

Department/College _____

UofL Contact Person (name, phone, email) _____

Agreement Partner (name, location) _____

Anticipated Start Date _____

Anticipated Length of Agreement (up to five years) _____

1. What activity is expected to occur within the time period of the agreement?

2. How is activity covered by the agreement consistent with UofL's mission?

3. Are there any conflicts of interest that might prevent this program from going forward?

- Would this program directly compete with an existing program sponsored or co-sponsored by UofL on existing programs available to UofL students?

4. How is activity covered by the agreement academically sound?

Is there demand for additional study abroad opportunities in this location?

- Do the existing programs in this location regularly fill to capacity?
- Do students often participate in non-UofL programs in this location?
- Are students frequently requesting to study in this location?
 - Or, does polling of students in your unit show a demand?

Is there demand for additional study abroad opportunities in this major?

- Is there an absence of programs in this major?
- Do existing programs in the major fill to capacity?
- Or, do students in the major enroll in non-UofL programs?

(If the answer to these questions is 'no,' then the program may not be viable. If the answer to one is 'yes', then continue to the next questions.)

3. How will activity covered by the agreement be appropriately administered?

Do you have broad-based support from your department Chair and Dean to start this program? Is there sufficient administrative and Staff support for the program.

- Who will advise interested students? _____
- Who will process the paperwork both before and after the program? _____
- Who will provide support to, both academic and logistical, to incoming and outgoing participants? _____

4. How will risk and safety issues related to activity covered by the agreement be addressed? _____

Is this program going to a location in which there is a current State Department Travel Warning or is this location considered unstable or unsafe? _____

- Please check the [State Department Travel Warning site](#), the [University of Louisville Policy for travel to Travel Warning Countries](#) , and the [Centers for Disease Control](#) for areas that may be not be suitable.

5. Is the agreement viable with respect to facilities, finances, and resources required to conduct the proposed activity covered by the agreement?

What financial commitments are required?

- How will tuition be handled? For outgoing UofL international exchange agreements require students to pay tuition and any applicable fees to their home institutions, and tuition is waived at the institution abroad. Incoming students tuition is generally waived here at UofL.
- Are there additional costs for the program and how will they be covered? Examples may be room, board, fees, and books.

The department developing the exchange is responsible for creating the program, the student budgets, and any other program-related budgetary information. This information will have to be provided to the Office of Study Abroad and International Travel before the program can be approved.

Signed approval of the proposed agreement:

Department Head Approval (if applicable) _____ Date

International Center Approval _____ Date