



## INTERNATIONAL EXCHANGE AGREEMENT

BETWEEN

THE UNIVERSITY OF LOUISVILLE  
Louisville, Kentucky, USA

AND

UNIVERSITÀ DELLA VALLE D'AOSTA – UNIVERSITE DE LA VALLEE D'AOSTE

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The University of Louisville, on behalf of its College of Arts & Sciences (hereinafter "UofL"), and Università della Valle d'Aosta – Université de la Vallée d'Aoste (hereinafter "Univda"), on behalf of its Dipartimento di Scienze Umane e Sociali, Corso di Laurea Magistrale in Lingue e Culture per la promozione delle aree montane (hereinafter UNIVDA) agree to implement this International Exchange Agreement ("Agreement") in accordance with the terms set forth below.

The purpose of this Agreement is to enhance the educational experience and the cross-cultural understanding of students from both institutions.

This Agreement will begin with the 2018-2019 academic year and continue thereafter for a five (5) year term unless terminated earlier pursuant to Section XVI (8).

### STUDENT EXCHANGE CRITERIA

#### I. Definition: "Home" and "Host" Institutions

Within the terms used in this exchange, "Home institution" will refer to the institution to which a student is formally enrolled as a degree-seeking candidate. "Host institution" will refer to the institution agreeing to receive students from the Home institution for a pre-determined length of study on a non-degree seeking basis.



## II. Courses at the Host Institution

The purpose of each student exchange is intended to enable students to take classes at, but not to pursue a degree (except as otherwise specified in Attachment A hereto) from the Host institution ("Program"). Courses successfully completed at the Host institution will normally be accepted for credit towards the degree at the student's Home institution. It will be the responsibility of each student participant in the exchange Program to obtain pre-approval from his/her Home institution's designee for courses taken at the Host institution to determine whether the courses are a part of his/her required degree-path curriculum and/or what credit will be available.

## III. Academic Semesters

The UofL divides the calendar year into three "academic semesters" – **Fall:** mid-August through early December; **Spring:** mid-January to early May; and **Summer (if applicable)** which encompasses two periods of short courses – generally early June through early July, with the second session of short/condensed courses early July through early August. Both sessions of UofL summer short courses are generally five weeks long.

The UNIVDA school year is as follows: **Fall:** beginning of October through mid-December/early January; **Spring:** late-February/early March through the end of June; there is no summer term. Exchanges of students and faculty will take place, if possible, during the Spring semester.

Students are expected to arrive at least one (1) day prior to the international orientation.

## IV. Admission Requirements

The Host institution should screen students for academic eligibility and likelihood of a successful term abroad. All students must complete the normal application for admission requirements set forth for all students by the Host institution. Each party will respect the admission requirements and enrollment constraints of the Host institution. Student exchange participants are subject to the standard rules, regulations, and enrollment and academic pre-requisites of the Host institution in the selection of courses. The Host institution will have the authority to make the final



decisions on exchange students' admission. Each university will transmit completed applications for the students who wish to visit; these applications should be transmitted at least three (3) months before the start of the academic term. Each university reserves the right to reject candidates, in which case further candidates may be proposed.

#### V. Language Proficiency

Students must meet minimum language proficiency requirements for students whose first language is not that of the Host institution. All courses at the UofL are taught in English. The UofL requires a TOEFL score of 213 or higher on the computer-based test, 550 or higher on the paper-based test, or 79 or higher on the web-based test for students whose first language is not English. For students from the Faculty of Languages, a C1 level certification signed by the Chair of English or the person in charge of the courses at the Laurea Magistrale in "Lingue e Culture per la promozione delle aree montane" will be accepted in lieu of the TOEFL certificate. UNIVDA requires at least one semester of Italian language instruction prior to participation in the exchange. The Home institution will screen students prior to allowing enrollment into the Program.

#### VI. Enrollment Status

Student exchanges will be limited as set forth in the Program description in Attachment A hereto, which is hereby incorporated herein.

#### VII. Balance of Student Exchanges for Duration of Agreement

Both UofL and UNIVDA agree that equality in an even number of exchanges based on equivalent credit hours will be achieved over the five year life of this Agreement. Both institutions are responsible for tracking all exchange student academic course work and maintaining records accordingly to ensure equivalent credit hour balance between schools. The balance of exchanges will be monitored by each institution every year. In the event of an imbalance, the institution having hosted the greater number of credit hours may, without terminating the agreement, decline to admit additional students until parity is reached. If the agreement is terminated prior to achieving a balance of credits, the institution having hosted the lesser number of credit hours to that point



agrees to accept additional qualified students until parity has been reached.

### **VIII. Academic Advising**

The parties will work with outgoing exchange students, anticipated incoming exchange students, and the on-sight academic coordinators prior to student departure to advise students as best as possible of the academic expectations of the new institution. Both institutions will provide course descriptions and syllabi to aid in providing academic counseling to their students. It is the Home institution's responsibility to provide foreign transcript evaluation services of the selected exchange students if necessary. Each institution shall obtain all documents required by the Host institution prior to student departure from the Home country, according to the required deadlines.

### **IX. Academic Performance**

Ultimately, it is each student's personal responsibility to familiarize themselves with their Host's rules and guidelines. Exchange participants at both institutions will be governed by the same laws, regulations and performance standards applicable to the students of the Host institution. If the exchange student voluntarily withdraws or is dismissed for academic or disciplinary reasons before the end of the term, it will be considered as a completed exchange for reciprocity purposes. In addition, each institution has the right to apply probationary or exclusionary actions including any immediate action deemed necessary for health and/or safety reasons. The Host institution will consult with the Home institution before finalizing such action and will notify them of any dismissed student's last date of enrollment and assist with arrangements for the return of the participant to their home country.

Should a student be dismissed for behavior or academic reasons, the rules of the housing facility in which they are currently accommodated will be enforced. Rules vary by facility and students should check housing rules and regulations with the facility manager if they anticipate expulsion or early departure for any reason to discuss departure date and financial consequences.



All exchange students at both institutions are required to attend mandatory orientation courses or programs customarily arranged for international students. So the student can enjoy the full "flavor" of their visit to a new country, all students at both institutions will have the same access to recreational and academic facilities available to regularly enrolled students. Laws of all local, community, and regional authorities apply to all students.

Achievement reports/transcripts will be sent to the academic exchange coordinator at the student's Home University at the conclusion of each semester within one to two weeks. In most cases this will be a formal university transcript. By participating in an exchange arrangement, students shall be required to authorize the transmittal of this document and other information exchange as required by each institution.

#### **X. Tuition and Fees**

Students shall pay base tuition only to their Home institution. Neither Host institution shall charge base tuition to exchange students. However, there may be other fees required by the Host University, including, but not limited to application fee, housing application fee, programs fees, student recreation fees and course fees.

Each university shall make a reasonable effort to assist students participating under the terms of this agreement in finding appropriate university housing.

Any fees, transportation and living expenses, health insurance, medical costs, food and/or any required meal plan, housing, books and other study costs are to be borne by the guest students or their Home institution. **Attachment B** hereto contains the anticipated costs and budget for the respective institutions and visiting students, which attachment is hereby incorporated into this Agreement.

#### **XI. Financial Aid**

The Host institution will provide as much documentation as permitted and as necessary to confirm student enrollment, but is not responsible for financial aid issues for incoming/visiting exchange students. All financial aid issues should be handled at the student's Home institution.



## **XII. Visa Support Services**

Students shall be responsible for obtaining any necessary visas and otherwise complying with all immigration laws and regulations of the country of the Host institution. The Host institution shall cooperate in such efforts, but shall not have any responsibility to assure the granting of any visas, permits or approvals.

The Host institution will reasonably assist incoming exchange students in obtaining visas and other documents required by the Host country government immigration authorities to the extent permitted by law.

In the United States, government regulations require proof of adequate financial resources necessary for the duration of the stay and a copy of the photo page from the student's current passport. Other necessary information will be gathered from the student's admissions documents. Upon receipt of completed admissions documents and approval by the appropriate authorities, UofL will provide the student with a DS-2019 form to apply for a J-1 Exchange Visitor Visa.

UNIVDA will provide information to UofL incoming students on the student visa requirements for their country and provide assistance to the student as much as possible.

## **XIII. Health Insurance and Medical Expenses**

At UofL, incoming students will be personally responsible for purchasing the Host institution's required health/medical insurance, or UofL's mandated minimum level of coverage, for the time period of the exchange. The parties will cooperate in assisting students to identify the best available options for health coverage as required by their institution.

At UNIVDA, incoming students will be required to obtain appropriate health insurance coverage, civil liability coverage and risk insurance coverage at their own expense. The academic staff on mobility will advise students on requirements and options for obtaining appropriate coverage.



#### **XIV. Exchange Liaison**

Both institutions will provide the name and detailed contact information of the Exchange Liaison who will be responsible for all matters during the student application process, academic counseling, and assisting students upon arrival.

It will also be extremely considerate if a veteran student "mentor" or other student liaison could be appointed to serve as a day-to-day contact person for the incoming student(s) for assistance with matters of everyday living unfamiliar in a new culture.

#### **XV. Faculty Exchange**

Exchanges of faculty and technical specialists shall be conducted pursuant to the following terms:

1. Each party shall invite and/or approve faculty for teaching and/or research visits in their sole discretion.
2. Travel expenses shall be borne by the faculty member or the Home institution. Living and other expenses for the term of the Program shall be borne by the Host or Home as agreed upon and set forth in **Attachment B**. Compensation for the faculty or staff shall be borne by the Home institution.
3. Each faculty exchange participant must submit proof of medical insurance coverage for the duration of the exchange period. It is understood that the Host institution shall not be responsible for providing health care services or health insurance for visiting faculty, except that the Host institution shall reasonably assist faculty in obtaining services.
4. Exchange faculty shall be responsible for obtaining any necessary visas and otherwise complying with all immigration and other laws and regulation of the country of the Host institution. The Host institution shall cooperate in such efforts, but shall not have any responsibility to assure the granting of any visas, permits or approvals.



## **XVI. Legal Limitation and Policies**

1. Unless otherwise specified in writing in an attachment hereto, no monetary consideration will be exchanged between the two institutions, nor there any indemnities/reimbursement for expenses, or sharing of fees or profits arising from this exchange. This Agreement does not create an obligation to exclusivity between the two parties.

The parties agree to maintain all records related to the performance of the terms of this Agreement and to provide copies to the other party, upon request, as permitted by law and proper student authorization. Either party may audit the records of the other, pertaining to this Agreement and performance hereunder, upon reasonable prior written notice. Neither party shall use the name, trademarks, logos or other property of the other without prior written approval.

2. Both institutions agree to indemnify and hold one another harmless from any and all claims by exchange participants, their parents, their survivors, or agents from any negligent acts or omission on the part of that university or any of their employees to the extent permitted by applicable Kentucky laws. The relationship of UofL and UNIVDA under this Agreement shall be 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 institution shall be liable for acts of the other, acts of God, or for acts of students participating in the exchange. Exchange students are subject to the same body of laws and legal regulations governing the residents/citizens of the Host locale.
3. Should any faculty or student collaboration result in any potential for intellectual property the policy of the Home institution for each individual involved shall govern that party's rights and duties. The parties shall seek equitable and fair agreement as to ownership of any intellectual property and shall at all times seek to maintain a harmonious relationship with each other.





4. Both institutions agree to a policy of equal opportunity and will not discriminate on the basis of race, gender, age, marital status, ethnicity, religion, national origin, sexual orientation, or handicap.

Some housing options may have restricted availability.

5. This agreement applies to duly enrolled, admitted, and academically eligible students of the Home institution and does not extend to spouses/partners and/or dependents.
6. No UofL faculty or student shall be required to participate in an exchange activity in a country for which a U.S. Department of State "Heightened Risk" Travel Warning has been issued. When the U.S. Department of State issues a travel warning that forbids, restricts or otherwise urges U.S. citizens to defer travel to a certain country, then exchange programs in that country shall be suspended.

If any faculty or student is already in a country for which a travel warning forbidding, restricting or urging deferral of travel has been issued, then the parties shall consult with one another and the Home institution shall decide whether such individual(s) shall be required to return to the U.S. or to their home country, if other than the U.S. and the program may be suspended in the discretion of the Home institution.

7. Details inadvertently omitted from this Agreement may be negotiated as matters may arise. The Attachments to this Agreement shall govern the details of the Program and to the extent that they are inconsistent with the body of the Agreement the Attachment will govern. Written execution by the appropriate university authorities will be required before any amendment shall become effective. Faxed copies with appropriate signatures will serve the same purpose as original signatures.
8. This Agreement is subject to review at any time during the five (5) year length of the Agreement. It may be subject to revision, modification, or renewal by mutual written agreement.

Either party may terminate the Agreement at any time and without cause by providing ninety (90) days prior written notice to the other.



Both parties agree to carry out the responsibilities in the best interest of students at both institutions and any termination would not affect students already on site.

Neither party shall have the right to assign any duty or responsibility arising hereunder without the prior written consent of the other party.

Any conflict between this Agreement and any attachments thereto shall be resolved in favor of this Agreement.

IMPOSTA DI BOLLO ASSOLTA  
IN MODO VIRTUALE.  
AUT. N. 7051 DEL 22 SETTEMBRE 2006  
DIREZIONE REGIONALE DELLE ENTRATE



UNIVERSITÀ DELLA  
VALLE D'AOSTA  
UNIVERSITÉ DE LA  
VALLÉE D'AOSTE

Recommended on behalf of the  
University of Louisville by:

Kimberly Kempf-Leonard  
Dean, UofL College of Arts & Sciences

Approved by:

Mordean P. Taylor-Archer  
Vice Provost for Diversity and  
International Affairs

University of Louisville

Approved by:

Fabrizio Cassella  
Rector



Università' della Valle d'Aosta



## ATTACHMENT A PROGRAM DESCRIPTION

### I. STUDENT EXCHANGES

1. Undergraduate, masters, and doctoral students are eligible under this exchange agreement.
2. Each Host institution will accept up to five (5) students per academic year for a term of one semester or term. The Home institution will inform the Host institution of the names of nominated participants by May 1 for the following Fall term, or October 15 for the following Spring term.
3. Participants shall be enrolled as full-time students at the Host institution for the duration of their participation.
4. When possible, both parties shall seek financial support such as assistantships and scholarships for participating students. This type of assistance, however, is not guaranteed.
5. During the regular university semester, the Host institution will provide students with access to the following courses:
  - regular university courses offered in the language of the Host institution, subject to availability
  - at UNIVDA, some support courses designed for foreign students but delivered in Italian will be regularly available, including "Lingua italiana per Studenti Stranieri/Erasmus" (30 hours).

The academic liaisons at both institutions will provide exchange students with a list of available course options.



6. For the purposes of calculating course credit under this agreement, 1 ECTS (European Credit Transfer System) shall be considered the equivalent of 5 U.S. credit hours.
7. For the purposes of calculating grades under this agreement, the following equivalencies shall apply:

ECTS	ITALY	US
A	30 to 30 e lode	A to A+ (4.0)
B	28 to 30	B+ to A- (3.3 to 3.7)
C	25 to 27	B (2.8 to 3.2)
D	20 to 24	C+ to B- (2.3 to 2.7)
E	18 to 20	C (2.0 to 2.2)
FX	fail	F
F	fail	F

8. The respective international offices at UofL and UNIVDA will be responsible for providing information regarding local transportation, room and board, and other logistical matters to visiting students.
9. Arrangements for international travel are the responsibility of the individual participating student.

## II. FACULTY EXCHANGES

1. Interested departments of either institution will initiate faculty exchanges and negotiate the arrangements.
2. The organization of research conferences, seminars, lectures and / or publications will be encouraged.
3. Faculty and/or researchers interested in participating in an exchange under this agreement will submit their applications to their Department Chair at least one semester prior to the proposed start of their exchange. If the Chair approves the necessary leave or release, he or she will send written notice of nomination to participate to the Home institution's Academic Coordinator, who will evaluate nominations and communicate them to the Host institution.



4. The duration of the exchanges will be for a term to be fixed by mutual agreement (generally one week, month or semester) prior to the exchange. This period may be extended by written agreement.
5. Professors and/or researchers will possess an adequate level of proficiency in the language of the Host locale to conduct effectively their academic responsibilities.
6. The Host institution international center will be responsible for providing information regarding local transportation, room and board, and other logistical matters for the visiting professors and/or researchers.
7. Arrangements for international travel are the responsibility of the individual exchange participant. Faculty and researchers are responsible for paying in full their own international travel, housing, meals, health insurance, and other related costs.
8. The Host institution will make all reasonable efforts to provide office space, computer use, e-mail accounts, teaching and research facilities, library use, and other related services to the visiting professors and/or researchers.

### III. CONTACT INFORMATION

Administrative Exchange Liaison at UofL:

LyShanna Cunningham  
Office of International, Diversity and Engagement Programs  
514 Stevenson Hall

University of Louisville  
Louisville, KY 40292  
Phone: 502-852-7740  
E-mail: lkunn01@louisville.edu

Administrative Exchange Liaison at UNIVDA:

Luca Susanna / Silvia Cheillon  
Bursary and Mobility Office



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E-mail: [u-mobilita@univda.it](mailto:u-mobilita@univda.it)

Academic Exchange Liaison at UofL:

Michael Williams (and Simona Bertacco)  
Department of Comparative Humanities  
University of Louisville  
Louisville, KY 40292  
Phone: 502-852-6217  
E-mail: [mwill01@exchange.louisville.edu](mailto:mwill01@exchange.louisville.edu)  
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Academic Exchange Liaison at UNIVDA:  
Prof. Carlo. M Bajetta  
Dipartimento di Scienze Umane e Sociali  
Università della Valle d'Aosta – Université de la Vallée d'Aoste  
Via Cappuccini 2/a  
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Phone: +39 0165 30 67 38  
E-mail: [c.bajetta@univda.it](mailto:c.bajetta@univda.it)



## ATTACHMENT B PROGRAM BUDGET AND FEES

Semester budget for students studying at UofL (subject to change, based on 2012-2013 costs):

Dormitory housing (minimum)	\$2,325.00*
Meal plan	\$1,460.00**
Health insurance	\$1,008.00
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Total (required costs only)	\$4,793.00

\* Students may choose to arrange off-campus housing, provided they are willing to sign a release holding the University of Louisville harmless for any harm resulting from individually arranged housing.

\*\* For students in dormitories with kitchens, the meal plan will be \$930 per semester. For students in off-campus housing, the meal plan will be \$175 per semester for 2016-2017.

### Additional costs (variable)

Books and supplies	\$500.00
Additional meals	\$500.00**
Incidentals / transportation	\$500.00
Total additional costs	\$1,500.00

\*\* Estimate based on full meal plan.





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Semester budget for students studying at UNIVDA (subject to change, based on 2016-2017 costs):

Housing*	€ 2.700
Meal plan	€ 1.600
Health insurance	€ 271
<b>Total (variable)</b>	<b>€ 4571</b>

\* For students in dormitories (subject to availability) the housing costs vary from a minimum of €150 to a maximum of € 425 per month. (Further information available at: [http://univda.it/univda\\_studentato](http://univda.it/univda_studentato)).

Additional costs (variable)

Books and supplies	€ 200.00
Additional meals	€ 500.00**
Incidentals / transportation	€ 500.00
<b>Total additional costs</b>	<b>€ 1,200.00</b>

\*\* Estimate based on full meal plan.

Each student exchange participant will be personally responsible for the expenses listed here. In addition, participants should expect to incur additional expenses for meals, books and supplies, transportation, and other individual needs.