



## **Guidelines for Developing International Partnership Agreements and Initiating International Exchange Programs**

International partnerships and exchange programs may be established with institutions overseas in order to exchange students, research scholars, faculty or staff members. Because of the primacy of students in global learning at KSU, the information below focuses on developing student exchange agreements; however, the principles and strategies are easily adaptable for other types of programs.

### **I. Declaration of Principles**

Partnerships or exchange programs between KSU and overseas institutions are based on the following principles:

1. All international partnership agreements involving KSU or any unit thereof must be signed by the President of Kennesaw State University or in approved cases, by the Associate Vice-Provost for Global Affairs.
2. The international partnership/exchange agreement must support and advance KSU's mission and strategic plan.
3. International partnership agreements must emphasize equality and reciprocity, must lead to mutual benefits, and must advance global understanding.
4. As much as possible, international partnerships should be financially self-sufficient, i.e., KSU students are scheduled to be outbound before or concurrent with hosting the first inbound international student.
5. Overseas partner institutions should be carefully selected based on the following criteria:
  - a. Reputation of the institution in teaching, research, service or outreach
  - b. Quality of potential partner institution's academic and other programs
  - c. Safety at the institution and surrounding region
  - d. Opportunities for grants and contracts to support initiatives
  - e. Access KSU faculty/students will have desired program/curricular offerings
  - f. Support services and programs for visiting KSU faculty/students
  - g. Adequacy of and access to health care services
  - h. Adequacy and quality of housing arrangements, food services, etc.
  - i. Desirability of the location as a study abroad, research or internship abroad site
  - j. Commitment of the partner institution to the partnership
  - k. Partner institution's prior experience with international student exchanges
  - l. The feasibility of sustaining regular and long-term faculty/student participation



## **II. Approval Process**

Anyone interested in starting a new international partnership or exchange agreement (hereinafter called “initiator”) should first contact the Associate Vice-Provost for Global Affairs. In consultation with the initiator’s chair and dean, and with the overseas partner institution, the Division of Global Affairs (DGA) will develop drafts of the International Partnership Agreement (also known as Memorandum of Understanding, MOU or Agreement of Cooperation, AOC) and/or International Exchange Program Addendum. The International Partnership Agreement is a standardized, general agreement between KSU and the partner institution abroad. The Addendum is a specific agreement between KSU and the partner institutions focusing on a specific program or activity. In other words, there may be several addenda under an agreement.

*Before the agreement or addendum is signed, and before students or faculty are exchanged, the initiator must submit to the DGA a completed Routing Sheet, along with the required information and signatures.*

## **III. When to Propose New Partnership or Exchanges Agreement**

International Partnership Agreements and/or Addenda should be approved at least six months before faculty, staff, or students are sent or received. This provides the preparation time for recruiting participants and attending to student admission and immigration issues. As much as possible, faculty exchange should precede student exchange. This helps to create faculty advocacy, a precondition for successful student recruitment and participation.

## **IV. Final Approval and Notification**

DGA is responsible for obtaining final approval from the President. After an agreement is signed, the following steps are followed:

1. The President’s Office will send the electronically signed agreement and/or addenda to the DGA.
2. DGA will send a copy of the agreement to partner institution abroad. Where necessary or possible, the DGA will translate the agreement into the official language of the country of partner institution.
3. DGA will send copies of the signed agreement and/or addenda to the faculty initiator and other campus departments.



4. The department will appoint a faculty coordinator for the partnership once the agreement is signed. Typically, this is the initiator.

#### **V. Responsibilities of the Faculty Coordinator**

1. Serve as the academic advisor for inbound international students on the exchange.
2. Serve as host for exchange faculty from partner institution.
3. Serve as a liaison to the DGA and the Registrar's Office in determining transfer credit for inbound and outbound KSU students.
4. In partnership with the DGA, advise outbound KSU students about completing KSU pre-departure requirements.
5. Serve as a resource to inbound and outbound students for any special problems, needs and concerns.
6. Be available to KSU students to answer questions about the foreign partner institution and its curriculum.

#### **VI. Responsibilities of Dean and Department Chair**

The dean and department chair will give initial approval for the faculty initiator to begin the approval process for a new exchange program. Approval of the dean and department chair implies that the college and department are philosophically committed to the intent and letter of the student exchange agreement and will provide the necessary support to initiate and maintain the program for its duration as stipulated in the agreement.

#### **VII. Responsibilities of the Division of Global Affairs (DGA)**

1. Assist the faculty coordinator in providing services to inbound international students and outbound KSU students who participate in the exchange program.
2. Assist inbound international students with admission process, visa needs, orientation, registration, fee payments, housing, insurance, etc.
3. In partnership with hosting department, assist inbound faculty/staff with visa needs, orientation, housing, insurance, etc.



4. Manage international student exchange accounts for participant and financial balances to assure that adequate funding is available to maintain the exchange.
5. Provide final approval for the number of students to be exchanged annually.
6. Communicate with appropriate personnel at each partner institution and with appropriate personnel in various KSU departments regarding the number of students to be exchanged, special considerations, policy matters and renewal of agreements.

### **VIII. Issues to Consider in Developing Student Exchange Agreements**

1. Balance: International student exchanges must "balance." "Balance" can be defined differently. In all cases, they must take into consideration the number of participants as well as their length of stay. Typically, each partner institution should send and receive the same number of participants for the same amount of time each academic year. In other instances, a larger number of undergraduate students may be exchanged for a graduate student. The sponsoring academic department, school or college at KSU has the responsibility for making the necessary arrangements for covering imbalances if they occur.
2. Outbound students pay the full-time, in-state tuition for the terms of their exchange. This money is applied to cover the cost of inbound visiting students. Likewise, the outbound KSU student does not pay tuition at the partner host institution.
3. If students of unlike academic status are exchanged (for example, undergraduate for graduate students) and there is a cost differential, the student whose tuition exceeds equity is responsible for paying the difference.
4. Certain KSU disciplines are in high demand worldwide. An individual making an exchange should ensure that other KSU departments benefit from those exchanges, and also that KSU students are also participating overseas exchanges.
5. If homestays are to be used by the foreign institution, it should be agreed upon how the host institution plans to screen the families and place students with families.
6. DGA will assist the inbound students in securing on campus housing if desired and depending upon availability at the time of the request. DGA may help with off campus arrangement for inbound student.



7. Inbound and outbound students are required to have and maintain health insurance coverage throughout the duration of their program. Insurance must cover health, repatriation of remains and emergency evacuation. Insurance must be approved by the DGA.
8. All inbound international students will enter USA on a J-1 visa. DGA has the responsibility for preparing the appropriate DS-2019 forms.
9. Inbound students will be admitted to KSU as a non-degree seeking students.
10. Sending institutions must insure that outbound students have the requisite language skills to successfully take courses in the language of instruction of the host institution.
11. Typically, international student exchange agreements are established for up to five years. Six months prior to the termination of the agreement, the DGA and the Faculty Coordinator will review the agreement to determine if it should be renewed.



*ROUTING SHEET FOR*  
International Partnership Agreements or MOU

Initiator of Agreement: \_\_\_\_\_

*(Name of College, Department or Unit of KSU; if initiator is foreign institution, please give name of institution and specific college/department)*

Name of International Institution: \_\_\_\_\_

**Please answer the following questions:**

1. In 200 words or less, describe the foreign institution
  
  
  
  
  
  
  
  
  
  
2. In 200 words or less, describe the purpose and benefits of this partnership agreement to Kennesaw State University
  
  
  
  
  
  
  
  
  
  
3. In 200 words or less, describe how this partnership advances the mission and strategic plan of Kennesaw State University
  
  
  
  
  
  
  
  
  
  
4. In 200 words or less, describe the immediate activities to be undertaken by the partnership
  
  
  
  
  
  
  
  
  
  
5. In 200 words or less, describe the sources of funding (actual or anticipated) for the stated activities
  
  
  
  
  
  
  
  
  
  
6. In 200 words or less, describe the method of evaluating learning outcomes associated with the partnership activities



Signature Page

**KSU Initiator:** \_\_\_\_\_  
*(Print Name)* *Signature* *Date*

**Department Chair:** \_\_\_\_\_  
*(Print Name)* *Signature* *Date*

**Dean:** \_\_\_\_\_  
*(Print Name)* *Signature* *Date*

Send the Routing Sheet, Memorandum of Understanding (before signing), and all other documents associated with the partnership to:

**Dr. Sheb True**  
Interim Associate Vice-Provost for Global Affairs  
Division of Global Affairs  
MD #0104

**Associate Vice-Provost for Global Affairs:**

\_\_\_\_\_  
*(Print Name)* *Signature* *Date*