# EXCHANGE AGREEMENT CHECKLIST

**Please complete all sections of the checklist with as much detail as possible and return to the Student Enrichment and Employability Development (SEED)**

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| --- | --- |
| **Name of proposed institution:** | **Country:** |
| **CURRENT UQ EXCHANGE FRAMEWORK** |
| How many exchange partners does UQ already have with this country (details are available on the [Global Experiences website](http://www.uq.edu.au/uqabroad): |
| What is the potential student demand at your Faculty/School for this new exchange partnership? How has this been determined? |
| Is the exchange being initiated to fill a discipline or country gap? If yes, provide details. |
| How does your School/Faculty intend on promoting this exchange partner to ensure reciprocity? |
| **PROPOSED EXCHANGE PARTNER - ACADEMIC**  |
| What is the level of the exchange being proposed: [ ]  Undergraduate [ ]  Postgraduate Coursework |
| Is the proposed exchange university-wide or limited to one School/Faculty? |
| Are there sufficient numbers of courses in English available at the host university in the discipline/s referred to above for students to take a full-time study load for credit? If possible, please provide a list of the courses at the partner institution? |
| Are there any academic or other restrictions on the disciplines our students can study there? |
| What is the standard full-time load per semester equivalent to 8 units at UQ? |
| What are the semester dates? |
| **PROPOSED EXCHANGE PARTNER - LANGUAGE** |
| What is the medium of instruction at the proposed institution?  |
| If the medium of instruction is not English, are foreign language courses offered before the semester begins? During the semester? Are they free of charge to exchange students? |
| **PROPOSED EXCHANGE PARTNER – SERVICES TO STUDENTS**  |
| What accommodation arrangements and assistance are available? (e.g. On-campus arrangements, assistance for accommodation arrangements, fees) |
| Does the university provide support with visa applications (where relevant)? |
| What is the estimated cost of accommodation and cost of living per month in the host country?  |
| Does the university provide airport reception/help in getting to the university? |
| Does the partner provide any student support services? (e.g., medical centre, counselling service, language support, disability support, etc.) |
| What kind of orientation program is available?  |
| **PROPOSED EXCHANGE PARTNER – ADMINISTRATION**  |
| Are exchanges at the host university centralised or administered by separate Faculties/Schools?*If more than one exchange agreement is to be developed with the same institution but with different departments or faculties, will there be any differences in the way in which UQ students are treated under the different agreements? For example, would students under an agreement with the Business faculty be guaranteed on-campus housing but would students under an agreement with Humanities be required to find their own accommodation?* |
| Tuition is waived for exchange students, but are there any other fees (student union, student card, etc.) that our students have to pay? Please list the type of fees and the amounts in the local currency. |
| Our students are covered by UQ’s corporate travel and health insurance. Does the proposed host university accept this insurance, or do they require our students to purchase additional insurance (through the host university)? |
| What is the requested number of exchange places per year?  |
| **PROPOSED EXCHANGE PARTNER - CAMPUS** |
| Is the campus easily accessible by public transport?  |
| Does the campus and city have a safe environment?  |
| What are the partner’s emergency contact details and procedures for UQ’s communication? |