

A Guide to Creating International Agreements at SUNY Buffalo State

Step 1.

Qualify Partner Institution

1. Do they have appropriate accreditation?
2. What is their academic reputation?
3. Do they have overlapping/complementary research/teaching interests?
4. Does a relationship with them further the goals of the strategic plan?
5. Are they in a partnership with another SUNY institution?

Responsible parties

1. Department
2. School
3. International and Exchange Programs

Step 2.

Prepare general MOU (if articulation agreement is needed, see additional steps below)

Responsible party

1. International and Exchange Programs (draft can be sent to other Buffalo State stakeholders for comment if appropriate)
2. SUNY Office of Global Affairs

Step 3.

Prepare Articulation Agreement

1. Evaluate and discuss admissions criteria, scholarship issues
 - a. Responsible parties
 - i. Department
 - ii. School
 - iii. International and Exchange Programs
 - iv. Partner Institution
2. Obtain complete course descriptions and syllabi for courses (translated)
 - i. Responsible parties
 1. International and Exchange Programs
 2. Partner Institution
3. Review courses for University Studies Program equivalency
 - i. Responsible parties
 1. Department
 2. School
4. Create Course Equivalency Table
 - i. Responsible parties
 1. Department
 2. School
5. Prepare complete articulation agreement
 - a. International and Exchange Programs (draft can be sent to other Buffalo State stakeholders for comment if appropriate)
 - b. SUNY Office of Global Affairs