School Manager or Relevant Delegate**

I have reviewed and recommend this proposal for approval

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| --- |
|  |

Signature of School Manager or Relevant Delegate

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|  |

Name of School Manager or Relevant Delegate

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| --- |
|  |

Date

**Dean or Relevant Delate**

This project proposal is approved.

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|  |

Signature of Dean or Relevant Delegate

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|  |

Name of Dean or Relevant Delegate

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| --- |
|  |

Date

Note: After signing, please email document to the [Manager, Learning Abroad (Short Programs)](mailto:s.mcdonald@western.edu.au) and Project Leader. For Group Travel, the Manager Learning Abroad will seek approval from the DVCREI and VC.

1. **Student Group Travel Approval**

**Deputy Vice-Chancellor and Vice-President (Research, Enterprise and International)**

This project proposal is approved.

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Signature of Deputy Vice-Chancellor and Vice-President (Research, Enterprise and International)

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Name of Deputy Vice-Chancellor and Vice-President (Research, Enterprise and International)

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| --- |
|  |

Date

**Vice Chancellor and President**

This project proposal is approved.

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|  |

Signature of Vice Chancellor and President

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|  |

Name of Deputy Vice Chancellor and President

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| --- |
|  |

Date

1. **Appendix**

10.1 Student Group Travel Risk Management

10.2 Critical Incident Management Plan

10.3 International Partner Provider Proposal