

University at Buffalo's Externally Funded Academic Programs Outside the United States Guidelines for the Development, Approval, and Implementation

The University at Buffalo has for many years sought, developed, and implemented externally funded academic programs outside the United States.

We recognize that such programs are desirable for a number of reasons:

- *They raise the international profile and prestige of the University;*
- *They contribute to the overall internationalization of the campus;*
- *They generate external funds, contributing to the University's revenue and sponsored program profile;*
- *They contribute to increasing high-quality international student enrollments;*
- *They enhance the development of international alumni relations; and*
- *They help develop and enhance bilateral academic exchange relationships.*

With new incentives to develop external funding sources and a commitment to remaining an international center for higher education, many U.S. institutions of higher education are moving more aggressively to develop overseas¹ instructional programs. Recognizing that actions undertaken in the name of the University overseas¹ will reflect on the reputation and prestige of the University at Buffalo, this document establishes guidelines intended to ensure a rigorous review and approval process prior to the commitment to or implementation of any externally funded UB academic program outside the United States.

1. Approval Authority

The University Provost must approve any externally funded overseas¹ academic program offered or administered by the University, or which is affiliated with the University, or any of its units through a contractual agreement. This includes:

- a) programs offered overseas¹ for which UB credit will be awarded;
- b) degree programs offered overseas¹ for which a UB degree will be awarded;
- c) programs offered overseas¹ for which a UB certificate will be awarded.
- d) programs offered overseas¹ for which credit will be awarded by another institution;

2. Review Process

The Office of International Education is hereby designated as responsible for the review of externally funded overseas¹ academic programs. The Vice Provost for International Education will establish review procedures and will consult with the Associate Vice President for Resource Planning to coordinate the review of the Business Plan and Contract. (When appropriate the Vice Provost will also consult with the Vice Provost and Dean of the Graduate School and/or the Vice Provost for

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Undergraduate Education.) The Vice Provost and the AVP for Resource Planning will forward requests for approval of externally funded academic programs to the Provost and Vice President for Finance and Administration, as appropriate, with their recommendation for action.

3. Basic Principles for Externally Funded Overseas¹ Academic Programs

The following basic principles must be met for an externally funded overseas¹ academic program to gain approval:

Academic

- a) The proposed program must be consistent with institutional priorities;
- b) any degrees awarded through the proposed program must have received prior review, approval, and registration through SUNY and the New York State Education Department (SED) and must be listed on the institution's Inventory of Registered programs (IRP);
- c) degree programs using alternative instruction methodologies must be appropriately registered with SUNY and SED. For example, all programs that can be completed predominantly through distance education must be registered in this mode or format;
- d) the proposed program must meet accreditation requirements of the University, and if applicable of the degree program; the academic unit administering the program will be responsible for meeting all requirements of the applicable regional and professional accrediting agency including submitting a substantive change report, and arranging and paying for mandatory site visits;
 - i. All agreements to offer more than 25% of a degree program in another location must go through Middle States. Any agreement with a non-Title IV Financial Aid institution (e.g. foreign institution) must also be sent to Middle States. In both cases, the Middle States Accreditation Liaison Office (ALO) must be involved. Academic units would only be responsible for clearing the program with their professional accrediting agency.
- e) programs which will offer UB credit must adhere to the University's established standards for admission and English language proficiency in effect for similar programs on the home campus;
- f) in the case of programs conducted with an external partner, the partner must be an institution of higher education recognized by the appropriate authority in the country where the proposed program is to be offered; proprietary institutions will not normally be approved;
- g) programs must adhere to the Middle State Commission on Higher Education policies and guidelines regarding branch operations, other instructional locations and international activities;
- h) non-UB faculty teaching in the program should hold qualifications comparable to faculty teaching similar courses on the UB campus;

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- i) programs shall take all appropriate measures to ensure academic freedom is protected within the international program as dictated by relevant SUNY and campus policy. Ownership of intellectual property developed by students and/or staff affiliated with the out-of-state/international program shall be determined by relevant SUNY and campus policy.

Financial

The program proposal must provide a 3 to 5 year business plan for the program. All assumptions used to develop the business plan are to be specified, including but not necessarily limited to the revenue and costs, financial assumptions, program enrollment projections, and the anticipated duration of the program. The business plan should document that the University's full direct and indirect costs of implementing and conducting the proposed program are recovered, including a provision for the Provost's academic reinvestment fund, a percentage of total direct costs assessed by the Provost. The program proposal should also stipulate whether the program is to be administered through State, RF or UBF, and provide a rational/justification for that selection.

Compliance

- a) The proposal should include an appropriate risk management plan that provides for the health and safety of all affiliated students and staff;
- b) The proposal should include an exit strategy including a framework for a teach-out plan to provide the overseas¹ program with a smooth transition in the event it is disrupted or terminated;
- c) All academic programs must have a contract reviewed, approved and in place prior to the program starting. The contract must comply with all applicable federal, state, SUNY and UB policies, and is to include provisions that enable/support program compliance with all applicable local laws, regulations, and policies in the location where the program is offered

In addition to these basic principles, it is expected that externally funded academic programs will contribute to the University's missions of public service and institutional development. Proposals should include provision for reinvestment of some portion of income to promote faculty and staff development and student exchange and demonstrate benefit to the global community.

Questions may be addressed to the Office of International Education at 411 Capen Hall on the North Campus.

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