**For International Agreement Proposal Form:**

IF THE PROPOSED AGREEMENT INVOLVES GRADUATE STUDENTS, PLEASE ALSO COMPLETE THE FOLLOWING SUPPLEMENTAL QUESTIONS OF THE PROPOSAL FORM.

**I. Non-degree granting exchanges**

1. List below the Rutgers graduate programs that may be sending students to the partner institution or the Rutgers graduate programs that may be receiving students from the partner institution.

2. Describe the following about Rutgers students traveling to the partner institution if applicable:

* specific activities the students will be engaged in;
* the length of time studying abroad;
* specific benefits or educational value added by the students’ participation;
* how the activities contribute to the students’ program of study;
* explanation of a timeframe that ensures this program does not increase the time taken to complete the degree
1. Describe the following about students traveling from the partner institution to Rutgers including:
* specific activities the students will be engaged in;
* the length of time studying at Rutgers;
* any potential products that may result from the students’ participation (i.e. publications, conference presentations)
1. What will be required at Rutgers to host the incoming graduate student (i.e. enrollment in courses; faculty supervision of research)? What steps will be taken to ensure that these resources will be available from programs and from faculty?
2. Provide information demonstrating the overall quality of the partner institution, as well as relevant programs within the institution. Include specific information such as institutional or program rankings.
3. What efforts have been made to seek or secure external funding for the proposed program or for the research or scholarly activities to be undertaken by the students? Sources of external funding may include governmental sources (US or international), agencies, foundations, or any organization supporting the relevant activities. Include specific details about funds obtained or proposals submitted or in preparation.
4. List below the costs to Rutgers that will stem from the proposed program (travel, tuition, health insurance, living expenses, research support) and the expected source of the funding to cover the costs over the next year.
5. If applicable: How will Rutgers students be recruited to participate in this collaboration over the next year?
6. List below the program and directors of the graduate programs who have approved participation in the proposed program, either by sending Rutgers students or receiving students from the partner institution. Include the date of the vote of approval received from the program faculty. Annual approval of program faculty is required for approval of the proposed program.

**II. Degree granting international programs**

Provide a description of the program that includes the following elements in an organized format that can be understood by reviewers and approvers. You do not necessarily need to organize into the topical sections listed below as long as the relevant information is included. Include enough information for readers to understand what you want to do and how you will do it. Put supporting data, details and tables, if applicable, in appendices.

* Overall goals and structure of the program, including what degrees will be earned and by whom.
* Description of specific activities (courses; research) both at Rutgers and at the partnering institution
* List of all graduate programs that are involved, including names and contact information of program directors.
* List of relevant programs at the partnering institution(s) including names and contact information of relevant individuals.
* Overall quality of the partner institution, as well as relevant programs within the institution, including specific information such as institutional or program rankings.
* Nature of any current active collaborations with the relevant programs of the institution(s)
* Procedures used to obtain approval of graduate faculty of all participating Rutgers graduate programs, including date of approval vote
* Costs if any to Rutgers, and information about how costs will be covered.
* Benefits to Rutgers of engaging in this program
* Names of other programs or projects between Rutgers and the partnering institution(s)
* Information (if applicable) about course equivalencies between Rutgers and the partnering institution(s).
* Proposed date to begin the program and proposed duration.
* Processes to be used to review and evaluate program success. Such evaluations must be provided to the School of Graduate Studies on request.