



INTERNATIONAL OFFICE

GUIDELINES FOR PROPOSING NEW EXCHANGE PARTNERSHIP

Updated February 2010

The *Proposed Agreement for New Exchange Partnerships* form needs to be completed when making a submission regarding the consideration of a new agreement with a prospective partner institution for a Memorandum of Understanding (MOU) and Student Exchange Agreement (SEA).

Departments should consult with the Exchange Office prior to submitting this form.

Please attach information and other materials as required. Sponsoring departments should complete Section I. The Exchange Office will then complete Section II, and the relevant division, Section III. Completed proposals will be considered at the Internationalisation Committee meeting prior to receiving final approval.

The following criteria should be used when considering a new partner institution:

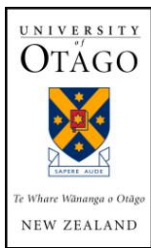
- Faculty linkages
- Quality and reputation of institution;
- Academic match, in terms of course content, range (i.e. disciplines and degrees offered)
- Department and Division commitment to support this exchange and recruit Otago students
- The number of exchanges already established in the country/region of the proposed partner institution and whether the proposed exchange would be sustainable given trends and demand
- Strategic advantage in relation to opportunities for research collaboration and development, and opportunities for full-fee student recruitment
- Language of instruction, e.g. are sufficient courses taught in English if institution is in a non-English speaking country?
- Established exchange office with dedicated staff
- Student interest/appeal ; capacity to exchange 3 to 5 students per year on a sustainable basis
- Opportunities for students (academic, recreational, work, etc); benefits to Otago students
- Affordability; location ; safe and stable environment

General steps when considering new exchange partners:

1. Informal discussion with a member of the Exchange Office
2. Department completes Section I of the *Proposed Agreement for New Partnerships* form
3. Exchange Office completes Section II
4. Documents submitted to the appropriate Division for endorsement
5. Proposal goes to the Internationalisation Committee for approval
6. Formal signed agreement received from partner institution
7. Documentation is sent to the Ministry of Education for approval
8. Institution name appears on our website once approval received from Ministry of Education

Exchange Advisers:

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INTERNATIONAL OFFICE

PROPOSED AGREEMENT FOR NEW EXCHANGE PARTNERSHIP

Section I - Proposed Partner Institution - to be completed by the sponsoring Department

Sponsoring Department	
Sponsor's name:	
Position:	
Department:	
Phone number:	Email address:
Proposed partner information	
Institution's name:	
Location (City):	Country:
Web address:	
Contact person at proposed partner institution	
Name:	
University position:	
Phone number:	Email address:
Address:	
Type of agreement proposed: MOU and Bilateral Student Exchange Agreement (SEA) (tick all that applies)	
<input type="checkbox"/> For undergraduate student exchange <input type="checkbox"/> For postgraduate student exchange <input type="checkbox"/> Restricted exchange with specific Department(s)/Division only: <i>List the Department(s)/Division which proposed exchange would be restricted to and explain why this arrangement would be necessary:</i>	
Background Information <i>(Attach additional pages if necessary)</i>	
History of relationship with proposed partner institution, e.g. when initial contacts were made, by and with whom, collaborative research undertaken, Visits etc.	

Other departments consulted with prior to submission of this proposal (please include letters/ emails of support). The Department of Languages and Cultures should normally be consulted prior to the submission of a new partner proposal where English is not the main language of instruction.

Sponsor Advocacy Statement

Please explain why you would advocate for this agreement. In doing so, please focus on the academic quality, attractiveness to students and potential for research collaboration:

Head of Department:

Signature:

Date:

Once completed please return this form by internal mail to:

Jason Cushen

Manager

Student International Services

International Office