



STUDY/TRAVEL OPPORTUNITIES FOR CUNY STUDENTS (STOCS)
FULL PROGRAM ELIGIBILITY APPLICATION
SUMMER 2012 PROGRAMS

A. GENERAL INFORMATION

Please submit only one application per program. If a program offers several courses of study at the same location and during the same dates, please use answer #8 - Courses or Disciplines below to specify the various course options. This information will also be used in the CUNY online study abroad program directory.

- 1) Title of Program:
- 2) Sponsoring College:
- 3) City/Cities:
- 4) Country:
- 5) Where Classes Will Be Taught (e.g., campus of Global University):
- 6) Overnight Accommodations:
- 7) Start and End Dates of Program Spent Overseas: to
Note: Summer programs must be held abroad for 4 weeks (28 days)
- 8) Courses or Disciplines Offered:
- 9) Number of Credits Offered:
- 10) Name of Program Director:
- 11) E-mail Address of Program Director:
- 12) Phone Number of Program Director:
- 13) Program or Study Abroad Website:
- 14) Has this program been previously eligible for STOCS funding? Yes No
- 15) If YES, please list most recent session and year (e.g., Summer 2006):

B. COSTS OF PROGRAM

All fields are required. This information will be displayed on the study abroad directory and will be used as a factor in determining students' financial need in the STOCs application process. Tuition at four-year colleges is \$215/credit and tuition at community colleges is \$150/credit for New York State Residents.

Tuition Price per Credit (\$215 or \$150) x Number of Credits	Price per Credit	Number of Credits	\$
Program Costs	Column A: Included in Program Costs		Column B: Expenses Not Included in Program Costs (i.e. realistic estimates of student's independent expenses)
Airfare to program destination	\$		\$
Overnight accommodation (e.g. hotel, dorm)	\$		\$
Field Trips/Excursions	\$		\$
International Insurance (must be listed in Column A: Program Fee)	\$		
Estimated Cost of Meals (3/day) (must be listed in either Column A or Column B)	\$		\$
List Other:			
Sub-Totals for Column A and Column B	\$		\$
Total estimated student cost of participation (Tuition + Column A + Column B):	\$		

Are other financial aid sources or scholarships available to students in your program? If yes, please specify:

C. REQUIREMENTS OR RESTRICTIONS TO ADMISSION

- 1) Are students from all CUNY campuses eligible for your program? Yes No
- 2) Minimum GPA:
- 3) Language/Level Requirements:
- 4) Eligible classes of students (please check all that apply):
Freshman Sophomore Junior Senior Graduate Student
- 5) Other requirements:

D. PROGRAM TYPE (choose one)

Study Abroad

Study Abroad programs are those offered pursuant to an agreement between a CUNY institution and an overseas institution. Please attach a copy of a current, signed agreement or renewal agreement between your college and the overseas institution. Programs without valid agreements or renewals will not be eligible for STOCs unless adequate information is provided that demonstrates that an agreement will be in place before the program begins. International agreement procedures and model documents, are available at the following: <http://www.cuny.edu/academics/programs/international/faculty.html>

Faculty-Led

Faculty-led programs are taught and directed by CUNY faculty.
Please attach the course syllabus for each course to be offered as part of the program.

E. COURSE AND REGISTRATION INFORMATION

1) Enter the following required information for the course(s) that will be offered as part of this international program. For Faculty-led programs, attach copies of course syllabi to this program proposal.

Course #	Course Name	Credits	Instructor	College

2) With what type of permit will CUNY students register (if they do not attend the CUNY college that is sponsoring the international program)?

- CUNY E-permit Non-CUNY permit

3) Which institution will issue the credits?
 CUNY-sponsoring college Host institution abroad

4) Which institution will issue the grades?
 CUNY-sponsoring college Host institution abroad

F. SAFETY AND RISK MANAGEMENT

CUNY must ensure that STOCs-eligible study abroad programs will protect the health and safety of students to the greatest extent possible. Please demonstrate the extent to which safety and risk management has been considered for this program, using separate sheets of paper if necessary.

- 1) Please attach a detailed, daily program itinerary. Include information about the course schedule, overnight accommodations, scheduled excursions, etc.
- 2) Please attach the outline of the pre-departure orientation. The pre-departure orientation should cover areas including, but not limited to: passport and visa requirements, any required vaccinations or tropical medicines, personal safety advice, health insurance, use of email or phones abroad, intercultural communication, and cultural adjustment.
- 3) Program Directors must ensure that all students participating on their programs sign a “Waiver Release Agreement.” Copies of the signed forms should be kept on file. “Waiver Release Agreement” is available at the following: <http://www.cuny.edu/academics/programs/international/faculty/director-resources/WaiverandReleasedraft2008june17.pdf>
- 4) Program Directors must ensure that all students provide emergency contacts (i.e., parent or guardian name, phone numbers, etc.)
- 5) Please name the insurance provider you will use to provide the required international insurance coverage areas (international medical, emergency evacuation, and repatriation insurance) for program participants:
- 6) The sponsoring college is responsible for being in regular contact with the study abroad program, especially in the event of an emergency or crisis. The following individuals will be the designated contact persons:

Emergency Program Contact at CUNY:

Name:

Title:

CUNY College and Department:

Phone number:

Email address:

Name:

Title:

CUNY College and Department:

Phone number:

Email address:

Emergency Program Contact at Study Abroad

Site (Abroad):

Name:

Title:

Organization:

Phone number:

E-mail address:

- 7) Please explain the crisis management protocol at your campus. The campus crisis management protocol should cover areas including, but not limited to: access to first aid, reporting crimes or assaults (e.g., campus has a 24-hour hotline for students to call in case of emergency), the internal communications plan (e.g., how the study abroad director, campus security, provost’s office, and other offices communicate about incidents that happen abroad), and the external communications plan (e.g. only allowing the college communications director to speak on behalf of the college about any incident).

G. STOCS PROGRAM ELIGIBILITY REQUIREMENTS

STOCS-eligible programs must meet the following criteria:

- 1) The program must provide education-related travel related to a specific course of study, be it in the form of study abroad, exchange, or internship.
- 2) The program must take place outside of the fifty states of the United States.
- 3) The program must be made available and accessible to all CUNY students without restriction to campus. All CUNY students who meet the individual program's eligibility requirements must be given the opportunity to apply for the program.
- 4) The program must offer self-standing CUNY credit-bearing course(s) for undergraduate students. The sponsoring college must issue the program course(s) an alphanumeric code indicating the academic discipline and level of the corresponding course.
- 5) The program cannot begin before the start of the summer/winter sessions. Summer session programs must be held out of the country for 4 or more weeks. Winter intersession programs must be held out of the country for 3 or more weeks.*
- 6) The program must be directed and staffed by CUNY administrators/faculty or be offered pursuant to an agreement between a CUNY institution and a foreign institution.
- 7) To be considered STOCS-eligible, the program must be approved by the campus's chief academic officer, and include an itinerary, a course syllabus (for CUNY faculty-led programs), a list of designated faculty, and a crisis management protocol.
- 8) The program must address the issues of health and medical needs/insurance for the students. Areas of insurance coverage should include, but not be limited to, health insurance, emergency evacuation, and repatriation. Students should have continuous medical insurance coverage and access to medical services valid for use both while traveling to and from the program site and the insurance should cover the student during the entire period of his/her participation in the program. For students extending travel independently either before or after the program dates, extension of insurance coverage is advised and can typically be arranged with the insurance provider. All student participants must sign a "Waiver Release Agreement," and submit emergency contact information to the study abroad program that is kept on file at the sponsoring college.
- 9) The program must require students to submit statements of goals and expectations before traveling, as well as post-travel evaluations upon their return to the study abroad program director.
- 10) The program must provide a pre-departure orientation in which the students are prepared for their international program.
- 11) The program must involve returning students in follow-up activities, such as re-entry workshops, program promotion, and student recruitment.
- 12) Study abroad directors must complete post-program evaluations and return them to the STOCS Program Administrator on time. Failure to do so may result in the loss of future eligibility and funding.
- 13) Programs must have a Study Abroad Account or College Association Fund based at the sponsoring college through which scholarship funds will be disbursed.

* Programs may seek a waiver from the STOCS Steering Committee if there are compelling reasons why the program cannot be abroad for the specified amount of time, and efforts have been made to compensate for the lack of overseas exposure by additional study on the home campus.

H. ADDITIONAL ELEMENTS OF HIGH-QUALITY PROGRAMS*

In addition to the STOCS program eligibility criteria, which emphasize the proper administrative planning and safety of the programs, the STOCS Project aspires to provide grants to students who participate in high-quality study abroad programs. Please attach a short statement that speaks to program quality, including in relation to the following indicators:

- The program is academically rigorous; expectations for academic performance are clearly defined and assessed.
- The program addresses aspects of cultural learning in the host country, for instance, lectures by local experts, local language study, and/or homestays with host families.
- The program is taught by either CUNY faculty or host international institution faculty with expertise in the academic discipline of the course in which the student is enrolled, as well as extensive living/work/research experience in the country/region in which the program is situated.

I. CERTIFICATION OF PROGRAM DIRECTOR'S RESPONSIBILITIES

- Program Directors are responsible for immediately notifying the STOCS Program Administrator in the event of a program cancellation or any changes (including changes in the itinerary or in the number of participants). STOCS recipients who were to participate in a cancelled program will be allowed to make an appeal and resubmit an application for another study abroad program if they choose to do so and if time allows.
- Program Directors are responsible for accounting for all STOCS scholarship expenditures awarded to students participating in their programs.
- Program Directors are responsible for reading and understanding the STOCS Program Eligibility Requirements and certifying that the proposed program meets all STOCS requirements.
- STOCS recipients are required to complete an online survey upon their return. Program Directors must agree to assist the STOCS program administrator in ensuring responses to the online survey.
- Program directors are required to complete a survey after the completion of the study abroad program.

I, _____ (name of program director), certify that I will accept these responsibilities.

Please continue to next page.

* The STOCS Project Committee would like to acknowledge the Macaulay Honors College Task Force on Study Abroad and its "Guidelines for Evaluating Study Abroad Programs for Macaulay Students" for assisting the STOCS Project in establishing several desired characteristics of study abroad programs.

J. REQUIRED SIGNATURES

Signature of Program Director:

By signing, I certify I have read the STOCS Program Eligibility Requirements and agree that the proposed program satisfies all requirements. I will fulfill all program director responsibilities and agree that this application is complete and accurate.

Name (please type or print)

Title

Signature

Date

Signature of Campus International Education Liaison (if not same as Program Director):

I have reviewed this international education program proposal, and believe that it can be included (if it is not already) in the list of the College's offerings and that all safety and legal considerations have been fully considered and addressed.

Name (please type or print)

Title

Signature

Date

Signature of Campus Chief Academic Officer (i.e., College provost):

I have reviewed this international education program proposal, and believe that it can be included (if it is not already) in the list of the College's offerings and that all safety and legal considerations have been fully considered and addressed.

Name (please type or print)

Title

Signature

Date

*Please submit complete proposals, including all requisite signatures, by **December 21, 2011** to:*
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