

# College of Engineering International Student Exchange/Study Program Development and Approval Process

**Preface:** Since the College of Engineering strives to be the leader in providing international opportunities to its students, the COE wants to encourage the development of high quality, successful student exchange and study programs. In this spirit, the program development and approval process outlined below has been developed. Engineering International Engagement (EIE) staff are available to help prospective program coordinators develop programs that will be successful, and this process is intended to help guide these types of efforts.

**Process:** The process outlined below has several steps. EIE is available to answer questions that arise.

Step 1. Potential program coordinator (initiator) and EIE staff enter into dialogue about the proposed program.

Step 2. In consultation with his/her Department Chair, the Initiator completes the International Partnership Development Form (see below) describing the proposed partnership/collaboration.

Step 3. The proposed program is presented to and reviewed by International Programs Advisory Council (IPAC) and a recommendation is made.

Step 4. EIE develops a draft agreement which is reviewed by Legal Council and the Provost's Office.

Step 5. The draft agreement and IPAC recommendation are reviewed for approval by the Dean's Office.

Step 6. Once approved by the Dean's Office, the official agreement(s) are processed for signature.

## International Partnership Development Form

Initiator Name: \_\_\_\_\_ Department: \_\_\_\_\_

Proposed Program Location(s): \_\_\_\_\_

Type of Program  Exchange  Faculty led  Other: \_\_\_\_\_

Primary Level of students involved:  Undergraduate  Graduate

Primary Student Activity:  Coursework  Internship  Research

In consultation with your Department Chair, please address the following criteria of your proposed program:

1. Value to Department and College (benefit to students, faculty, Department & College):

2. Language of instruction: \_\_\_\_\_

3. Necessity: Is a formal agreement necessary? If so, why?



8. Appropriate social, cultural and safety standards: It is understood that conditions can change over time, but there should be evidence that the partner institution location is safe for students and will continue to be safe in the near future. If possible, consider US State Department travel warnings and advisories several years back. It is important to consider the situation in the region. Additionally, not only country level considerations should be taken into account, but also the condition at the specific institutional site, as safety conditions can be site-specific.

9. For new programs, there may be strategic reasons for giving priority to establishing a program. (e.g. rapidly emerging economy, where we want to be ready to send students in a few years.) Please indicate any strategic reasons for approving this proposal.

Initiator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_