

EXCHANGE AGREEMENT
PROPOSAL FORM

Name of Exchange Partner: _____

Submitted by: _____

E-mail: _____ Phone: _____

Contact information of exchange partner.

Name:	Title:
Address:	E-mail:
	Phone:
	Fax:

List mutual benefits of exchange:

Circle all that apply: Student Faculty Administrative Staff Research

Identify required resources and outline the necessary commitment:

List agreed upon expectations: Is it reciprocal? Need to balance annually? Numbers?

Outline the plan for implementation of exchange:

Identify language of formal communication:
Specify duration of agreement: Effective date:
Proposed end date:
Probation or renewal period:
Describe renewal means of notification:
Identify termination procedures with release clause:
Identify plan for review and evaluation:

Considerations

Financial implications and obligations:

Institutional support for faculty salaries and benefits	
In-kind support	
Currency restrictions and cost of living standards in the host country	
Outside funding sources	

Establish participant selection criteria (both students and faculty)

	STUDENTS	FACULTY
Required academic qualifications	2.5 GPA	
Consider curriculum adjustments	Submit transcript for prerequisites	
Consider language proficiency	TOFEL scores required	

Briefly describe method of announcing, publicizing, and recruiting for exchange.

Signature: _____

Date: _____

Submit formal request to:

Dr. Edward Minnock, Vice President External Affairs Boyden Hall, room 210

Vice President : _____ Date: _____

Agreement is approved and signed by the President of BSC and the counterpart at partnering institution.