

## GUIDELINES FOR DEVELOPING INTERNATIONAL AGREEMENTS

NJCU encourages the development of international agreements involving faculty, students, and research facilities to enhance cooperation, diversity, and understanding between countries and cultures. A set of guidelines is essential to facilitate the development of international agreements. Agreements should meet the following requirements:

- The initiative enhances the educational mission of New Jersey City University
- A significant possibility for collaboration exists in at least one of the following areas: student exchange, faculty exchange, or research
- For student exchanges, potential should exist for long-term interest and activity
- It must be financially feasible and able to be implemented without negative financial impact on the University
- The initiative must involve, and have support from, relevant academic departments or administrative offices
- Relevant departments at both institutions should possess comparable

Other types of agreements may address activities which have financial or other proprietary implications for the university; for example, a student recruitment contract or a collaboration in a research activity. A written agreement is essential for this category of cooperation as the University may incur liability as a result.

## II Process to Develop an International Agreement

Prepare a brief proposal in which articulates the rationale for the agreement. If a draft agreement is available, attach the agreement to the proposal. The proposal should:

- Discuss how the agreement fits the university's mission and identify the benefits it offers to NJCU
- Identify the NJCU department[s] involved and the exchange partner's institution and department[s]
- Indicate the size, demographics, and the nature of the partner institution- public or private, and whether the institution is accredited in its home country
- Indicate the type of student and/or academic activity proposed
- Discuss budgetary implications
- In the case of student exchange, verify that the partner institution has experience with this type of program and possesses the faciss 3-2(u)-4(d)-:4(e)-4( ) (o)-4(sa)

4. A o o on