

BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
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TO: System Council on International Education
SCIE Study Abroad Committee

FROM: Richard C. Sutton

DATE: 3 February 2003

RE: New scholarships, grants, and stipends for USG students studying abroad

As you know, in addition to our Regents Study Abroad Scholarship Program, we now have four new programs to support USG students going abroad. These programs have been established following the strategic planning presentation to the Board of Regents on January 8, 2003, and our subsequent meeting on January 10; they are funded through re-direction from other existing USG international projects. My e-mail of 21 January contained a brief summary of these programs (a copy of that attachment is enclosed). This memo provides additional information about how the new programs will be administered. The programs are:

- A. *Regents Study Abroad Scholarships*
- B. *Regents Work and Study Abroad Stipends*
- C. *Regents Global Ambassador Travel Grants*
- D. *Regents Study Abroad Assistantships*
- E. *Regents ISEP Program Grants*

These are all voluntary partnership programs. Institutions may choose to participate in some, all, or none. As we discussed, participation entails acceptance of two basic conditions.

1. Four of the five programs (A through D above) require an institutional match at least equal to the amount of System funds provided. The scholarship program (A) continues to require matching funds from extramural sources. Matching funds for the other programs can come from extramural or other institutional resources.
2. An institution must have established a study abroad participation target that advances the Regents' strategic planning goal and that has been reviewed and endorsed by the USG Office of Academic Affairs. Continued eligibility will be assessed by actual progress toward that target. Many institutions have already submitted targets that meet Regents' standards; others are in negotiation. We will be contacting each institution in the next few days to confirm final 2007 targets.

Requests for available FY03 funding for programs B, C, and D will be accepted anytime after February 1, with initial decisions announced by February 15. Requests for FY04 funding for those programs should be submitted by April 15. Application procedures are explained below. We will try to maintain equitable allocations as long as funds are available. Our goal is to double the number of students supported by Regents funding, commensurate with the Regents' goal of doubling the total number of students abroad.

A. Regents Study Abroad Scholarship Program

The Regents Study Abroad Scholarship Program will continue, but with a reduced number of awards and with stricter eligibility requirements. The System Office will match institutional funds from \$50 up to \$500 per student, depending on length of program. The next deadline for submitting scholarship nominations to the System Office is March 8. Please consult the January 27 memorandum from Sue Sugarman for complete details about the nomination process.

As we make the transition into the new array of direct-aid programs to support students going abroad, we will continue to consider favorably most institutional exceptions to the scholarship criteria for deserving students. However, in light of the much smaller number of Regents scholarships that will be available, we encourage you to examine whether such students might be better served by our other new programs which carry far fewer restrictions.

B. Regents Work and Study Abroad Stipends

The new Regents Work and Study Abroad Stipends will become the primary alternative to the scholarship program for direct support of students going abroad. We expect to fund up to 150 of these awards for the remainder of FY03 (through June 30, 2003) primarily for students going abroad this summer, and up to 300 in FY04.

- Each institution is responsible for creating its own on-campus student employment positions available only for students who are planning to study abroad. Employment assignments can vary according to the needs of the institution. As we had discussed, many campuses will want to employ these students to assist with study abroad promotion and recruitment, but any other appropriate student-help duties can be assigned.
- This program is open to all USG degree-seeking students in good academic standing who have made initial application to study abroad. There are no other System eligibility criteria. Institutions will therefore have considerable discretion in identifying students who would most benefit from this program. Institutions will design and administer their own selection processes for hiring students under this program.
- Each institution will select, employ, supervise, pay, and otherwise manage its own students. As we had discussed, some campuses may choose to employ students in ways that permit single lump-sum payments, in order to reduce the burden of paperwork.
- As a general rule, students can earn up to \$500 per semester under this program. Institutions may choose to let students earn more than this amount, but System matching funds will typically be limited to a maximum of \$250 per student per semester. System funding will be available to support students employed for more than one semester.
- One concept behind this new program is that study abroad is an education experience toward which students should work and save. We encourage you to create mechanisms where students may elect to have their earnings credited directly toward program costs. Following our January 10 discussion, we have been advised that institutions *cannot withhold*

wages, but you may encourage students to apply their earnings voluntarily toward program costs.

Procedures for Requesting Matching Funds in Program B

To request matching funds for Regents Work and Study Abroad Stipends:

- Institutions can request matching funds simply by sending a letter or e-mail to Sue Sugarman indicating (1) the total lump sum which they are prepared to invest in this program, (2) the total sum of System matching funds requested, and (3) the projected number of awards and estimated dollar amounts per student. It is not necessary to identify individual award recipients in making this initial matching funds request.
- The System Office will entertain requests for matching funds in this program at any time (so long as any System funds are available). To promote the equitable distribution of funds, It will make initial FY03 allocations on February 15, 2003. It will make initial FY04 allocations on April 15, 2003.
- At the end of each fiscal year, institutions must provide an accounting of the funds expended under this program in a report listing the following information for each stipend recipient: student's name, social security number, permanent home address, dates of employment, precise amount of wages paid from Regents' matching funds, precise amount of wages paid from institutional funds, country of study abroad, term of study abroad, and duration of study abroad program. In the rare event that a student hired under this program is at the last minute unable to go abroad (e.g., due to illness, family emergency, etc.), the report should still include that student but with a note indicating non-participation.
- Initial FY03 funds will be transferred to institutions soon after allocation decisions have been made. Initial FY04 allocations will be distributed in August 2003 after submission of FY03 expenditure reports.

C. Regents Global Ambassador Travel Grants

The new Regents Global Ambassador Travel Grants is designed to support qualified students with mature leadership skills. Global Ambassadors promote Georgia's international education policy through public engagements with schools, civic organizations, local governments, businesses, and other groups. We have reserved funds to support up to 15 of these awards for the remainder of FY03 (travel must be completed by June 30, 2003); we expect to fund up to 25 awards in FY04.

- These grants can reimburse up to \$1000 of a student's travel expenses for study abroad programs. Qualifying travel expenses may include transportation, lodging, meals, and other costs as authorized by state and institutional travel regulations.
- Students selected for this program must perform a service-learning activity while participating on a study abroad program. This activity must be in addition to any other activities that are required as part of the study abroad program. The activity must involve direct engagement by the student with citizens of the host country.
- Service-learning activities abroad must be approved by the selected student's home campus international director or other institutional designee. Travel grant recipients are serving as

citizen ambassadors of their home institutions and the Board of Regents. Institutions are responsible for ensuring that approved activities are designed and conducted in ways consistent with this goal.

- The specific service-learning activity may be arranged either by the home institution or by the study abroad program on which the student is participating.
- Service-learning incorporates a broad range of activities. Examples of appropriate service-learning activities under this program could include, but are not limited to, such things as public presentations, musical or artistic performances, and volunteer work.
- A student's home institution will select students to receive these travel grants. Institutions will design and administer their own processes for selecting students under this program.
- Institutions will issue payment to their own students selected for participation in this program. Institutions will be responsible for processing all appropriate payment forms, maintaining proper documentation of expenses, etc.

Procedures for Requesting Matching Funds in Program C

To request matching funds for Regents Global Ambassador Travel Grants:

- Institutions can request matching funds simply by sending a letter or e-mail to Sue Sugarman indicating (1) the total lump sum which they are prepared to invest in this program, (2) the total sum of System matching funds requested, and (3) the projected number of awards and estimated dollar amounts per student. It is not necessary to identify individual award recipients in making this initial matching funds request.
- The System Office will entertain requests for matching funds in this program at any time (so long as any System funds are available). To promote the equitable distribution of funds, It will make initial FY03 allocations on February 15, 2003. It will make initial FY04 allocations on April 15, 2003.
- At the end of each fiscal year, institutions must provide an accounting of the funds expended under this program in a report listing the following for each travel grant recipient: student's name, social security number, permanent home address, precise amount of travel expenses paid from Regents' matching funds, precise amount of travel expenses paid from institutional funds, nature, location, and date(s) of service-learning activity, country of study abroad, term of study abroad, and duration of study abroad program.
- Initial FY03 funds will be transferred to institutions soon after allocation decisions have been made. Initial FY04 allocations will be distributed in August 2003 after submission of FY03 expenditure reports.

D. Regents Study Abroad Assistantships

Study abroad programs operated by USG institutions may apply for System matching funding in order to offer paid on-site assistantships to USG students. Qualified students admitted to the study abroad program could then be employed as assistants and earn up to \$1,000. We have

reserved funds to support up to 10 of these awards for the remainder of FY03; we expect to fund up to 25 awards in FY04.

- Regents Study Abroad Assistantships are positions designed for qualified, enrolled students to perform a variety of key support roles in program administration, residence life, course research, co-curricular events, and other activities.
- Assistantships may require particular skills and qualifications, depending upon the exact nature of the position's responsibilities. In many cases, non-traditional students may be well-suited for these positions.
- Institutions (and/or the study abroad programs themselves) will design and administer their own processes for selecting students to receive assistants.
- There may be situations where a USG institution does not operate its own study abroad program but still wishes to sponsor one of its students for an assistantship. In such cases the home institution should negotiate with the student's chosen study abroad program to place the student in an appropriate position. The home campus would be responsible for securing the matching System funding and administering payment to the student.
- Study abroad programs operated by two or more USG institutions may apply for assistantship matching funding through any of the participating schools.

Procedures for Requesting Matching Funds in Program D

To request matching funds for Regents Study Abroad Assistantships:

- Institutions can request matching funds for an assistantship simply by sending a letter or e-mail to Sue Sugarman indicating (1) the study abroad program and term for which funds are requested, (2) the general nature of assistantship duties proposed, (3) the total lump sum which they are prepared to invest in this program, and (4) the total sum of System matching funds requested. It is not necessary to identify individual award recipients in making this initial matching funds request.
- The System Office will entertain requests for matching funds in this program at any time (so long as any System funds are available). To promote the equitable distribution of funds, It will make initial FY03 allocations on February 15, 2003. It will make initial FY04 allocations on April 15, 2003.
- At the end of each fiscal year, institutions must provide an accounting of the funds expended under this program in a report listing the following information for each assistantship recipient: student's name, social security number, permanent home address, dates of employment, precise amount of wages paid from Regents' matching funds, precise amount of wages paid from institutional funds, country of study abroad, term of study abroad, and duration of study abroad program.
- Initial FY03 funds will be transferred to institutions soon after allocation decisions have been made. Initial FY04 allocations will be distributed in August 2003 after submission of FY03

expenditure reports.

E. Regents ISEP Grants

- The University System of Georgia is a member of ISEP—the International Student Exchange Program. ISEP is a network of more than 200 universities in over 30 countries around the world.
- As part of the Board's desire for students to participate in longer-term and immersion programs, we are offering Regents ISEP Grants to every USG degree-seeking student who is admitted to a semester- or year-long ISEP exchange. All USG students admitted to ISEP partner institutions will automatically receive a \$500 credit toward the total cost of ISEP fees.
- Institutions are not required to provide matching funds for ISEP grants. System payments on behalf of USG students accepted to ISEP will be made directly to the coordinating ISEP campus upon receipt of an invoice identifying the participating student.

Additional Comments

Several of you have asked whether it is possible for a student to receive more than one Regents award from this new array of programs. This is allowed, although we encourage you to be judicious in supporting one student disproportionately over others. In certain circumstances, however, it may be appropriate to provide a student with more than one type of aid.

It is important once again to emphasize that these are new programs and that not all procedural issues have been anticipated. Some items listed in this memo will no doubt change or evolve as we gain more experience. I appreciate your patience and constructive advice as we work toward fine-tuning these programs in the months ahead to make them work most effectively.

Finally, as we noted at our January 10 meeting, this new set of programs reflects an enhanced level of commitment from the Board of Regents to support study abroad. The expanded array of financial assistance programs will allow us to support more students and in more creative, different ways than ever before. Programs have been designed to broaden the availability and types of resources that can be used to help students pay for the costs of study abroad. They provide institutions with a great deal of flexibility in finding ways to assist students, even at the last minute or in special circumstances. Thanks to each of you for your investment of time and energy over the past months to help bring these programs to fruition.

Enclosure

E-mail version sent to SCIE & SAC membership 3 February 2003

Paper copy with enclosure mailed 4 February 2003

Cc (paper copy only): Daniel S. Papp, Senior Vice Chancellor
Frank A. Butler, Vice Chancellor for Academic Affairs
Chief Academic Officers
Chief Student Affairs Officers