**Note:**  Before submitting this proposal, please:

1. Review the How to Establish a New Affiliation or Exchange, available here: <http://www.colorado.edu/oie/internationalization-cu/how-establish-new-affiliation-or-exchange> and
	1. meet with Office of International Education (OIE) staff as indicated in the document.
	2. If you have questions as you gather this information, please feel free to contact Cloud Baffour, Exchange Program Manager in Education Abroad at Baffour@colorado.edu or 303-492-4456.

Thank you!

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**Your name:**

**Title and Department:**

**Phone:**       **Campus Box:**

**Email:**

**Location and objectives of the exchange**

1. **Proposed partner institution:**

Name:

Location:

1. **Who will this exchange serve?**

**CU-Boulder students**

🞏 Undergraduate students

🞏 Graduate students

🞏 Both

**Host University students**

🞏 Undergraduate students

🞏 Graduate students

🞏 Both

1. **Partner institution's web site:**

1. **What are the strengths of this institution?**

1. **Conversations with the partner institution:**

Do you have a history of collaboration with your colleague(s) at this institution? Yes 🞏 No 🞏

**If yes, please explain the nature and depth of this collaboration:**

**Please summarize the content of discussions that you have already had with the partner institution regarding their goals and requirements for the exchange. What are the primary interests of the partner institution in this exchange? Are there academic or programming gaps that this exchange would fill for them?**

1. **Does the partner institution already have active exchanges with other institutions in the U.S.? If so, how many and with whom?**  (This helps us determine how prepared they are to host exchange students from U.S. institutions and provide them with adequate support.)

1. **How would this exchange benefit students at CU-Boulder, and how does it fit with corresponding academic programming here at CU-Boulder?**

1. **New exchanges are normally only considered for locations or disciplines that cannot be served by existing CU-Boulder Education Abroad Programs. Please specifically describe which gap this exchange will fill. (If you are proposing an exchange at a location where an existing CU education abroad program already exists, please explain how the exchange meets needs that the existing program does not.)**

1. **Why is this exchange option better than any other potential exchange or study abroad program in this location and/or for this discipline, or is it better?**

**Faculty and Student Support for the Program**

1. **Why are you proposing this exchange?**

1. **Is there broad CU-Boulder faculty support for such a program?** (This is critical for making a program viable, since one of the reasons students cite in their decision to go abroad is faculty encouragement.) **Please attach at least two letters of support for the exchange from your department, school, or college.**

1. Normally new exchanges will only be considered if they can feasibly attract at least 4-6 CU-Boulder students per year. (Exceptions can be made for highly focused disciplines or departments with small enrollments.) Exchanges that are not attracting this number of students after 3 years will be reviewed for cancellation.

**Is there demonstrable interest among CU-Boulder undergraduate and/or graduate students?**

Yes 🞏 No 🞏

**How have you assessed student interest?**

**Please provide an explanation or list of those interests and an estimate of the number of CU-Boulder students from your department/unit who might participate in this exchange each semester.**

**What other CU-Boulder departments are interested in sending students on this exchange and how many might they send each semester?**

1. **How many students will the partner institution likely send to CU-Boulder each semester/year?**
2. **What kind of support is there for keeping the exchange going for the next 5-10 years?**
3. **Please indicate the faculty member (and his/her contact information) who will serve as advocate and liaison for this exchange program:**

**Academic Details**

1. **What academic disciplines would our students be able to study there?**

1. **What academic disciplines would the incoming students wish to study here?**

1. **What support can your department provide for incoming exchange students?**  (Incoming exchange students face issues with course pre-requisites, registration blocks on certain courses, upper-division course enrollment restrictions, wait-lists, etc. Academic Advisors are often not able to resolve these issues, despite their best efforts.)

1. **Will our students be taking regular classes at the host institution or courses for foreigners?**

1. **In what language would students be studying? If a language pre-requisite is necessary, what should it be?**

1. **How is student work evaluated (e.g. one exam per course; multiple papers, etc.) and what is the grading scale? How many credits are host institution courses generally worth (in CU credits)?**

1. **At what level are courses offered at the host institution (lower-division, upper-division, graduate)?**

1. **Does the institution issue a transcript showing all coursework completed and grades obtained?**

**Nature of the exchange**

1. **What is to be exchanged (for example, tuition, fees, room and board, course fees, etc.)?**

1. **What compelling reasons exist to support the idea of an exchange rather than sending CU-Boulder students to the host institution without offering reciprocity?**

1. **What is the academic calendar at the host institution (when do classes begin and end)? How is the academic year structured (i.e. semesters, quarters…) and which terms may our students attend?**

**4. For which terms would their students be coming here (fall, spring, academic year)?**

1. **When do you envision the exchange would begin?** *Please keep in mind that it can take up to an academic year for contract negotiations to be completed and for administrative processes to be put into place to manage the exchange. For students, the deadline to apply for fall/academic year programs is typically March 1. The application deadline for spring programs is typically October 1. Some exchanges could require even earlier deadlines.*

**Program Logistics**

1. **Does the partner institution have an international student office that will assist CU-Boulder students?** Yes 🞏 No 🞏

**If yes, please provide a link to their website:**

1. **Is the partner institution willing to have a non-exchange study abroad agreement with us in addition to the exchange agreement?** Yes 🞏 No 🞏

**If so, what would the students have to pay in tuition and fees for a semester?**

**Note:**  Such an agreement would allow us to send fee-paying students in addition to exchange students. We do have such a possibility for the host institutions students who wish to study at CU-Boulder when we don’t have enough exchange places for them.

1. **Does the host institution provide an on-site orientation?** Yes 🞏 No 🞏

1. **What kind of housing is available to our students? What services are provided with the housing and how much does it cost? What is the overall cost of living in the host city?**

1. **What health/safety/security issues are there on-site?**

1. **What on-site support is available (for advising, emergencies, housing, etc.)? Does the host institution maintain a 24-hour emergency phone that students can call?**

1. **Does the institution provide extracurricular opportunities such as field trips or a host family program?**

1. **Is the exchange institution familiar with housing options available at CU-Boulder? What type of housing would their students prefer?**

**Fiscal responsibility**

1. We have to pay exchange tuition with real money. Tuition for the incoming exchange students must be paid by OIE in real dollars (giving OIE a large financial liability for each exchange program). We collect the tuition from the outgoing students and use that to pay the tuition for the incoming students.  **However, in the event that there is an exchange imbalance (more students coming to CU-Boulder than going to the host institution or vice versa), how will you and/or your department, school, or college assist OIE in restoring a balance?**

Please note that new exchanges that are not attracting enough CU-Boulder students (at least 4-6 students per year) ***will be considered for cancellation*** after being offered for 3 years. Exchanges may also be considered for cancellation due to administrative difficulties, problems with academic integrity or offerings, or other issues. OIE will review programs after 2 years and communicate concerns to relevant CU-Boulder departments/colleges.

**Contact information**

1. **Assuming that this proposal is approved, who should we contact at the host institution regarding the exchange and what is that person's contact information?**

**Conclusion**

1. **What potential difficulties do you see that might interfere with the smooth and continuous operation of this student exchange?**

1. **Please add any additional comments you might have here:**

**All proposals are evaluated according to:**

* the ways in which the exchange fills a gap in existing offerings
* the ways in which the exchange contributes to the University’s long-term, strategic goals
* the benefits the exchange provides to CU-Boulder students
* the soundness of the proposed exchange relationship and likelihood of its long term success
* the financial risk to CU-Boulder’s Office of International Education
* the staff support available from the Office of International Education and from the relevant academic department/college, as appropriate

**Next step**

* We will contact you about the decision of the Education Abroad Committee.