

# PIM Membership Guidelines

April 2024

## Membership Guidelines Overview

PIM's mission is to promote cooperation in international business education across the globe. As such, consortium members are committed to expanding educational opportunities abroad for students through programming with PIM partners.

PIM will consider new members who demonstrate excellence in facilitating and implementing international business student exchange. As an organization, PIM strives to maintain a regional balance of partners worldwide and invites new members to join when there is strong student demand at current member schools for particular universities, countries or regions. In those countries where there is high student demand, membership may be considered for more than one school.

## Membership Criteria for Prospective Members

1. A range of undergraduate and/or graduate-level elective courses offered in English;
2. Outstanding faculty and assurance that exchange students will be able to study with that faculty;
3. Excellence in support services for international exchange students;
4. Top-level leadership commitment to PIM (e.g. Dean, President, Rector);
5. Willingness to be flexible in responding to school-specific needs regarding academic calendar etc.;
6. Relationships with businesses, government, NGOs and other relevant stakeholders in the region;
7. Strength of reputation within the academic and business communities;
8. Number of current partnerships with PIM schools and being *open and willing to partner with **all** PIM members*.

The New Membership Committee (NMC) consists of 6 members, who represent the different PIM regions and are elected for three-year terms. The NMC is responsible for identifying and evaluating prospective new members. The growth of the PIM organization is driven primarily by the need to add a particular school, country or region to our global community and not by an annual quota.

## Membership Application and Selection Process

1. Outstanding schools who can and will meet the membership requirements may express their interest in joining PIM to the New Membership Committee by completing the application form.
2. The NMC will also consider suggestions from current PIM members and proactively seek out potential new members in geographical areas of interest, who will be invited to complete the application form.
3. The annual application cycle will close on March 1 at which time the NMC will develop profiles of possible candidates to share with the PIM Chairpersons. The Chairs and the NMC will identify strong candidates based on the principles of excellence, regional balance, and student demand, and a Chair or member of the NMC will meet with the leadership of those schools to discuss their interest in pursuing PIM membership.
4. The NMC will present prospective members -if any- at that year's PIM Annual Conference. PIM representatives from each school will vote on whether or not the proposed institution should become an official PIM candidate and be invited to negotiate and establish exchange agreements with PIM members according to the membership guidelines.
5. If selected, PIM candidate schools may use the year until the next PIM Annual Conference to reach the membership requirement of having active student exchange with 20% of the PIM member schools. Active student exchange is considered at least one exchange or alternative program per year between the partner schools. If they have been met, the candidate school, represented by its leadership (e.g. Dean, Vice-President, Rector, Vice-Rector, Associate Dean) will present their school at the next annual PIM Conference, highlighting its international exchange and partnership activity. The

NMC will support the candidate school in this process, and may vote to give the school up to one additional year to meet the 20% rule if they consider there to be extenuating circumstances that have impeded the candidate school from reaching this goal. Exceptions for extenuating circumstances must be agreed upon unanimously by all NMC members.

6. At the conclusion of the presentation, a vote will be held among all PIM members during the subsequent business meeting on the school's candidacy. The vote will take place without the candidate school present. A school will be admitted to membership providing at least 75% of the PIM members present and any proxies vote for its admission into the network.

7. After approval, Schools who are invited for membership must submit a letter to the PIM Chairs from the leader of the School explicitly agreeing to give priority to the international student exchanges from PIM member schools above those from non-PIM member institutions. Receipt of this letter will complete the membership process. Membership will commence immediately upon receipt of this letter.

### Membership Commitment for New & Current Members

The Current Membership Committee (CMC) consists of 8 members, who represent the different PIM regions and are elected for three-year terms. The CMC is responsible for welcoming new member schools, evaluating members' exchange activity annually, and working with current members who are not meeting the established membership criteria.

Membership Criteria. To remain in good standing, members must:

1. Maintain **active exchanges** with at least 20% of PIM members;
2. **Promote** PIM actively to their student body (e.g. fairs, website, etc.);
3. **Participate** in the Annual PIM Conference at least bi-annually;
4. Submit an **annual survey** by September 1st each year;
5. **Pay annual dues** on time.

The survey collects data for graduate and undergraduate exchange numbers during the academic year, as well as information on alternative forms of student exchange. It is also a tool for gathering input and feedback from the members before the annual conference.

**The CMC monitors member activity** and offers assistance if any problems are identified or addressed by the schools themselves over a period not to exceed two years. The school should also make its own proposals for solutions. PIM Chairs may also work with the school to address any issues and work with the member school to maintain its good standing. If a member school is not in good standing for two years, the Chairs may recommend or require resignation from the network. This will be communicated by the Chairs to the Dean of the school in question in writing.

### Membership Ends

1. by **resignation**;
2. by **two successive** years of not attending the annual conference without discussion with and permission by the Current Members Committee and PIM Chairpersons;
3. after **three years of failing to comply to the 20% rule** without discussing the reason with the CMC and PIM Chairpersons and agreeing on a plan of corrective action;
4. when **not annually reporting PIM-related activities** (survey) without discussion with and permission granted;
5. when **failing to meet the financial obligations** of membership;
6. If considered to be **in violation of the network's mission and/or vision or guilty of serious misconduct or dishonesty**, as determined by a vote in favor of expulsion by at least two-thirds of the member schools.