

GUIDELINES FOR SELF-DESIGNED STUDY ABROAD PROGRAM
under the aegis of the
University of Hawai'i at Mānoa Study Abroad Center

Rationale for a “Self-Designed” Study Abroad Program

1. To enable UHM students to self-design a study abroad program for a semester or year, that is different from the existing traditional study abroad programs offered under the aegis of the UHM Study Abroad Center.
2. To enable UHM students to earn UHM academic credits in the appropriate field(s) for coursework completed overseas. The credits to be earned must be applicable toward a UHM degree.
3. To ensure students receive UHM financial aid, if eligible.

Definition and Appropriateness of a Self-Designed Study Abroad Program

The “self-designed” study abroad option is available to a University of Hawai'i at Mānoa student who would like to study abroad for a semester or year, but cannot participate in the existing traditional study abroad program due to extenuating academic circumstances. The option is offered judiciously as an alternative, and the student must demonstrate the need to self-design and successfully execute such a program. This option ensures that a student will receive UHM credits and grades for coursework completed overseas as well as UHM financial aid, if eligible.

Who kind of student may participate in the Self-Designed Study Abroad Program?

Students who are highly self-motivated, independent, and willing to follow through with their responsibilities are prime candidates to self-design a study abroad program.

In addition, students should consider that they:

- must enroll in full-time UHM resident credits for coursework completed abroad and make progress toward a UHM degree
- must maintain continuous enrollment status at UHM
- may apply for UHM financial aid, if eligible, to cover the cost of the program
- *international students only*—to maintain international student visa status (F1), they must enroll in a full-time UHM course load

Students should be aware that designing a study abroad program is not an easy or straightforward task. While at the onset it may appear to be attractive in terms of the limitless possibilities, it is also extremely tedious and labor-intensive.

While studying abroad in the country of choice, the student is concurrently registered at UHM under the sponsorship of the UHM Study Abroad Center; there is therefore the added cost of UHM registration to consider. The benefits of UHM registration include:

- receiving full UHM resident credits and progress toward a UHM degree
- maintaining continuous enrollment status at UHM
- receiving UHM financial aid to cover the cost of the program, if eligible

If, however, students can do without the above benefits, it is recommended that students explore other alternatives to studying abroad without the sponsorship of the Study Abroad Center.

Program design options

There are three options a student may consider in executing a "Self-Designed" Study Abroad Program:

1) Direct enrollment at an overseas institution of higher education

This option enables students to attend an overseas university, attend classes, fulfill the academic requirements of the overseas institution, and receive full UHM equivalent credits, as well as UHM grades.

An appropriate faculty member/academic advisor from the relevant UHM department must review the course descriptions and provide to the Study Abroad Center, UHM course equivalencies for the classes that the student will be completing at the overseas institution of higher education. The student must provide all course descriptions to the faculty member.

UHM registration and final grade reporting will be completed by the UHM Study Abroad Center.

2) Self-directed independent study overseas, outside of a university setting

This option enables students to conduct self-directed independent study abroad without enrolling at an overseas university. Course requirements and final projects are set and overseen by the appropriate UHM instructional faculty member.

The student must request an appropriate departmental faculty member to oversee the proposed project for independent study. If agreed, then the faculty is designated as the student's faculty sponsor by the Study Abroad Center. The sponsor is the instructor on record at UHM and must provide the Center with the exact UHM course number and alpha, the criteria for final course evaluations, and the course requirements. A faculty member may only sponsor a maximum of two courses per term.

UHM registration and final grade reporting will be completed by the UHM Study Abroad Center. The Center will provide the grade reporting format to the sponsoring faculty at the end of the student's term abroad.

3) Combination of Options 1 and 2

This option allows the student to enroll at an overseas university, as well as conduct a self-directed independent study under the supervision of a UHM faculty member.

Student application process: Information, Instruction, and Responsibilities

Student applicants must...

1. be a currently enrolled UHM student at the time of application.
2. have a 3.0 minimum GPA, on a 4.0 scale. Lower grade point averages may be considered in exceptional cases, but will require an explanation from the applicant.
3. request for course descriptions and course syllabi for the overseas university, if choosing Option 1. Undergraduates must take four classes for each term, totaling a minimum of 12 credits. Credits may vary for graduate students, according to degree requirements.
4. make an appointment to discuss the proposed self-designed program with the Director of the Study Abroad Center.
5. select one of the following options when designing the program.

OPTION 1

Identify and request an appropriate department faculty member or an academic advisor to provide UHM course equivalencies for the classes to be completed at the overseas institution of higher education. The student must provide all course descriptions to the faculty member and ensure that there are alternate course equivalencies provided as well. UHM registration and final grade reporting will be completed by the UHM Study Abroad Center. *Use the attached Option 1 form.*

OPTION 2

Identify and request an appropriate department faculty member to oversee the proposed project for independent study. It is recommended that the student present a coherent and concise statement of the project that is to be investigated during the self-directed study abroad to the faculty member. If the faculty agrees to act as the student's faculty sponsor and the instructor on record at the UHM campus, he or she must provide the Center with the exact UHM course number and alpha, the criteria for final course evaluations, and the course requirements. A faculty member may sponsor a maximum of two courses per term only.

UHM registration and final grade reporting will be completed by the UHM Study Abroad Center. The Center will provide the grade reporting format to the sponsoring faculty at the end of the student's term abroad. *Use the attached Option 2 form.*

6. apply directly to the overseas institution and follow their admissions requirements.
7. arrange for travel, housing, visa, and payment of all program expenses and program fees.
8. submit a completed UHMSAC study abroad application to the Study Abroad Center by the published deadlines. A complete application includes:
 - a. Faculty memorandum Option 1 or 2
 - b. Regular study abroad application, with official transcripts and references

- c. Proposed program cost/budget sheet—*use attached form*
- d. Host institution's address, your accommodation address, and all other pertinent information—*use attached form*
- e. Application fee

9. submit all items by the Study Abroad Center's application deadlines:

Program Term	Deadline
Fall	April 1
Year	April 1
Spring	October 15

Application submittal and review process

A student who is pursuing a self-designed study abroad program must understand that completing all the necessary paperwork and having a faculty sponsor does not automatically guarantee approval and acceptance of her/his application by the Study Abroad Center.

Upon receipt of a student's completed application for a self-designed study abroad program, the Study Abroad Center's Selection Committee will review the application and make its recommendation to the Study Abroad Center. The student will be notified by the Study Abroad Center regarding the status of the student's application. If approved, the student will receive additional paperwork pertinent to the student's UHM academic program from the Study Abroad Center.

Estimated Program Cost Information

A) Student's name		B) Term(s) abroad	
C) Instruction start date FALL _____ SPRING _____		D) Instruction end date FALL _____ SPRING _____	
E) Project due date (Option 2 only)	F) Date of departure from U.S.	G) Date of return to U.S.	

H) Total student program cost breakdown

1. Host institution's instructional fees \$ _____
2. Accommodation HOMESTAY DORMITORY OTHER \$ _____
3. Meals (list number of meals provided)
 _____ \$ _____
4. Excursions (list places and dates)

 _____ \$ _____
5. Ground transportation (if any) \$ _____
6. Study Abroad administrative fee
 (number of credits × \$147.00)..... \$ _____
7. Study Abroad Health Insurance Plan^o
 (number of program days × \$1.00) \$ _____
8. Estimated airfare..... \$ _____
9. Total \$ _____

^oStudy Abroad Health Insurance Plan
 (T.W. Lord & Associates)

- accidental death, dismemberment
- medical/ dental/surgical expenses
- emergency medical evacuation
- repatriation of remains
- family assistance/reunification benefit
- post-program coverage
- pre-existing condition benefit
- worldwide travel assistance

Program Itinerary and Accommodation Form

A. *Name of Student* _____

B. *Program* _____

C. *Host Institutions* List name(s) of contact person(s), address, phone and fax numbers, and e-mail address of all that are applicable.

D. Provide participant accommodation information for the duration of the program (hotel, homestay or dormitory). State whether meals are included or if students need to budget additional funds for meals. List the name(s), address, phone and fax numbers, and e-mail address of the on-site housing coordinator.

E. List a detailed program itinerary if your academic program includes more than one country.

Dates	City/Country	In-Country Contact Address/Phone

Instructions for Faculty/Departmental Academic Advisor

Dear UHM Faculty/Departmental Academic Advisor:

Faculty members who agree to assist a student with a self-designed independent study abroad program can choose one of two options. Thank you for supporting the student's self-designed study abroad program.

*Sarita Rai
Director, Study Abroad Center*

Option 1

This option involves assigning UHM equivalent credits for courses taken at an overseas institution. When assigning equivalent resident credits, please review the course descriptions provided by the student, and return the completed form to the UHM Study Abroad Center.

Option 2

In this option, the student is not attending a formal institution of higher education overseas. The student has been advised to provide you with a written proposal of the project intended to be investigated on a self-directed independent study. You will then need to provide a written memo outlining the parameters of your oversight, criteria for evaluation and final grade assignment to the Study Abroad Center. Additionally, please include the UHM course number and alpha in which the student is to be enrolled.

The Center will register the student during his/her term abroad, under the aegis of the Study Abroad Center. Upon completion of the term, the Study Abroad Center will provide you with the grade reporting form on behalf of the student.

OPTION 1
UHM Course Equivalent Memorandum

<i>DATE</i>			
<i>TO</i>	UHM Study Abroad Center		
<i>FROM</i>	<i>FACULTY'S NAME</i>	<i>SIGNATURE</i>	
	<i>DEPARTMENT</i>	<i>CAMPUS TELEPHONE</i>	<i>EMAIL</i>

<i>STUDENT'S NAME</i>	<i>OVERSEAS INSTITUTION NAME</i>	<i>TERM(S) ABROAD</i>
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I have read course descriptions and/or syllabi from the above academic institution, assign the following UHM equivalents, and authorize the UHM Study Abroad Center to waive pre-requisites and/or provide consent for the courses during student registration.

OVERSEAS COURSE	UHM EQUIVALENT		
TITLE	ALPHA/ NUMBER	TITLE	CREDITS

**OPTION 2
Faculty Sponsor Memorandum**

<i>DATE</i>			
<i>TO</i>	UHM Study Abroad Center		
<i>FROM</i>	<i>FACULTY'S NAME</i>		<i>SIGNATURE</i>
	<i>DEPARTMENT</i>	<i>CAMPUS TELEPHONE</i>	<i>EMAIL</i>

<i>STUDENT'S NAME</i>	<i>OVERSEAS INSTITUTION NAME</i>	<i>TERM(S) ABROAD</i>
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COURSE(S)

<i>COURSE ALPHA/NO.</i>	<i>COURSE TITLE</i>
<i>CREDIT HOURS</i>	<i>PREREQUISITES</i>

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<i>CREDIT HOURS</i>	<i>PREREQUISITES</i>

Please indicate in an attached memo the conditions under which you will provide academic supervision, review, and final grades for the student.

Note that a faculty sponsor can oversee a maximum of TWO courses per term. All classes must be registered with the letter grade option, unless a particular class has a mandatory "Credit/No Credit only" designation.