**Study Abroad Agreement**

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

This Inter-Institutional Study Abroad Agreement sets forth guidelines and outlines certain minimum requirements for study abroad 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 study abroad 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 STUDY ABROAD**

The purpose of the undergraduate study abroad program will be to enable Saint Louis University 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 an undergraduate study abroad program is considered, including: the duration of the program, the number of students, program cost, 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 STUDY ABROAD**

The purpose of the graduate study abroad program 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 graduate study abroad program is considered, including: the duration of the program, the number of students, program cost, 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 STUDY ABROAD CRITERIA**

It is agreed that:

Within the framework of this agreement, “home university” will mean Saint Louis University, and “host university” will mean the institution that has agreed to receive study abroad students from Saint Louis University for a period of study on a non-degree basis.

1. **Selection of Students:**   
   Saint Louis University will determine its own method of selecting students for the study abroad 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 study abroad 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, at the discretion of the two institutions. The program may be extended to include other colleges and departments.

1. **Student Programs:**

Study abroad 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 will be registered as students of the host institution and 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 statutes, ordinances, and regulations of each institution.

Saint Louis Universityis responsible for maintaining its own students registered at the home university for the duration of the program.

1. **Finances and Implementation of Study Abroad:**

During the term of this Agreement**, *International Institution*** shall:

* 1. Annually establish charges for the students from SLU who participate in the Program that cover the actual costs for the Program’s tuition as well as ***International Institution’s*** expenses for the administration of the Program, as determined by ***International Institution’s*** sole discretion; and
  2. Send detailed invoices to SLU (not the student) for student charges once each semester by dates mutually agreed upon by ***International Institution*** and SLU.

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, please select one option:

      boarding expenses ***are included*** in the program expenses billed to SLU, on behalf of the student.

**OR**

      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 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, (please select one option):

housing expenses ***are included*** in the program expenses billed to SLU, on behalf of the student. Undergraduate students are to be provided ***insert housing option(s)*** by their host institution. Such housing is provided conditionally, based upon availability and other resources. In the event that the host institution does not have on-campus housing, the host institution will provide assistance in obtaining appropriate off-campus housing for students, prior to their arrival. In general, on the SLU side, dormitory housing is provided which is also open and available over all holiday periods.

**OR**

      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:**   
   Saint Louis Universitystudents 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 the study abroad program is to enable Saint Louis University 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 Saint Louis University. It will be the responsibility of each participant in the study abroad program to obtain official approval from Saint Louis University 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.

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 Saint Louis University. It shall be the sole responsibility of Saint Louis University 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 study abroad program at Saint Louis 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:**

The host institution agrees to provide students the opportunity for additional language work. Saint Louis University students with language deficiencies may enroll in intensive language courses. 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 ***International Institution*** will be registered as students of the host institution and 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 the host 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 study abroad 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 study abroad program.

1. **Travel Documentation:**

All students must possess passports and visas valid for the period of the study abroad 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 study abroad programs and faculty visits and 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.

1. 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 study abroad program.
2. Neither party shall discriminate against any student because of race, color, religion, creed, disability, gender, sexual orientation or national origin.
3. Notwithstanding provision 24, the institutions agree that a Saint Louis University student, 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 study abroad program.

**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 2015-2016 academic year through the 2020-2021 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:** Tim Hercules **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:** 314-977-7182 **Phone:**

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

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

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

Nancy Brickhouse, Ph.D.

Provost

Saint Louis University

Date Date