

Getting Started: Developing a Faculty-Led Study Abroad Program

Overview

Faculty-led study abroad programs are short-term, credit-bearing international experiences designed and taught by UMass Boston faculty. To ensure adequate preparation time, new program proposals are typically submitted more than 12 months in advance of the planned program start date.

Step 1: Meet with Global Programs

Meet with the Office of Global Programs (OGP) to discuss your goals, ideal location, and possible program partners. OGP can help you identify reputable providers who can coordinate on-site logistics and prepare preliminary cost quotes. It is **required to run faculty-led programs with a professional provider** to manage logistics, provide 24/7 support abroad, and allow faculty to focus on teaching and student engagement. This also ensures there is a second responsible party in case of an individual student or group emergency. *Proposals from providers can take 1-2 months to prepare, so please plan accordingly!*

Email us to meet: Brittany.Dhooge@umb.edu

Recommended Providers for on-site logistics

Global Programs can help you contact these organizations (or others) for initial planning meetings and requests for proposals:

- UNAM-Boston (Mexico City, Mérida, San Miguel de Allende, Mexico) Héctor Zavala hector.zavala@boston.unam.mx
- USAC (USAC Specialty locations: Chile, China, Costa Rica, Cuba, Czech Republic France, Germany, India, Ireland, Italy, Spain, Thailand, Uruguay) <https://usac.edu/>
- University College Dublin (Ireland) <https://www.ucd.ie/studytours/>
- University of Galway (Ireland) <https://www.universityofgalway.ie/events/planagroupstay/faculty-ledcustomprogrammes/>
- MADE Sicily (Sicily) <https://madearts.it/study-abroad-made/syracuse-sicily-and-mediterranean>
- American College of Greece (Athens & surrounding areas, Greece): <https://www.acg.edu/admissions/study-abroad/>
- Hong-Kong Baptist-Beijing Normal University (BNBU), China, Hong Kong
- Global Learning Collective: <https://glcollective.org/>
 - Asia Institute (Asia): <https://asiainstitute.org/services/education-abroad/>
 - CEPA Abroad (Europe): <https://www.cepa-abroad.org/faculty-led-programs/>
 - Campus B (Latin America): <https://campusb.org/>
 - Edu-Africa (Africa): <https://edu-africa.com/>

Please submit your program proposal to Brittany.dhooge@umb.edu with the following:

Step 2: Submit a Program Proposal

1. **Proposal Narrative** (program goals, activities, learning outcomes)
2. **Preliminary Budget Sheet** (estimate for program fee for students)
3. **Provider/Partner(s) with proposal(s)** - please attach the proposal you received from your identified provider/partner. If you are still deciding between multiple, please include all proposals you/your department are considering.

Deadlines for Proposal Submissions:

Program Term	New Program Deadline	Repeat Program Deadline
Winter or Spring-Break Programs January 2027 or March 2027	Jan 15, 2026	Aug 31, 2026
Summer Programs May-August 2027	May 15, 2026	Oct 31, 2026

Please note, all international programs for students must be approved by the Office of Global Programs. **Deadlines cannot be extended.** Your program proposal is reviewed by OGP, Risk Management, and Export Control and forwarded for final Provost approval. It may take several weeks for approval and follow-up.

Once your initial proposal is accepted:

Step 3: Course & Program Approval

- Finalize syllabus and itinerary for course approval through your department/college. Your college will also need to list the course for the term you are running a program.
- If applicable, submit for General Education approval (recommended 1 year prior to program start date).
- Any contracts with vendors/providers must be reviewed by UMass General Counsel (OGC) and approved by UPST. Global Programs will assist with these agreements and processes.
- A brochure page will be created by the Office of Global Programs including the application for students. All students must apply through [this online platform](#) for your program. You will be notified when students apply with their application documents. You can view [current faculty-led program brochure pages](#) here.

Step 4: Recruitment & Program Launch

- OGP and faculty collaborate on marketing and recruitment, but **primary recruitment must come from the faculty/department/college.**
- Students apply, pay a \$500 non-refundable deposit to the Office of Global Programs, and are registered into the course by the faculty.
- Final rosters, payments, and orientations are completed within 1–2 months of departure

Faculty leaders are responsible for:

- Course development, instruction, and course enrollment. Please ensure your College schedules the course.
- Recruitment and student advising (minimum enrollment is 10 students)- please plan to run information sessions, talk with classes in your department/college, spread the word through faculty, advising centers, etc.
- Acceptance letters to programs- faculty must provide an acceptance letter to each student, copying studyabroad@umb.edu on acceptances.
- Location specific pre-departure orientation for students focusing on general preparation for the program location.
- Oversight of program logistics (with OGP and provider support).

Contact us: Brittany.Dhooge@umb.edu, Global Programs Campus Center 2nd Floor, Suite 2100