

**New Reciprocal Student Exchange Agreement  
Initiation Request Form  
University of Kansas Office of Study Abroad**

<b>Name of Proposed Partner Institution:</b>	
<b>City/Country of Proposed Partner Institution:</b>	
<b>Proposed Partner Institution Main Website and International Office Website:</b>	<b>Language of Instruction:</b>
<b>Faculty Name &amp; Title:</b>	<b>Department/Unit:</b>
<b>E-mail &amp; Phone:</b>	<b>Today's Date:</b>
<p><b>Rationale for Establishing an Exchange:</b> <i>(Word text boxes can be extended, as needed)</i>  <i>As part of this rationale, please address the following:</i></p> <ul style="list-style-type: none"> <li>• <i>Why is the department interested in establishing this exchange, and what collaborative activities already exist between the department and proposed overseas partner?</i></li> <li>• <i>How will this exchange benefit KU students in ways that are not presently being met through other programmatic opportunities?</i></li> <li>• <i>Are there a significant number of host institution courses in your discipline (or others) available to KU students and in a language in which they will be successful?</i></li> <li>• <i>Are there any additional opportunities open to students in the areas of research or internships?</i></li> <li>• <i>Is your department able to ensure access to departmental courses for incoming exchange students who meet course prerequisites?</i></li> <li>• <i>Has the department been in communication with other affected and/or interested KU units regarding this proposed collaboration?</i></li> </ul>	
<p><b>Please be aware that an exchange must stay financially in balance. In the event of imbalance, the agreement will limit new enrollment for one side until balance is achieved. This is due to the financial limitations inherent in exchange management.</b></p>	
<p><b>Initiating Department/College/School:</b> <i>The Office of Study Abroad asks departments to sponsor exchanges to ensure promotion and viability; however, the most successful exchanges are open to all disciplines. Please note if you are <u>not</u> amenable to a campus-wide exchange.</i></p>	
<p><b>Designated Departmental Contact (Name/E-mail/Phone):</b> <i>This person will serve as the primary liaison to the Office of Study Abroad on matters involving this exchange and as the academic advisor for the incoming exchange students.</i></p>	

**Primary Departmental Contact(s) at Host Institution**

*(Name, Title, Department, Email, Phone)*

**International Office Contact(s) at Host Institution**

*(Name, Title, Address, Email, Phone)*

**This request is approved by:**

**Department Chair** *(Name/Title/Signature)*

**Dean** *(Name/Title/Signature)*

**Director, Office of Study Abroad** *(Name/Title/Signature)*

**Completed forms will be submitted to the Director of Fulbright Programs and International Agreements and the Associate Vice Provost for International Programs at the University of Kansas.**

## **Frequently Asked Questions about Student Exchange Agreements**

### **University of Kansas Office of Study Abroad**

#### **What governs the creation of a reciprocal student exchange agreement?**

Reciprocal student exchange agreements are governed by State of Kansas law (specifically, statute K.S.A. 74-3221) and the Kansas Board of Regents. As they involve the payment of tuition, these agreements must be signed not only by the Director of the Office of Study Abroad, the Associate Vice Provost of International Programs, the Chancellor of the University, but also by the Governor and the President of the Board of Regents. Once signed, a copy of each Reciprocal Student Exchange Agreement is filed with the Office of the Secretary of State of Kansas.

#### **How long are agreements binding?**

A typical agreement has a continuity clause, but with written notice by either party it can be terminated within one year.

#### **Will students outside of the department be able to participate in the exchange?**

For departments sponsoring an exchange, preference in filling exchange spots will be given first to departmental majors, then minors, and then to outside majors. All students must meet the regular OSA or international deadlines and application requirements to be considered for an exchange slot.

#### **Why is Departmental *and* College/School approval necessary?**

This multi-level support helps to ensure:

- programmatic oversight;
- greater awareness of the international activities occurring within a College/School;
- fiscal support of exchange imbalances;
- agreements are academically integrated and not dependent upon a single faculty member for viability.

Overall this process allows programs to be vetted within academic departments according to their teaching and research priorities and strategies for international engagement.

#### **What is the role of the department?**

In sponsoring an agreement, KU departments are asked to:

- actively promote exchange opportunities to KU students;
- proactively review host institution curriculum to pre-identify curricular transferability;
- welcome incoming exchange students, ensure access to departmental courses (permission numbers), find ways to incorporate them into departmental activities & identify an academic advisor to assist them;
- actively welcome international visitors from the partner institution at KU.

#### **What are the administrative and financial “mechanics” involved in maintaining an exchange relationship?**

At the start of the exchange term, KU students pay regular KU tuition & fees (KU campus fees, OSA admin fees, etc.)

When KU students arrive at the host institution, their tuition will be waived by the host. The tuition and fees paid by KU students cover expenses for incoming exchange student tuition and fees at KU. This keeps the costs low for KU students and makes maintaining balance important.

KU students and the international students pay all costs associated with living expenses while abroad (housing, meals, insurance, personal expenses, etc.). Additional Financial Aid and/or scholarships can be requested or applied for to supplement the possible increased costs of living abroad (e.g., to cover airfare, differences in currency valuation, etc.).

#### **What are the total financial commitments a department should consider?**

The potential costs are very low if a program is actively promoted and stays in a healthy balance. Departments are encouraged to consider providing student scholarships to seed new exchanges or to revitalize inactive exchanges.

Likewise, hosting international visitors is an important part of any international partnership. This can be as simple as arranging meetings for visitors, but can also include offering KU mementos, meals or hotel costs, which are frequently reciprocated if KU staff visit partner institutions.

**Are there other study abroad opportunities for KU students to be considered beyond the establishment of a reciprocal student exchange program?**

KU offers many education abroad opportunities, each with its own unique advantages. Some of these can be:

- modified versions of exchanges (e.g. semester incoming for summer outgoing);
- KU faculty-led study abroad programs (spring break, winter break, summer);
- research and internship programs;
- direct enrollment programs;
- student-initiated programs through other U.S. colleges or universities or third party program providers.

**Are there opportunities for international students to attend KU for one semester or academic year outside of the auspices of a student reciprocal exchange agreement?**

International students may elect to study for one semester or academic year as fee-paying students at KU through the Visiting Student Program. For more information, contact Celeste Yaluk, Sponsored Student & Visiting Student Coordinator, Office of International Programs at [celestem@ku.edu](mailto:celestem@ku.edu).

**Are other types of agreements available to departments interested in establishing a relationship with a foreign institution?**

Departments interested in establishing a relationship with a foreign institution might consider an **Agreement of Cooperation** in lieu of a Reciprocal Student Exchange Agreement. Under an **Agreement of Cooperation**, both parties agree to cooperate in joint research and educational activities through the exchange of invitations to scholars and of information and of academic materials of mutual interest. Both parties agree that all financial arrangements necessary to implement the agreement will be negotiated for each project and will depend upon the availability of funds. As these documents do not have financial implications for the University, they are signed only by the Associate Vice Provost for International Programs and the Chancellor of the University. For more information, contact Sue Lorenz, Director of Fulbright Programs and International Agreements, at [slorenz@ku.edu](mailto:slorenz@ku.edu).