



**The University of North Carolina at Charlotte  
Procedures Pertaining to the Development of International  
Exchange Agreements**

**EXCHANGE AGREEMENT WORKSHEET**

*It is recommended that the present worksheet be used to obtain the information to prepare the formal Exchange Agreement. Please answer the following questions and return the form to the Office of International Programs by submission to [jaqalleq@uncc.edu](mailto:jaqalleq@uncc.edu) or hard copy to CHHS 213.*

1. Complete name of foreign institution (to be entered on all Exchange Agreement documents):

2. Institution website URL: \_\_\_\_\_

3. Proposed types of exchange with the foreign partner institution (check all that apply):

Reciprocal exchange of students (\*See #8 below)

Reciprocal exchange of staff and faculty  
(Include detailed terms and conditions of the exchange, including but not limited to: how many faculty/staff will be exchanged annually? what activities will occur? What is the projected duration of stay for each individual?)

Collaborative research projects  
(Include a description of the collaborative research that will be conducted, specify resources needed, and who will pay for costs associated with the research, such as: employee salary, computer resources, lab equipment, etc.)

Exchange of publications, reports, or other academic information

Professional development

Other activities such as conferences, symposia, and workshops, as mutually agreed

4. List any specific sub-unit(s) (e.g., schools, colleges, faculties, departments, centers, institutes, etc.) in the foreign institution with which the agreement is to be made, unless the exchange applies to the entire overseas institution. Please include any relevant websites for those units:

5. Name and title of chief executive officer authorized to sign the exchange agreement on behalf of the cooperating foreign institution:

6. Cooperating institution contact information/address:

7. Exchange Academic Coordinator:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

Mailing Address:

8. \*In the case of a program agreement that includes student exchange, please provide the following information:

- a) Advisor for Outgoing Students (i.e., person at foreign institution who is assisting the students coming to UNC Charlotte)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

Mailing Address:

b) Advisor for Incoming Students (i.e., person at foreign institution who is assisting UNC Charlotte students who are enrolling at the cooperating foreign institution)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

Mailing Address:

9. For program agreements related to other exchange activities, list appropriate contact individuals. Example of exchange activities may include: exchange of faculty and staff, collaborative research projects, exchange of publications, collaborative professional development, other activities as mutually agreed.

Element of Exchange (mark appropriate indicator(s)):

- Faculty/staff exchange
- Collaborative research
- Publications
- Professional development
- Other: \_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address:

Element of Exchange (mark appropriate indicator(s)):

- Faculty/staff exchange
- Collaborative research
- Publications
- Professional development
- Other: \_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address:

Element of Exchange (mark appropriate indicator(s)):

- Faculty/staff exchange
- Collaborative research
- Publications
- Professional development
- Other: \_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address:

10. Please describe the rationale for the proposed exchange agreement or attach a document describing the rationale. Consider the following questions:

- How is the activity with the proposed partner of mutual benefit to both institutions?
- For student exchanges, how does this benefit our UNC Charlotte students, and what is the probability of attaining an appropriate level of reciprocity?
- If UNC Charlotte already has agreements to provide students an opportunity to study in the proposed country or site, what new possibilities does this partnership offer?
- What are the enhancements/attractions of this exchange within the broader UNC Charlotte community?

11. Who is the UNC Charlotte Academic Coordinator (i.e., faculty member responsible for administering the proposed agreement):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: