

## **Procedures for Establishing Exchange Linkages with Foreign Universities**

### **Two types of Agreement:**

**Memorandum of Understanding (MOU):** This is a general agreement signed at the beginning of the relationship.

**Activity Agreement:** This is developed subsequent to an MOU and is meant to specify and make very specific arrangements.

### **Rationale for Establishing a Reciprocal Agreement:**

A series of important steps must be in order to create and maintain an on-going exchange relationship with a foreign institution. Collaboration can be achieved in several ways: Faculty or student exchange, exchange of materials, collaborative research, joint academic programming, and shared conference planning on some of the more usual possibilities. Both institutions should have a clear goal and understanding of the others expectation from the relationship, with both having gained. It must be remembered, a linkage and exchange requires substantial commitment of time and energy.

The Center for International Services and Programs (CISP) is responsible for overseeing the process of establishing exchange agreements.

Agreements are normally valid for (5) years; therefore, when developing an exchange relationship, please note faculty involvement is the most critical component in sustaining a successful exchange. Faculty must serve as the academic coordinators, student recruiters, and help monitor exchange.

### **Identify Appropriate Cooperating Institutions and Complete the Worksheet**

The following list outlines areas of inquiry that should be investigated when a linkage is being considered.

Check the Current List of Exchange Agreements to see if one already exists.

In preparation for completing the Exchange Agreement Worksheet (see template), consider the issues outlined below to identify the mutual strengths of the cooperating institution and CSU. (Is it a good Fit?)

- Identify strong academic programs and departments
- Gather student and faculty statistics
- Investigate academic institutes and libraries
- Compare University Structures
- Exchange and Review Catalogues

- Review Web sites
- Describe types of academic programs most beneficial to each institution which could provide for exchange of students
- List faculty and administrators who are interested and committed to the exchange
- Describe possible living arrangement which would exist for faculty/and or students
- Begin to outline potential costs, expenses and resources available
- Is it a realistic to expect reciprocity
- Identify possible limitations
- Become knowledgeable about the Country's Higher Education System
- Does the agreement and activities support the mission of the department?

### **Secure Endorsements for the Agreement:**

The individual needs to go through appropriate departmental approvals. If the activity is impacting curriculum those endorsements should accompany the worksheet. It should then be forwarded to the Dean's Office for appropriate College level approvals. Once there have been both Departmental and College approvals, the Worksheet which would include a description of the expected benefits for the proposed linkage, a brief overview of the partner institution, and contact information of faculty and appropriate administrators at both institutions. Copies of any relevant communication between the CSU and the partner institution should be forwarded to CISP as well as copies of any brochures.

Once all endorsements and information has been received by CISP and Final Agreement is prepared.

### **Approval and Presidential Endorsement of the Agreement**

After receiving the proposed worksheet, CISP will send the agreement for the approval of the President. As soon as the President signs the Agreement, two original sets will be sent to the initiating department to be forwarded to the foreign institution for endorsement. One original set must be returned to CISP. CISP will forward copies to appropriate units on campus.

### **Evaluation and Renewal/Termination of the Agreement:**

CISP in conjunction with the academic coordinator will review each agreement at the end of the fourth (4) academic year and propose whether the agreement should be renewed or terminated. There should be a review of the activities which have transpired and an assessment as to the likeliness of those activities continuing. Key to continuation is the commitment of a faculty member wishing to coordinate the

activities of the program. After a determination has been made a letter communicating CSU's interest will be sent to the appropriate official at the partner institution.