

Bradley University International Partnerships Proposal Routing and Approval

1. The faculty/staff “champion” (the proposer), with the written support of their College Dean, initiates the process.
2. The proposer completes the proposal form and then submits it to the Office of Global Studies and Initiatives, which coordinates the review and approval process.
3. The Office of Global Studies and Initiatives provides the form to the Director of Institutional Effectiveness. As appropriate, the Director will provide written feedback to the proposer regarding accreditation issues and processes that will need to be considered if the partnership plan moves forward. Following this consultation, the proposer will have the opportunity to adjust the form accordingly and resubmit it in order to move the proposal forward.
4. If the proposal involves sending Bradley students to a partner institution, the proposal will be routed to the Study Abroad Office for approval of the “Campus Life” section. In the case of non-approval, the Study Abroad Office will provide the rationale in writing to the proposer. (Note: requests to add any new Affiliated Program associated with long-term partner organizations and consortia, such as IES, CIEE, and others, can be made directly to the Study Abroad Office and are not subject to the process specified in this document.)
5. If the Study Abroad Office approves the proposal, or if the proposal does NOT involve sending students to a partner institution, then the proposal is routed to the Senate Standing Committee on International Initiatives.
6. If the proposal involves inbound students from the partner institution, the Office of Global Studies and Initiatives will inform the Vice President for Student Affairs and the Vice President for Enrollment Management.
7. The Standing Committee will draw upon its collective knowledge and expertise to evaluate the academic value of the partnership and to provide a recommendation per the criteria set forth in the proposal form. The Standing Committee will provide a detailed rationale in writing for its evaluation of the proposal.
 - A. If YES: The proposal and Standing Committee’s written evaluation will be routed to senior leadership for a final decision.
 - B. If NO: The proposal will be routed back to the proposer with the written evaluation. If the Dean of the proposer’s College still decides to seek approval from senior leadership, the Standing Committee’s written evaluation must be included with the proposal.

APPROVED – FINAL VERSION - 4/5/23

8. The Provost, in consultation with the Vice President for Strategy and Innovation, makes the final decision regarding approval. If the proposal is not approved, the Provost will provide a written explanation to the Dean of the proposer's College.

9. If approved, the formal agreement will be finalized, in consultation with the Vice President for Legal Affairs & General Counsel as necessary.

10. The Dean of the proposer's College will ensure the final, signed agreement is provided to the Office of Global Studies and Initiatives, which serves as Bradley University's official repository for international partnership agreements.

Bradley University International Partnerships Proposal Form

Assistance in completing this form is available through the Office of Global Studies and Initiatives (OGSI). Once completed, please e-mail the form to globalstudies@fsmail.bradley.edu.

The goals of any academic exchange relationship are mutual benefit and sustainability. As such, the purpose of this document is to guide the process of proposing a new international partnership with attention to Bradley University's mission and values, the academic value of the relationship, and the long-term sustainability of the endeavor.

Please note: For partnerships that will involve sending Bradley University students to a partner institution:

- The "Campus Life" section of this form must be approved by the Study Abroad Office.
- The details of the proposed exchange must be clearly defined by the sponsoring unit, Department, or College at Bradley University. Students at Bradley University can attend an Affiliated Program for Study Abroad under the same financial terms as they would attend a tuition exchange partner. Therefore, any unit sponsoring a tuition exchange agreement will need to define why an ongoing exchange relationship is preferable to proposing the institution as an Affiliated Program. The sponsoring unit shall also demonstrate a commitment to making the agreement sustainable.

Please complete the following questions.

Individual Completing this Form: _____

Title: _____

Department or Unit and College: _____

Email: _____

Office Location: _____

Signature of the Dean's Office of the College ascertaining that they support this proposal:

Proposed University Partner (If one specific department or unit of the proposed university partner will be involved, indicate as such.)

Address:

Country: _____

Website: _____

What type of institutional agreement is being proposed? (Check all that apply)

- Memorandum of Understanding (MOU):** The agreement provides a process to highlight a desire between the two institutions to support mutually agreeable goals without specifically committing to any financial, tuition, or other obligations.
- Pilot Exchange Agreement:** An agreement meant to last a limited period before more substantial obligations are made. The intention would be to sign a tuition or faculty/staff exchange agreement after the pilot agreement.
- Faculty / Staff Exchange Agreement:** Reciprocal exchange of faculty and/or staff.
- Affiliated Study Abroad Institution:** An agreement to send Bradley students to the proposed institution to take credit-bearing courses. Bradley tuition rates apply. Tuition costs from the proposed institution are paid by Bradley University. (Note: the approval process specified in this document does not apply when adding a new Affiliated Program offered through long-term partner organizations such as IES, CIEE, SAI, AIFS, CEA, and others.)
- Tuition Exchange Agreement:** An agreement whereby Bradley University students will attend classes at the proposed partner university, and the partnering university will be sending students to Bradley.
- Degree Partnership Agreement:** The goal of the agreement is for Bradley University to bestow an academic degree to students from the proposed institution and may or may not include an articulation agreement (which provides the course equivalencies between the two institutions as well as related academic considerations such as minimum course passing standards).
- Other Activities:** Use this for proposed activities that are outside of the other agreement types such as conference or workshop planning.

**If the proposer has a draft Agreement (contract) document or language at this stage of the proposal, and/or the proposed partner has set forth any requirements for such an Agreement, please attach the draft Agreement or requirements to this proposal.

Brief Overview of the Proposed Agreement: Please provide background information and other relevant details about the proposed partnership that led to this opportunity.

Background of the Proposed Partner

Year the institution was founded: _____

Brief history of the institution:

Is the partner university verifiably accredited by an appropriate third-party agency/organization and the country's equivalent to the Ministry of Education? _____

Does the university have insurance (General Liability and Excess Liability)? _____

Total student enrollment (including undergraduate and graduate if applicable): _____

Goals and Strategic Fit of the Proposed MOU or Partnership

What are the primary motivations or goals for Bradley University to enter into this agreement?

What are the primary motivations or goals for the partner institution to enter into this agreement?

How does this new proposal align with Bradley University's current strategic plan?

Does the partner institution currently have similar agreements with other universities? If so, what are some examples?

Is there potential for developing multidisciplinary initiatives with the partner institution? If so, please describe.

How will the proposed initiative be sustained by a support system existing within the Bradley department/unit/College?

Does the new initiative duplicate or complement any existing ones? If so, please describe how.

What is the timeframe of this proposed initiative?

If the proposal involves Bradley University sending students to the partner institution, and/or the partner institution sending students to Bradley University, when would any such mobility begin and what would be the anticipated number of students over the first five years of the agreement?

Campus Life: Please complete this section if Bradley University will be sending students, faculty, or staff to the partner institution. This section requires review and approval by Bradley University Office of Study Abroad. Please consult U.S. Department of State Travel Advisories.

The proposed partner university must provide the range of resources and services that Bradley's Study Abroad Office would require for any institution accepted as an Affiliated Program. A primary resource for Bradley students attending the partner institution would constitute a dedicated office providing academic support and student services for international visiting students. Such an office provides services including, but not limited to:

- A well-defined, navigable, and responsive application process that includes comprehensive pre-arrival information, visa assistance when necessary, and help for applicants in securing accommodations.
- On-site resources for U.S. and international students during their study, beginning with access to an onsite orientation program on arrival, and including ongoing student support services such as academic advising, resources for medical and mental health issues, resources for sports and recreation, and other host campus facilities.
- Opportunities to engage in cultural and social activities.

Location of primary campus:

Other campuses:

Have you visited the campus? If so, please provide any relevant information.

What support is provided once students are accepted?

Does the university provide an orientation upon arrival? _____

How does the university support students during their semester abroad?

Are medical and mental health services readily available for students? _____

Does the university have an emergency plan for exchange students? _____

Is the university able to support students with learning or physical disabilities? _____

Housing: Please describe the housing options available to students as in on-campus, off-campus, and/or home stay.

What is the average cost of housing per month? _____

The Study Abroad Office is committed to increasing participation for students traditionally underrepresented in study abroad, and a broader University commitment to a diverse and inclusive environment has been the University's first strategic imperative since 2021.

Would students who may have expectations of support in issues related to diversity, equity, and inclusion potentially encounter issues about which we should inform them? If you have no basis on which to comment on this, please state that.

Academic Offerings Please complete this section if Bradley University will be sending students to the partner institution.

Overall, the partner institution should meet resource guidelines required for any program that would be accepted as an affiliated program abroad. The partner institution should constitute a good academic match for Bradley University students. To demonstrate potential compatibility, the sponsoring unit can provide an academic overview of the host institution's academic programs in relation to Bradley's, and identify the demographic of Bradley University students most likely to benefit and participate, including specific majors and minors and Colleges.

How do the academic calendars between the two institutions align?

What disciplines would Bradley University students most likely study at the partner institution?

Are there options for English-based classes or will only local language instruction be available?

Will students enroll in courses along with the partner university's degree-seeking students, or is there a separate program for international students?

What is the plan to recruit Bradley students and/or faculty for this new initiative at Bradley University and at the partner university?

Would there be opportunities for virtual academic collaborations, such as guest lectures or co-taught courses?

In-bound Students to Bradley University Please complete this section if the partner institution will be sending students to Bradley University.

What disciplines would the international students most likely study at Bradley University?

Are students from the partner university sufficiently prepared in English language skills to study in the United States?

What other units will be potentially impacted? (e.g. Student Affairs/Support; Enrollment Management)

Would the agreement involve tuition discounts or packages for in-bound students? If so, please describe.

Do you anticipate that in-bound students would need specific services on campus (e.g. tutoring, housing, etc.)? If so, please describe.