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**Initial Intake Form
for a new Bilateral Undergraduate Exchange**

**Proposed by:**

Name: UVM Department/Unit:

Phone & Email:

Rank/Title (*exchanges involving credit-bearing coursework generally may only be submitted by tenured or tenure-track faculty*):

If different from above, application prepared by:

Name: UVM Department/Unit:

Rank/Title: Phone & Email:

1. Name of proposed foreign partner institution:
2. Location/address (including country):
3. Academic calendar (example, semester, quarter, modules every 6 weeks, etc.):
Website referencing academic calendar:
4. Is housing guaranteed for students at the host institution?
5. I attest that our unit has read and understands the definition on page 2:

Please email this entire document, **with page 1 only completed**, to your Office of International Education (OIE) [study abroad exchange liaison](http://www.uvm.edu/~oies/?Page=newexchangeprogram.html) or to the Director of OIE.

**For internal use only: Transfer Affairs**

Accreditation:

Credit type: Conversion to U.S. credits:

Number of credits per course:

Notes/Questions:

Application to Establish a

**Bilateral Undergraduate Exchange Agreement**

Please submit completed form by email to:

Director, Office of International Education

Kim.Howard@uvm.edu

**What is a UVM bilateral undergraduate exchange program?**
A UVM bilateral undergraduate exchange program is an agreement between UVM and an institution in a foreign country in which tuition waivers are exchanged. UVM undergraduate students pay their UVM tuition and fees or *“exchange tuition”*\* to UVM, leaving those monies for students from the partner institution to use. In turn, the student at the partner institution pays their tuition and fees to their home institution, leaving them for the UVM student to use while that student is abroad. Outbound students from UVM must always be matriculated undergraduate students; inbound students\*\* may be at the graduate level at the home institution, but traditionally they take undergraduate level courses at UVM unless your unit provides space at the graduate level.

*\*Exchange tuition: In-state students pay in-state tuition; out-of-state students receive a tuition discount in order to encourage selection of UVM exchange programs.
\*\*The Graduate College has a separate process for Visiting Graduate Students here for research purposes.*

**PART I: PARTNER INSTITUTION INFORMATION**

**(1) Contacts at proposed institution**

International Office

Contact Name:

Rank/Title:

Phone & Email:

Office Website:

Academic Contact (Dean, faculty coordinator, etc.) at proposed institution:

Name:

Department/Office:

Rank/Title:

Phone & Email:

**(2) Which of the above offices (or other office) at the proposed partner institution is responsible for negotiating the exchange MOU?**

**PART II: EXCHANGE TYPE/PARTICIPATION**

1. **Exchange model**

It is my understanding that this program will accommodate the exchange of undergraduate students on the following model:

\_\_\_ Department-to-department (example: only the Chemistry departments at each of these institutions will be exchanging students)

\_\_\_ Unit/faculty-to-unit/faculty (example: only the UVM College of Nursing and Health Sciences will be exchanging students with the Maastricht University Faculty of Health, Medicine and Life Sciences)

\_\_\_ Institution-wide (example: students at each institution may study at the host university in nearly any discipline offered)

\_\_\_ I don’t know.

1. **Proposed duration of stay (check all that apply):**

\_\_\_ Semester

\_\_\_ Full academic year

\_\_\_ UVM Summer term (*NOTE: Currently, it is not possible to do one-for-one exchanges where students are enrolled in courses during the UVM summer term. Please contact OIE to discuss if this is a desired component*).

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Other populations:**

Undergraduate exchange programs are explicitly designed to send UVM undergraduate students abroad where the UVM student pays her or his tuition to UVM, leaving it for an inbound student, and vice versa. However, there may be a broader mission for the relationship with the partner institution. Please check all that apply if you intend to exchange of the following individuals as part of the larger partnership:

*Outbound*

\_\_\_ UVM graduate students *(Note: In UVM’s current tuition financial model, it is not possible to do one-for-one exchanges where graduate students are enrolled in courses. Graduate students may only participate in research exchanges.)*

 \_\_\_ Faculty

 \_\_\_ Staff/researchers

 \_\_\_ No broader mission planned at this time

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Inbound*

\_\_\_ Partner graduate students

 \_\_\_ Faculty

 \_\_\_ Staff/researchers

 \_\_\_ No broader mission planned at this time

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(4) To your knowledge, are there any related agreements under consideration at UVM with this institution or faculty?** If yes, please provide details, including UVM coordinator for these agreements.

**PART III: BENEFITS TO STUDENTS’ ACADEMIC GOALS**

1. **Objective of exchange program (check all that apply):**

\_\_\_\_ The exchange partner will provide coursework counting for the following **undergraduate** **majors** in **our** department/unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_ The exchange partner provides an opportunity to develop foreign language proficiency.

\_\_\_ The exchange partner provides access to internships/experiential education relevant to the following **undergraduate majors** in **our** department/unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_ Other (explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Language Proficiency Needs**
	1. What is the primary language of instruction at the proposed host institution?
	2. What is the language of instruction of the courses you intend for your students to take to fulfill your major requirements?
	3. If not English, how many semesters/years and/or what level of language proficiency must students demonstrate in order to be successful in their coursework at the proposed host institution?
2. **Viability of transfer credit to above-named UVM major(s):**
	1. Which of the partner institution’s courses will be eligible for credit for your majors’ degree requirements?
	2. How often are the above courses (at the needed level) offered? (Example: every term, every spring term, every second spring term, etc.)
	3. How has applicability of this credit to fulfill your department degree requirements been verified?
	4. What else is known about the credits that could have bearing on how they are applied to a student’s degree program? For example, if ECTS credits (1 ECTS=0.5 UVM), does the number of credits each course is worth equate to the standard 3-credit UVM course? If not, have you determined what groupings of courses may be required to fulfill UVM degree requirements? How many credits do students typically enroll in at the partner institution each term?
	5. Please respond to the questions asked by Transfer Affairs on page 1.
3. **Academic Quality**: Please provide evidence of the academic quality of the proposed partner institution, including accreditation status and a description of the institution’s areas of particular achievement/ recognition in the discipline(s) for which you are proposing the exchange.

**PART IV: SUSTAINABILITY OF EXCHANGE**

A critical piece of managing undergraduate student exchanges is managing the flow of student mobility. UVM cannot host more inbound students on a given exchange program than it sends out, unless your department as sponsor is interested in paying the tuition and fees of inbound students.

1. What evidence do you have that UVM students will apply for this program if offered?
2. What concrete steps will your department or unit take to inform and stimulate interest among UVM students to participate in the exchange, and to insure students are aware of how their coursework at the partner institution can contribute to their UVM degree requirements?
3. Who in your department or unit will have primary oversight of the recruitment strategy?
4. If your unit alone were responsible for recruiting students to this exchange, and you had one year to advertise and recruit, how many UVM students could you guarantee would apply for this exchange annually? Semester-long \_\_\_\_\_ Year-long \_\_\_\_\_\_
5. How many semester-long students does the proposed partner institution anticipate being able to guarantee they can send annually?
Semester-long \_\_\_\_\_\_ Year-long students?\_\_\_\_\_\_
6. What evidence does the proposed partner institution have that there is the above-noted demand by their students?
7. List below any academic units and/or individual academic departments which have also expressed interest in this exchange program. Name the faculty/chair/dean(s) with which you have spoken.

Signature of Chair or Dean Date