

# UNH Faculty-led, Short-Term Study Abroad Program

## Renewal Form

Please complete this form if the program previously was approved by the College and Education Abroad. If this is a new program that has not been approved, please complete the Faculty-led, Short-Term Study Abroad Program Form & Questionnaire on the Education Abroad website (<https://unh-global.via-trm.com/visitor-programs>).

For additional information, contact Beth Kilinc, 603-862-0128, [beth.kilinc@unh.edu](mailto:beth.kilinc@unh.edu).

### Renewal Form Deadlines:

- October 1 – January Term
- February 1 – Spring break, May, Summer

### Program/Course Details

UNH Course Name: \_\_\_\_\_ UNH Course Number: \_\_\_\_\_

Program Location/s (city/country): \_\_\_\_\_

Program Dates: \_\_\_\_\_ to \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

Number of UNH credits: \_\_\_\_\_ Number of transfer credits (if applicable): \_\_\_\_\_

### Faculty Director Information

Faculty Leader Name: \_\_\_\_\_

College: \_\_\_\_\_ Department \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Campus address: \_\_\_\_\_

### Updated Program Documents

- Attach an updated daily itinerary that identifies all destinations, dates of travel, UNH-sponsored field trips, activities and free time.
- Attach updated course syllabus.

### Leadership & Staffing Updates:

Please describe any changes to the program leadership and/or staffing. Is the faculty leader traveling with the group the same as last time the program was offered? If there will be a co-leader, include name & contact details.

**Host Institution Updates:**

List any changes to the groups and/or people who will be hosting the program.

**Students Updates:**

Describe any changes to the student composition, maximum/minimum number of students, and/or eligibility requirements.

**Logistics Updates:**

Describe program changes or anything that is new or different related to: international travel, local transportation, facilities, meals, and special needs accommodations.

**Health & Safety Risk Factors Updates:**

Describe program changes or anything that is new or different related to: health and safety risks, medical care availability/access, and/or included high risk group activities.

**Emergency Contacts and Plan Updates:**

Please provide updated emergency contacts (US and international mobile numbers for leaders and hosts) and describe any changes to the programs crisis plan or emergency communication plan, including COVID-19.