

GUIDELINES FOR ESTABLISHING A NEW BILATERAL RECIPROCAL EXCHANGE AGREEMENT WITH A PARTNER UNIVERSITY

North Park students have access to more than 150 international universities or study abroad programs in 42 countries through the North Park International Office. We are proud to offer a variety of academic options on six of the seven continents, and we believe that there are ample opportunities for students in most majors or minors. It is possible, however, that an academic department may be aware of a need not currently met by our existing study abroad options. In these cases, an academic department or faculty division may want to investigate setting up a new bilateral reciprocal exchange program with a particular university abroad. The following guidelines will assist you in exploring such a possibility.

- There should be ample evidence to support the creation of a new bilateral reciprocal exchange agreement. Any new exchange agreement must be suggested and supported by an academic department.
- Bilateral reciprocal exchange programs are established by a contract which is signed by two university presidents. Terms of the agreement may vary slightly, but involve an exchange of students *in both directions*, meaning that there must be interest on the part of North Park students to attend a particular international university and on the part of students from the international university to attend North Park for one semester or one year.
- The partner university must be in a secure and accessible area.
 - Check <http://travel.state.gov/> to make sure that the country is not on the State Department's "Travel Warning List."
 - Ensure that the university's local region is accessible by air transportation or reputable ground transportation.
- The partner university should have a well-established international office whose staff members are able and willing to interact with the staff at North Park's international office and promote the exchange.

If you are interested in a particular partner university which meets the above requirements, please follow the subsequent procedures:

1. As early as possible, connect with the Director of the International Office to discuss your idea and identify any existing programs with duplicate offerings. Pick up an Exchange Site Request form (attached).
2. Submit your Completed Exchange Site Request form to the Dean of Diversity and Intercultural Programs.
3. Meet with the Dean and the Director of the International Office to discuss your proposal.
4. Complete a visit to the proposed exchange site, accompanied by the Director of the International Office and other administrators as appropriate. Funding for your travel expenses should be covered by your departmental budget.
5. The Directors of the international offices at each university will write up an exchange contract. Upon return, the president of each university will sign the final contract.

EXCHANGE SITE REQUEST FORM

This form is used for proposing a new partner university for the purposes of study abroad exchange. If you are proposing a single-semester study abroad program or a short-term study tour, please use the Off-Campus Program Authorization Form instead.

Your name: _____

Academic Department: _____

Name of College/University with which you want to establish an exchange agreement: _____

College/University Address: _____

International Office contact at College/University: _____

Phone/Email Address for contact: _____

Other contacts at College/University: _____

On a separate sheet, please answer the following questions:

1. Why are you proposing that North Park establish a new bilateral reciprocal exchange agreement with this university? What needs will this partner university meet that are not currently met by North Park University or North Park's already established study abroad opportunities?
2. In what ways will this exchange program support the strategic plan of your department, division, or school?
3. Why are you proposing an exchange partnership in this location? Have you confirmed that the host country is not on the State Department's travel warning list? What is the history of stable governance and safety protocol in the country?
4. What contacts have you established at the international university? Please attach any evidence of reciprocal interest in establishing an exchange agreement.
5. What evidence do you have for student interest in this university? Are all students eligible to apply for exchange studies at this university, or must students be part of a particular major or minor? Is this partner university likely to be of interest to students from any departments other than your own? Is foreign language competency required for admission?
6. What steps have been taken in initiating this exchange agreement? Have you had any conversations with the international university about how many students might be accepted per semester/year or the financial implications of such an agreement?