

PROPOSALS FOR INTERNATIONAL COLLABORATIONS

The International Studies Committee will meet once a month to review and respond to proposals. The following pages clarify what should be involved in proposals for international collaborations.

I. Substantive Description of the Program

All faculty proposing an international agreement should prepare a proposal including answers to the following questions:

1. Describe briefly the academic relationship envisioned.
2. Give a brief description of the academic benefits to both institutions.
3. Who are the faculty sponsors (name, title and contact information) at both institutions?
4. Who are responsible officers (name, title and contact information) at both institutions?
5. What levels of interaction are envisioned? Please specify if it involves faculty, post-docs, graduate students, undergraduates (or all of the above) and if it is focused on teaching, research or both.
6. What will be the duration (semester, year, etc.) of exchanges?
7. Describe how costs (including tuition, living expenses, health insurance) will be covered.
Note that Brown's agreements normally follow a "home tuition model" in which the student pays tuition to the home institution.)
8. If the sponsoring government is paying stipend or other costs, please provide the amount.
Note that students and scholars coming to Brown from overseas must demonstrate a specified level of financial support; this amount is established annually and can be clarified in consultation with the Office of International Student and Scholar Services (OISSS).
9. Describe any special health and safety considerations that may pertain to the program destination.
10. What outcome is envisioned?
Typically, students involved in international exchange receive academic credit but not a degree from the host institution.

II. Procedural Steps for Review of the Program

Faculty wishing to propose a new program should first submit a written proposal that responds to the questions in Part I above. This proposal should be submitted by email Word attachment. Any draft MOU or letters of interest from the partner institution may also be attached (but are not required).

The proposal should be sent to:

1. Office of International Affairs (Vasuki Nesiah)

With copies to:

2. Dean of College (Katherine Bergeron) and
3. Office of International Programs if it pertains to undergraduate study abroad and overseas experiences (Kendall Brousten)
4. Dean of Graduate School if it pertains to graduate education (Sheila Bonde)
5. Dean of Faculty if it pertains to faculty exchanges or other faculty matters (Carolyn Dean)
6. Vice President of Research if it pertains to research collaborations (Clyde Bryant)
7. Relevant department chair(s)

After initial review, the proposal will also be reviewed by other members of the International Studies Committee, including:

8. Office of the Provost (Shelley Stephenson)
9. General Counsel's Office (Edward von Gerichten)
10. OISSL (Elke Breker)

Note:

1. Any draft MOU submitted will be vetted by the General Counsel's Office and revised if needed to comply with Brown's policies for legal agreements.
2. Proposals for joint graduate degrees will also require a separate proposal that is reviewed by the Graduate Council, and then (if approved) in sequence by the APC, Faculty and Corporation.

III. Criteria for Review of the Program

1. Meeting Academic Criteria
 - a. Brown students/researchers studying abroad will go through the current departmental and other procedures for approval of credit, time away from campus etc.
 - b. Competitive selection process of visiting students if they will be taking credit bearing courses
 - c. Sponsorship by Brown departments that have expertise in the area, including commitment from a Brown faculty member for supervision
 - d. Recommendation of partner institution, including visiting student/researcher's supervisor, for students and researchers coming to Brown
2. Meeting Administrative Criteria
 - a. Review of vision statement that clarifies the ways in which the partnership will add value to Brown and its objectives for international partnerships, and lays out specific goals/deliverables

- b. Departmental Sponsorship of program
 - c. Clarification of responsibility for admissions decisions, academic supervision, collaborative research, funding sources, fee structure, visa, health insurance, travel, housing and other logistics
 - d. Sunset provisions in MOU that build in evaluation and review process
3. Meeting Financial Criteria:
- a. assuring that adequate funding will be provided by student or outside sources.
4. Meeting Procedural Criteria: Review of MOU by:
- a. Relevant Department
 - b. Dean of College if it pertains to undergraduate education
 - c. Dean of Graduate School if it pertains to graduate education
 - d. Dean of Faculty if it pertains to faculty exchanges or other faculty matters
 - e. Vice President of Research if it pertains to research collaborations
 - f. Office of International Programs if it pertains to undergraduate study abroad and overseas experiences
 - g. Office of the Provost
 - h. Office of International Affairs
 - i. General Counsel's Office
 - j. OISSS