

TODAY'S DATE: _____

GENERAL INFORMATION

All reciprocal student exchange agreements (and renewals of existing agreements) must be proposed and sponsored by at least one UHM academic unit -- a college, school, department, or center -- referred to as the **"Coordinating Unit"**. The Coordinating Unit agrees to serve as the "home" of an agreement, and through its appointed representative, the **"Agreement Coordinator"** (typically a faculty, academic advisor, or international programs officer within the Unit), actively collaborates with Mānoa International Exchange (MIX) staff to promote the exchange program to students, evaluate program outcomes annually, and proactively contribute to curriculum integration efforts that help ensure program success (e.g., regularly evaluating partner university course equivalencies, creating degree plans that include an optional international exchange experience, etc.).

INSTRUCTIONS

This form is internal to UHM and should be completed by the Agreement Coordinator in consultation with his/her Coordinating Unit, and MIX, if necessary. Prior to completing this form, please review [Developing an International Student Exchange Agreement](#) at the MIX website and contact MIX staff (uhmix@hawaii.edu) with any questions. The information gathered on this form will serve to document the circumstances leading to the establishment of a new student exchange agreement, or in the case of a proposed agreement renewal, provide the necessary context for evaluating an agreement's outcomes.

THIS IS A PROPOSAL FOR (please indicate one):

- ☐ a NEW student exchange agreement. ☐ a RENEWAL of an existing student exchange agreement.

I. UHM COORDINATING UNIT INFORMATION

Coordinating Unit:

Agreement Coordinator (Name/Title):

E-mail:

Phone: 808-956- _____

II. PROPOSED PARTNER INSTITUTION INFORMATION

Name of Institution:

Chief Executive Officer's Name/Title (agreement signatory):

Administrative Head of International Programs Office

Name/Title:

Address:

Phone/Fax:

E-mail:

Website:

Primary Departmental Contact at Proposed Partner Institution

Name/Title:

Address:

Phone/Fax:

E-mail:

III. BACKGROUND LEADING TO PROPOSAL: Please thoroughly describe the background, history of events, relationships, and contacts leading to this proposal for a student exchange agreement. Be sure to list faculty members at both UHM and the proposed partner institution involved in the discussions.

IV. DESCRIBE THE PROPOSED PARTNER INSTITUTION: Provide as much pertinent information as possible. Brief explanations accompanied by relevant links to more detail on the institution's websites are acceptable but please attempt to comment on each point. Attach a separate sheet of paper if additional space is needed. If available, a course catalog, brochures or other written materials about the institution may also be attached in support of the proposal.

1. *Data and/or qualitative comment on ranking of institution and its departments, within country and/or globally:*
2. *Areas of academic specialization/strength that align with or complement UHM:*
3. *Course lists and/or course search pages which provide access to detailed syllabi (in English, if available):*
4. *Student accommodation available to UHM outbound students:*
5. *Language(s) of instruction:*
6. *Availability of intensive language programs:*
7. *Academic calendar:*
8. *Miscellaneous - cost of living data, health & safety concerns, visa and immigration guidelines, etc:*

V. RATIONALE FOR ESTABLISHING A NEW EXCHANGE: Please answer as thoroughly as possible. In case of renewal, please discuss outcomes of previous agreement and provide rationale for continuation of the exchange program.

1. *How will this exchange benefit UHM students in new ways not presently being met through other [MIX exchanges](#) or [UHM Study Abroad Center programs](#)?*

2. *How does this exchange align with the internationalization goals of your Unit and those of UHM?*

3. *Will there be a sufficient offering of major coursework open to UHM students in a language where they would be most successful? What disciplines at the partner institution would best suit UHM students?*

4. *Outside of coursework for academic credit, are there additional opportunities open to UHM students in supervised research, internships, or other extended learning areas at the proposed partner institution?*

5. *What type of outreach and promotional efforts does your Unit plan to engage in, in collaboration with the MIX office, in order to sustain this exchange relationship?*

6. *A Coordinating Unit is asked to serve as the home for an exchange to help ensure ongoing curricular integration efforts, promotion, and viability, however the most successful exchanges are open to all disciplines. Please note if you are NOT amenable to this institution being promoted as a campus-wide exchange partner.*

VI. UNIVERSITY CONSULTATIONS: Agreement Coordinator, please consult with offices below, as required.

OFFICE OF ADMISSIONS

ALL new student exchange agreements require consultation with the Office of Admissions to determine whether the proposed partner institution is recognized and whether transfer credit will be accepted. All incoming exchange students must meet UHM admissions criteria.

The proposed partner institution ☐ IS ☐ IS NOT recognized by the Office of Admissions as having transferrable credit.

Approved by (Director of Admissions): _____

Signature: _____ Date reviewed: _____

Comments (optional):

INTERNATIONAL STUDENT SERVICES

ALL new student exchange agreements require consultation with the Director of International Student Services regarding visa requirements and services provided for inbound international exchange students.

Approved by (Director of ISS): _____

Signature: _____ Date reviewed: _____

Comments (optional):

AREA/CENTER DIRECTOR

New Agreements in the ASIA/PACIFIC REGION require consultation with the appropriate SPAS Area Center Director (China, Japan, Korea, Pacific Islands, Philippines, South Asia, Southeast Asia) and the Chair of the appropriate language department informed.

Director: _____ Center: _____

Signature: _____ Date reviewed: _____

Comments (optional):

VII. UHM FACULTY SUPPORT: Ongoing faculty support for student exchanges is vital for program sustainability over time. The Agreement Coordinator should identify at least three faculty below (these need not be within the same department/unit as the Agreement Coordinator) who will agree to provide their support for the proposed exchange to the UHM Coordinating Unit, the Agreement Coordinator, and MIX, particularly as it pertains to evaluating partner institution courses for UHM transfer credit and actively promoting the exchange opportunity to students in their classes and the campus community.

- | | |
|-------------------------|-------------|
| 1. Name: | Phone: |
| Department Affiliation: | Email: |
| Signature: _____ | Date: _____ |
| 2. Name: | Phone: |
| Department Affiliation: | Email: |
| Signature: _____ | Date: _____ |
| 3. Name: | Phone: |
| Department Affiliation: | Email: |
| Signature: _____ | Date: _____ |
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VIII. ACKNOWLEDGEMENTS: Agreement Coordinator, please initial to acknowledge the requirements below.

BALANCE REQUIREMENT

All reciprocal student exchange agreements commit UHM resources, most significant of which are the tuition exemptions for inbound exchange students. Therefore, student exchanges must be kept in balance within 1 to 2 student-semesters (a “student-semester” is equivalent to one semester of student enrollment). Otherwise, the agreement dictates limiting new enrollments from the more actively sending institution until the other can rebalance with additional students sent.

_____ *I acknowledge that reciprocal student exchange programs impact University resources and unbalanced exchanges will be limited (within 1-2 semesters) until balance is restored.*

CURRICULUM INTEGRATION REQUIREMENT

UHM students who participate in a student exchange program at a partner institution will earn transfer credit toward their UHM degrees. Therefore, in order for students to make informed decisions about how their participation in an exchange program will impact their degree progress at UHM, it is incumbent upon the Agreement Coordinator, with support from the Coordinating Unit, to lead efforts to integrate curriculum offered at the partner institution with that of the Unit by proactively determining course equivalencies and sharing this information with academic advisors and MIX staff as well as publicizing it on the Coordinating Unit’s website, if possible.

Ideally, initial course equivalencies will be determined as part of the agreement development process and prior to the signing of an exchange agreement. However, before student exchange can begin and no later than three months after agreement signing, the Coordinating Unit and Agreement Coordinator, in collaboration with MIX, agree to produce an initial list of course equivalencies (amounting to a minimum of 30 US semester credits). Furthermore, the Agreement Coordinator agrees to engage in ongoing course evaluations as needed to maintain the exchange.

_____ *I acknowledge that exchange programs award UHM students with transfer credit and therefore the initial and ongoing evaluation of partner institution course offerings is essential to ensuring UHM student degree progress and success of the student exchange.*

IX. ENDORSEMENTS

Agreement Coordinator

As Agreement Coordinator for this proposed student exchange agreement, I agree to serve as the primary liaison with the MIX office on all matters involving this exchange program and to work with MIX office staff to actively support and promote this exchange program.

Name: _____ Signature: _____ Date: _____

Comments:

Dean/Director of Coordinating Unit at UHM

As Dean/Director of the Coordinating Unit for this proposed student exchange agreement, I agree to provide the Unit's support to the above named Agreement Coordinator on all matters involving this exchange program.

Name: _____ Signature: _____ Date: _____

Comments:

**** TO BE COMPLETED BY THE MIX OFFICE ** :**

Upon review of this agreement proposal and supporting documentation, the Manoa International Education Advisory Committee (MIEAC) has recommended:

- ☐ Approval for THREE-YEAR INITIAL TERM
- ☐ Approval for FIVE-YEAR RENEWAL TERM
- ☐ Not to pursue at this time

Comments:

Manoa International Exchange Coordinator

Name: _____ Signature: _____ Date: _____

Assistant Vice-Chancellor of International & Exchange Programs

Name: _____ Signature: _____ Date: _____