



ARTS RESEARCH ABROAD (ARA) REQUEST FOR PROPOSALS

The Faculty of Arts invites faculty members to submit a proposal to the Arts Research Abroad (ARA) program for Global Seminars.

WHAT IS THE ARA PROGRAM?

The Arts Research Abroad (ARA) program aims to ensure that upper-level international research courses are accessible to academically qualified students, and that scholarly preparation and aspiration rather than financial means are the deciding factors for student participation. Funded by a generous gift from donors, the Faculty of Arts, and Go Global, the ARA program sponsors advanced research-intensive courses involving international travel. Advanced research-intensive courses are defined as courses that enable students to engage with the research positions and research practices of their discipline. Students work collegially with faculty to produce a potential contribution to knowledge in the field. Accordingly, the defining criterion of advanced research-intensive courses is not that students travel abroad and conduct research, but that students' inquiries in the discipline result in new knowledge that could be shared with others in the field. For example, students could present a paper related to their research at a conference. Alternatively, students could participate in material practice or professional immersion, such as fieldwork, a practicum, or a performance project.

What is the difference between a course with a research paper and an advanced research-intensive course? The main product of a research-intensive course is a paper that one could imagine a student presenting at a conference—most impressively, a graduate student conference or a professional conference, but more likely an undergraduate student conference. The paper is not just an exploration of a topic, arguing a point, but an engagement with current research positions and research practices, contributing to the current conversation in the discipline: people would hear it this way at a conference. Accordingly, the course pays particular attention (or more attention than a non-research-intensive course) to the scholarly audience: how an analysis or finding would be read or heard by the discipline.

Global Seminars (15-20 students)

Courses are typically taught by faculty onsite, at an international location that is related to the course content. In some cases, a portion of the Global Seminar may be taught on campus prior to or after the in-country component of the course.

WHO TEACHES AN ARA COURSE?

ARA courses are typically taught by one or two faculty members, sometimes in partnership with colleagues from international partner universities and organizations.

WHO DEVELOPS AN ARA PROPOSAL?

ARA proposals are developed collaboratively by faculty members and Go Global staff, in consultation with the Associate Dean and with the endorsement of the faculty members' Department Head.



As faculty begin to conceptualize their course, they should contact Go Global staff to discuss and develop their course. As international education professionals, Go Global staff:

- provide support with planning and implementation (e.g., integration of best practices in international education, student recruitment and advising, student safety and risk management, emergency response training).
- assist with financial matters (e.g., budget development, collection of student fees, payment of facility deposits, submission of travel claims).
- provide information about and contacts for international partner universities and organizations.

For Global Seminars, a consultation meeting can be booked with a Go Global staff member. Please contact global.seminars@ubc.ca.

WHERE ARE ARA COURSES TAUGHT?

Locations for Global Seminars and International Service Learning Courses should be determined with student safety in mind. UBC authorizes undergraduate students to travel to destinations that the Department of Foreign Affairs and International Trade Canada designate as regions in which Canadians should “exercise normal security precautions” or “exercise a high degree of caution.” For more information on UBC’s Student Safety Abroad Policy, see www.safetyabroad.ubc.ca.

WHAT DOES THE ARA PROGRAM FUND?

The ARA program offsets the cost to students for participation in an ARA course. Up to 70% of the cost may be offset for academically qualified students; up to 100% of the cost may be offset for academically qualified students who demonstrate financial need (as determined by Enrolment Services). The ARA program does not fund course development costs; faculty salaries; costs related to tuition, textbooks, course materials, visas, and vaccinations; daily meals; or personal expenses incurred by students.

The ARA adjudication committee determines the eligibility criteria for students to receive ARA funding. The eligibility criteria include, but are not limited to: major(s), year of study, campus, a minimum GPA of 70%, and registration in a minimum of 24 credits at the time of assessment. Students who submit an application to participate in an ARA course will be considered automatically for ARA funding. Students who do not meet the eligibility criteria for ARA funding will be encouraged to discuss options with Go Global staff.

WHAT ARE THE RESPONSIBILITIES OF FACULTY MEMBERS WHO ARE AWARDED ARA FUNDING?

ARA courses are implemented collaboratively by faculty members and Go Global staff. Following notification of a successful ARA proposal, responsibilities of faculty members and staff are discussed and documented in an “Essential Tasks Agreement.” Responsibilities include course planning, student recruitment and advising, student selection, facilitation of pre-departure training and return sessions, student safety and risk management, budget development, and financial management.



HOW ARE FACULTY MEMBERS COMPENSATED?

Faculty members must negotiate with their Department Head the contribution of an ARA course to their annual course load.

WHAT ARE THE CRITERIA FOR A SUCCESSFUL ARA PROPOSAL?

A successful ARA proposal must demonstrate that:

- The course meets the requirements of an advanced research-intensive course (as defined on p. 1).
- International activities are essential to the course's learning objectives.
- Course assignments are designed to assist students in developing connections between the course content and their international activities.
- The budget for the course is reasonable in relation to its proposed activities, location for travel, duration, and number of credits; the budget does not contain extraneous expenses for students.
- The Department Head supports the proposal and indicates that faculty are available to teach the course as part of their annual course load.
- The course can be filled with students from relevant disciplines.
- Student safety and risk management have been considered.

ARA proposals are reviewed by a multidisciplinary adjudication committee. Each year, the ARA program expects to support six to seven courses.

HOW DO I APPLY FOR ARA FUNDING?

The following documents should be included in an ARA proposal:

- **Application form entered into the proposal survey:** The application questions are listed below.
- **Nomination letter from Department Head:** The nomination letter should: (a) confirm that the course is an advanced research-intensive course (as defined on p. 1), (b) indicate that the Department Head supports the proposal, and (c) indicate that faculty are available to teach the course as part of their annual course load.
- **Course syllabus:** The course syllabus should thoroughly document readings, research activities, and learning assessments (e.g., assignments).
- **Draft travel itinerary:** The travel itinerary should indicate field visits, research-related service sites, and other important elements of the travel plan.
- **Budget:** The budget should be developed in consultation with Go Global staff. Go Global staff employ budget templates; the budget development process differs for Global Courses. Please include course budgets for 15, 18 and 20 student participants. If requesting fewer students please adjust the budget accordingly.
- **Course Evaluations:** If you have previously taught the course for which you are submitting this application, please include your most recent course evaluation as part of the application.
- **Go Global Proposal Survey:** https://ubc.ca1.qualtrics.com/jfe/form/SV_9FCgtjzMNklujDo



HOW DO I APPLY?

Start by having a short consultation with Go Global by contacting global.seminars@ubc.ca. We also recommend discussing plans and obtaining support from your department head before preparing an application.

Proposals should be submitted to Go Global and the Faculty of Arts Awards Committee, using Go Global's proposal survey at https://ubc.ca1.qualtrics.com/jfe/form/SV_aVI62ytFSVXjoZE.

The application deadline for courses and travel scheduled between January, 2025 and December, 2025, is **July 19, 2024**.

For planning purposes, the complete application questions are listed below.

Before submitting, please discuss your plans with your department or unit head with consideration of:

- Your teaching load
- Minimum course enrolment requirements
- Capacity of the department to support the program
- The department's academic goals
- Viability of student recruitment
- Other programs that may be approved or proposed

WHEN WILL I BE NOTIFIED OF THE STATUS OF MY APPLICATION?

Applicants will be notified of the outcome of the adjudication process in July.

WHO CAN I CONTACT FOR FURTHER INFORMATION ON THE ARA PROGRAM?

For further information on the ARA program, please contact Marcy Caouette, Dean of Arts Office, at arts.awards@ubc.ca.

For a consultation on your Global Seminar plans, please contact global.seminars@ubc.ca.