

INTERNATIONAL EXCHANGES AND COLLABORATION WORKSHEET

This questionnaire is to be used to obtain the information to prepare the formal International Agreement. Please answer the following questions and return the form to the Office of International Programs and Initiatives.

1. Complete name of partner institution (to be entered on all Agreement documents):

2. Institutional website URL:

3. Proposed types of collaboration with the foreign partner institution (check all that apply):

reciprocal exchange of students

study abroad inbound to UAF and/or outbound UAF to partner

summer programs (Specify proposed activity on a separate sheet if necessary.)

degree or credential completion

reciprocal exchange of staff and faculty (Include detailed terms and conditions of the exchange, e.g. how many faculty/staff will be exchanged, what activities will occur, and duration of stay for each individual)

collaborative research projects (Include a description of the collaborative research that will be conducted, specify resources needed, and who will pay for costs associated with the research, e.g. employee salary, computer resources, lab equipment, etc.)

exchange of publications, reports, or other academic information

professional development

other activities such as conferences, symposia, and workshops, as mutually agreed (Specify proposed activity on a separate sheet if necessary.)

4. List any specific sub-unit(s) (schools, colleges, faculties, departments, centers, institutes, etc.) in the foreign institution with which the agreement is to be made, unless the exchange applies to the entire overseas institution. Please include any relevant websites for those units.

5. List any specific sub-unit(s) (schools, colleges, faculties, departments, centers, institutes, etc.) that may be impacted and/or included in partnership activities. Please include any relevant contacts for those units.

6. Name and title of chief executive officer authorized to sign the exchange agreement on behalf of the cooperating institution:

7. Cooperating institution contact information:

International Academic Coordinator:

Name
Title
Mailing Address
Telephone
Fax
Email Address
Web Address

In the case of a program agreement that includes student exchange and/or study abroad, please provide the following information:

Advisor for Outbound Students (i.e. students coming to UAF)

Name
Title
Mailing Address
Telephone
Fax
Email Address
Web Address

Advisor for Inbound Students (i.e. students enrolling at the cooperating institution)

Name
Title
Mailing Address
Telephone
Fax
Email Address
Web Address

In the case of a program agreement that includes degree completion, please provide the following information:

Advisor for Outbound Students (i.e. students coming to UAF)

Name
Title
Mailing Address
Telephone
Fax
Email Address
Web Address

Registrar (or other designated individual responsible for maintaining and issuing academic records)

Name

Title

Mailing Address

Telephone

Fax

Email Address

Web Address

For program agreements related to other exchange activities, list appropriate contact individuals; for example, exchange of faculty and staff, collaborative research projects, exchange of publications, collaborative professional development, summer program other activities as mutually agreed (add extra sheets if necessary):

Name

Title

Mailing Address

Telephone

Fax

Email Address

Web Address

8. Please describe the rationale for the proposed agreement. Consider the following questions:

- a. How is the activity with the proposed partner of mutual benefit to both institutions?

- b. For student exchanges, how does this benefit UAF students, and what is the probability of attaining an appropriate level of reciprocity?

- c. For study abroad agreements, what are estimated numbers of inbound students to UAF and outbound UAF students to the proposed partner?

- d. For degree completion programs, what are estimated numbers of students inbound students to UAF and outbound UAF students to the proposed partner?

e. If UAF already has agreements in the proposed country or site, what new possibilities does this partnership offer?

f. What are the enhancements/attractions of this partnership within the broader UAF community?

9. UAF Academic Coordinator, i.e. faculty member responsible for administering the proposed agreement:

Name

Title

Mailing Address

Telephone

Fax

Email Address

Web Address

10. Additional information not already addressed above.