



Student Mobility Procedures: After a Signed ASU General Collaboration Agreement

Arizona State University (ASU) has an established proposal process for colleges, schools, chairs, deans and faculty members wishing to develop a semester or academic year exchange program, or a short-term Faculty-Directed program, with an international institution and ASU. This type of student mobility often occurs after a **General Collaboration Agreement** has been signed between ASU and an international institution. All student mobility relationships, including short-term Faculty-Directed study abroad programming, along with the proposal process, are managed by the ASU Study Abroad Office (SAO). It should be noted that student mobility is not an automatic activity after a General Collaboration Agreement has been signed; there are additional steps to establish an agreement for all student mobility.

Developing Student Exchange Programs

ASU faculty proposing the new exchange program should contact the Director of Study Abroad (studyabroad@asu.edu) to discuss student mobility options. After speaking with the director, and addressing key considerations per a successful partnership, the proposer completes the proposal documents. Upon completion, faculty gain approval of their school director and college dean prior to submission to the Study Abroad Office. If the proposal is accepted, the Director of Study Abroad will collaborate with the Office of General Counsel to write and develop the exchange agreement.

For additional details, visit: <https://mystudyabroad.asu.edu/faculty-advisors/exchange-partnership>

Developing Faculty-Directed Programs

The SAO provides administrative and logistical support for all faculty-directed study abroad programs. These programs occur during all academic breaks (winter, spring break, post-spring) and summer terms. Faculty are asked to complete a *Faculty-Directed Program & Academic Description Form* and develop the appropriate syllabi. All forms are reviewed by the Director of the Study Abroad Office, the Associate Director of International Health, Safety, and Security, the Executive Director of Academic and Global Engagement, the Vice Provost of Undergraduate Education, the Vice Provost for Academic Personnel, and the University Provost.

Within the *Faculty-Directed Program & Academic Description Form* is a health and safety questionnaire. The information provided will help determine if there will be any special health and safety guidance for faculty and students participating in study abroad for the particular location. For high-risk destinations, an additional assessment will be made by the ASU Study Abroad Health and Safety Committee, which may make additional recommendations.

For all Faculty-Directed Programs, an additional “Vendor Contract” will be established, through the SAO, the ASU Office of General Counsel, and the ASU Risk Management Office. This “Vendor Contract” is in addition to the General Collaboration Agreement and the *Faculty-Directed Program & Academic Description* proposal process.

For additional details, visit: <https://mystudyabroad.asu.edu/developing-new-fd-program>