


Departmentally Managed Study Abroad Program Model

OVERVIEW

- ▶ UArizona Global has agreed to continue managing the programs with under 12 students effective Fall 2020. Departments/colleges will then be responsible for managing customized faculty-led programs with under 12 students.
- ▶ Defining what will be departmentally managed vs UArizona 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, UArizona 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 costs are to be billed to the student bursar's account in addition to emergency medical insurance.
- ▶ Programs that are embedded within the semester or are non-credit will need to go through the official ABOR student fee approval process.

FINANCIAL PROCESS

- ▶ Please use the Budget Template that is available on the UArizona Global website under 'Departmentally Managed Programs' ([here](#)) to create a program budget.
 - ▶ Budgets will be developed by the college/department but submitted for review to UArizona Global. Final budget submissions need to be submitted and approved by mid-March for the upcoming summer program.
 - ▶ UArizona Global will work with the college business officers to create the necessary itemtype(s) linked to the College. UArizona Global distribution account (2383XXX). This will be set up at the time the budget has been approved by UArizona Global. When student's pay the logistical program costs, funds will flow through these established itemtypes, and the college/department is responsible for paying these providers.
 - ▶ UArizona 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 UArizona Global. UArizona 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/partners and processing payment of invoices, 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 UArizona Global.
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RESOURCES

The following resources can be used as a guide and found on the website for UAArizona 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
- ▶ UAArizona Global 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

