

Florida State University - FSU Global Exchanges

Faculty Guidelines for Identifying & Proposing New Partner Institutions

FSU currently has more than [45 Global Exchange partners in 20 different countries](#) providing opportunities for FSU students to study for one to two semesters at our international partner institutions, earn credit toward degree requirements and use financial aid. These partnerships in turn allow students from our partner institutions to attend FSU as non-degree students for one or two semesters.

The strategic goal for the next five years is to increase the number of exchange partnerships with highly ranked universities, particularly in countries where there are no current exchange programs with emphasis to include options in South America, Middle East, Asia and Africa. A new agreement in a country where we have existing agreements will be considered as long as it benefits the FSU department(s) and/or college(s) and the partner university meets the ranking and accreditation requirements set by FSU.

Criteria for New Partner Institutions:

Faculty members may identify potential exchange partners that meet the above strategic goal. The potential exchange partner needs to meet all criteria listed below.

- **Chair/Dean Approval:** The Chair and Dean must be in support of proposing a new exchange agreement, confirm that there is space for incoming students in that college/department, and sign on the Exchange Agreement Proposal form.
- **Travel Advisory Level:** Partner institutions must be located in countries with a [US State Department Travel Advisory](#) Level 1 (Exercise normal precautions) or Level 2 (Exercise increased caution).
 - Agreements cannot be initiated for partner institutions located in countries with a [US State Department Travel Advisory](#) Level 3 (Reconsider travel) or a Level 4 (Do not travel) per university policy on International Reciprocal Student Exchange Agreements and Programs.
- **Country and location:** In a country identified in above strategic goal OR in a country in high demand by FSU students and located in or near or within a few hours of a metropolitan area with easy access to transportation.
- **Worldwide Rankings:** The rankings of the proposed exchange partners should be comparable to FSU.
FSU Ranking for Comparison:

▪ QS Ranking 2025:	573
▪ US News and World Report Best Global University 2025:	305
▪ Times Higher Education World University Rankings 2025:	301-350
- **Classes in English:** Partner Institution must offer a sufficient number of courses in English open to exchange students in the subject areas to be included in the agreement.
- **Accreditation:** Any specific accreditations required by the FSU colleges/departments involved such as ABET for Engineering and AACSB for College of Business.

Agreement Types:

- **Department or College Agreements:** A department agreement can be set up between two institutions with similar academic departments (i.e. Dept of Urban and Regional Planning has two exchange agreements) or a College-wide agreement can be established to serve most students within that College (i.e. College of Business and Dedman College of Hospitality). Once a department or college agreement is established, only FSU students enrolled in that department, or in that college, are allowed to participate in the exchange.
- **Multi-Unit Agreements:** If a faculty member identifies a potential partner university that may have other FSU academic areas to include outside of their department/college, then the faculty member can discuss with the Global Exchange administrative team to determine if the partner may be eligible for a multi-unit agreement.

Degree Levels:

- All new agreements are established for undergraduates unless a college/department can make a strong case to set up an exchange for a graduate exchange. To develop a graduate-level exchange program, the academic program must have 38 or more credit hours at the Master's level for the degree. SACSCOC requires that courses taken at a non-FSU institution cannot meet or exceed 25 percent of the total degree program credits.

Submit Proposal for a New Global Exchange Agreement

If you have identified a partner that meets the above criteria required for new exchange partners, then you would proceed to document the required information on the [Global Exchange Agreement Proposal Form](#) and submit it for review to CGE-International-Agreements@fsu.edu. Estimated time from proposing a new exchange to completing the agreement and beginning the exchange of students can take up to six months.

Expectations from Faculty Member Initiating New Exchange Agreement

- Promote exchange within their college/department to faculty and advisors to ensure the opportunity is shared with eligible students. Participate in initial meeting between college/department marketing director and CGE exchange/marketing team to plan strategies for promoting exchange.
- Ensure that faculty and advisors complete course equivalencies for students as part of the application process, depending on the structure within the college/department for determining course equivalencies.
- Review student applications to determine student selection for outbound students.
- Serve as contact for Global Exchange advisors when enrolling incoming students in courses within the college/department.

FSU Review and Approval Process for a New Exchange Agreement

- STEP I:** Global Exchange Team, comprised of CGE Director, Global Exchanges Program Director, Assistant Provost of International Initiatives and Assistant Vice President for Academic Affairs (Accreditation Liaison), reviews the proposal and the required criteria as well as academic calendars, compatibility of course credit, structure of international office and support, and other US exchange partners of institution.
- STEP II:** Global Exchange Team reviews the proposal and the above criteria as well as reviews lists of classes in English available at the partner institution that meet the academic program needs of the FSU department or college to be included in exchange. The Global Exchange Team will also review the curriculum offered at the partner to see if other FSU colleges could be added to make a multi-unit agreement.
- STEP III:** If the proposed partner meets all criteria and is determined to enhance FSU's exchange portfolio, then the Global Exchange Team will complete the Exchange Checklist to provide it to the Exchange Oversight Committee (EOC).
- STEP IV:** The Academic Exchange Oversight Committee reviews and approves or denies the proposed exchange.
- STEP V:** The exchange agreement template is completed by a CGE staff member and submitted to the Office of General Counsel before signatures are collected by all required parties. The new agreement is then added to the FSU Exchange Agreements database.
- STEP VI:** The new exchange program is added to the Global Exchange website and included in the Global Exchanges marketing and outreach.

- STEP VII:** The faculty member initiating the agreement notifies all faculty and academic advisors in the department or college about the new exchange opportunity for students and ensures ongoing support for the exchange.
- STEP VIII:** The FSU department or college designates contact(s) to assist with identifying courses and space for incoming exchange students with the actual registration completed by the Global Exchange Advisors. The department or college designates contact(s) to provide academic advising and course approval review for outgoing students.
- STEP VIII:** The exchange of students may begin four months after the agreement is signed by both parties, or by the next nomination deadline occurring after the four-month mark of the agreement being signed.