Departmentally Managed Study Abroad Program Model

OVERVIEW

- UA Global has agreed to continue managing the programs with under 12 students through summer 2020. Departments/colleges will then be responsible beginning Fall 2020.
- Defining what will be departmentally managed vs UA Global managed will depend on prior year enrollment. If last year was under 12, the following year will be departmentally managed. If 12 or more, UA Global. New programs without enrollment history will be reviewed through a formal RFP process for proposed study abroad programs.
- Study Abroad Fees for the logistical program budget are to be billed to the student bursar’s account as they are now.
- Programs that are embedded within the semester or are non-credit will need to go through the official ABOR student fee route (ex: Bryan Carter Spring Break Paris).

PROCESS

- Please use the process that Study Abroad has created and available on the UA Global website (here) to set up the budget.
- Budgets will be developed by the college/department but final approval will be done by UA Global. Colleges will have two chances to submit the final budget. Final budget submissions need to be submitted and approved by mid-March for the upcoming summer program.
- UA Global will work with the college business officers to create the necessary itemtype(s) linked to the College UA Global distribution account (2383XXX). This will be set up at the time the budget has been approved by UA Global Study Abroad. Initially the departments/colleges would need to do this, but the Bursar’s Office is concerned about access and training time for the departmental employees.
- UA Global will post the charges for the logistical program budget on the student’s bursar’s accounts according to the timeline in place for all other study abroad programs for the program term.
- A per student fee of $250 will be paid to UA Global. UA Global will initiate the invoice and the internal billing edoc to process based on final program enrollment at the time of program billing.
- Colleges will be receiving payment for these students via their normal RCM allocation for the students enrolled in their departmentally managed programs.
- Departments will manage the day to day operations of the program, inclusive of but not limited to faculty compensation, working with locations, setting up travel/operational advances and closing them out, etc.
- After the program is over and all expenses have been paid out, a program audit will be completed by the college/department and a summary will be submitted to UA Global.
RESOURCES

The following resources can be used as a guide and found on the website for UA Global Study Abroad Departmentally Managed Programs found (here):

- Departmentally Managed Program Matrix – used to track all types of documents throughout the administrative process
- Budget Template – this is the approved version to be used for departmentally managed programs
- Study Abroad Program Advance Guide – instruction guide for faculty to use as a resource
- SASE Advance Close-out worksheet – excel sheet to be completed during the course of the program for expense tracking
- Departmentally Managed Audit Template – excel sheet to be used to audit the program