

## INTERNATIONAL STUDENT EXCHANGE – College guidelines

### CAMPUS POLICY

This guideline document governs College of Arts and Sciences implementation of the campus “Policy for Requesting International Student Exchange Fee Remission Coverage for IUB Schools.” See: <http://www.indiana.edu/~ovpia/exchangefees/>

### APPROVAL PROCESS FOR ESTABLISHING A STUDENT EXCHANGE

The points of contact in the College Dean’s Office for these activities are:

- The Associate Dean (Jean Robinson in 2010/11)
- The Fiscal Officer/Title VI Coordinator (Denise Gardiner in 2010/11)

University approval processes for establishing foreign partner institutional agreements, implementation plans, and overseas study programs all require a College Dean’s Office statement of support or signature. College units should notify the Dean’s Office points of contact **in advance** of working with the Office of the Vice President for International Affairs (OVPIA) to complete required documents for those approval processes. The College cannot guarantee timely response to requests for support letters or signatures for College units that fail to seek Dean’s Office consultation early in the process of establishing new international projects.

### EXCHANGE EXPENSES

The College **does not** pay for mandatory or course-related fees for exchange participants. In setting up student exchange programs, College units should make certain that:

- The exchange agreement with the foreign partner university is written such that the incoming international student or the partner institution pays for mandatory or course-related fees.
- The IUB course in which the outgoing exchange student registers is set up as an “off-campus” section of the course so that outgoing student registration does not generate mandatory fees.

The College **requires parity** in number of incoming and outgoing exchange participants. During the startup period of a new exchange, we understand that there may be issues that delay parity as a matter of timing. OVPIA has informed us that within the field of overseas study, the desired framework to achieve a balance in the number of exchangees is within a 3-year period. Overseas Study and the College will carefully track the flow of students in both directions so as to monitor the 3-year balance. If balance is not achieved within an initial 3- to 5-year period, the College will require an evaluation of the exchange and may terminate the agreement if it appears unlikely that parity can be achieved.

### IMPLEMENTATION

In implementing the step-by-step instructions for requesting international student exchange fee remission, **the College Department is responsible for completing the application document:**

<http://www.indiana.edu/~ovpia/exchangefees/application.php?AgreementID=1>

For questions #10 and #11, College units should complete the web form as follows:

- School Dean: Jean Robinson - ROBINSO
- School Fiscal Officer: Denise Gardiner - DAGARDIN

**The College Budget Office will process centrally all subsequent transactions** including transfers of funds from campus and OVST, processing of student fee remissions, and reconciliation at year end.