

## Faculty Deadlines for Study Abroad Programs:

### Tasks

Faculty members often need to start planning their program abroad a year or more in advance in order to conduct the site visit, develop the syllabus, identify logistical needs and on-site vendors, submit new courses or indicate existing ones, select excursions, etc. The deadlines listed below are based on faculty feedback and in general give the faculty enough time to recruit, accept and prepare students for their programs. The student application close date listed below cannot be moved due to predeparture and emergency insurance enrollment. For additional information, please contact Deborah Weiss, Assistant Director, OIP Auburn Abroad and Exchange Programs at [weissds@auburn.edu](mailto:weissds@auburn.edu).

### Phase 1: Getting Program Approved, completing logistics, recruiting

<b>Semester Program Runs</b>	<b>Submit New Program Approval Form to OIP AUAB(1)</b>	<b>Conduct site visits, Finalize Program Costs (2)</b>	<b>Provide dates, cost, course info to OIP AUAB to update on-line Program Brochure</b>	<b>Recruit in classes, at Study Abroad Fair (SAF)</b>	<b>OIP AUAB opens student On-Line Applications. Contracts signed (3).</b>
<b>Summer</b>	June (prior year)	June-Aug	August/ Sept	Sept – Oct. (SAF: Mid-Sept and Mid-Feb of Next year)	October
<b>Fall</b>	August (prior year)	Aug- Jan	January	Jan- Feb. (SAF: Mid-Feb)	February
<b>Spring</b>	February	Feb-July	July	August (SAF: Mid-Sept)	August

### Phase 2: Selecting, Preparing Students, Visa Applications.

<b>Semester Program Runs</b>	<b>OIP AUAB Closes student Applications.</b>	<b>Faculty accepts students. Completes own RAT50. Bills students</b>	<b>If visas needed, month submitted. Vendor invoices due.</b>  <b>OIP AUAB enrolls students in AUAB course</b>	<b>Predeparture Sections completed (class session or on-line)</b>  <b>OIP AUAB enrolls students in Intl Emergency Insurance</b>	<b>Programs Run</b>
<b>Summer</b>	March 30	Feb-April	April	Mar -April	May-July
<b>Fall</b>	April 30	Mar-April	April	Late April (4)	Sept-Dec
<b>Spring</b>	October 15	Aug- Oct.	Late October	November	Jan-May

- (1) No new approval form needed for existing programs.
- (2) Long time frame needed to set up internal accounts, develop budget, review vendors, develop syllabus, conduct site visit.
- (3) Contracts need to be submitted to OIP AUAB. Pay attention to cancellation dates in case participation is low.
- (4) Early predeparture since many Fall Program Students do not return to class during Summer session or early Fall session.