



Arizona State University

Proposing an International Exchange Program Instructions and Checklist

Arizona State University (ASU) has established a formal proposal process for colleges, schools, chairs, deans and faculty members wishing to develop a semester, academic year or calendar year exchange program with an international institution and ASU. All student exchange relationships and the process to propose are managed by the ASU Study Abroad Office (SAO).

Getting Started

To begin the Exchange Program Proposal process, the faculty/staff member proposing the new program should contact [Shira Burns](#), Assistant Director of Study Abroad, to discuss exchange program ideas. It is also recommended you consult the SAO website for additional details on [proposing new programs](#) and a [list of current exchange programs](#).

While most international exchange programs flourish, many others wither due to lack of intentional planning, departmental commitment, curricular fit, or student interest. Be sure to consider the following* (the SAO can help collect data on any of these topics):

- ✓ **ASU student interest.** Will ASU students be interested in the exchange? Are they interested in the location? It is essential to keep a balance between the numbers of students coming and going on an exchange. How many students that the proposer currently teaches participate on student exchange at ASU?
- ✓ **Curricular “fit.”** Is there curricular support for the exchange? Are the potential host institution’s syllabi available? What are their grading policies, style of instruction? What is their academic reputation? Will ASU students be able to find courses that fit into their major and advance them toward their degree?
- ✓ **Faculty “buy in.”** Is there broad faculty/departmental interest in supporting the exchange? Students require faculty support to go abroad, and the SAO needs support from the entire academic unit to promote the opportunity and encourage students to participate.
- ✓ **Competitiveness/Redundancy.** Are there already established exchanges (or other study abroad programs) in the same country or region? Are similar courses offered? There should be something unique for ASU students that does not already exist within other approved study abroad programs.
- ✓ **Depth of the institutional partnership.** Are there already ties between ASU and the partner institution beyond undergraduate exchange? Or the potential for additional collaboration? Relationships with multiple levels of cooperation can help to support the relevance and success of the exchange in the long-run.
- ✓ **Student services/policies.** What support services does the partner institution offer to visiting students? Do they provide orientation, academic advising, and medical/psychological services? Are the institution’s policies compatible with ASU’s policies? Do they provide or arrange housing for exchange students?
- ✓ **Emergency preparedness.** What are the health and safety conditions in the host city/country? What mechanisms exist to assist students in a time of emergency, and for communicating with ASU?
- ✓ **Cost of living.** How much will it cost for ASU students to live in the host city (i.e. housing, meals, transportation, etc.) What kind of housing is available to students?
- ✓ **Academic calendar.** When does each term begin and end at the partner institution? Is their academic calendar compatible with ASU’s? Can students spend one semester there, or only a full year? Are summer courses available for ASU students to take as part of the exchange?

- √ **Language of instruction.** What is the language of instruction? If not English, do enough ASU students have sufficient proficiency in the host language to make the exchange viable? Or, does the foreign instruction offer a sufficient array of courses instructed in English?
- √ **Exchange balance.** Very often, there is greater interest among students at the partner institution to come study at ASU than there is interest from ASU students wanting to go to the partner institution. In order to make this a reciprocal relationship, how will your department promote the exchange? Can your department and/or the partner institution provide incentives like scholarships, subsidies or flexible course approvals?

***Questions developed by Montclair State University*

Program Proposal Checklist

After meeting with the Assistant Director of Study Abroad, and addressing the key considerations outlined above, the proposer should complete the following steps:

- > Obtain two (2) Exchange Program Proposal forms from the Assistant Director of Study Abroad.
- > Complete the proposal documents in consultation with the SAO.
 - Form #1 is to be completed by the ASU proposer
 - Form #2 is to be completed by the proposed partner institution and returned to the proposer
- > Seek approval of your college dean and school director. The SAO strongly recommends that you meet with the Assistant Director of Study Abroad before seeking approval from your dean and/or director.
- > Submit both Exchange Program Proposal forms to the Assistant Director of Study Abroad.

Program Approval Checklist

After meeting with the Assistant Director of Study Abroad, and addressing the key considerations outlined above, the proposer should complete the following steps:

Once the Exchange Program Proposal forms have been submitted to the Assistant Director of Study Abroad, all proposals are reviewed by the Assistant Director of Study Abroad, the Associate Director of Student Safety and Engagement and the Vice Provost for Undergraduate Education. Once both forms are received, the proposer can expect to hear back within 20-30 days.

- > Once the proposal forms have been approved and signed, the SAO will ask the partner institution for 10-15 syllabi to be sent through the ASU Transfer Credit Guide. The goal is to ensure a good curricular fit for these courses before approving the proposal. If the courses at the partner institution are not equivalent to courses that your students need to graduate, we will need to revisit the viability of the proposed program.
- > Respond with any requested clarification/updates.
- > If the proposal is accepted, the Assistant Director of the Study Abroad Office will collaborate with the Office of General Counsel to write and develop the exchange agreement. The agreement will be signed by the Assistant Director of the Study Abroad Office, your school director and if requested, the Vice Provost for Undergraduate Education. New exchange agreements are initially approved for a three-year term. If the program is successful in reaching its goals, the exchange agreement can be extended for subsequent five-year terms.
- > Assist the [SAO International Coordinator](#) assigned to support the exchange program with the creation of a web brochure page on the SAO website. Though the SAO International Coordinator will create the website, you will be asked to contribute content and to answer any clarifying questions.
- > After the exchange agreement is signed, be sure to schedule information sessions (or other outreach events) to promote the program to students within your college/school.