**Exchange Agreement**

**between Saint Louis University and *International Institution***

This Inter-Institutional Exchange Agreement sets forth guidelines and outlines certain minimum requirements for student exchange between Saint Louis University (SLU) **and *International Institution*** in ***City, Country*** to help establish closer ties between the two institutions through cooperative arrangements intended to promote greater international understanding and to enhance educational and research opportunities for their students and faculty. This agreement shall supersede any previous agreements and understandings with respect thereto.

**OVERALL ARRANGEMENTS**

Overall objectives include student exchange between our universities (both at the graduate and undergraduate levels) and faculty visits and exchanges. Such interactions are important because of many common university attributes and goals in regard to both graduate and undergraduate education at both universities.

**UNDERGRADUATE STUDENT EXCHANGES**

The purpose of each undergraduate student exchange will be to enable students to take classes but not to study for a degree at the host institution. There are a number of questions which require consideration as a reciprocal undergraduate student exchange is considered, including: the period of the exchange, the number of students, tuition cost coverage, coverage of travel and living expenses, and student accommodations in their host country. These issues are addressed within this document in Section I.

**GRADUATE STUDENT EXCHANGES**

The purpose of each graduate student exchange will be to enable students to take classes or conduct research, but not to study for a degree at the host institution. There are a number of questions which require consideration as a reciprocal graduate student exchange is considered, including: the period of the exchange, the number of students, tuition cost coverage, coverage of travel and living expenses, and student accommodations in their host country. These issues are addressed within this document in Section I.

**FACULTY VISITS AND EXCHANGES**

Both institutions recognize that the professional development of their faculty members may be considerably enhanced by visits to the counterpart institution for the purposes of providing instruction, engaging research, and sharing the results of their research. The details of faculty visits and exchanges are addressed within this document in Section II.

**SECTION I**

**STUDENT EXCHANGE CRITERIA**

It is agreed that:

Within the framework of this agreement, “home university” and “home institution” will mean the institution in which a student is formally enrolled as a degree candidate, and “host university” and “host institution” will mean the institution that has agreed to receive students from the home institution for a period of study on a non-degree basis.

1. **Selection of Students:**   
   Each institution will determine its own method of selecting students for the exchange program; ascertain that each participating student is proficient in the language of instruction at the host institution; attest that all students fulfill the academic and disciplinary requirements specified for the exchange program, and that each student is likely to benefit from a particular course of study at the host institution.

Each university shall respect the admission requirements and enrollment constraints of the host institution. Participants will be subject to the standard rules, regulations, and enrollment constraints of the host university in the selection of courses.

      Participants in the program initially will be drawn from ***Unit Name*** at SLU, and ***Unit Name*** at

***International Institution***, at the discretion of the two institutions. The exchange can be extended to include other colleges and departments, as long as the principle of a balanced exchange is maintained.

1. **Student Programs:**

Exchange students will be permitted to enroll in all courses and programs at the host University for which they are qualified with the exception of those courses or programs in which places may not be available due to enrollment limitations.

1. **Status of Students:**

Students from SLU and ***International Institution*** will be registered as students of each institution.

Each home institution is responsible for maintaining its own students registered at the home university for the duration of the program.

1. **Finances and Implementation of Exchange:**

**One-to-One Exchange**

The program is based on the principle of direct one-to-one exchange of students, each of whom will take the place of his or her partner at the exchange university. The period of each exchange will normally be for the equivalent of one (1) academic semester but may be for a longer period if appropriate.

It is recognized, however, that circumstances may occasionally preclude an even exchange of students in a particular semester; imbalances may, therefore, be carried forward from one semester to the next with the provision that enrollment adjustments will be made in the following semester to restore balance. SLU or ***Host University*** may refuse admission to additional incoming exchange students until the exchange balance is restored. Both institutions agree that balance will be achieved in the exchange of full time students, within one academic year (August – May).[[1]](#footnote-1)

**Payment of fees:**

In regard to tuition costs, these are covered by the students’ respective home institutions. Visiting students will not be required to pay tuition, regardless of program of study, to their host institution. Additional non-tuition fees are to be paid by the visiting student. For SLU, these may include college/department fees, course fees, etc. The details of housing fee inclusion/exclusion are addressed in provision 6.

1. **Board:**

**Graduate Students**

In regard to board expenses for graduate students, each graduate student will be responsible for making all arrangements and payments for all of his or her board expenses at the visiting institution. Each graduate student will thus be responsible for payment of his or her own board.

**Undergraduate Students**In regard to board expenses for undergraduate students, each undergraduate student will be responsible for making all arrangements and payments for all of his or her board expenses at the visiting institution. Each undergraduate student will thus be responsible for payment of his or her own board.

1. **Housing:**

**Graduate Students:**

In regard to housing expenses for graduate students, the host institution will work with students and provide them information to assist them in obtaining housing in the host country. Within this context, each graduate student will then be responsible for making all arrangements and payments for all of his or her housing costs and any related expenses.

**Undergraduate Students:**

In regard to housing expenses for undergraduate students, the host institution will work with students and provide them information to assist them in obtaining housing in the host country. Within this context, each student will then be responsible for making all arrangements and payments for his or her housing costs and any related expenses.

1. **Refund of Fees:**   
   The refund of fees is governed by each institution’s published refund of fees policy and schedule.
2. **Travel:**   
   Both Saint Louis University and ***International Institution***  students will be responsible for making all of their own travel arrangements including obtaining all required travel documents, including but not limited to passports and entry visas.
3. **Study Program and Credits:**   
   The purpose of each student exchange will be to enable students to take classes but not to study for a degree at the host institution. Courses passed at the host institution will normally be accepted for credit towards the degree at the candidate’s home institution in which s/he is enrolled. It will be the responsibility of each participant in the student exchange program to obtain official approval from his/her own institution for courses taken at the host institution.
4. **Academic Records:**

Students must request evaluation of student work (a transcript) to be sent respectively by the appropriate authorities to the Office of International Services at Saint Louis University or ***International Institution***.

Grading will be applied according to the system used by each host institution. The conversion of grades from one system to the other will be determined by the exchange student’s home institution. It shall be the sole responsibility of the home institution to determine how many credit units the student may actually receive for the courses taken at the host institution.

**OTHER GENERAL PROVISIONS**

1. **Academic Counseling:**

The departments/divisions involved in the exchange at the home university will provide academic counseling to ensure that the academic courses taken at the host institution are acceptable to the home institution. The host institution will provide course descriptions and syllabi to aid in course equivalency evaluation.

1. **Language Opportunities:**

Both institutions agree to provide students the opportunity for additional language work. Saint Louis University students with language deficiencies may enroll in intensive language courses. Conversely, ***International Institution*** students who have English language deficiencies may enroll in ESL courses offered at Saint Louis University through its English as a Second Language Program. It is the students’ responsibility to make the necessary arrangements to enroll for such courses, to pay for such courses and to accommodate any scheduling requirements prior to the regular academic semester.

1. **Student Duties and Privileges:**

Students from SLU and ***International Institution*** will have the same privileges and enjoy the same medical, sports, and other amenities as full-time students of the host institution. They will likewise be subject to the rules, policies, and regulations of each institution, as well as to the laws of the host country. All students under this agreement shall be subject to the academic and disciplinary regulations and class performance standards as regularly enrolled students at the host institution.

1. **Health Certifications and Immunizations:**

All students must comply with the host country’s and university’s requirements for pre-enrollment health certifications and immunizations, as well as any other required paperwork.

1. **Health Insurance:**

Each student must provide his or her own health and accident insurance. Saint Louis University students will be enrolled in the Health Insurance Plan selected by the Office of International Services at Saint Louis University. Proof of insurance coverage must be provided to the appropriate office on the home campus prior to departure for the exchange. Students must carry their home insurance cards during the period of the program. If the student does not have health/accident insurance or if their policy does not provide for overseas coverage, the student will be required to purchase health/accident insurance through the host institution.

1. **Travel Documentation:**

All students must possess passports and visas valid for the duration of the program.

1. **Institutional Updates:**

Both institutions shall exchange regularly their respective college bulletins and other information pertaining to course programs and registration.

1. **Other forms of Cooperation:**

Both institutions may seek out and pursue opportunities other than student and faculty exchanges which will enable them to assist each other in their efforts to enhance the education of their students, to increase the research accomplishments and broaden the knowledge base of their faculties, and to promote mutual understanding and enlightenment of the people of their respective countries. This further cooperation may include the opportunities for graduate students from both institutions.

**SECTION II**

**FACULTY VISITS AND EXCHANGES:**

1. Both institutions recognize that the professional development of their faculty members may be considerably enhanced by visits to the counterpart institution for the purposes of providing instruction, engaging in research, and sharing the results of their research. They commit themselves, therefore, to fostering contacts by making available library resources and providing office space, within the limits of availability, to visiting scholars. These scholars would be encouraged to take part in departmental colloquia, discussions, and public lectures.
2. Faculty visits and exchanges will be negotiated and administered as mutually agreed to in writing by the departments, colleges, and/or faculties involved. Exchanges will usually be for one (1) semester, but may be for a longer period if deemed appropriate.
3. In faculty exchanges, each faculty member will keep his or her home salary and fringe benefits, and will simply be assigned to the counterpart institution. The faculty member's courses or an equivalent teaching load will be assumed by the exchange partner. Travel and living expenses abroad will be the responsibility of each faculty member. Both institutions agree to assist visiting faculty insofar as feasible in matters of housing, research facilities, immigration details, etc. Neither institution will be required, or expected, to provide additional funds to compensate the faculty member(s) involved in the exchange for any differences in salaries and/or expenses. Neither institution shall be required, or expected, to provide funds to hire replacement faculty, or to otherwise provide coverage for any duties for which its faculty member is responsible, and for which the exchange faculty member is not qualified, or able, to meet.
4. Both institutions shall exchange regularly their respective research reports and other information likely to promote contacts between their faculties.

**SECTION III**

**LEGAL INDEMNITIES AND POLICIES**

1. ***International Institution*** agrees to indemnify, defend, and hold harmless Saint Louis University and its trustees, officers, directors, employees, agents and assigns from and against any and all liabilities, claims, losses, lawsuits, judgments and/or expenses (including reasonable attorney’s fees) arising from any act or failure to act by ***International Institution*** or its employees or agents which may occur during, or which arise out of, the performance of this Agreement; provided, however, that Saint Louis University provides ***International Institution*** with prompt written notice of the claim, tenders control of the defense of the claim to ***International Institution***, and cooperates fully with ***International Institution*** in settlement or defense of the claim.

Saint Louis University agrees to indemnify, defend, and hold harmless ***International Institution*** and its trustees, officers, directors, employees, agents and assigns from and against any and all liabilities, claims, losses, lawsuits, judgments and/or expenses (including reasonable attorney’s fees) arising from any act or failure to act by Saint Louis University or its employees or agents which may occur during, or which arise out of, the performance of this Agreement; provided, however, that ***International Institution*** provides Saint Louis University with prompt written notice of the claim, tenders control of the defense of the claim to Saint Louis University, and cooperates fully with Saint Louis University in settlement or defense of the claim.  
  
The parties shall obtain and maintain programs of commercial insurance or self-insurance in amounts adequate to meet their respective indemnification obligations herein.

1. No monetary consideration will be exchanged between the two institutions, nor will there be any reimbursements for expenses, or sharing of fees or profits arising from the exchange.
2. The relationship of SLU and ***International Institution*** under this agreement shall be that of independent contractors, and a party shall not be deemed, nor hold itself out as being, a partner or agent of the other party. Neither SLU nor ***International Institution*** shall be liable for acts of the other, nor shall they be liable for the acts of students participating in the exchange.
3. Neither party shall discriminate against any student because of race, color, religion, creed, disability, gender, sexual orientation or national origin.
4. Notwithstanding provision 25, the institutions agree that a student of the home institution, who is a national of the country of the host institution, will not be eligible to participate in the exchange without the permission of the host institution. Such participation may not serve the objectives of the exchange.
5. The parties shall keep confidential at all times any and all information and personal data received from the other relating to students and employees, including without limitation, their performance and progress. The parties may be subject to various privacy laws, and the parties agree that they will co-operate and provide all necessary assistance within the legal limits of each country in order to comply with these legal obligations. Unless compelled by law, no personal data received from the other party will be divulged to any third party without the prior written approval of the individual to whom such personal data relates or except as allowable by applicable privacy laws. The provisions of this section shall survive the expiration or termination (for any reason whatsoever) of this Agreement.

**REVIEW, CONTACTS, SIGNATORIES**

1. This Agreement is subject to review at the end of the first year and shall be effective for five years *(i.e., from the 2017-2018 academic year through the 2022-2023 academic year)*. It shall be subject to revision, modification or renewal by mutual written agreement. Either party may terminate the Agreement by written notice submitted at least 90 days in advance of the next academic semester. Termination would not affect students already engaged in the Agreement. If the Agreement is not renewed by mutual consent, the Agreement will conclude at the end of the specified time period, or after activities in progress have concluded.
2. Primary contacts for this agreement are:

**Saint Louis University**  ***International Institution***

**Name:** Annie Cavedine **Name:**

**Title:** Director, Office of International Services **Title:**

**Department:** Office of International Services **Department:**

**Address:** 3694 West Pine Mall, **Address:**

Des Peres 102

Saint Louis, MO USA 63108

**Phone:** 314-977-4081 **Phone:**

**Fax:** 314-977-3412 **Fax:**

**Email:** [anne.cavedine@slu.edu](mailto:anne.cavedine@slu.edu) **Email:**

1. **Signing for Saint Louis University: Signing for *International Institution:***

Nancy Brickhouse, Ph.D.

Provost

Saint Louis University

Date Date

1. In the event of an uneven exchange, institutions may explore alternative arrangements to accommodate a financial imbalance. If the exchange remains out of balance, the host institution reserves the right to charge the sending university, during the spring semester (January – May), for fee paying study abroad students, to compensate and balance the exchange. [↑](#footnote-ref-1)