

# HUMBOLDT STATE UNIVERSITY

Center for International Programs · College of Extended Education and Global Learning

## How to Initiate & Maintain a Bilateral Exchange Program

Humboldt State University 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 program are to ensure that the integrity of both institutions is protected, and risk management issues are met.

Please call the Center for International Programs (707-826-4142 or [hsugoabroad@humboldt.edu](mailto:hsugoabroad@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 HSU 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 HSU calendar?
- What other HSU 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 HSU courses? What majors would this program appeal to?
- 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 HSU 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 HSU)
- Statement of the program's nondiscrimination policy if available

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## Student selection

- Any pre-requisites (language requirements, class level, course pre-requisites)
- HSU has an application procedure for exchange programs. Students usually need a 2.75GPA and will be interviewed before being accepted into the program.

## Cost

- Cost of exchange to students (housing, insurance, etc)

## 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 forwarded to the partner institution for the appropriate signatures. The Center for International Programs Office 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 HSU students to attend the host campus. Student will be billed for tuition and fees at HSU, but will not register for classes. The office will also set up the rate codes for the program.

## Incoming Student Procedures

Student applications from the partner institution will need to be submitted online ([humboldt.edu/international](http://humboldt.edu/international)). The necessary admission letters, immigration documents and HSU 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 HSU classes, but will not pay HSU tuition or fees.