



# PROTOCOL FOR THE ESTABLISHMENT OF FOREIGN EXCHANGE PROGRAMS

*Approved by the Chancellor's Cabinet (5/15/02)*

## Preamble

In accordance with its mission, the University of Wisconsin-Green Bay values helping students problem solve by drawing upon multiple perspectives. In that regard, the University of Wisconsin-Green supports international educational programs as a desired and important part of the learning environment. The University of Wisconsin-Green Bay currently provides a number of study abroad opportunities to meet the academic needs of its students. This document articulates the institutional steps necessary to initiate a new partnership with a foreign university and defines the implementation process to be followed in the establishment of any exchange program, which would be operated, sponsored and approved for academic credit under the auspices of the University of Wisconsin-Green Bay.

## Host Country Consideration

According to the UW-System Policy Guidelines for the Conduct of International Programs in the University of Wisconsin System, "To promote the free exchange of ideas and knowledge, no restrictions shall be placed on the establishment or maintenance of programs in other countries based on the political, religious, racial, ethnic, or ideological characteristics of a host country or its government."

## Proposal

Any employee of UW-Green Bay interested in establishing a exchange program must draft a brief proposal (3-4 pages) including the following information about the foreign institution:

- Demonstrate/ Indicate how the general Guiding Principles of the foreign institution are in accordance with the Mission of UW-Green Bay.
- Demonstrate/Indicate how the curricula of the foreign institution could be integrated into UW-Green Bay academic programs. Include in this section examples of what coursework completed at the host institution should be reviewed for academic credit at UW-Green Bay.
- Estimate what segment of the UW-Green Bay student population/faculty will be most likely to participate in this exchange program. In this section, the initiator should specify what additional skills UW-Green Bay students/faculty will need in order to fully benefit from the program, such as fluency in a language other than English.
- Identify an academic program/advisor who will be responsible for advising students participating in this program, evaluating credits upon students return, and assisting the Office of International Education in the periodic evaluation and assessment of the program, if established.
- Identify a staff member of the foreign institution who will be our initial contact person and who will assist us in our initial inquiries.

## Implementation of Exchange

Once the proposal document is completed it will be submitted to the Director of International Education.

The Director of International Education will consult with the International Education Committee of Advisors to discuss the feasibility of the proposed exchange. If the Committee members do not reach consensus about the benefits of the exchange, the process ends. If the Board reaches consensus, it will forward a positive recommendation about the proposed exchange to the appropriate Dean.

The appropriate Dean will consider the proposal and meet with the Director of International Education and the initiator of the proposed exchange to discuss any concerns and to request clarification of any aspects of the proposal. The Dean then makes a recommendation to the Vice Chancellor for Academic Affairs. The Vice Chancellor will determine if a site visit is warranted. A site visit will be used to evaluate academic programs and identify potential health and safety concerns for future participants. The evaluation team for this visit will include the initiator of the exchange and at least one member from the Office of International Education. During the site visit, the UW-Green Bay representatives will meet staff from the foreign institution, discuss and visit students' housing, library facilities, and collect any pertinent materials. Site visits will comply with the UW-System General Policy for Travel. The Office of the Vice Chancellor will reimburse the cost for air travel, lodging and meals incurred from the visit. After the visit, a report will be presented to the appropriate Dean to determine whether or not the program should be approved. At this point in the process the foreign institution

interested in establishing a partnership with UW-Green Bay might decide to send a delegation to evaluate our university with the understanding that the process of establishing a formal exchange is not yet completed. All the costs for such visits will be covered by the foreign institution unless otherwise specified by UW-Green Bay administrators. The initiator of the proposed exchange will assist the Office of International Education in hosting this visit.

The appropriate Dean and Vice Chancellor for Academic Affairs evaluate the report of the site visit by UW-Green Bay personnel to determine if an exchange program will be pursued any further.

Upon the decision to pursue the exchange program, the Vice Chancellor in consultation with Legal Counsel will draft the exchange agreement. The Vice Chancellor/Chancellor will determine the appropriateness of an invitation to their counterparts in the foreign institution for the formal signing of the exchange agreement.

It should be understood by all parties involved, that the agreement is not formalized until the Chancellors/Presidents of both institutions have signed the exchange agreement. This agreement should be specific and indicate the beginning of the exchange program, the number of participants, and the obligations of parties involved. This document will have a limited time validity, which may be extended if agreed upon by both parties.