**Quality assurance checklist for student exchange agreements**

**Partner university, department/faculty and contact persons:**

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| **Part 1 – All agreements** |
| Programme and subject area at UiO  |  |
| Cycle/level of study (bachelor/master/PhD)  |  |
| Programme and subject area at partner university |  |
| Recommended courses/units (subject area, language of instruction, level) |  |
| Are there specific courses that fit well in existing study programmes (e.g. as elective course or as replacement for a specific course)? |  |
| Other cooperation with partner university (e.g. joint programmes, research, staff exchange, other) |  |

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| **Part 2 – New agreements only** |
| Academic system (credit and grading system, use of ECTS, language requirements, semester dates) |  |
| Number of exchange places/fee waivers for UiO students |  |
| Tuition fees (for fee paying students) or other costs  |  |
| Housing (Guaranteed for UiO students? Other housing assistance?) |  |
| Student facilities (e.g. language courses, special needs services, health, transport, buddy system, orientation week, clubs) |  |
| Administrative resources (e.g. international office, informative web pages) |  |
| Emergency preparedness (e.g. campus safety, contact details) |  |

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| **Part 3 – Renewals only** |
| When was the first agreement made? |  |
| Balance (number of students in/out) |  |
| Student results (e.g. credits earned) |  |
| Feedback from students and staff |  |

**Part 4 - Recommendation and reasons for agreement:**

**Name: Unit: Date:**

**Guidelines for using the checklist**

This checklist should be used to make sure that important conditions for successful exchanges are considered before an agreement is signed. Since agreements can be targeted at different groups of students, *an overall assessment of the indicators* must be applied in each case. You may skip indicators which are unnecessary or irrelevant in your specific case, or where the relevant data is not readily available.

The checklist should be completed and enclosed with all new or renewed exchange agreements before the agreement is signed. Parts 1 and 4 should be used for all agreements. Part 2 should be used for all new agreements, and could, if desired, be filled in by the partner university. Part 3 should be used for renewals of existing agreements. Feel free to add additional information on separate sheets as needed.

The checklist may be downloaded from the following website, where you will find examples of how the checklist may be used and more information on how to set up a student exchange agreement:

http://www.uio.no/for-ansatte/arbeidsstotte/sta/internasjonalisering/avtaler/