

# Reciprocal Student Exchange Program (RSEP) Proposal Form

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A Reciprocal Student Exchange Program (RSEP) is a two-way student exchange that is administered by UNL's Global Affairs unit. Students participate for one or two semesters and take classes for credit. Outgoing students pay tuition and fees to their home institution; these funds are then used to host the incoming exchange students.

For questions please contact the Office of Global Partnerships & Initiatives at [globalaffairs@unl.edu](mailto:globalaffairs@unl.edu).

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## A. UNL Information

Name of Requester: (Must be a UNL faculty member or administrator)

Title:

Email:

Phone Number:

Department Name:

College Name:

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## B. Partner Institution Information

Name of Partner Institution:

Website URL:

City/Province:

Country:

Primary Contact (s):

Education Abroad/Study Abroad Office:

Address:

Postal Code:

E-mail

Phone:

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## C. Program Overview

### 1. Program Responsibility: Global Experiences Office & Partner's GEO Counterpart

UNL's Global Experiences Office (GEO) is primarily responsible for the implementation of a RSEP. To do this effectively, GEO must know who to contact at the partner institution regarding issues like registration, trpts, insurance, housing, orientation and more. Please provide information for the office and/or individual at the partner institution that will provide support for incoming and outgoing exchange students.

Partner Institution Office Name:

Contact Name:

Title of Partner Contact:

E-mail

Phone Number:

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### 2. Program Responsibility: Faculty/Staff Coordinators

In addition to the GEO, each RSEP needs support from participating colleges and/or departments. Before drafting a RSEP agreement, there must be at least 2 designated UNL Faculty/Staff Coordinators, and at least 1 Partner Institution Faculty/Staff Coordinator. Under the direction of GEO, these Coordinators will help facilitate the program.

#### UNL Faculty/Staff Coordinators

Name:

Position and Department

E-mail

Phone:

#### Partner Institution Faculty/Staff Coordinators

Name:

Position and Department:

E-mail:

Phone:

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### 3. Program Value Assessment

Describe how this program will be worthwhile to UNL students, staff & faculty, or the university in general. How does it support current efforts or develop efforts for the future?

Please add any other details that you consider relevant to this potential collaboration.

Will a translation of this agreement be required? If an official translation of this agreement will be required, any professional translation costs will be paid by the partner institution or faculty requestor.

Yes

No

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### 4. Program Viability

The list below is provided to help gauge the program's viability. This is not a list of requirements, but a tool to help faculty/ departments/colleges realize and consider the issues that are likely to affect success. It is not necessary to check all or many of the boxes before creating an agreement; only check the points for which there is confidence. To complete this, the Requester will need to be in communication with the partner institution.

**Students:**

There is evidence of adequate interest in this opportunity among UNL students.

There is evidence of adequate interest in this opportunity among partner-institution students.

Cost, timing, safety and competing international options are not likely to hinder UNL student participation.

Cost, timing, safety and competing international options are not likely to hinder partner institution student participation.

It is reasonable to think that there will be symmetrical interest between the partners.

**Classes:**

Faculty/Staff Coordinators can identify several classes that will have strong potential for smooth credit-transfer.

A lack of English language ability is not likely to hinder foreign students from taking classes at UNL.

A lack of foreign language ability is not likely to hinder UNL students from taking classes.

**Other:**

The partner institution has proven experience with international partnerships and student exchanges.

So far as is known, there are not excessive costs or difficulties for acquiring visas.

There are no US State Department travel restrictions to this country.

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**5. Financial Responsibility**

Each RSEP has its own financial account, which is monitored by the Global Experiences Office. In a RSEP, students pay tuition and fees to their home institution; these funds are then used to host the exchange students. Therefore, an unbalanced student exchange program means there is also a financial imbalance.

Any college/department that requests to start or renew a RSEP is potentially responsible for any imbalance that develops. The Global Partnerships & Initiatives team monitors the balance and can provide support for finding ways to rectify an imbalance, but the financial responsibility lies with the colleges/departments that have requested the exchange and who have designated Faculty/Staff Coordinators to the program.

I acknowledge that the proposed RSEP has financial implications for UNL and understand that involved parties (faculty, chairs, deans) will work closely with UNL's Global ExperiencesOffice to keep the student exchange balanced

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**D. Approval to Create** (Chairs/Heads/Deans/Assoc Vice Chancellors will be also be asked to review and approve the final version of the RSEP, before it is signed by the chancellor

UNL Requestor:

I have communicated with my foreign counterparts regarding this project. They have secured or are securing preliminary approval from the appropriate administrators at their institution.

Printed Name:

Signature and Date:

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**By signing below I am acknowledging my request to submit a proposal for an international agreement and I agree to work with the Global Partnerships & Initiatives Office to keep them informed of my efforts abroad.**

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