

CREATION OF EDUCATION ABROAD AND EXCHANGE PROGRAMS

(This policy supersedes Academic Senate Policy 05-09 on the Creation of Agreements for International Education Cooperation with Academic Institutions in Other Countries and Academic Senate Policy 74-07 Policies and Procedures for Study Tours.)

This policy was recommended by the Academic Senate on December 12, 2014 and approved by the President on December 16, 2014

1.0 INTRODUCTION

This policy establishes protocols for the creation of education abroad and exchange programs. The international activities covered by this policy should be connected to the university mission, and this connection should be understood and coordinated among all of the university's stakeholders. International activities shall be overseen centrally on the campus to ensure that: (i) there is a clear benefit to CSULB; (ii) they are a part of the university's overall mission to educate the citizens of California; (iii) all study abroad/exchange programs are being implemented and monitored consistently; and, (iv) adequate provisions are made for the physical and mental health, safety, and security of students, faculty and staff. Curriculum integration, articulation, and degree progress remain the responsibility of a student's home academic unit.

2.0 INTERNATIONAL EXCHANGE PROGRAMS

- 2.1 International Exchange Programs are created through bilateral partnership agreements with a foreign university that define the parameters of exchange and allow students to study abroad for a semester or a year with a partner institution. These agreements commonly also allow for visiting and exchange of faculty and staff. During their time abroad, students must take a majority of their classes as face-to-face instruction, or be involved in research or projects under supervision of the partner institution.
- 2.2 California State University, Long Beach highly values academic exchanges with appropriate institutions of higher education in other countries as part of its overall goal to provide a global perspective for its students. The President of the campus is responsible for the

development, implementation, and oversight of international programs in accordance with existing CSU policy. All international agreements must be signed by the President.

- 2.3 The CSULB President retains the right to initiate agreements with foreign institutions of higher education, governmental agencies, or nonprofit corporations or associations in order to enhance the education of students and to enhance international goodwill and understanding through the exchange of students. This includes CSULB participation in student exchange agreements entered into by a United States government agency or nonprofit organization with a similar agency, corporation, or organization. All such agreements must go through the Chancellor's Office review and approval process.
- 2.4 An International Exchange Program involves an Agreement with a partner where CSULB makes a commitment of resources to engage in activities with international students, universities, or other persons or entities doing educational business outside of the United States. These activities include: articulation agreements; student, faculty, department-level exchange; and study abroad.
- 2.5 The International Exchange Agreement provides that comparable expenses are paid or waived by the foreign entity entering into the agreement. Comparable expenses may be provided in the form of matching tuition waivers at a foreign educational institution, provision of services, or a combination thereof. Decisions about the nature of comparable expenses, waivers, economic balances, and term and session length will be determined by the Center for International Education on a case by case basis with the goal of creating the most mutually beneficial relationship between the two entities.
- 2.6 International exchange agreements shall address the physical and mental health, safety, and security of students, staff, and faculty in accordance with CSU and CSULB policies and executive orders. The CSULB Center for International Education (CIE) will ensure that all partners have sufficient written policies and procedures to address the physical and mental health, safety, and security of students, staff, and faculty. The program abroad must have a process in place to insure students have access to clear and immediate emergency response and first aid and the individuals responsible for the program abroad, be they CSU or non-CSU personnel, must provide appropriate orientation to insure students are informed of this process. In addition, the individuals responsible for the program, be they CSU or non-CSU personnel,

must have sufficient knowledge of relevant country or program-specific information related to physical and mental health, safety, and security preparedness. The CIE will maintain adequate documentation about the programs and the participants. This information includes basic student information, medical insurance, liability release, and a liability waiver for air travel. Prospective student participants must be provided with detailed information about the program. The CIE will provide pre-departure workshops to ensure that participating students are aware of policies and procedures regarding health, safety, and security as well as contingency plans and points of contact for emergencies included but not limited to medical emergencies, instances in which program participants pose significant risk to themselves or others, criminal victimization, natural disasters, and safety issues associated with the host location. The CIE is responsible for regularly monitoring these policies and procedures and for reviewing these policies and procedures every five years.

- 2.7 Proposals for International Exchange Programs shall go through a formal and documented campus review process. The procedure for campus review will be set by the Chief International Officer as designated by the provost and will include at the minimum the following steps:
 - 2.7.1 The International Education Committee (IEC) of the Curriculum and Educational Policies (CEP) Council serves as the review committee to make recommendations to the University President, the Provost and Senior Vice President for Academic Affairs, and the Chief International Officer regarding the creation and review of International Exchange Programs with such institutions.
 - 2.7.2 The Chief International Officer shall implement and publicize the approved protocol for establishing International Exchange Programs.
 - 2.7.3 The Center for International Education shall serve as the initial point of contact for new proposals for programs. The Center shall maintain a template for a Proposal to Create a New International Exchange Program with a common set of questions for proposing faculty and administrators concerning the proposed program, its fit with existing CSULB programs, its proposed scope, and the CSULB constituency it serves. The proposal shall be forwarded to the IEC chair/co-chairs with additional background information on the proposed program as deemed appropriate by the Chief International Officer.

- 2.7.4 The IEC chair/co-chairs may refer such proposals to appropriate IEC subcommittees for recommendation.
- 2.7.5 After consultation and discussion with the proposer and any appropriate subcommittees, the IEC shall review the proposal at which stage it may recommend changes and send it back to the author for revisions before voting on it or it may move it forward as written. Proposals recommended by the IEC shall be referred to the President via the Provost by the Chief International Officer; proposals rejected by the IEC shall not be forwarded to the President.

3.0 CREDIT-BEARING CAMPUS STUDY ABROAD PROGRAMS

- 3.1 Credit-Bearing Campus Study Abroad Programs are faculty-led courses that are taught abroad by CSULB faculty members. All courses are regular courses from the university catalog. Study abroad programs are primarily intended for matriculated CSULB students. The following policies apply to the development, administration, and conduct of study abroad programs:
 - 3.1.1 Study abroad programs shall undergo a standard on-campus approval process that incorporates all appropriate administrative and academic reviews as defined by the campus curricular process.
 - 3.1.2 Study abroad programs shall present a coherent, thematic course of study that is congruent to, or adjunct with, the campus curriculum and which relates to the overseas site.
 - 3.1.3 Study Abroad programs shall be conducted consistent with the provisions of related CSU and CSULB policies and executive orders (such as those on travel, risk management, and special sessions). All study abroad programs shall be conducted in accordance with CSU and CSULB policies and executive orders addressing the physical and mental health, safety, and security of students, staff, and faculty and shall provide appropriate guidance, training, and support for students, staff, and faculty. The CIE will maintain sufficient written policies and procedures to address the physical and mental health, safety, and security of students, staff, and faculty. The individuals responsible for the program abroad must have a sufficient knowledge of relevant country or program-

specific information. Prospective student participants must be provided with detailed information about the program. The CIE will maintain adequate documentation about the programs and the participants. This information includes basic student information, medical insurance, liability release, and a liability waiver for air travel. The CIE will provide pre-departure workshops to ensure that participating faculty, staff and students are aware of policies and procedures regarding physical and mental health, safety, and security as well as contingency plans and points of contact for emergencies included but not limited to medical emergencies, instances in which program participants pose significant risk to themselves or others, criminal victimization, natural disasters, and safety issues associated with the host location.

- 3.1.4 All study abroad programs must require all participants to carry medical insurance including medical evacuation and repatriation coverage that will be valid in the host country(ies).

4.0 CALIFORNIA STATE UNIVERSITY INTERNATIONAL PROGRAMS

California State University International Programs (CSU IP) are academic year exchange programs sponsored and managed by the CSU Office of the Chancellor. These CSU programs are not governed by this policy.

5.0 STUDY ABROAD THROUGH THIRD PARTY PROGRAM PROVIDERS

- 5.1 Program Providers (sometimes referred to as Third Party Providers) are independent organizations that facilitate or administer study abroad programs. These providers act as intermediaries between CSULB and a foreign institution by assisting participants with logistics such as course registration and housing arrangements. Other services might also include academic and social guidance.
- 5.2 CSULB will maintain a written process and template for approving study abroad program providers and for deciding whether to enter into an Agreement with a third party program provider. Consistent with International Exchange Agreements, all agreements with third party program providers must be signed by the campus President after going through the Chancellor's Office review and approval process. CSULB will also maintain a process for evaluating the delivery of services by the providers. The selection of program providers for inclusion on a list shall

provide for systematic consideration, according to uniform criteria and consistent information of the potential benefits for students as well as the quality of service provided to students and the campus. The maintenance of procedures for deciding whether to enter into agreements and for evaluating the delivery of services is the responsibility of the Center for International Education with approval from the International Education Committee, but will at the minimum include assessing the following:

- 5.2.1 The fit of academic and curricular offerings of the program;
- 5.2.2 The academic department constituents for the program;
- 5.2.3 The availability of pertinent academic information to share with departments;
- 5.2.4 The student services available through the program provider;
- 5.2.5 The physical and mental health, safety, and security preparedness undertaken by the program provider. The CSULB CIE will ensure that all study abroad program providers have sufficient written policies and procedures to address the physical and mental health, safety, and security of students, staff, and faculty. The program abroad must have a process in place to insure students have access to clear and immediate emergency response and first aid and the individuals responsible for the program abroad must provide appropriate orientation to insure students are informed of this process. In addition, the individuals responsible for the program must have sufficient knowledge of relevant country or program-specific information related to physical and mental health, safety, and security preparedness. The CIE will maintain adequate documentation about the programs and the participants. The CIE is responsible for regularly monitoring partner policies and procedures and for reviewing these policies and procedures every five years.
- 5.2.6 Protocols maintained by the program provider to support faculty in case of emergencies;
- 5.2.7 Financial aid facilitation, and
- 5.2.8 The cost to the student.

6.0 REVIEW

- 6.1 The Center for International Education shall maintain a list of all International Exchange Programs and Third Party Study Abroad Provider Agreements that includes dates for when agreements were created. All International Exchange Agreements and Third Party Study Abroad Provider Agreements shall usually be reviewed every five years by the Center for International Education.
- 6.2 If agreements are not implemented for longer than five years (i.e., if no exchanges have occurred for over five years or if a third-party provider has not been used for over five years), these agreements shall be considered null and void and must go through a new approval process.