

Guidelines for 3+1+1 Programs with International Institutions

Nature of a 3+1+1 Program

The 3+1+1 program facilitates strategic partnerships for international collaboration and global engagement that moves the university's mission of research cooperation, academic exchange, and student exchange. These guidelines are intended to provide context for departments wishing to propose a pipeline program to Master's degree programs for international students from specific partner institutions. Student participants in the 3+1+1 program can enroll at UC Santa Cruz in a limited status capacity after three years of study at the sending institution. In the first year at UC Santa Cruz, the limited status students must complete upper division coursework in their chosen program of study to complete the bachelor's degree from the partner institution. The student may then apply for admission into the specified master's program within the host department. If accepted, the participant would enroll as a master's student in their second year at UC Santa Cruz.

Program Proposal

In parallel with drafting the MOU, a proposal describing the partnership program should be developed by the department and submitted to the overseeing academic dean for evaluation of resources. A successful proposal should broadly consider and address the impact on the quality, quantity, and diversity of the departmental upper division classes and the Master's program. Consideration should also be given to the provision of funding for departmental Ph.D. students through a larger Master's population and the creation of a possible pipeline of Ph.D. students.

Program faculty initiate a program proposal that addresses:

1. The rationale for the program.
2. The standards for admission into the 3+1+1 program (including prerequisite chains), a description of the Master's program application and admission requirements, and policies on double-counting of courses if applicable.
3. An evaluation of the internal resources needed to mount and sustain the program.
4. The number of students likely to participate, the course capacity and, if necessary, measures to be implemented in order to mitigate potential impacts on degree-seeking students.¹
5. How changes in visa status will be managed in relation to admittance into the graduate program.
6. The housing arrangements available for 3+1+1 students.
7. The minimum proficiency with academic English and the language instruction resources available to limited English proficient students.
8. Curriculum and leave plans demonstrating frequency of offering and capacity to offer the curriculum in the face of faculty leaves.
9. Discontinuance - How the program will be discontinued if student demand does not justify its continuance, if faculty interests change, or if resources are reduced. Campus approval is required for discontinuance.

MOU Development

The Memorandum of Understanding (MOU) is an integral part of a 3+1+1 program proposal between UC Santa Cruz and the international institution.

¹ For required courses outside of the department, a letter must be provided from the affected department chair, stating that there is space to accommodate the 3+1+1 students.

Prior to or parallel with the development of a program proposal, the department should collaborate with the Vice Provost for Global Engagement (VPGE), who has purview over review and approval of international agreements. The VPGE will assist in obtaining an Agreement of Cooperation (AOC), which is signed by the Chancellor on behalf of the UC Regents, if one does not already exist. Once the AOC is secured, the VPGE will support the department in drafting the MOU with the international institution.

The MOU describes the expectation of the campus, the sending institution, and the participating students.² An MOU should address the following:

1. The sending institution must demonstrate its understanding and consent that their students are taking courses and receiving instruction that is sufficient for the student to earn a bachelor's degree at the sending institution, so an approved list of courses must be available for the student to take in their first year at UC Santa Cruz (their senior year at the sending institution).
2. The host department must receive students that are prepared for these senior courses and who are likely to succeed to the level that will allow them to be admitted to the specific Master's program. This requires that the sending institution prepares the students academically and makes it clear to the student that the responsibility for performing adequately for admission into the Master's program at UC Santa Cruz lies solely with the student.
3. Participating students must have access to the courses needed to finish their bachelor's degree in one year and have access to the courses that are needed to finish their Master's the following year. Also the requirements for admission to the Master's program must be clear (minimum GPA based on related courses, GRE scores, etc.) and the student must be informed whether they meet these criteria by the end of their second quarter at UC Santa Cruz.

To allow for successful completion of the Master's in the student's second year, it is advised that one or two upper division courses taken in the first year at UC Santa Cruz are allowed to fulfill requirements for the Master's, for the student to begin taking graduate courses in the first year at UC Santa Cruz and for the remaining Master's curriculum/thesis/project requirements to be accessible in one year.

Program Approval Process

Program faculty submit the proposal for establishment of a 3+1+1 program with a draft MOU to the overseeing dean for consideration. The dean is responsible for transmitting the proposal to the Vice Provost of Academic Affairs (VPAA) with a cover letter that describes long term planning implications, affirms whether the program is resource neutral or requires new resources, and makes a recommendation. Programs in need of new resources require the dean's explicit funding commitment.

The VPAA transmits the proposal to the divisional senate for approval. The decision on the curricular approval the program lies with Graduate Council (for approval of potential modifications in program admissions and for potential double-counting of courses) and the Committee on Admissions and Financial Aid (for the approval of admission of the program participants as limited status students). It is within the purview of Graduate Council to

² A template for the MOU for a 3+1+1 program is appended.

consult with Committee on Planning and Budget and Committee on Educational Policy. The VPAA advises on resource viability.

Upon approval by GC and CAFA, the final approval rests with the CP/EVC. Upon campus approval of the program, the MOU will be signed by signatories from both institutions.



**MEMORANDUM OF
UNDERSTANDING
Between
University of California, Santa Cruz Department of XXXX
And
YYY University**

This Memorandum of Understanding, (hereinafter "Agreement") is entered into as of the last date of execution shown below, by and between The Regents of the University of California, on behalf of the Department of XXX of its Santa Cruz campus, (hereinafter referred to as UCSC XXX Department), and YYY University on behalf of the Department of ZZZ (hereinafter referred to as ZZZ/YYY). The parties mutually agree as follows:

1 PURPOSE

To provide opportunities for students of the ZZZ/YYY (hereinafter "students") to study abroad at UC Santa Cruz with an understanding that performance in those courses will be considered if the students apply to the UC Santa Cruz M.S. program in XXX. This will further the goals of research cooperation, academic exchange, and student exchange as agreed in the Agreement of Cooperation signed between both parties on XXXXXXXX.

2 STUDENTS, DATES AND FEES

- 2.1 Date: This MOU will be in force until July 1st, 20AA. At that time the terms of this MOU will be reviewed and may be modified accordingly with mutual consent of both parties.
- 2.2 UC Santa Cruz will admit up to XX students per year into this program.
- 2.3 Students attending UC Santa Cruz will be expected to pay the tuition, fees, housing and other rates as if he or she were a degree-seeking UC Santa Cruz student with the appropriate residency status. These are:
 - 2.3.1 As undergraduates, student fees are detailed at <http://registrar.ucsc.edu/fees/registration/undergraduate-e-student-fees.html#undergraduate-fees>.
 - 2.3.2 Students who are accepted into the M.S. program are expected to pay graduate student fees shown at <http://registrar.ucsc.edu/fees/registration/undergraduate-e-student-fees.html#graduate>.
 - 2.3.3 Living expenses, such as housing, meals, etc. are the responsibility of the student.

3 RESPONSIBILITIES OF ZZZ/YYY

ZZZ/YYY agrees to the following:

- 3.1 Advise and select students for the UC Santa Cruz curriculum agreed to by the two parties, including the completion of courses in ATTACHMENT A.
- 3.2 Provide a list of students applying to start the program that contains the full name, address, phone number, date of birth, passport number, gender, personal email, and emergency contacts by five months before the starting day of the students' classes begin.

4 RESPONSIBILITIES OF STUDENTS

- 4.1 Students must apply to UCSC as a limited status student five months before he

- or she expects to attend UCSC.
- 4.2 Students must score a **BB** or higher on the internet based TOEFL exam.
 - 4.3 Pay for all fees, including registration fees, the SEVIS fees, housing, flights, and personal fees.
 - 4.4 Provide adequate health insurance in accordance with United States law.
 - 4.5 Complete all prerequisite courses determined to be equivalent to those in ATTACHMENT A and maintain a **B.B** grade point average for those courses.
 - 4.6 Take at least two courses per quarter including required courses for the first year from the list of courses given in ATTACHMENT B.
 - 4.7 Apply to UC Santa Cruz' **XXX** M.S. Program before application deadline. Application information is listed in ATTACHMENT C.

5 RESPONSIBILITIES OF UC Santa Cruz

UC Santa Cruz agrees to the following:

- 5.1 To admit these students for one year as "limited status" students, with the same rights and services as UC Santa Cruz degree seeking students.
- 5.2 To provide visa advising, student activities, and issue documents necessary to apply for F-1 student visa.
- 5.3 To assist students in looking for housing in Santa Cruz.
- 5.4 To provide a curriculum for one year that in conjunction with the courses taken at **ZZZ/YYY**, will prepare them for success in **XXX** M.S. Program.
- 5.5 To provide a transcript of the courses taken at UC Santa Cruz to **ZZZ/YYY** as evidence of each student's performance in UC Santa Cruz courses.
- 5.6 To assist student in applying to the **XXX** M.S. program.
- 5.7 Admit the student to the MS program if
 - 5.7.1 The student's GPA in (define UCSC courses here) are greater than **Z.z**, AND
 - 5.7.2 The student's GRE score is greater than **ZZZ**, AND
 - 5.7.3 (any additional criteria)
- 5.8 Students not meeting the criteria in 5.7 may will be considered for possible admission on a case-by-case basis
- 5.9 To provide students admitted to the 1-year **XXX** M.S. program with the courses necessary to earn degree from M.S. Program in 3 quarters. Degree requirements are listed in Appendix D.

6 AMENDMENT / TERMINATION PROCEDURES

- 6.1 This Agreement will be reviewed by each party after 3 years to determine if it is meeting the standards of success as defined by each party.
- 6.2 This Agreement may be amended through a mutually acceptable written statement.

7 REFUND POLICIES: see <http://registrar.ucsc.edu/fees/registration/refund.html>

8 APPLICABLE LAWS AND POLICIES, ACADEMIC CREDIT

- 8.1 All education, research and other activities conducted at the UC Santa Cruz campus or another UC Santa Cruz facility pursuant to this Agreement shall be conducted in accordance with the laws, statutes, ordinances, regulations, policies and rules applicable to UC Santa Cruz, including without limitation UC Santa Cruz's student conduct and student discipline policies. UC Santa Cruz will have the right to terminate the participation of anyone in the program in accordance with UC Santa Cruz's policies. Whenever practicable, termination of a student's participation in the program or other discipline will not occur without prior consultation with **ZZZ/YYY**.
- 8.2 Students and all other participating members agree that they will be subject to the UC Santa Cruz's policies and U.S. laws regarding ownership, assignment and

management of intellectual property, including, but not limited to, patents, trademarks and copyright, to the extent such interests and rights arise out of the program or activities covered under this Agreement.

9 MISCELLANEOUS

- 9.1 The parties agree that, in the event any dispute arises between them regarding the interpretation, construction or implementation of this Agreement, they shall make all reasonable and good faith efforts to resolve such matters between them informally and, to that end, shall meet and confer (via teleconference if necessary) regarding any disputes within five (5) days after written notice from either party requesting such a conference.
- 9.2 Any notice to either party hereunder must be in writing signed by the party giving it, addressed as follows:

To UC SANTA CRUZ:

Professor
Vice Provost, Global Engagement
Santa Cruz

To **YYY** UNIVERSITY:

Professor
Head of Department of UC
YYY University

or to such other addressee as may be hereinafter designated by written notice. All such notices shall be effective only when received by the addressee.

10 APPROVALS

By _____
Professor
Vice Provost, Global Engagement
UC Santa Cruz

Date _____

By _____
Professor
Dean, Division of
UC Santa Cruz

Date _____

By _____
Professor
Chair, Department of
UC Santa Cruz

Date _____ Date _____

By _____
Professor
Senior International Officer
YYY University

Date _____

By _____
Professor
Dean of
YYY University

Date _____

By _____
Professor
Head, Department of
YYY University