

## **International Affiliation Agreements: Principles of Affiliation**

### **Outbound Student Direct-Enrollment and Third-Party Provider Programs and Outbound/Inbound Exchange Programs**

**7-7-10**

**In selecting affiliates and signing affiliation agreements, Rider University is committed to a transparent process that embodies our due diligence efforts.**

#### **Principles of Affiliation:**

- Rider University will not enter into any exclusive agreements.
- Affiliates may not set a minimum for the number of Rider University students who will participate in the affiliate's programs.
- Rider University staff and faculty will continue to provide ethical program selection advising for students that is based on the students' personal, academic, and career goals and financial situation. Students are free to choose any program they wish.
- So that we can ensure program quality and advise students appropriately, participation in site visits and site reviews is an important part of our due diligence.
- Rider University welcomes the following from affiliates: program fee reductions for students; scholarships for students; funding to cover the expenses of Rider University staff and faculty members' participation on boards, site visits, and site reviews.
- Rider University staff and faculty may serve on affiliate's boards and participate in site reviews and site visits but affiliates will not provide Rider staff or faculty financial compensation for their participation other than funding to cover aforementioned board, site visit and site review expenses.
- In general, Rider University expects to participate every two years in a site review of one of the affiliate's programs abroad to confirm program quality and oversight.
- For exchange programs, Rider University expects to participate in annual site reviews to confirm program quality and oversight and visit with students and locally hired advisors.
- The Center for International Education staff member who reviews an affiliation agreement will not currently be serving on the affiliate's board, but may consult with staff members who serve or have served on the board, and/or participate in an affiliate's site review or site visit.
- Affiliation agreements will be reviewed at least every 5 years.
- Rider University has the right to terminate an affiliation agreement at any time without any penalty.
- The Rider University Chief Financial Officer or appointee will sign all affiliation agreements after successful conclusion of rigorous affiliate review by the Center for International Education, Enrollment Management and University legal counsel according to these guidelines.

**Affiliate:** \_\_\_\_\_

**Head Quarters/Corporate Office:** \_\_\_\_\_

#### **Enrollment:**

- What is the five-year history of Rider University student enrollment in this program?

- Does the affiliate agree to provide data for annual reports in a timely fashion?

**Program quality:**

- Does the affiliate have an advisory board of directors? Are faculty included on this board?
- Does the credit transfer to Rider University?
- Do other peer universities accept credit from this program?
- Does the program have a good reputation in the field?
- How long has the program sponsor been in operation?
- Are the program sponsor's programs of special interest to our students? What majors, minors and programs are served by this program?
- Does the affiliate agree to provide all Rider University students with evaluations of their programs by participants on an annual basis?
- Is the affiliate committed to collaborations on academic integration?
- How would our affiliation affect our status as a university or as a study abroad office? For example, is it enhanced due to increased name recognition in the field of international higher education and/or the status of the affiliate in question (e. g. Oxford University), or is it potentially diminished due to low status of affiliate (quality, litigation etc.)?
- Is the affiliate a member of an appropriate professional association in the field (for instance, the Forum on Education Abroad and/or NAFSA)?
- What institutional or program accreditation(s) does the affiliate member have?
- Does the affiliate have liability insurance that meets the standards required by Rider University?

**Conditions of affiliation:**

- What does the affiliate require of us, for example, submission of student application documents (Rider and affiliate), advertising of programs on the webpage, visa support for students?
- Have the Center for International Education staff and/or Rider University students had favorable or unfavorable interactions with the staff of the affiliate?
- Are there any financial costs of affiliation?

- Are there any financial incentives for affiliation such as program fee reductions for students; scholarships for students; funding to cover the expenses of Rider University staff and faculty members' participation on boards, site visits, and site reviews.
- How would the affiliate use the Rider University name? (For publicity or as an indication of our strong preference or endorsement?)
- Does the affiliate offer programs similar to those already offered through the Center for International Education? If so, what is the justification for affiliating and sending students with this affiliate?
- What would we require of the affiliate?
- If the affiliation is an exchange program, is the exchange likely to be sustainable, and is it supported by the departments and programs of each institution from which students are targeted as likely participants?
- Does the affiliate have a written agreement we are comfortable signing or do we need to propose changes in wording?

**Program Characteristics: What are the program characteristics in terms of academics and support services and inclusions?**

- Program Type (semester, summer, short-term; faculty-led or directed by the institution abroad)
- Composition of program student body (only program students; program and other international students [American/non-American]; program, other international and local students).
- Subjects offered
- Language(s) of courses (e.g. English, foreign language(s) [specify number, percentage, and subject of courses in each language])
- Majors, minors and programs served by this program (please list)
- Volunteer opportunities
- Cultural integration programming—meeting foreign nationals
- Pre-departure advising & support
- Online pre-departure orientation
- Student visa support
- Full-time on-site staff (include number if possible)
- On-site office or facility
- Airport reception
- On-site cultural and academic orientation including health, safety and security information
- Computer and internet access
- Mobile phone
- Excursions and other cultural enrichment activities
- Housing: home-stay, apartments, residence hall, other
- Meals
- Laundry service

- Medical insurance (and at what levels for medical, evacuation and repatriation)
- Tutoring and other academic support
- Language support
- Official transcript from host university or accrediting university
- Airfare: paid, group discount etc.

**Program Costs, Scholarships and/or other fee incentives:**

- Scholarships and/or work study opportunities
- Cost comparison with other comparable programs
- Annual (or program specific) notification to Rider of scholarships awarded to students
- Fee reduction to participants
- Other incentives such as site visit, professional development and board visit fund

**Potential benefits and who benefits?** (Not all areas required.)

- Does the affiliate have a “school of record,” making it easier for Admissions to deal with this program?
- Can we confirm that there is no financial benefit to Center for International Education and Rider University staff and faculty? (Scholarships and fee reductions for students are welcome, as is funding to support site visits and reviews and affiliate board participation.)
- Could affiliation hurt our students' access to financial aid?
- Are there useful conferences and resources available to us as a result of affiliation?
- Does the program sponsor produce printed or electronic publications that we could use in our office, library, or link for our web site?
- Does the affiliate offer in-office training and periodic update visits for CIE staff and interested faculty?
- Is the affiliate willing to participate in Rider study abroad fairs and other information venues?
- Are there opportunities for Rider University faculty and staff for involvement in seminars, conferences, site reviews and/or site visits?
- What are the potential academic collaborations for our faculty?
- Are there classes that Rider University faculty could teach abroad as a result of affiliation?
- Will the affiliate collaborate (including providing on-site support) with Rider University on faculty-led programs abroad in either direction?

**Program Costs and Scholarships:**

- What scholarships are available for our students?
- How do the program costs compare with other comparable programs?
- Has or will the affiliate notify us annually of all scholarships they award Rider University students?
- Does the affiliate offer a fee reduction to participants?

**Workload and Resource Impact:**

- Is the CIE required to make selection decisions for Rider students?
- Does the program require the special involvement of academic or other Rider departments in the selection and acceptance processes? (Specify dept. and role)
- Does the CIE and/or other University departments have to provide additional advising and application support for items like visas, housing, practice rooms (music), and course offerings and selection?
- Does the program require the hiring of a local advisor and attendant communication, payment and evaluation system?
- Does the CIE need to provide support for the students and/or faculty coming from the affiliate?
- Is additional English-as-a-Second-Language support staff needed?
- What is the impact on residential housing?
- Do we need to create and/or keep special records of our students going on their program?
- Are there any other procedures to put in place?
- Do we need to write evaluations of their programs?

**The person whose signature appears below has reviewed the Affiliate and the Affiliation Agreement and has compiled this report.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Affiliation Agreement reviewed and signed by:**

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Chief Financial Officer (signature)

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Date

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Print Name