

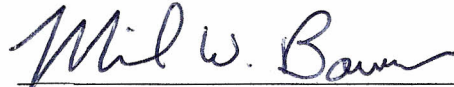
**INTERNATIONAL ACADEMIC PROGRAMS POLICY<sup>1</sup>**

**RESPONSIBLE ADMINISTRATOR:** EXECUTIVE VICE PRESIDENT AND PROVOST

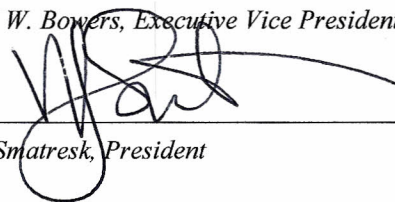
**RESPONSIBLE OFFICE:** OFFICE OF INTERNATIONAL PROGRAMS

**ORIGINALLY ISSUED:** FEBRUARY 2010

**APPROVALS:** APPROVED BY:

 2-22-11

Michael W. Bowers, Executive Vice President & Provost Date

 02/22/11

Neal J. Smatresk, President Date

**REVISION DATE:** NA

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**STATEMENT OF PURPOSE**

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The purposes of this policy are to insure such programs are of the highest quality, to protect the integrity of UNLV, and to guard the interests of students, faculty and staff who participate in these programs through the approval process for such activities.

International programs present special circumstances impacting the reputation and accreditation status of UNLV, thus, detailed and thoughtful planning and review prior to implementation is essential to ensure program quality, health and safety considerations, and compliance with foreign laws. Offering UNLV courses and degrees in an international context requires careful consideration of admissions, course content, faculty credentials, academic freedom, student registration, and other issues as they apply in contexts outside Nevada and the United States. When applied to unfamiliar institutional cultures and regulatory environments, these may conflict with the expectations of their international counterparts.

No individual faculty or staff member is authorized to establish an international academic program. Deans, directors, chairs or faculty who are contemplating any type of international initiative must contact the Executive Vice President and Provost's Office, including its Office of International Programs, in advance of extensive planning or making any external commitments

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<sup>1</sup> The first draft reviewed by the Provost's *ad hoc* Committee on International Academic Programs was adapted from the Indiana University Policy on Offshore and Cross-Border Programs (10/26/09). Portions of the I.U. policy are incorporated in this document and are used by permission.

in order to insure a fit between the proposed activities and applicable University-wide policies and procedures.

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### **ENTITIES AFFECTED BY THIS POLICY**

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All divisions within the University are affected.

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### **WHO SHOULD READ THIS POLICY**

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Any individual participating in or providing services to international activities and those contemplating doing so should read this policy.

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### **SCOPE**

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#### **1.0 Covered Activities.**

The international programs covered by this policy are those that represent UNLV as an institution and establish a UNLV presence overseas or across U.S. borders. This policy covers any contract, formal or informal agreement or activity between any entity of UNLV and any United States or international organization that also includes one of the following:

- 1.1 Movement of UNLV faculty/staff overseas or across international borders for the purpose of delivering UNLV coursework, including non-degree and non-credit classes;
- 1.2 Collaborative degrees or certificates developed with international partner institutions;
- 1.3 Offshore delivery of academic programs via distance learning or education means involving an international partner;
- 1.4 Establishment of an institutional presence abroad that is not temporary (whether for course delivery or not, and whether intermittent or not) that is publicly identified with UNLV or any of its constituent units, either independently or in association with other institutions, organizations or consortia;
- 1.5 Academic programs offering UNLV coursework to UNLV or non-UNLV students at a foreign site;
- 1.6 "Twinning programs," also sometimes referred to as "sandwich programs," in which international students may take one to three years of a UNLV degree at an affiliated institution abroad and one to three years at a UNLV campus, abroad or in Nevada. Students in such programs may obtain either a UNLV degree or degrees from both UNLV and the foreign institution;
- 1.7 Distance Education Programs administered in association with foreign organizations intended to deliver UNLV courses, certificates and degrees through electronic and other means to students at locations abroad. They may operate entirely online or may require some study at a UNLV campus. UNLV Programs that contract with international third parties for services such as teaching, administration and/or student

support as part of the distance delivery require approval through this policy. Such programs might, for example, contract with an educational company in a particular country to admit students, hold classroom sessions, administer tests, and monitor progress. In other cases, the distance program might be integrated into the offerings of a foreign institution;

- 1.8 Externally funded projects, such as grants for projects funded by U.S. Government or multi-national agencies, foundations or corporations when they involve delivering UNLV academic programs abroad (either on-site or via distance means) and/or the establishment of a UNLV legal presence abroad (e.g., registration as a company abroad, payment of taxes to a foreign government, opening of project bank accounts abroad; leasing or purchase of housing, cars, etc. with grant funds);
- 1.9 Branch campuses that are degree-granting campuses of UNLV which are located abroad. In such cases, a local government, or other third party sponsor may provide the land and buildings for a campus where UNLV agrees to deliver degree programs. The third party sponsor also may underwrite start-up and operating costs and be a stakeholder in the operation of the campus. A proposal for a branch campus should have benefit to both UNLV and the host country. Such proposals must be recommended by the President for approval by the Nevada System of Higher Education (NSHE) Board of Regents, and all international programs in which academic credit is granted shall be submitted to the NSHE Academic Affairs Council for a recommendation to the Chancellor for approval.

## **2.0 Activities Not Covered.**

This policy does not apply to the following types of programs:

- 2.1 UNLV faculty and staff independently delivering non-credit workshops and short courses at an international location to individuals and groups that are not enrolled at UNLV and without use of the UNLV name or University resources, including time;
- 2.2 Credit or non-credit programs involving travel and limited, temporary facilities of UNLV abroad involving students enrolled at the home campus of UNLV, however, such must be reviewed and approved by the Offices of International Programs and Distance Education;
- 2.3 Faculty research projects with international entities that do not include a foreign academic program component;
- 2.4 Technical assistance projects, unless they include offering UNLV coursework abroad or establishment of a UNLV office at a foreign site;
- 2.5 Participation in international conferences or seminars;
- 2.6 Trips for recruiting international students to UNLV;
- 2.7 Exchanges of faculty and students through approved university affiliations, such as the Universities Study Abroad Consortium (USAC);
- 2.8 Short, non-credit, summer programs for cohorts of international students at UNLV in Las Vegas, however, such must be reviewed and approved by the Office of International Programs;
- 2.9 Activities and programs arranged by UNLV alumni organizations outside the U.S.

### **3.0 Distance Education Programs.**

Programs that are taught as distance education that do not contract with foreign third parties and are taught only by UNLV faculty and are fully administered by UNLV and systematically processed through regular UNLV Office of Educational Outreach procedures are outside the scope of the Policy. However, if such a program subsequently involves contracting with a foreign company or other entity for delivery of courses, prior review and approval under this Policy will be required.

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## **POLICY STATEMENT**

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### **1.0 General Requirements.**

In making application for and conducting an international academic program, UNLV policies and procedures for all academic, governance and business aspects of the proposed program must be followed, including applicable University procedures for the establishment of new degree programs, new program tracks, new certificates, and curricula. At the undergraduate level, such proposals require approval by the appropriate Faculty Senate committee(s); at the graduate level proposals must also go through normal Graduate College committee review. The unit proposing the initiative is required during the application process to contact the Office of General Counsel in order to obtain, in General Counsel's discretion, foreign legal review at the unit's expense of any third party agreements in the host country to address such issues as registration as a business or educational institution, general liability, labor regulations for local employees, and other regulatory and legal requirements for the proposed activity.

### **2.0 Specific Requirements.**

The requirements below are adapted from "Venturing Abroad: Delivering U.S. Degrees through Overseas Branch Campuses and Programs," American Council on Education, 2007, p. 23:

- 2.1 Any proposal for international branch campuses and programs shall adhere to the standards of the American Association of University Professors (AAUP) 2009 "Committee A" statement "On Conditions of Employment at Overseas Campuses," to the extent that they are consistent with NSHE and UNLV policies and procedures, <http://www.aaup.org/AAUP/comm/rep/A/overseas.htm>.
- 2.2 The stature of any affiliated institution(s) within the host country must be consistent with the stature of UNLV and its participating campuses and schools;
- 2.3 The proposed program should fit a strategic priority of UNLV, either in terms of affiliation or the country or region. The program should not result in unnecessary duplication of other activities or linkages already in place in the host country or region;

- 2.4 Due diligence must be conducted regarding all affiliates' and contractors' reputations and academic policies and practices, as well as their financial status and legal standing;
- 2.5 The program must adhere to the standards, guidelines and policies of the NSHE and UNLV, and should comport with the applicable standards of the AAUP;
- 2.6 The program must receive approval from the Northwest Commission on Colleges and Universities through the Office of the Executive Vice President and Provost prior to implementation;
- 2.7 The program must address the host country's regulatory requirements (e.g., accreditation, registration, employment policies, taxes, etc.) for establishing an academic program;
- 2.8 The proposal should assess the competitive environment for higher education in the host country, as well as the likelihood that there will be a sufficient number of qualified students to sustain a viable program;
- 2.9 UNLV student conduct codes and policies shall be applicable to the programs. The proposals must describe the mechanisms for enforcement of and compliance with such student conduct standards and procedures;
- 2.10 Any proposal must have a clearly articulated plan for closing, should quality assurance, financial or other reasons require withdrawal from the international location. Termination must be provided for in contractual arrangements and should be included in discussions with the counterpart organization during the planning process;
- 2.11 The proposal must address coordination, integration and consistency with the admissions, records, and graduation standards and functions on the main campus;
- 2.12 Faculty who teach or otherwise participate in international programs must have the same qualifications and approvals required of faculty on the main campus. At the graduate level, this includes holding graduate faculty status on the main campus;
- 2.13 The proposal must address issues of academic freedom and freedom of speech in the host country. This may be accomplished by citation to sites such as those of the Academic Freedom Survey at the Scholars at Risk Network <http://scholarsatrisk.nyu.edu> or the Network for Education & Academic Rights <http://www.nearinternational.org>.

### **3.0 NSHE and UNLV Names, Identities, Logos and Seals.**

Steps must be taken in written agreements and procedures to control the use of the NSHE and UNLV names, identities, logos and seals in all verbal, written and on-line communications concerning the program, including in advertising and publicity about the program. In all cases UNLV policies and design standards for name and logo use shall apply. In all agreements, provisions must be made to ensure proper protection for intellectual property.

### **4.0 Approvals.**

The requirements and procedures in this policy are in addition to, and do not supersede, any otherwise applicable academic or other required approvals.

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## PROCEDURES

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### **1.0 Application Procedures.**

- 1.1 The Executive Vice President and Provost's Office for International Programs must be consulted prior to submission of the preliminary proposal. In proposing an international program, UNLV proposing units are required to address the requirements outlined in this policy as well as the specific points identified in both the Preliminary Application Form and the more detailed Formal Application Form. For compiling the application, the AAUP "Committee A" statement "On Conditions of Employment at Overseas Campuses" provides guiding principles regarding concerns of host country contingent faculty, academic quality, academic freedom, and faculty review of the proposed activity;
- 1.2 Program concepts should be developed through systematic discussion with the deans, department chairs and faculty of all relevant UNLV units, as well as with the Executive Vice President and Provost, prior to initiating formal discussions with authorized officials of any external organization;
- 1.3 A draft affiliation or other legal agreement should be attached to the preliminary proposal. The completed Preliminary Application Form (Exhibit "A") shall be submitted by the applicable Dean/Director to the Executive Vice President and Provost;
- 1.4 Upon approval of the Preliminary Application by the Executive Vice President and Provost, a Formal Application Form (Exhibit "B") shall be completed by the proposing unit and shall be reviewed by the Director of International Programs, the Vice President for Business and Finance, General Counsel and other appropriate University officials. It shall then be referred to the Faculty Senate Executive Committee for its recommendation;
- 1.5 The Formal Application must also be considered by the applicable faculty and the Form signed by all relevant academic chair(s) and dean(s), who by submitting the proposal shall certify that it has been reviewed by the relevant faculty in compliance with all applicable unit bylaws. Upon action by the Faculty Senate Executive Committee, the Formal Application shall be routed to the Executive Vice President and Provost and then to the President, Chancellor and Board of Regents for approvals as required.

### **2.0 On-Going Evaluation of Approved International Academic Programs.**

In order to ensure maintenance of program quality and integrity, the following ongoing assessments will be required:

#### **2.1 Annual Review**

The director or head of each approved international program must submit to the applicable Dean, the Executive Vice President and Provost, and the Office of International Programs a brief (five to ten pages) report on key elements of the

program during the preceding year. The report will be submitted within one month of the end of the academic year. The report will provide narrative and data consistent with UNLV policies for assessment, on such matters as:

- Mission;
- Recruitment, admissions and educational outcomes data;
- Enrollment and student learning/assessment;
- Curriculum development and documentation of curriculum approval by UNLV department specific faculty;
- Student evaluation of programs;
- Student retention and graduation data;
- Student and faculty administrative appeal data;
- Implementation of University policies and procedures relating to admissions, student records, academic performance;
- Status of host country faculty hiring plans and documentation that explicit approval by UNLV discipline specific faculty has been obtained for these plans;
- Financial status of the program;
- Health, safety and security;
- Ethics and integrity;
- Plans for the coming year.

## 2.2 Periodic Reviews

In addition, every five years, the international academic program shall be reviewed at its own expense by a committee appointed by the Executive Vice President and Provost in consultation with department specific UNLV faculty, which shall interview students, faculty and administrators and evaluate the program according to the categories outlined in the attached Commission for Higher Learning's "Principles of Good Practice in Overseas International Education Programs for Non-U.S. Nationals." The committee's report shall be forwarded to the appropriate dean/director, the Faculty Senate and the Executive Vice President and Provost.

## 2.3 Modification or Extension

Material modification of approved programs, including extension or expansion or new activities that include additional activities that would, standing alone, require application and approval under this policy shall require a supplemental Formal Application as described in this policy before such modifications are implemented.

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## RELATED DOCUMENTS

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### 1.0 Forms – General Considerations.

- 1.1 The application process will entail the submission of an initial Preliminary Application and, subsequently, a Formal Application Form;
- 1.2 All appropriate guidelines and policies of the Office of International Programs must be followed. UNLV regularly monitors information relevant to the safety of UNLV students, since their safety and security is of the utmost importance. In evaluating the safety of foreign travel on university-sponsored programs, UNLV gives primary consideration to Travel Warnings issued by the U.S. Department of State, as well as Travel Health Warnings and Travel Health Precautions issued by the U.S. Centers for Disease Control and Prevention;
- 1.3 Operational Policies A-2, A-6, A-7 and A-12 of the Northwest Commission on Colleges and Universities must be observed;
- 1.4 Explicit reference should be made to the NSHE Board of Regents Handbook, to include Chapter 14, Section 8, as well as to the NSHE Procedures and Guidelines Manual, Chapter 6, Sections 11 and 13.
- 1.5 This Policy and the Application Forms will be listed under the “Policies” heading on the navigation menu of the home website for the Executive Vice President and Provost.

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## CONTACTS

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Office of the Executive Vice President and Provost  
Office of International Programs

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## DEFINITION

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- 1.0 The term “international” refers to activities that are in nations other than the United States of America, its possessions and territories.



Exhibit "A"

**PROPOSED  
INTERNATIONAL ACADEMIC PROGRAM  
FORM OF PRELIMINARY APPLICATION**

1. DATE
2. FROM: Dean(s)/Director(s)
3. TO: Executive Vice President and Provost
4. PROGRAM TITLE
5. ADMINISTERED BY: Names of all sponsoring UNLV units
6. IN ASSOCIATION WITH: Full, formal name(s) of all non-UNLV entities involved
7. EXECUTIVE SUMMARY DESCRIBING THE PROGRAM (approx. one page)
8. ADDRESS THE FOLLOWING REQUIREMENTS (maximum one page each):
  - (A) Administrative oversight, reporting lines and system of communications;
  - (B) Legal status and organization of non-UNLV entities involved;
  - (C) Financial viability and reputation of non-UNLV entities;
  - (D) Stature of non-UNLV entities and why they were chosen over others;
  - (E) Plans for documentation of any relationship with non-UNLV entities;
  - (F) Brief assessment of risks, both as to liability and safety;
  - (G) Brief assessment of competitive market and interest in the proposal;
  - (H) Brief analysis of the social, cultural and political context;
9. BUDGET AND FINANCE SUMMARY (approx. one page)
10. APPROVED/DISAPPROVED for Formal Application

\_\_\_\_\_ Date: \_\_\_\_\_  
Executive Vice President and Provost

Exhibit "B"

**PROPOSED  
INTERNATIONAL ACADEMIC PROGRAM  
FORM OF FORMAL APPLICATION**

1. DATE
2. FROM: Dean(s)/Director(s)
3. TO: President
4. PROGRAM TITLE
5. ADMINISTERED BY: Names of all sponsoring UNLV units
6. IN ASSOCIATION WITH: Full, formal name(s) of all non-UNLV entities involved
7. EXECUTIVE SUMMARY DESCRIBING THE PROGRAM (approx. one page)
8. ADDRESS AND DOCUMENT COMPLIANCE WITH THE FOLLOWING REQUIREMENTS (*see* Policy Sections 1.0 and 2.0):
  - (A) Address administrative oversight, reporting lines and systems of communications, to include coordination, integration and consistency with standards and functions on the main campus.
  - (B) Legal status and organization of non-UNLV entities involved;
  - (C) Financial viability and reputation of non-UNLV entities;
  - (D) Stature of non-UNLV entities and why they were chosen over others;
  - (E) Draft documents, such as memoranda of understanding, affiliation agreements, etc. to be executed with NSHE/UNLV and external entities;
  - (F) Assessment of risks, both as to liability and safety;
  - (G) Assessment of competitive market and interest in the proposal;
  - (H) Analysis of the social, cultural and political context, including provisions for a supportive educational environment, appropriate employment conditions and academic freedom.

9. DETAILED BUDGET AND FINANCIAL INFORMATION:

To include identification of financial resources, faculty and administrative staff currently employed at UNLV who will be engaged in the project, positions that will be hired in international locations, physical facilities needed for the program, sources of revenue to support the program and details of UNLV's commitment for cost sharing, if any.

10. IDENTIFY ALL NSHE, UNLV AND NWCCU POLICIES IMPLICATED BY THE PROPOSAL AND DISCUSS HOW THEY WILL BE ADDRESSED.

11. REVIEWS:

\_\_\_\_\_ RECOMMENDED/NOT RECOMMENDED  
Director, Sponsored Programs [if applicable]

\_\_\_\_\_ RECOMMENDED/NOT RECOMMENDED  
Vice Provost, Educational Outreach [if applicable]

\_\_\_\_\_ RECOMMENDED/NOT RECOMMENDED  
Dean, Graduate College [if applicable]

\_\_\_\_\_ RECOMMENDED/NOT RECOMMENDED  
Vice President, Student Affairs

\_\_\_\_\_ RECOMMENDED/NOT RECOMMENDED  
Chair, Faculty Senate (for the Faculty Senate Executive Committee)

\_\_\_\_\_ RECOMMENDED/NOT RECOMMENDED  
Director, International Programs

\_\_\_\_\_ RECOMMENDED/NOT RECOMMENDED  
Vice President and General Counsel

\_\_\_\_\_ RECOMMENDED/NOT RECOMMENDED  
Senior Vice President, Finance and Business

\_\_\_\_\_ RECOMMENDED/NOT RECOMMENDED  
Executive Vice President and Provost