

International Cohort Program under CHEPD 1+2+1 Program

Handbook and Procedures (2020)

The International Cohort Program (ICP) is a special model under the CHEPD 1+2+1 Program. It follows all the regulations and policies of the CHEPD 1+2+1 Program administered by AASCU and CEAIE/CCIEE. It also has its own special requirements and commitments for the participating institutions.

Program Model

Same as the regular 1+2+1 Program, the International Cohort Program students complete their freshmen year in Chinese university. In the second and third years of the program, students come to the United States to complete their sophomore and junior years at the US partner university. Students return to China to finish their senior year at Chinese university and graduate with two separate bachelor's degrees from Chinese and American universities.

Admission and Enrollment Criteria

The International Cohort Program in China is under National Enrollment Plan for Common Higher Education in China, and the admissions standard strictly follows the academic catalog and admissions scores under the National University Entrance Examination administered by the Ministry of Education in China. The class size usually is 25 to 30 students to insure the student quality and program quality. Students will attend the Chinese university in September each year.

What is the difference?

- Identify the partner institution
- Decide the major for articulation before enrollment
- Review the first and last year's coursework for articulation
- Provide maximum transfer credits (approximately 50-60 credits transferred to US for the 1st and 4th years)
- Student in the International Cohort Program will have a mapped-out four year set curriculum before going to US

Major, Length of program, and Degree

- Program Major: same major offered at both Chinese and US institutions (the name may differ, but curriculum should be similar enough)
- Program length: total 4 years after meeting the language proficiency requirement (possibly including summers)
- Degree: Undergraduate (bachelor's degree)

Teaching Requirement and Arrangement

Partner universities shall co-develop the academic plan: 1st year courses include general education courses, academic courses, and intensive English training courses offered at the Chinese university, usually accepted by the partner US institute. Ideally, the US partner university will send faculty to teach two courses during the 1st year, one course each semester, usually in December and May.

Students who completed their sophomore and junior years in the US will return to China to finish their senior year at home university agreed by the US partner university.

Degree/Diploma Awarding

Two separate bachelor's degrees from Chinese and American partner institutions will be granted to the students who completed all the academic requirements from both partner institutes.

- More intensive English courses will be provided for the first year. US faculty teaching in the first year will help students become acquainted with US classroom environment before going the US and make transit faster and easier in the second year.
- The curriculum is developed jointly by faculty members from both universities; some courses are taught by US partner university faculty members to insure excellent teaching, and all the credits should be transferred to US.

Commitment from the US Partner Universities

- Send one faculty to China to teach English language course in the fall semester (no less than 3 weeks) ;
- Send one faculty to teach the academic course in the spring semester (no less than three weeks).
- Work out an agreement between partner universities for sending faculty to teach in China for the International Cohort Program

The Responsibilities and Costs of Sending Faculty to China

The expense of sending the faculty to China is listed below:

- CCIEE will provide international round trip airline tickets (\$1,500 one time for each person), and China domestic round trip airline tickets (from the arrival city to the city of the university located).
- Chinese host university will provide apartment housing, office space and office supplies for the faculty member
- Chinese host university will provide the honorary stipend of to 3,000 -4,000 RMB per month which covers meals, travel expenses and other costs in China
- US partner institute is responsible for determining the faculty's compensation for teaching a course in China;
- US partner institute is responsible for determining the faculty's international

travel and health insurance

- US partner institute is responsible for the faculty's visa to China
- Obtaining required textbooks should be discussed prior to the faculty arrival to China (who will purchase, textbook transport, access to texts for all students, etc.)

The Benefits and Advantages for US participating institutions

- Higher probability of a guaranteed cohort students coming each year
- Know your students before they arrive on your campus with well-prepared first year study
- Students in the Class will be benefited from the articulated U.S. partner university with more transfer credits.
- Four years degree plan articulated to ensure a smooth credit hours transfer process, and save time for students in the US.
- Course articulation and co-teaching strengthening the faculty exchange and understanding of the educational systems for both sides.

How to Start an International Cohort Program

- Identify a partner institute that has an identical major for course articulation (AACSB/CCIEE can provide information and help find a matching partner)
- Identify a major that has faculty, dean and/or department chair's support for course articulation
- Receive the support from the senior leadership team, e.g. President, Provost, senior international officer on campus
- It is critical for the support from above regarding accreditation issues; logistical issues with teaching in China; overall infrastructure to support students; overall philosophy of transfer program to offer dual degree, etc.
- Identify a campus coordinator who will need to work with the department and faculty to start the course articulation and four year curriculum planning
- Establishing the four-year curriculum for agreement in writing (e.g., exchange curriculums, establish equivalencies, determine what will transfer, determine which courses count toward the degree program)
- Discuss and establish the program start date, admissions process, admissions requirements, specify how grade point average is calculated, discuss tuition and fees, discuss housing options and costs
- Sign the Agreement with curriculum attached for approval by the Chinese local department of education

Note:

1. Different universities may propose a different mode: 1.5+2+0.5; 1+2.5+0.5, etc.
2. US faculty taught courses should be the ones required by both universities as degree requirement.

Operational Procedures and Deadlines

Please keep in mind that the whole process for planning and course articulation to final signing of the agreement may take one year.

Here are the operational procedures and deadlines for your reference:

US institutions:

- Starting as early as March each year, Sept. Worker Bee meeting is the latest to consider or reconsider if your institute is interested in established an International Cohort Program.
- By December: finish the course articulation for the International Cohort Program and sign the Agreement with partner institute. The latest agreement signing is Feb. the following year.

Note:

1. It takes at least 2 to 3 months for course articulation even if you have already identified the major and have the partner school.
2. Faculty members visiting partner schools with face-to-face conversation and discussion are extremely helpful during the course articulation.
3. The preparation stage is labor intensive and time consuming. Therefore, getting faculty and department involvement at early stage will help when students come the next year.

Chinese institution:

- Follow the same time before the agreement.
- Submission for local department of education approval in the following January/February
- March: completing the program package for the university for Fall admissions

Key Points for the International Cohort Preparation

- Start the planning as early as possible with the latest in September after the worker bee meeting
- Major focus on reviewing the first and fourth year's courses provided by Chinese partner institute
- Try to develop the first year's course plan for the students in the International Cohort Program
- Plan the faculty members to teach one or more courses for the following year
- Make sure the students can finish the required courses within two year during their study on US campuses; all students are expected to take summer sessions.
- Budget and arrange to send at least one representative to attending the International Cohort Program opening ceremony in China in the fall
- Follow the operational procedures and deadlines of the CHEPD 1+2+1 Program
- Visiting partner institutions in China and US will help understanding the program and smooth the course articulation processes.

Final Note:

- **During the implementation process, each university should use this instruction as a reference to meet the partner institute's deadline and apply with your own academic calendar and deadlines.**
- **Communication and discussion with your partner institution in a timely fashion is the key to success.**

Q & A for the International Cohort Program

1. What are the procedures for international travel for the faculty teaching in the International Cohort Program in China?

The US partner university should select and identify the faculty once the Chinese university starts to enroll students to the Exp. Class. Notify CCIEE once you have the selected the faculty, CCIEE will buy the ticket, or the faculty will buy his/her own ticket and get the reimbursement about \$1500 from CCIEE.

2. Should the faculty member reserve his/her travel and request reimbursement? If so, what will he/she need for the reimbursement and to whom should the request be submitted?

1) Once you identify the teaching faculty, usually, the ticket is from US home city to Beijing, and to the designated city. If the ticket for economic class is way beyond \$1500, discuss with CCIEE or let CCIEE handle the ticket. You work with CCIEE directly for the international travel.

2) CCIEE purchases the tickets if CCIEE staff is able to find the proper one. If CCIEE cannot find the proper tickets with the price of \$1500 or lower. CCIEE recommends that the faculty purchases the tickets themselves and get reimbursement from CCIEE afterwards.

3) Regarding the reimbursement procedure, CCIEE needs the e-ticket including the actual price shown on the ticket and an invoice mailed by your school with the amount of money that needs to be reimbursed, \$1500USD or actual cost less than \$1500.

3. What are the procedures for reserving and paying for internal travel in China?

CCIEE will be working with partner school to get the faculty to the campus. You will need to inform CCIEE for the arrival-departure date and time.

4. Shall I work with my local university contact to arrange housing?

Usually the local university will arrange housing for the teaching faculty.

5. Will the local university also provide the stipend upon arrival?

The local university will provide stipend. However, we recommend the faculty

should bring some cash or credit card just in case there is no cash available immediately after arrival.

6. Will the local university automatically provide transportation to/from the airport?

The teaching faculty will be picked up at the airport. Make sure the arrival info is provided in a timely fashion.

7. Do you have thoughts about how students might access textbooks? In your experience, can the university purchase them in hard copy or electronically?

Discuss with your partner universities. Sometimes, the US textbooks are too expensive for students. Provide several options for text books.