New Student Exchange Agreement Proposal Form

The Office of International Affairs (OIA) serves as a university-wide resource for the access, administration, development and consultation, implementation, assessment and risk oversight of university study abroad programming. We look forward to assisting each Ohio State college reach its study abroad goals through the development of affordable programming that is of high academic quality and curricular relevance.

The new student exchange agreement program approval and development process is designed to promote and maintain the integrity of Ohio State study abroad programming. New student exchange agreements are initiated through submission of this form and all requested materials to OIA. Please note that OIA reviews proposals for risk, feasibility and other aspects of implementation only. OIA approval is always contingent upon appropriate curricular and fiscal approval(s) in the sponsoring college.

Important Information on Student Exchange Agreements

- New student exchange agreements are written for a three-year term.
- At the end of the three-year term, the sponsoring college bears the responsibility for addressing the financial consequences of an imbalanced exchange that is not in Ohio State’s favor. Thus, achievement of exchange balance over the lifespan of the agreement is important.
- The college responsible for authorizing the imbalance is responsible for making up the tuition differential upon the expiration of the agreement. The differential will be calculated as the current in-state tuition rate times the number of incoming exchange students that exceeded the number of outgoing students during the period of the exchange agreement.
- The outgoing Ohio State student on a reciprocal exchange pays Ohio State tuition, and receives instruction at the exchange institution. The incoming student pays tuition at his or her home university, and receives instruction at Ohio State.
- Because the intent of the reciprocal exchange is reciprocity, it is expected that the number of incoming students will equal the number of outgoing students over the life of the agreement.

Please send this form with requested signatures and all required materials to Gretchen Turner turner.368@osu.edu, Office of International Affairs.

Exchange Program Information

Proposed name of student exchange agreement: _______________________________________

Program country: __________________________ Program city: __________________________

Name and website of the exchange institution: _______________________________________

____________________________________________________________________________________

Name, website and contact information for the exchange institution’s office with responsibility for exchange management and administration (if known): ______________________________________

____________________________________________________________________________________
Exchange Program Description

Attach a supporting statement and include relevant documentation that addresses each of the following points.

1. Define the exchange in terms of program subject matter, learning objectives and instructional models.

2. Describe the primary student audience for the proposed exchange and eligibility requirements. Estimate likely student enrollment initially and in subsequent years. Provide a description of the plan to be used for student recruitment.

3. Address how students can apply the credit toward their academic progress and how the program maps to the undergraduate or graduate curriculum of the sponsoring department. Has the coursework been submitted for review through the established curriculum approval process in your college?

4. Provide an overview of the host institution with particular attention to prior experience in exchange management, partner institution facilities and services, logistics, planning and administration.

5. Address issues of health, welfare, safety and security of students in the program environment and in any cities and/or rural environments where the program will take place. (See State Department website for this type of information or consult Dru Simmons, international risk manager for Ohio State.)

6. Provide a draft OIA Program Information sheet for the proposed exchange. Examples can be viewed at oia.osu.edu.

Required Signatures

Through submission of this form and attachments to the Office of International Affairs, the sponsoring college indicates its commitment to develop the program plan and budget.

Department Chair (or designee):
Name: _______________________________ Email: _______________________________
Signature: ___________________________ Date: ________________________________

College Dean (or designee):
Name: _______________________________ Email: _______________________________
Signature: ___________________________ Date: ________________________________

Senior Fiscal Officer (SFO) (or designee):
Name: _______________________________ Email: _______________________________
Signature: ___________________________ Date: ________________________________
Person submitting the Exchange Proposal Form:

Name: __________________________________ Employee ID: ____________________________

Academic Appointment and Department: ____________________________________________

Email: ____________________________ Phone: ____________________________

Department Head:

Name: ____________________________ Email: ____________________________