UC San Diego Global Seminars
2026 Provider Proposal Guidelines

Dear Colleagues,

Thank you for your participation in the proposal process for the summer 2026 Global Seminars. We sincerely value your partnership. If you have any questions, do not hesitate to contact the Global Seminars team. Please note that your proposal should be based on both the general requirements in this memo and the specific program details in the faculty member's proposal.

INSTRUCTIONS

Organize your proposal to follow the order of the topics below. Having your proposal conform to the format of the template on our website streamlines the comprehensive review process because it allows us to compare competitive bids more easily and standardizes the information for the different offices on our campus that must sign off on the decision. Please Include ALL the following services in the cost of the faculty-led study abroad program.

PROPOSAL DETAILS

Program Dates:
Each proposal will specify either summer session 1, summer session 2, or special summer session. If a proposal specifies special summer session, then it will begin at the same time as summer session 1 and continue for eight weeks instead of the standard five weeks.

Students should arrive on the Sunday immediately prior to the first day of the summer session, and student housing should be available then. Students will leave the housing on the Saturday at the end of the session. Faculty should arrive and have housing available on the Saturday prior to the beginning of the summer session (one day before the students). Faculty will leave housing on the Sunday after the session ends (one day after the students). Please clearly list the start and end dates for student and faculty housing in your proposal. UC San Diego Summer Session requires us to adhere as closely as possible to these standard dates. Please contact us if you would like to discuss the possibility of a minor adjustment to these dates for administrative or cost reasons.

Below are the standard dates for the upcoming summer.

Summer Session 1: Monday, June 29 – Saturday, August 1, 2026
- Student housing dates: Sunday, June 28 – Saturday, August 1 (departure day)
- Faculty housing dates: Saturday, June 27 – Sunday, August 2 (departure day)

Summer Session 2: Monday, August 3 through Saturday, September 5, 2026
- Student housing dates: Sunday, August 2 – Saturday, September 5 (departure day)
- Faculty housing dates: Saturday, August 1 – Sunday, September 6 (departure day)

Special Summer Session: Monday, June 29 – Saturday, August 22, 2026
- Student housing dates: Sunday, June 28 – Saturday, August 22 (departure day)
- Faculty housing dates: Saturday, June 27 – Sunday, August 23 (departure day)*

*The current special summer session program includes remote courses, so faculty do not need housing.

DRAFT PROGRAM ITINERARY

Excursions & Lectures:
Include a detailed itinerary of all activities, educational excursions, lectures, guest speakers and any other key details listed in the faculty proposal that accompanies this memo. The exact dates can be updated prior to departure as long as the cost does not change after the contract is signed.

CLASSROOM AND INSTRUCTIONAL FACILITIES

Classroom:
- Classroom facilities for 6-8 hours per week, per course, for a total of 12 to 16 hours of classroom time per week: Most faculty will aim for 12 hours of classroom instruction per week. Specify the location of the classroom(s) and how the classroom(s) are equipped, including projectors, black or white boards, computers, internet access, overhead projector, etc.
- Clearly indicate if the classroom facility is part of a permanent study center with professional on-site staff or if you will be renting temporary space and sending in staff from other areas. If the former, please include a web link with information about your study center.

Facilities:
- Computer lab access: If this is offered, please specify the number and type of computers, along with software packages and the hours of availability.
- Library or other educational and recreational facilities: Please indicate if included and then provide details in the proposal.
- Program capacity typically ranges from 15-28 students. We will consider running a program with as few as 10 students in certain circumstances. If your facilities have a limited capacity, then specify the number of students that can be accommodated.

HOUSING AND DINING

Student Housing:
If there are different types of housing accommodations, please price each separately so we can make an informed decision. Specify the following:
- Residence hall, apartment, hotel, other?
- Where are they located? Which neighborhood(s)?
- Is there a kitchen/kitchenette?
- What type of bathroom (i.e., shared/private) is there?
- Is there Wi-Fi or Ethernet Internet access in the student rooms? Is it high speed and reliable?
- Is there a location where students can study? For example, how many desks or tables are in the actual student rooms? Is there a study lounge in or near the student housing and if so, what are its hours of operation?

- How many students will be housed per room or suite?
- Students must be in a bedroom with their own bed. They may share a bedroom, but we do not approve of students sleeping on beds in a living room for instance, nor do we approve of students sleeping on couches or mats.
- If summer weather is hot, we prefer housing with air conditioning. However, if that is not possible, then please include one fan per student in the rooms.
- All utilities must be included in the program price.
- Specify if there is a refundable housing deposit required and the amount. We strongly favor proposals that do NOT have housing deposits because such deposits create barriers to participation by under-represented students.
- Please ensure that your housing can accommodate the possibility that we will have a gender imbalance (female/male/non-binary) without resorting to having students sleep in the living rooms and without additional expense.
- Can you accommodate gender neutral/gender-inclusive housing options?
- For risk management reasons, do not house our students with those from outside the UC San Diego program. Do not have students share bathrooms with those from outside the UC San Diego Global Seminar.
- Is the housing accessible to students with disabilities?
- Is the housing open to a diverse range of students from racial, ethnic, LGBTQIA+, and religiously diverse backgrounds?
- If a homestay is offered, please indicate the criteria used to screen the homestay families. Is tolerance for diversity included in the criteria, such as acceptance of students who identify as LGBTQIA+, students with disabilities, and students from racially, ethnically and/or religiously diverse backgrounds? For risk management reasons do not include students who are not participants in our Global Seminars program in a homestay with our program's students. All host families should speak some English. If not, please indicate this explicitly in your proposal and contract.
- **Please include photos of the student housing**.
- The housing should conform to the best health and safety practices in the study abroad field. Be sure to include information about **fire safety** such as smoke detectors, fire extinguishers, fire escapes, and fire alarms.

Faculty Housing:
- A furnished one-bedroom apartment for the faculty member near the classroom facilities
- The occupancy date should begin one day before the students are scheduled to arrive and end one day after the final day of the program.
- If possible, please do not house the faculty in the same building as the students. If the faculty must be housed with students, please state this explicitly. This should not be a hotel room, but an apartment with a kitchen, bathroom, living room and bedroom, and laundry facilities. Please be sure to vet the landlord and inspect the apartment in advance so we know that the apartment will be clean, safe, and comfortable.
- If summers are warm, then we ask that the faculty housing have air conditioning.
- The apartment must have reliable and fast Internet access. Specify type of Internet access, e.g., wireless or Ethernet.
- Specify if a spouse, children, or relative of a faculty member may live in the housing and participate in excursions (at their expense of course).
- Include neighborhood location and distance from study center/classroom.

- **Include photos of sample housing.**
- The housing should conform to the best health and safety practices in the study abroad field. Be sure to include information about **fire safety** such as smoke detectors, fire extinguishers, fire escapes, and fire alarms.
- Indicate the approximate timeframe by which student and faculty housing will be secured.
- If the faculty member requests to find alternate housing (e.g., a two-bedroom apartment instead of a one-bedroom apartment), are you able to assist with finding and reserving this accommodation and either charging the faculty member for the difference in cost or including it in the invoice to UC San Diego?

Meals:
- Welcome and farewell meals must be included at a minimum.
- If there is a meal plan, please include that and itemize the price separately. Note which meals are included and the schedule. For example, are weekends included? Some proposals may call for additional meals on excursions. Confirm whether special diets (e.g., vegan, vegetarian, gluten free) can be accommodated.

TRANSPORTATION

Airport Pick-Up/Drop-Off:
Airport pick-up and drop-off must be provided and should be flexible to include multiple arrival and departure times. Our students will not arrive on a group flight. If there is a specific timeframe that student flights must fall within for students to take advantage of airport transportation (e.g. 9:00 am to 5:00 pm), please include it. Be sure that the shuttle van company has a strong safety record.

Transit Pass:
Local transportation for students and faculty must be provided for the entire time the students are in the country. For example, in most cases a local transit pass will be provided. It is not enough to provide an empty transit card. You must include a pass that includes the fares during the entire duration of the program. If a transit pass is not included, please indicate the reason (e.g., the location is walkable).

HEALTH, SAFETY, AND INSURANCE

Emergency Contacts:
- In the event of an emergency or student illness, who will be the contact person between your organization and UC San Diego? Please list the name and contact information of the risk manager (or risk management team) for your organization, as well as all other contacts, titles, and roles of those who will be involved in response to a health and safety incident.
- Include 24/7 health and safety support from professional on-site staff. Is your staff trained to manage a range of health and safety situations, as well as larger crises? Please provide details.

On-Site Orientation:
- Provide a comprehensive on-site orientation, including health and safety as well as cultural adjustment and intercultural learning.
- Does the on-site orientation include topics on risk reduction and mitigation? If so, please describe the topics covered in the on-site orientation. For example, how does the organization prepare students to minimize the risk of sexual assault, harassment, and racist incidents?

Risk Management and Response Plan:
- Please include a copy of your risk management and response plan. How will your organization respond to various situations?
  - Sexual assault: How will your organization respond? Discuss staff training, available resources, and reporting plan for Clery Act and Title IX. Indicate if there is a confidential resource for students to disclose to as well as access to counselors trained to support victims of sexual assault. For context, UC San Diego faculty are not confidential resources and are required to report incidents to the on-site provider, Study Abroad UC San Diego, and the UC San Diego OPHD office. If needed, our students can access remote counseling from our CARE at SARC office, but we would also prefer in-person local counseling if available.
  - Mental health crisis: Describe the resources and response plan.
  - Racist incident: How will you staff respond and provide ongoing support to the student and the entire class? Are prevention strategies discussed during the on-site orientation?
  - Illness/hospitalization: Please indicate the response plan.
  - Behavioral/conduct issue: What are your procedures? UC San Diego also has a Center for Student Accountability, Growth, and Education and would want to coordinate with your organization and the faculty member, especially if the situation is serious, such as in the case of conflict among students and/or expulsion from the program.
  - Injury/death of a student: Please indicate your plans for communication with the university and the family, support for the other students and faculty, and insurance for repatriation of remains.
- Indicate the nearest hospitals and clinics along with contact information. Include this information for the host city as well as for overnight excursions to other cities.

Health Insurance:
- Include international health insurance for all students. Specify the company name and all coverage categories and levels in your proposal. Strong preference will be given to policies with coverage of at least $250,000 ($500,000 preferred) with no exclusion for pre-existing conditions.
- Include the insurance company's policy on payment and reimbursement. For example, do students need to pay up front and then submit a claim for reimbursement?
- Is the insurance active beyond the end of the program for students who elect to travel independently?
- Does insurance cover students and faculty with mental health issues, including access to counseling services?

- Please provide a summary sheet of the insurance coverage as part of your proposal packet.

Liability Insurance:
- Specify your organization's liability insurance policy and coverage levels. Your institution must carry at least $2,000,000 of business liability insurance.
- Provide a certificate of insurance naming UC San Diego.

CRISIS MANAGEMENT REQUIREMENTS

Crisis Management:
Crisis management, including response to pandemics, terrorism, war, natural disasters, weapons of mass destruction (WMD), cyber-attacks, and disruptions to key services such as communication, power, and transportation, are key risks. Please indicate how your organization will manage crisis situations involving such risks.

Emergency Communications Plan:
- Emergency communication and response planning and services are essential. All partners must provide a comprehensive communication plan that tracks student travel on weekends and holidays and immediately reports student status to Study Abroad UC San Diego in the event of a crisis situation, e.g., terrorist attack, natural disaster, etc. Indicate how you will communicate with students, family, faculty, and Study Abroad UC San Diego during an emergency.
- How will your organization support students if cyber-attacks disrupt communications, transportation, power, and/or daily activities in society?
- In the event of a catastrophic crisis, such as a war, terror attack, or WMD event (e.g., radioactive fallout), is your staff able to manage the orderly evacuation of our students and faculty, or shelter them in place if evacuation is not possible?
- What program cancellation guidelines do you follow? Some organizations cancel if there is a State Department level 3 or 4 warning, while others are willing to make case-by-case exceptions.

Crisis Refund Policy:
What are the refund policies if there is a global crisis which causes a program cancellation shortly before departure or during the program?

Pandemic Safety Measures:
- Does your organization or the country/municipality where the program will take place have a policy requiring faculty-led participants to be vaccinated for COVID-19? Does your insurance cover student illnesses related to COVID-19?
- Delayed return contingencies:
  o Will your insurance cover the cost of housing if illness or a crisis prevents the student from leaving the country after the study abroad program ends? Examples could include a student who tests positive for COVID-19 or another illness that prevents international air travel.
  o Will your staff be able to assist our students and faculty in an emergency that continues after the formal completion of the program, such as a situation where

international air travel is disrupted by an international crisis and/or cyber-attack? Please provide details.

DIVERSITY AND IDENTITY

Commitment to Equity, Diversity, and Identity:
- UC San Diego has a very diverse student body, and it is essential that our partners abroad be well prepared to serve the unique needs of this population. Please indicate if your staff are trained to deal with issues unique to diverse populations of students, such as those covered by DA Global Access Network and the Forum Standards. Do your pre-departure orientation, student handbook, and on-site orientation specifically deal with issues unique to these diverse populations with emphasis on the unique issues in each country?
- Is your staff trained to provide support for the unique needs of diverse student populations that may encounter including homophobia, racism, discrimination, microaggressions, bias, and issues of cultural adjustment? Please list the services and resources your team will provide for Black, Hispanic (Latinx), Asian-American, Native American, LGBTQ, and first-generation students prior to departure and on-site. Do you offer inter-cultural support to help students navigate issues of identity in the classroom and outside the classroom with fellow classmates as well as the local population?
- Does your organization have a written policy for diversity, including procedures in place to address incidents involving students abroad including discrimination, bias, racial incidents, others. If so, please include it in your proposal documents.

Incident Reporting:
Reporting of incidents against diverse students is very important. Does your organization have a formal system for reporting incidents, and do you compile this data? Will it be provided to UC San Diego?

Accommodation Support:
Are you able to assist and accommodate students with physical disabilities, mental health conditions, and learning disabilities? Please discuss in detail.

Gender Recognition:
The California Gender Recognition Act is now in effect. Does your housing portal give students the option to select non-binary gender, and can your housing accommodate these students?

SUSTAINABILITY

How does your organization support sustainable study abroad programs, e.g. carbon offsets, low or no carbon transportation, as well as energy and water conservation? We welcome your suggestions on how to make the Global Seminar more sustainable based on local conditions.

ADMINISTRATIVE SUPPORT

Online Portal:
- Streamlining administrative processes for students and staff is a high priority. If you have an online application and/or electronic forms for faculty-led programs, please provide a

description, including screenshots. All providers should offer an online portal for students to submit required information and forms through a privacy-compliant system. This system must be adapted for faculty-led participants, rather than including students in the process used for the provider's catalog programs to avoid confusion for our students.

- We will expect providers to follow up with students on missing provider-required information. Please also provide "read only" portal access to the Global Seminars staff or share a copy of the information that students receive in the portal with staff so that we can communicate pre-departure expectations consistently with students.
- Please describe your organization's policies and procedures to comply with the General Data Protection Regulation (GDPR), the California Consumer Privacy Act (CCPA) and other similar laws. Highlight your best practices in data privacy. What type of student data is collected? How long is student data kept by your organization? How is it stored? For what purpose is it used?

Pre-Departure Orientations:
Pre-departure orientations will typically occur in April or May. We strongly encourage participation by a member of your staff by Zoom. We can also use a pre-recorded presentation, though this is not ideal.

Student Handbook:
Please prepare a student handbook (electronic format is fine) with copies for Study Abroad UC San Diego staff. The handbook must be ready no later than April 1 prior to the start of the program so that we can use it in pre-departure orientations. Be sure to include instructions for students whose flights are canceled or delayed, lost luggage, and directions for independent travel to the student housing if they arrive too late for the airport pick-up.

PROGRAM COSTS, BILLING, PAYMENT, AND FINANCIAL POLICIES

Program Cost Price Breaks:
Include the program cost for students, including price breaks based on enrollment levels if applicable. For example, price breaks for 10-14 students, 15-18 students, 19-23 students, and 24-28 students.

Cost Inclusions:
- Include all excursion-related costs, such as tickets, guides, and transportation. Also include your costs to arrange the excursions. Consult with the Global Seminars team if you have questions about the list of excursions. We may revise the list considering the overall program cost, so please be ready to detail the cost of individual excursions should we need to reduce the cost of the program. We expect that a member of your staff will accompany all excursions. This should be explicitly included in your program price.

- We require the price to be quoted in US dollars and to have a fixed price guarantee. After the contract is signed, no price changes will be allowed without prior consultation and approval by Study Abroad UC San Diego.

- If there is an additional cost for single rooms to prepare for the possibility of an odd number of female, male, and/or non-binary students, please note the extra fee in this section.

Payment and Enrollment Deadlines:
- Our recruiting and enrollment period runs from fall through March 1. Occasionally we have late applicants. What is the latest date your organization can accept late applications?
- Indicate your payment policy and deadlines. We will give strong preference to providers who will accept one payment all at once. We prefer one payment at 60 days prior to the start of the program. Your organization will need to plan well ahead to give UC San Diego time to process invoices, including any deposits or down payments. UC San Diego has a lengthy payment process, so please be flexible. Under no circumstances will UC San Diego provide any down payment earlier than the spring before the summer program. Once a provider is selected, they will be required to use the UC San Diego PaymentWorks invoice and billing system. We will provide information on how to access this system by email once the program has met the minimum enrollment level.

QUALITY ASSURANCE

Financial Strength:
Please provide evidence of financial strength and stability. We must be assured that a study abroad provider has the stability to carry through on its commitment to run the program. We do not wish to cancel a program because of the financial weakness of the study abroad provider.

References:
If you have run faculty-led programs in this location, please provide information about them, including references from the university that sponsored the program.

Master Services Agreement:
- All partners must have a current signed Master Services Agreement (MSA) with UC San Diego. A template is attached unless we have an existing MSA with your organization. Since UC San Diego is a California institution, litigation cannot occur in other jurisdictions. Please do NOT list courts in another state. Do not list legal issues in the contract. Those are exclusively for the MSA.
- Please use "The Regents of the University of California, on behalf of the University of California San Diego" in your proposal/contract. Also, our abbreviation is UC San Diego rather than UCSD.

COMPREHENSIVE PROPOSALS AND THE BIDDING PROCESS

- Your proposal must include all the above requirements. If we select your bid and go to contract, the contract will include all these requirements. If the contract does not specifically list them, we will still expect them to be included in the final cost, so please do not miss any of these points. By submitting a proposal and contract, the provider assumes all responsibility for providing these services.

- We strongly recommend that your proposal follow the structure of this memo to improve accuracy and completeness. Be sure to add page numbers at the bottom of each page of your proposal to better facilitate edits and revisions.

- *This is a competitive bidding process.* All selected bids will be revised through a collaborative process facilitated by our office and will include your organization and the faculty member. Please be aware that there is an extensive approval process that all contracts and payments must go through at UC San Diego. All contracts will be reviewed carefully before being signed by our Senior Director of Strategic Global Initiatives, and all contracts will also be reviewed by UC San Diego Procurement.

Thank you in advance for participating in the UC San Diego Global Seminars program. As you prepare your proposal, please contact the Global Seminars team if you have any questions along the way. You may also feel free to contact the faculty, but the designated coordinator and I must be copied on all correspondence without exception.

We look forward to reviewing your proposal.

Sincerely,

Tonia J. Pizer

Tonia Pizer
Assistant Director, Program Development
UC San Diego Global Initiatives - Study Abroad