

How to Initiate & Maintain a Bilateral Exchange Program

Cal Poly Humboldt recognizes that study abroad programs help foster global understanding and learning among students and faculty, and supports all endeavors in that direction.

The following criteria to establish a bilateral exchange program are to ensure that the integrity of both institutions is protected, and risk management issues are met.

Please call the Study Abroad Office (707-826-4142 or studyabroad@humboldt.edu) if you have any questions.

Proposal Content

Your proposal should include:

General information

- A summary of the program concept
- A short description of the host institution and the web address
- Reasons Humboldt students would find this exchange beneficial and interesting
- A statement about the type of exchange (program/department specific or general institutional exchange).
- Information on staff and faculty at the host institution
- A short description of the institution's location in relationship to the town or city etc.
- A statement on the sustainability of the program (Will there be sufficient interest from students at both institutions to maintain parity of numbers? Can students from the host university afford to come to the US?)
- Address and contact information for the International Office at the host institution.

Academics

- Academic calendar – how does it articulate with the Humboldt calendar?
- What other Humboldt departments might find this exchange valuable?
- Review course lists, course numbers, unit values, and contact hours information. Where will students find this information?
- How do these courses articulate with Cal Poly Humboldt courses? What majors would this program appeal to?
- Will courses at host institution be taught in English language or will students need foreign language proficiency?
- State any differences in the organization of the courses or grades between the two institutions.
- Include a grade conversion if necessary.
- Who issues the transcript?

Housing

- What housing is available to Humboldt students?
- Will they be guaranteed housing or given assistance in finding housing?
- What are the deadlines to apply for housing?
- If homestays are offered, please include information about homestay screening used by the host institution.

Health and safety

- Potential risk factors for students at the host university/country.
- Discussion of health and safety issues (List closest health clinics, English speaking health care practitioners. Health insurance needs are defined by Cal Poly Humboldt)
- Statement of the program's nondiscrimination policy if available

Student selection

- Any pre-requisites (language requirements, class level, course pre-requisites)

Cost

- Cost of exchange to Humboldt students (housing, in-country insurance requirements, visa, etc.). (Typically for an exchange agreement student participants pay tuition and fees to their home institution and only housing, insurance and other in-country logistical expenses are paid in host country.)

Logistics

- A summary of planned instructionally related tours and travel.
- Who will be contact/support person for the students at the host university?
- Copy of student information packet.

Review Procedures

The International Programs Review Committee (IPRC) will review the proposal. Faculty may be asked to attend a meeting of the IPRC and give a brief (15 minute) presentation and answer any questions that might arise.

After the proposal has been approved, an exchange agreement can be drafted and forwarded to the partner institution for the appropriate signatures. The College of Extended Education & Global Engagement can supply the template for exchange agreements.

Outgoing Student Procedures

The Study Abroad Coordinator will contact the host institution to begin the process of application for Humboldt students to attend the host campus. Student will be billed for tuition and fees at Cal Poly Humboldt, but will not register for classes.

Incoming Student Procedures

Student applications from the partner institution will need to be submitted online (humboldt.edu/international). The necessary admission letters, immigration documents and Humboldt information will be sent to the partner institution. Housing arrangements will need to be made by the students unless otherwise stated in the agreement. The student will register for Cal Poly Humboldt classes, but will not pay Humboldt tuition or fees.