Guide to Undergraduate International Partnership Programs 2015-16

May 4, 2015

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Process Summary
OSU International Partnership Programs--Undergraduate

This document is an attempt to provide the administrative building blocks for international partnership programs so that academic units have a guide for program development. The guidance provided in this document is for undergraduate programs only. The Graduate School should be consulted for information regarding graduate international partnership programs.

In order for units to have a Partnership Program approved, there is a four-step process which is explained in this summary: Preliminary Evaluation; Exploration and Development; Program Agreement; and Approval Confirmation. This process ensures proper oversight of such agreements.

Step 1: Preliminary Evaluation

Colleges will be asked to submit a preliminary evaluation form to determine whether all principal factors for the development of the International Partnership Program, including whether or not there is sufficient academic and administrative FTE for completion of the program, have been considered. Preliminary Evaluation applications will be submitted online and will be received by a representative from the International Partnership Program Committee. Submissions will need academic unit support prior to submission to the Committee. Once reviewed, proposers will either be requested to submit additional information for consideration or will be granted approval to move to the next step. A representative from the Committee will be assigned to the program proposal to provide administrative guidance and direction. The Preliminary Evaluation Form is available as Appendix A.

The Committee provides feedback and information on the required administrative components needed to successfully fulfill project objectives. The applicant has access to the evaluation and should incorporate feedback received into the full proposal. This means that the Committee does not have veto power over the full proposal. However, faculty members should be aware that Preliminary Evaluations that still have many unanswered questions and do not have full support of the Committee may run into difficulties at the final stages of the review and approval process. The Committee review is not intended to be a roadblock to implementation; rather, it is intended to provide the necessary information faculty will need to develop a successful partnership program.

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1The Committee is responsible for undergraduate program proposals only and will include representatives from the Office of Academic Programs, Assessment, and Accreditation, the Registrar’s Office, a past member of the Curriculum Council, International Programs and an Academic Faculty member.
Step 2: Exploration and Development

Proposals proceeding past the inquiry step will use guided questions for developing a full program. At the undergraduate level, the department must work with the partner institution to ensure that all of the following elements are clearly accounted for in the final Program Agreement document and any information presented to students and/or the partner institution:

- Academic Program Requirements
- Admissions and Credit Articulation
- Enrollment and Student Support Services
- Legal and Financial Information

A visual of the overall proposal development process is outlined in the flowchart attached as Appendix B.

Step 3: Program Agreement (PaCs)

The full proposal is much more exhaustive than the pre-proposal and will draw on the work that has been done in the Exploration and Development Phase.

Once the partnership program has completed all development objectives, the applicant will need to consult with Procurement and Contract Services (PaCs) to write the Program Agreement. This is a legally binding agreement and must be completed in consultation with PaCs. Because each partnership is different, there is not a standard agreement that can be used for each institutional partnership. However, an initial template has been developed and approved by PaCs and is available as Appendix C for undergraduate programs.

Step 4: Approval Confirmation

Once the full proposal has been formally developed and the Program Agreement written, applicants will need final signatory approval of the Academic Unit (Department/School) Chair/Director, Dean of the College and the Senior Vice Provost for Academic Affairs prior to the initial registration of students into the program. This document is available as Appendix D.
Step 2: Exploration and Development Guide 2015-16

Academic units should have an approved pre-proposal and have a framework to build the academic, legal and student support framework for the proposed program agreement. The Exploration and Development Guide is not intended to answer all questions, but rather is intended to provide a solid platform for academic units to have more clarity on processes requiring approval from other campus offices or the OSU Faculty Senate.

Assuming that an analysis of the Strategic and Administrative Alignment and the Partner Institution have been done in the pre-proposal and the necessary pieces are in place in those areas, there is still significant work to be done to develop the program to the extent necessary for approval. This guide is set up to follow the initial exploration and final development in the following areas. The primary administrative office departments will need to consult is listed in bold:

- **Academic Program—Undergraduate**
  - Curriculum Proposal System—Academic Programs, Assessment, and Accreditation (APAA) Office
  - Degree Model—Office of the Registrar
  - Baccalaureate Core Committee—Faculty Senate
  - Curriculum Council—Faculty Senate

- **Credit Articulation and Residency**
  - Credit Articulation—Office of the Registrar and APAA Office
  - Set-up of Courses to maintain Residency—Office of the Registrar

- **Admissions**
  - Determine admission requirements for students from the partner country—International Admissions: Undergraduate
  - Process and Documentation for Admission (same as above)

- **Finances**
  - Budget Models—Office of Budget and Fiscal Planning and Budgets and Fiscal Planning Committee
  - Financial Aid—Financial Aid and Scholarship Office for US students only

- **Student Support Services**
  - Immigration—International Student Advising and Services (ISAS)
  - Health Care and Health Insurance—Student Health Services (SHS)
  - Emergency Response—Education Abroad (US Students), ISAS (International Students)

- **Legal Issues**
  - FERPA—OSU Legal Counsel and/or PaCs
Academic Programs, Assessment, and Accreditation

We have used the terminology “international partnership” program because there are many different models that are used throughout the US and it becomes confusing to have one label for the many types of programs that exist. Academic units should discuss the nature of the undergraduate program that is being developed with the OSU Registrar and the Director of the Academic Programs, Assessment, and Accreditation (APAA) office. These two offices will be key in helping units develop the partnership program. The APAA Office provides information and guidance on all matters related to the academic programs and curriculum of the institution. The APAA oversees the Curriculum Proposal System (CPS). Academic units are required to use the current CPS in order to make certain that all areas of program development have been considered and approved by the appropriate academic units, committees, councils, and administrative offices.

Office of the Registrar

Undergraduate Degree Models

The Office of the Registrar will be the best resource for academic units in determining the kind of degree model which should be used for the proposed process. Academic unit representatives should meet with the Office of the Registrar early in the program development process. Listed below are brief descriptions of the various degree types that can be considered:

Joint Degree: In a Joint Degree, one institution is responsible for recording the degree, but both institution names are on the diploma. An example at Oregon State University (OSU) is the Medical Physics and Pharmacy degrees awarded in collaboration with Oregon Health and Sciences University (OHSU).

Three plus Two Program: In a Three plus Two (3 + 2) model, undergraduate and graduate degrees are awarded at the end of the process. The undergraduate degree can be at OSU and the graduate degree at another institution, or the reverse, the undergraduate degree is at another institution and the OSU degree is a graduate degree. An example at OSU is the OSU College of Liberal Arts Bachelor degree (from participating academic programs) and the Willamette University J.D. law degree. In this example the course completed during the first year of Law School (up to 48 credit hours) is transferred back as the senior year of the participating degree program.

Undergraduate and Postbaccalaureate Program: In this model, the student completes a body of work as an undergraduate (i.e. Physics) and completes additional undergraduate work to earn a Postbaccalaureate degree in a different but complimentary body of work (i.e. Math). A minimum of 36 additional credit hours would be required.
Double Degree: Two degrees in separate but complimentary bodies of work; the degrees must meet the academic rigor and requirements for both granting institutions. A minimum of 36 credit hours are required. Students receive a separate diploma from each of the participating institutions.

Minors, Certificates or Options: Students may also receive undergraduate minors, certificates or options pursuant to OSU Academic Regulations either during or subsequent to the bachelor’s degree. These minors, certificates or options will be listed on the transcript of the degree-granting institution upon approval.

Baccalaureate Core (Faculty Senate)

The Baccalaureate Core Committee met during the 2013-14 academic year to discuss international partnership programs. As a result of these discussions, it was determined that the Committee will review the academic portion of proposals to ensure that students from a partner institution will be completing the equivalent of the Baccalaureate Core that is essential to a degree from Oregon State University. This review will ensure that students from the international partner university have met all standards of the institution.

In recognition of the fact that international universities do not always offer coursework that can be articulated on a course-by-course basis with OSU course offerings, the Baccalaureate Core Committee will accept proposals that demonstrate that learning outcomes have been met for Skills courses (except Writing I and Writing II), and Perspectives courses during the student’s course of study even if there is not a course-by-course articulation possible. OSU Baccalaureate Core courses in DPD, Synthesis, and WIC will need to be taken at Oregon State University. See chart below:

<table>
<thead>
<tr>
<th>Requirements (Credits)</th>
<th>Course(s) Used to Fulfill</th>
<th>Date Completed</th>
<th>Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SKILLS COURSES (15 credits/5 courses)</strong></td>
<td>Writing I (3)</td>
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<tr>
<td></td>
<td>Writing II (3)</td>
<td>[ ]</td>
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<td></td>
<td>Speech (3)</td>
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<td>Mathematics (3)</td>
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<td></td>
<td>Fitness (3)</td>
<td>[ ]</td>
<td>[ ]</td>
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<tr>
<td><strong>PERSPECTIVES COURSES (24 credits/7 courses)</strong></td>
<td>Biological Science w/Lab (4 or 8)</td>
<td>[ ]</td>
<td>[ ]</td>
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<tr>
<td></td>
<td>Physical Science w/Lab (4 or 8)</td>
<td>[ ]</td>
<td>[ ]</td>
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<tr>
<td></td>
<td>Literature and the Arts (3)</td>
<td>[ ]</td>
<td>[ ]</td>
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<tr>
<td></td>
<td>Cultural Diversity (3)</td>
<td>[ ]</td>
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<td></td>
<td>Social Processes and Institutions (3)</td>
<td>[ ]</td>
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<tr>
<td></td>
<td>Western Culture (3)</td>
<td>[ ]</td>
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<tr>
<td><strong>DIFFERENCE, POWER, AND DISCRIMINATION COURSES (3 credits/1 course)</strong></td>
<td>DPD (3)</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td><strong>SYNTHESIS COURSES (6 credits/2 courses)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Contemporary Global Issues (3)
Science, Technology, and Society (3)
**WRITING INTENSIVE COURSES (WIC) (3 credits/1 course)**
Taken in the Major (3)

Note: Classes shaded in orange, must be taken at OSU.

Note: Baccalaureate Core Requirements that are not in a shaded box may be met by learning outcomes if approved by the Baccalaureate Core Committee.

Curriculum Council (Faculty Senate)

In addition to the Baccalaureate Core Committee, the Curriculum Council will also review the proposed partnership program. The review will happen as part of the CPS process.

Credit Articulation and Residency

Office of the Registrar and International Admissions—Credit Articulation

Academic units proposing a partnership program should ensure that all requirements for a degree at Oregon State, including number of credit hours and residency hours, are met. The process for credit articulation requires that course syllabi be provided for every class to be articulated. Classes within the major may be approved by the academic unit proposing the partnership program. Classes outside the major must be approved by the appropriate colleges.

The process for credit articulation normally works slightly differently for domestic and international students. For domestic students on international programs, the Office of the Registrar works with OSU Global Opportunities (OSU GO) on articulation of coursework completed by students in OSU study abroad programs. For international students coming here to OSU to study who are not in an already articulated program, the credit articulation is done by the OSU International Admissions Office. In the case of the international partnership program, it would be best to meet with the Office of the Registrar and International Admissions for preliminary discussions on how best to manage the articulation. Much will depend on the type of program being considered and whether or not students are earning degrees at both the partner and host institutions.

Once a course has been articulated and approved, the coursework will be entered into the Banner Student Information System (SIS) so that verification does not have to be redone each time a student enters the program.

Academic units will need to consider how the advising for these partnership programs can most effectively let students know in advance how many credits will transfer and how many more credits will
need to be taken in order to receive a degree or certificate from Oregon State University. Students who arrive with coursework that has not been articulated will need to bring syllabi with them and the articulation process will need to take place during the time the student is on campus. This is obviously not ideal, and, if there are a large number of students participating in the program, departments may not have the advising staff needed to take care of these issues on an individual basis.

**Office of the Registrar—Residency**

For students participating in these programs (both OSU and partner institution students) to meet residency requirements, the academic unit will need to consult with the Office of the Registrar. Under OSU academic regulations, academic residence is determined by the following:

1. A minimum of 45 of the last 75 credits, or 150 total credits, must be completed while the student is in academic residence at OSU. "Academic Residence" is defined as OSU courses taken as a degree-seeking student of OSU or courses through one of the following approved special programs: Professional degree programs which require that the student enroll in another institution while finishing the bachelor's degree at OSU or during an approved international study program.
2. A minimum of 15 upper-division credits used to meet the preceding residency requirement (1) must be taken in each of the student's majors.
3. Credits earned by special examination for credit (AR 23) are not considered in academic residence.

In order for students to have credits count toward the academic residence requirements, the coursework needs to be set up appropriately within the Banner SIS and will need prior approval from the Office of the Registrar.

The Office of the Registrar will also need to be consulted about student transcripts, records, appeals and other academic regulations. The partner institution will also need to provide clear guidelines for OSU students studying overseas and what guidelines will be in place in these areas. If regulations and requirements are very different, relevant guidelines will need to be developed so that requirements are clearly delineated.

**Undergraduate Admissions**

The academic unit will need to meet with the Office of International Admissions to determine what the admissions requirements for students from the partner institution are. The International Admissions Office will provide the department with materials explaining the application process, documents needed, and required timelines. Most international applicants will require additional time between the actual application and program start date since they will need to apply for a US visa prior to arrival. The academic unit should also discuss whether there will be consideration of any students who have academic records or language scores which do not quite meet the designated standard and what standards will be eligible for secondary review. International students are required to meet minimum language proficiency requirements and if students do not meet these requirements, they will be required to take Academic English coursework until the desired proficiency is met. The academic unit
and partner institution should discuss whether students who need additional English language preparation will be accepted to the OSU program and under what stipulations.

For OSU students seeking to study at the partner institution, the same information on requirements, documents, and timelines should be made available. If US students will be required to participate in classes in the language of the host country, entrance requirements should be clear and the same kinds of decisions regarding language study will need to be made.

**Finances**

**Finance and Administration**

As noted in several places in the inquiry and development process, academic units will need to take a close look at the cost of delivery of these programs. There is a large amount of time needed to establish the academic, regulatory, service and legal requirements initially, and later, there will be FTE needed to advise students. Academic units seeking revenue or a different revenue model for the international partnership program from the OSU central administration will need to write a proposal for approval by the Office of Finance and Administration and the Faculty Senate Budgets and Fiscal Planning Committee that clearly outlines costs associated with the program and how revenue will be used to sustain and nurture the program. In addition, departmental revenue and support for the program will need to be detailed.

In addition to the tuition and revenue question, academic units may also want to consider some of the following questions:

- What financial commitments have been secured from the College Dean or other sources to launch this new program?
- Does the program require substantial investment in FTE or research facilities?
- Will there be scholarships available to domestic and/or international students in the program? How will these be funded and are they sustainable?

**Financial Aid**

OSU domestic students are eligible for federal financial aid for study abroad programs. The Education Abroad office in International Programs can assist academic units with this process. It will be necessary to complete an average cost form for the program which will be reviewed by the OSU Financial Aid and Scholarship office. This will determine the level of financial aid available to the student for the international partnership program. International students are not eligible for federal financial aid.

**Student Support Services**

**Campus Support Services**

International Student Advising and Services (ISAS) and OSU GO within International Programs should be consulted regarding what student services are provided on the OSU campus for international students
and their families, and what the academic unit may want to consider as essential for OSU students studying abroad. Many of these services are already provided on the OSU campus for international students studying on campus including Orientation and Arrival Assistance, Housing Costs and Availability, Immigration Advising and Assistance, and General Resource Support. For domestic students studying abroad, pre-departure orientations, risk management assessments and information on health insurance and living abroad are available.

While student services will vary widely between US and international partner institutions, it will be necessary to understand whether basic support services exist or not. If not, what is the plan to provide the most necessary services and where do students need to go in an emergency? In particular, it will be useful to address with the partner institution what procedures and policies will be in place for non-academic grievances and complaints. Will students at each institution be subject to that institutions’ conduct policies? This should also be part of the final Program Agreement so that it is clear to all participants, faculty, and administration.

Health Insurance and Services

Perhaps one of the most important questions to be answered prior to the establishment of the Program Agreement is what health care services are provided at the partner institution and what insurance coverage will be required so that students are adequately provided for in case of emergency. For international students studying at OSU, there is a current insurance requirement in place and the ISAS office can assist offices in explaining current processes and regulations. The OSU GO office can assist domestic students and academic units in health insurance questions and the Student Health Services Center can offer advice and information about any potential health risks overseas.

Legal Issues

FERPA

FERPA protects the privacy of all “education records” in any medium maintained by Oregon State University. It is important to respect the privacy of students under US law. International laws may be very different and discussions will need to take place with OSU Legal Counsel and the Office of the Registrar to determine how FERPA regulations will be appropriately maintained with an institution of higher education in another country.

Letters of Collaboration and Program Agreements

A legal document will be required prior to finalizing the program agreement. At the beginning of the process, the partner institution may request that there be a Memorandum of Understanding (MOU) or a Letter of Collaboration (LOC) written that documents that each institution will be making a good faith effort to work together. The MOU or LOC are not legally binding and are considered less of an agreement than a statement of intent to collaborate. The template for the LOC are available on the International Programs website: http://oregonstate.edu/international/letters-collaboration-loc
Once all issues have been explored and developed, a Program Agreement will need to be written and reviewed by Procurement and Contract Services (PaCs). As part of the Program Development packet of information (Appendix C) there is a template which departments can use for the MOA, but since each program can potentially be slightly different, it is not possible to provide a template that can be used in all cases. It is best to involve PaCs as soon as there is a viable program under consideration. Program Agreements can take some time to approve and the earlier PaCs has been consulted, the less time that will be needed for program approval at the end of the process.
Step III: Program Agreement Guide 2015-16

Program Agreement

The Program Agreement should describe the major points that have been discussed in this document. Of primary importance are the academic pieces including admission requirements, articulation of credits, degrees/certificates awarded, residency requirements and academic appeals. Of equal importance are the aspects of student support that include how student records and confidentiality will be handled, what academic and personal advising and student support services are available and resources on campus both on a daily basis and in the case of emergency. To obtain information on those services, academic units should engage in discussions with relevant campus units including the Office of International Admissions, Office of the Registrar and International Student Advising and Services. The International Partnership Program Committee can provide guidance and assistance in directing academic units to appropriate staff on campus.

Academic units will need to work with the Procurement and Contract Services (PaCs) office to have a Program Agreement approved. This process can take several months due to a high demand on campus for PaCs approvals. It is recommended that academic units meet with PaCs as soon as the initial approval has been given so that PaCs can offer advice on the Program Agreement. A template for a basic Program Agreement is available as Appendix C. This template is very basic in design and provides only an overview of what an agreement of this type will need to include.
Preliminary Evaluations are designed to provide academic units with a way to thoughtfully evaluate the basic components of the International Partnership being considered and to gain approval for continued exploration of the partnership by the appropriate parties. **Part A** of the pre-proposal asks proposers to investigate strategic alignments, FTE needed to prepare the proposal and run the program, and academic and student services requirements necessary to undertake the partnership. At this stage of the process, the review does not need to be exhaustive but should clearly indicate that the proposer has enough information to make the partnership feasible. **Part B** indicates that the proposer has been able to gather sufficient evidence to make this a viable program and the appropriate departmental, college and administrative offices approve the effort moving forward.

Submit a **complete preliminary evaluation** to the office of the Vice Provost for International Programs for review by the International Partnerships Committee. After review, the VPIP will route to appropriate offices for consideration. The person submitting the proposal should be prepared to meet with university administration in support of the proposal. Please note that it can take anywhere from **6 to 24 months** to successfully initiate a partnership and units are asked to take this into account at the time the pre-proposal is submitted.

The Office of International Programs will answer any procedural questions or direct you to the appropriate office. We also encourage you to refer to the International Programs website at: [http://oregonstate.edu/international/international-partnerships-agreements](http://oregonstate.edu/international/international-partnerships-agreements) for general information regarding international partnership programs.

**Part A Initial Verification and Alignment**

**Academics**

- Is the academic infrastructure such as the academic calendar, credits awarded, degree types, coursework, etc., similar and a good fit with OSU? If not, are both parties willing to work on solutions?
- Are academic regulations and policies compatible?
- How long will the approval and development process take at both institutions? Are they similar?
- Are the learning resources (library, laboratories and other university facilities) comparable to OSU’s, and if not, are there other considerations that would still make this a viable program?
• What are the overall learning outcomes for the program at both institutions and are they compatible?
• Do we have compatible standards for the acceptance and awarding of credit?
• Will students be admitted to an existing program or will a new program need to be established?
• Are the admissions policies and standards of the partner institution similar to OSU’s? Does the partner institution understand what is required for admission to OSU? Do OSU students meet admission criteria at the partner institution?
• Is the number of academic credits required for a degree compatible?
• Has a faculty member at OSU been identified to work with the OSU Office of International Admissions (undergraduate or graduate), the Registrar’s Office, APAA and other relevant offices/committees on program approval and credit articulation?
• Are academic regulations and policies understood by each partner?

**Strategic and Administrative Alignment**

There are currently very few degree-seeking international partnership degree programs on campus. One of the reasons is that they are administratively and academically resource-intensive. Although there is great intrinsic value that these programs bring to our students, campus departments, research collaborations, etc., there is also an increased workload that comes with these programs and departments must also be realistic about the time needed for development and maintenance. When designing these programs, departments must be realistic about the number of students needed to create a successful program, the amount of dedicated faculty time for academic articulation, definition of learning outcomes, proposal submission, etc., and the advising time needed for both incoming and outgoing students.

At the exploration stage, faculty should be investigating the following questions:

• Does the partnership align with the strategic goals of the department and the university?
• Is the partnership sustainable?
• What resources are needed to initiate and develop the program? Who will provide?
• What additional administrative or academic support will be needed now and in the future?
• Who will be responsible for program oversight?
• Have any potential immigration needs/issues been discussed with the International Student Advising and Services office? For example, international students are limited in the number of E-Campus classes that may be taken on-campus in the United States.
• What is the timeframe for establishment of the program?
Partner Institution

Many times the first consideration of a partnership program comes because of personal ties to a partnership institution. The strength of the relationship will certainly be important in moving a significant project forward. In addition, faculty members should be considering the following:

- Is the partner institution internationally accredited?
- Does the partner institution have a comparable reputation in the subject area?
- Is the partner institution complementary in research strengths and resources?
- Does the partner institution have the financial resources to make this a sustainable program?
- Does the partner institution have governing academic and compliance policies that are compatible with OSU policy?
- Does the partner institution have consortia relationships and contract agreements that could generate a conflict of interest or other complications?
- Are there clear roles and responsibilities defined among faculty on campus and at the partner institution?
- Who has decision-making authority and how/when will appropriate individuals be brought into discussions?

In addition, overseas partners may have different expectations of what is involved at each stage and may have different understandings about when a formal agreement has been reached. Make sure that your departmental representatives have done some investigation about the cultural nuances that may be involved. It is advisable to identify a key coordinator from the partner country and to include that individual in all aspects of program development.

Some partner institutions will wish to create a Memorandum of Understanding (MOU) prior to initiation of discussions. (Please note the MOU process is now called a Letter of Collaboration). The MOU/LOC is not required in order to begin working on the program proposal, but some partners may need this to show to their institution overseas prior to commencing work. The LOC does not legally commit OSU to anything other than exploring the possibility of a partnership. Please refer to the International Programs website regarding Letters of Collaboration and to find a sample collaboration document:
http://oregonstate.edu/international/letters-collaboration-loc

Part B Preliminary Evaluation Approval

Departments must verify that the following initial review of program feasibility has occurred. This document will be reviewed by the office of the Vice Provost for Academic Affairs and the Dean of the Graduate School (where appropriate). Once approval has been received, departments may initiate a Memorandum of Understanding (MOU) with the international partner university. Please note that the MOU is different than the final Program Agreement that must be approved.
Academic Unit International Partnership Program Proposal:

Principal Faculty Contact

Campus Address

_____________________________________________ __________________________________________

Academic Unit

Email Address

Partner Institution and Country:______________________________________________________________

Reason for selection of the partner institution:

Type of Program (List all applicable):

- Undergraduate
- Type (Joint degree, certificate, option, etc): ______________________________
- Individual Program
- Group Program (could be used by multiple individuals)
**Brief Program Description:**

[Blank space for text]

**NOTE: Legal/Contractual Requirements**

All dual degree programs require that a formal dual degree program agreement has been vetted by Procurement and Contract Services, the relevant Academic Dean and either the Vice Provost for Academic Affairs (undergraduate programs) or the Dean of the Graduate School (graduate programs) before students can participate. At this stage you don’t need to have this agreement completed, however if you do have a draft agreement, please include it with this document.

I/We verify that the following areas have undergone initial review to determine feasibility of a dual degree partnership between Oregon State University and the international university listed on page one of this approval.

- Strategic and Administrative Alignment
- Credibility and Reliability of the Partner Institution
- Academic Compatibility of Programs and Institutions
- Immigration Considerations
**Initial Signatures**

I/We also guarantee that a full and comprehensive review of the potential partnership, and any final approvals and legal agreements needed to create the program will take place prior to student enrollment.

___________________________________________   _____________
Department Chair, Academic Unit       Date

_______________________________________________________   _________________
Dean, College or Division        Date
Appendix B: Should I just not put this in and refer people to the CPS page?
INTERNATIONAL PARTNERSHIP PROGRAM

TEMPLATE DRAFT—Appendix C

Please note: Sample language included in this template is for an international partnership program involving a program at the undergraduate level. Specific language addressing the type of program, option, etc., will need to be added to the basic language outlined here and adjustments made accordingly.

INTERNATIONAL PARTNERSHIP PROGRAM AGREEMENT

Between

NAME OF ABC UNIVERSITY (COUNTRY)

and

The STATE OF OREGON acting by and through

the STATE BOARD OF HIGHER EDUCATION

on behalf of OREGON STATE UNIVERSITY

THIS AGREEMENT is entered into by and between ABC University of Country, specific academic unit and the STATE OF OREGON, acting by and through the STATE BOARD OF HIGHER EDUCATION, on behalf of OREGON STATE UNIVERSITY (OSU), for its Name of College or specific academic unit, Corvallis, Oregon, USA. OSU and ABC University desire to strengthen and expand the mutual contacts between both Universities.

Whereas, ABC University seeks OSU’s cooperation to establish a type of program for its institution wherein ABC students may earn a degree, certificate, option from OSU concurrent
with earning a (degree, certificate, option) from ABC (the “International Partnership Program”) and OSU is agreeable to provide such an opportunity and, therefore, ABC and OSU will cooperate in an international partnership student program subject to the following guidelines:

1. **Intent**

This Agreement is made between ABC University and OSU to facilitate the smooth transfer of Undergraduate Degree students from ABC to OSU after completion of (specify number of) year(s) of study at ABC. Upon successful completion of all requirements as set by the academic unit and OSU, participating students will receive an Undergraduate (Degree, Certificate, Option) in XYZ from OSU (the “Program”).

The Program is designed for ABC students pursuing an Undergraduate Degree via a non-thesis option. Students will develop a plan of study with the aid of the assigned academic advisor at OSU. Exceptions to this option can be allowed upon approval of the OSU advisor. Students will have the right to select any undergraduate level (400 or below) course that meets the elective requirements. Requirements in the major will be assigned by the academic advisor.

Selected ABC students will matriculate to the Program during the (X) year. Each student is accountable for and subject to all academic policies and standards of conduct as determined by OSU, the OSU Study Conduct and Community Standards office and the Program during the period of study at OSU.

2. **Definitions**

2.1 ‘Home University’ shall mean the university where the student is originally enrolled and intends to graduate, (or where faculty/staff are employed on a full-time, non-temporary basis).

2.2 ‘Host University’ shall mean the university where the student is temporarily enrolled as a Student participating in an international partnership program.

2.3 ‘Exchange Students’ shall mean Home University students studying at the Host University under the condition of reciprocal waivers of tuition; application and registration fees (refer to Article 5. Program Costs, below). Exchange Students will be responsible for University fees for campus services not covered by tuition. *(Use only if tuition will be paid by a remission program)*
2.4 ‘One-way International Partnership Program’ shall refer to a program that only sends students in one direction. For example, OSU hosts students from ABC University but does not send their students in return to ABC University.

2.5 ‘Two-way International Partnership Program’ shall refer to a program that sends students in both directions. For example OSU and ABC University both send students to the program at the partner university.

2.6 The ‘academic year’ at OSU consists of four terms of twelve weeks duration each. The academic year at ABC University consists of (quarters, semesters, terms) of (number of) weeks duration each.

3. Student Participant Mobility

*Please note that the information in statements 3.1 and 3.2 below are sample statements and departments should be prepared to enter their own requirements, IF those requirements are higher than the OSU minimum entry level requirement for transfer students.*

3.1 International Partnership Program (One-Way or Two-Way)

Students from ABC who are admitted into the International Partnership Program will transfer into OSU after completion of a minimum of 36 approved credit hours of appropriate transferable undergraduate level coursework from ABC with a grade point average (GPA) equivalent of 2.25 or higher on a 4.0 scale when transferring, including a C- or better in WR 121 and MTH 111 (or equivalent coursework). To earn an undergraduate degree in (field of study) from OSU a student shall complete all requirements set forth by OSU and the appropriate Academic Unit. OSU undergraduate degree plans of study require a minimum of 180 total credit hours.

3.2 Two-Way International Partnership Exchange Program

Beginning in the academic year XX subject to the terms of this Agreement, ABC University and OSU agree to exchange students each academic year. (*NOTE: If this is an exchange program that will lead to an OSU degree program, additional wording will be needed to outline minimum*)
degree requirements). OSU and ABC will agree on the number of students to be exchanged in any one academic year, not to exceed X students from each University each year. Additional students may be added to the educational program but will be regarded as traditional international students, and be required to pay the full international tuition rate and fees at the Host University.

Where there are unequal numbers of students at either University during any one academic year (as counted in student instruction-weeks), the number of exchange students at each University shall be adjusted to achieve overall parity in the following year(s). In the event of the termination of this Agreement, the parties will attempt to adjust any imbalance in numbers at the end of the agreement term by having the University that has sent the greater number of students providing sufficient exchange placements in any remaining semester(s) to remedy, as much as is practicable, the imbalance in numbers of students exchanged.

4. Application, Admission and Academic Requirements. (Tailor process 4.1, 4.3, and 4.4 as needed.)

4.1 ABC University shall provide OSU with a list of no more than X qualified candidates recommended for admission to the Program. OSU’s Undergraduate Admissions office will review the list of candidates and appropriate documentation to ensure that each meet OSU’s admissions standards and will provide recommendations for admission to Oregon State University.

4.2 Qualified candidates are required to meet English Language Proficiency requirements. ABC University candidates are subject to the most updated requirements for undergraduate students and university requirements, both of which are listed at: http://oregonstate.edu/admissions/international/ug-reqs

4.3 OSU shall admit a maximum of (X) ABC students per year into the Undergraduate Degree in (field of study). Unless otherwise stated herein, admission to OSU will follow the standard OSU procedure for international transfer students, including an endorsement of the student by ABC. Final decision for acceptance of the student into the Program rests with OSU. OSU will decide which courses and how many credit hours will transfer from ABC to OSU to count toward the undergraduate degree. This evaluation process is applicable for each candidate. Transfer credits determined to be applicable for an OSU degree may vary by candidate depending on coursework completed at ABC.
4.4 Admission will be offered for the (X) term(s) only. All admitted students are expected to be self-funded for their OSU education and are subject to non-resident tuition rates. To comply with ABC and OSU procedures, applicants must meet the (X) deadline for consideration. Upon admission, OSU will process immigration documents (1-20) required to obtain the F-1 student visa and will send to applicants after verification of financial documentation. Once the visa is issued the student will be allowed to enter the country 30 days prior to the start date listed on the 1-20.

4.5 Upon completion of the Program requirements, ABC students will receive an OSU’s Undergraduate Degree. ABC is entitled to exercise its prerogative regarding acceptance of OSU coursework toward its own degree requirements.

4.6 The Host University (in this case OSU) has the right to withdraw any student from the program who it determines is not in good financial or academic standing. The Host University will advise the Home University of any such withdrawal from the program.

4.7 Students at the Host University will have all the rights and privileges enjoyed by other students on that campus. The academic requirements of both Universities will be respected, and applicable policies covering matters of academic responsibility and discipline will be distributed to the other party and carefully followed. Students are expected to maintain full-time enrollment and to follow the codes of conduct and policies and procedures of the Host University while participating in the exchange program. Each party reserves the right to withdraw any student from its facilities whose conduct or work is not in accordance with the policies and procedures of the University or is detrimental to others. Each party shall provide an orientation session or materials for students to inform students of the applicable policies covering matters of academic responsibility and discipline prior to the students participating in the Program. Students at the Host University will have a faculty advisor who will serve as their primary point of contact.

5. Program Costs (This section should reflect the agreed on funding model for the Program)

For example, these points are relevant for a one-way dual degree program:

5.1 Participating students will register at OSU at point of study in the Program and all tuition and fees must be paid to OSU.
5.2 Tuition, fees, room and board, books, travel, and other expenses are the responsibility of the student from ABC University. Neither OSU nor ABC will be responsible for the costs of room, board, travel, or other personal expenses (including books), passport, visa and related application or renewal costs. The parties acknowledge that they will require the students to pay these costs.

6. Insurance

6.1 OSU requires non-resident international students to be covered by health insurance which meets the U.S. Government visa requirements, State of Oregon, and OSU requirements. Students must enroll in the OSU International Student Health Plan unless they provide proof of alternate health insurance (OAR 576-025-0020) that meets current OSU requirements and an approved waiver has been submitted. Students who do not submit a waiver, or whose medical coverage is not sufficient to meet the current requirements, will be automatically enrolled in the OSU International Student Health Plan at their own expense.

6.2 Both institutions shall, for the duration of this Agreement, maintain appropriate public liability insurance. Neither OSU nor ABC University assumes any responsibility for costs related to accidents, illnesses, medical evacuation or repatriation.

7. Student Responsibilities

7.1 Students participating in the agreement will be governed by the same regulations and performance standards that pertain to other students at OSU. Students must abide by campus behavior as set forth by the Office of Student Conduct. If the participating student voluntarily withdraws or is dismissed for disciplinary reasons before the end of the program, OSU’s responsibilities will be ended.

7.2 ABC students studying at OSU will be subject to the academic standards of OSU and must remain in good academic standing. Undergraduate Students must maintain a cumulative grade point average (GPA) of 2.00 or above in OSU courses to obtain an OSU degree. OSU reserves the right to suspend, dismiss, or put on academic probation any student whose academic standing warrants such action. OSU will consult with the ABC before finalizing such action. The parties agree that any reimbursement of tuition
will follow the same process as that established in the Academic Regulations for International Students.

7.3 Students will be responsible for securing their own living arrangements. All other debts personally incurred by student during participation will be the student’s responsibility.

8. Legal Indemnities and Policies

8.1 No monetary consideration will be exchanged between the two institutions.

8.2 The parties agree to indemnify and hold one another harmless from any and all claims initiated by participants, their parents, survivors, or agents, arising from any negligent acts or omission on the part of either university or any of their employees. The relationship of OSU and ABC under this Agreement shall be that of independent contractors, and a party shall not be deemed, nor hold itself out as being, a partner or agent of the other party. Neither OSU nor ABC shall be liable for acts of the other, nor shall they be liable for the acts of students participating in the linkage agreement.

8.3 Both institutions subscribe to a policy of equal opportunity and will not discriminate on the basis of race, gender, age, marital status, ethnicity, religion, national origin, or handicap.

8.4 Neither party shall use the other institution’s name or any name that is likely to suggest that it is related to the other institution in any advertising, promotion or sales literature without first obtaining written consent of the other institution.

8.5 All activities conducted under this Agreement must be conducted in accordance with the laws, rules, and regulations applicable to each institution. In the case of OSU, these are the laws, rules, and regulations of the Oregon State University, the State of Oregon and the United States. In the case of ABC, these are the laws, rules, and regulations of ABC and (Country).

8.6 Assignment: This Agreement may not be assigned by either party without the prior written consent of the other party.
8.7 Student Records. The parties acknowledge that many student educational records are protected by the Family Educational Rights and Privacy Act ("FERPA"), and that generally student permission must be obtained before releasing specific student data to anyone other than OSU.

8.8 Force Majeure. Neither party shall be responsible nor liable for any losses arising out of any delay in or interruption of the performance of its obligations under this Agreement due to acts of God, strikes, lockouts, riots, acts of war, terrorism, epidemics, governmental regulations, fire, severe weather conditions, flight delays due to acts of god or other causes beyond the reasonable control of the party so affected at the time such causes arise.

8.9 Counterparts. This Agreement may be executed in counterparts, each of which will be considered an original and all of which together will constitute one and the same agreement, it being understood that all parties need not sign the same counterpart. (This is only necessary to include if the agreement will be translated into a language other than English).

8.10 OSU and ABC and are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

9. General Terms and Conditions

9.1 This Agreement becomes effective on the date of the last signature and shall continue unless otherwise terminated for a period of five (5) years. If the parties mutually agree, the term of this Agreement may be extended for one additional five (5) year period. Such extension of term shall be effective only when made by written amendment and signed by both parties.

9.2 Termination.

i. This Agreement may be terminated by mutual consent of the parties in writing, or by either party with thirty (30) days' written notice to the other party. Students actively participating in the program at the time of termination may continue through the conclusion of the academic term in progress at the time of termination under the terms and conditions of this Agreement at the time of the termination.
ii. OSU may terminate this Agreement upon 30 days' written notice if OSU fails to receive funding, appropriations, limitations, allotments, or other expenditure authority as contemplated by the OSU budget or spending plan and OSU determines, in its assessment and ranking of the policy objectives explicit or implicit in the OSU budget or spending plan, that it is necessary to terminate this Agreement.

10. Roles, Responsibilities, Communications and Notices

XX of ABC and XX from OSU are designated by their institution as coordinators for the Program. Any notices or communications that may be required under this Agreement shall be sent to:

For University ABC:

ABC faculty member
Title
Academic Unit
Address

and…

For OSU:

XYZ faculty member
Title
Academic Unit
College of ABC
ABC Hall
Oregon State University
Corvallis, Oregon 97331-3601
email
Ph. 541.737.

w/copy to:
International Programs
Oregon State University
1600 SW 16th Street, Suite 130
Corvallis, OR 97330
Tel: 541.737.3006

for Notices Only:
Contracts Officer
Oregon State University
Contract Services
644 SW 13th Street
Corvallis, OR 97333-4238
Tel: 541-737-4261
Email: pacs@oregonstate.edu

11. Merger Clause

This agreement constitutes the entire agreement between the parties. No waiver, consent, modification, or change of terms of this agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change if made shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or
written, not specified herein regarding this agreement. OSU and ABC University, by the signature of their authorized representatives, hereby acknowledge that they have read this agreement, understand it, and agree to be bound by its terms and conditions.

On behalf of ABC University

Mailing address

The State of Oregon acting by and through the State Board of

Higher Education on behalf of

Oregon State University

Corvallis, Oregon 97331

United States

____________________________

Title

Date

Principle Faculty contact

Date

____________________________

Title

Date

Dean of Graduate School

Date

____________________________

Title

Date

Dean of College

Date

____________________________

Date

Katie Lanker, CPPB

Contracts Officer, Procurement and Contract Services
To Be Completed after Program Agreement is Signed

The International Partnership Program between Oregon State University and the University listed below has been reviewed by all offices listed below and has received final approval through those offices:

- Office of the Registrar
- APAA
- International Programs
- PaCs

The partnership program will be reviewed every three years from the date of final approval.

Partner Institution and Country:____________________________________________________

OSU Program Contact and Department:_______________________________________________

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