STUDENT EXCHANGE PROGRAM GUIDELINES

Policy Id:
FSR.011 – Student Exchange Program Guidelines

Contact:
Committee on International Programs
Anne Lopes
Dean of Undergraduate Studies
ALopes@jay.cuny.edu

Last Modified:
STUDENT EXCHANGE PROGRAM GUIDELINES

Successful exchanges grow out of careful planning and, consequently, require that strategic groundwork be developed in advance of signing a memorandum of agreement. The Office of International Studies & Programs will be glad to discuss the process and assist with the planning and development of exchange agreements.

As well, a CUNY Board Resolution must be approved for all exchange agreements before they can be signed by the College President. Because this process involves a review in several CUNY central offices, all exchange agreements need to be proposed at least five months in advance of their execution. At least this much time is required for student and faculty planning and student recruitment. The CUNY template for student exchange agreements can be found at:


Reviewing this template will provide a sense of the scope and nature expected of CUNY exchange agreements. Again, the Office of International Studies & Programs can provide an overview of this process, assist in the planning and drafting of a proposal, and prepare the documentation necessary for a Board Resolution.

All proposals for student exchange programs must contain the following:

A. A coversheet, which includes
   1. The name of the primary faculty sponsor, and the names of two other faculty members who will support the exchange.
   2. Name of the partner institution overseas.
   3. Nature of the exchange e.g. student research, student coursework, etc.
   4. Duration and timing of exchange e.g. fall or spring term, academic year, number of weeks during term or during winter or summer break.

B. Brief description of the nature of the exchange. Will the exchange be tuition neutral, i.e. students pay tuition to their home institution, or tuition paying, i.e. students pay tuition to the receiving institution? Please note that tuition neutral exchanges must maintain a one-for-one balance.

C. Brief description of the partner institution and its fit with the John Jay curriculum or mission.

D. Target audience for the exchange: e.g. undergraduate or graduate students in year or term X of their study. Please note any prerequisites, skills or abilities necessary for participation; e.g. GPA, language ability, lab experience, etc.

E. Description of the research or coursework available at the partner institution and how it will enhance the students’ chosen field of study.
F. An articulation guide, worked out with the appropriate department, of John Jay course equivalencies.

G. Anticipated number of participants per year.

H. Approximate cost to students.

I. Description of how the exchange program will be regularly assessed.

Once submitted the proposal will be reviewed by the Committee on International Programs and the sponsoring faculty invited to a meeting of the Committee to present the proposal. Revisions may grow out of this process and, upon completion, the Committee will forward the proposal to the Office of the Provost for approval and subsequent submission to the CUNY Board of Trustees for approval.