

Timeline for Proposing a New Student Mobility Program (Exchange, Affiliation)

For students to first attend in:

Deadline for Submission of Proposal Worksheet	First Term of Attendance
December 1	Fall of the following academic year
April 1	Spring of the following academic year
September 1	Summer of the following academic year

Please note that all supporting documents must be correct and complete for these timelines to stand. Additionally, timelines will depend on the actual negotiations and timelines of the partner university/organization.

Steps to Proposing a New Student Mobility Program (Exchange, Affiliation)

- Consider if UNT already has programs in the proposed location/country:
<https://studyabroad.admin.unt.edu/index.cfm?FuseAction=Programs.AdvancedSearch>
 - a. If so, what will this program add to our current offerings?
 - i. What course offerings are unique?
 - ii. Why is the location ideal for students? Are there already programs in this location?
 - iii. Will another current option serve the same purposes as this new option?
 - b. Should you have any questions about current offerings, please email studyabroad@unt.edu.
- Complete the “Site Evaluation Form”
- Identify course equivalencies in concert with your relevant department/college advisor by completing the “Course Equivalency Evaluation Sheet” (one for each course).
Department/college advisor assigned to work with Study Abroad Office are as follow:
 - a. College of Arts and Sciences: Julie Kirkland
 - b. College of Business: Ann Bartts
 - c. College of Education: Philippe Becerra
 - d. College of Engineering: Christopher Heiden
 - e. College of Information: Toby Faber
 - f. College of Merchandise and Hospitality Management: Kelly Ayers
 - g. College of Music: Becky King
 - h. College of Public Affairs and Community Service: Terrance Parker
 - i. College of Visual Arts and Design: Susanne Coffey
 - j. Mayborn School of Journalism: Jennifer Porras
- Obtain approval from assigned department/college advisor to move forward with the Proposal Worksheet.

- Complete the Proposal Worksheet and obtain sign-off from Chair and Dean. Submit to UNT-International, as instructed on the worksheet.
- If there are any questions, you will be contacted by a member of the Study Abroad Office. Otherwise once submitted, a draft agreement will be sent to the partner contact indicated on the Worksheet with the initiator copied.
 - a. Once negotiations are complete and the legal offices of both universities have approved, the document will be moved forward for signatures on both sides. This process will be mediated by UNT-International. IMPORTANT NOTE: Timeline can significantly depend on the current workload of the legal offices at each university. Extra time must be left for fluctuations in the time it will take each legal department to approve the agreement.
 - b. Once the agreement is complete, students on both sides can officially apply to be participate in the program:
 - i. Incoming:
https://studyabroad.admin.unt.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=AF2198BC-5056-B566-004B988BA97995C5
 - ii. Outgoing: Program will appear in the Search found at
<https://studyabroad.admin.unt.edu/index.cfm?FuseAction=Programs.AdvancedSearch>