

New Collaborative International Degree Program *Development, Review and Implementation Process*

INITIAL AGREEMENT WITH INTERNATIONAL PARTNER

Consideration of a potential collaborative degree program emerges from discussions with a current or prospective international partner involving a UB school and/or the Office of Vice Provost for International Education (VPIE); VPIE works with the host school to evaluate the opportunity, negotiate with the partner, and develop an initial agreement/MOU to develop the program; faculty champion(s) for proposal identified, and dean's authorization confirmed.



PROGRAM PROPOSAL

Once there is an initial agreement with the international partner, VPIE and the host school discuss a proposal for a new collaborative degree program that will meet UB and SUNY policy requirements; key administrative units are consulted, including, as appropriate: VPUE/Graduate School, Enrollment Management, Institutional Analysis and HUB Team. To start, the most critical consideration is a fully developed curriculum mapping between the partner programs that meets both UB and SUNY requirements. The proposal must also include the rationale for the partnership; enrollment projections; business and implementation plan; provisions for student tracking, support and advisement; and quality assurance measures to meet accreditation standards. In cases where UB course instruction is to be offered overseas as part of a collaborative degree program, VPIE coordinates necessary approvals with SUNY System Administration and the Office of Finance and Administration at UB.



PROPOSAL REVIEW

VPIE evaluates the proposed partner and consults relevant units in central administration (Undergraduate Education or the Graduate School, Enrollment Management, Finance and Administration, Institutional Analysis, etc.) concerning viability/advisability of proposed program in terms of institutional capacity, partner fit, alignment with mission, etc.; VPIE submits a recommendation to Provost regarding approval.



PROGRAM IMPLEMENTATION

Once a program is approved, VPIE convenes a *Program Implementation Team (PIT)* comprising representatives from VPIE, the host school, Undergraduate Education or the Graduate School, the Registrar, HUB Leadership Team, Enrollment Management, and Institutional Analysis to finalize terms of a detailed partner agreement for program and to oversee process for launching the new program.