

## **A Guide to Creating a New International Agreement 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?
  - a. Responsible parties – Department, New Institution, Global Engagement

### **Step 2. Prepare general MOU** (if articulation agreement is needed, see additional steps below)

- a. Responsible parties – Global Engagement (draft can be sent to Department for comment), SUNY Office of Global Affairs

### **Step 3. Prepare Articulation Agreement**

1. Evaluate and discuss admissions criteria, scholarship issues
  - a. Responsible parties – Department, Global Engagement, New Institution
2. Obtain complete course descriptions and syllabi for courses (translated)
  - a. Responsible parties – Global Engagement, New Institution
3. Review courses for University Studies Program equivalency
  - a. Responsible parties – Department, New Institution
4. Create Course Equivalency Table
  - a. Responsible parties – Department, New Institution
5. Prepare complete articulation agreement
  - a. Responsible Parties – Global Engagement (draft can be sent to Department for comment), SUNY Office of Global Affairs