



Guidelines for Developing International Partnership Agreements and Initiating International Exchange Programs

Responsibilities of Involved Parties

Responsibilities of the Faculty Advisor

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 Division of Global Affairs (DGA) and to the Registrar's Office in determining transfer credit for inbound and outbound KSU students.
4. In partnership with DGA, advise outbound KSU students about completing KSU predeparture 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.

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.

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.