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**PARTNERSHIPS PROPOSAL FORM (PPF) – STUDENT EXCHANGES/STUDY ABROAD (PGR only)**

This form is to be completed by staff when setting up a student exchange for a PGR student undertaking study for 1 year or 1 semester at a European or International HE institution.

Please note: Students normally pay tuition fees to their home institution not the partner and the study abroad programme for each student is agreed by both institutions and these only contribute nominally to the student’s degree classification.

Before completing the form you are advised to read the Academic Partnerships Handbook which provides further guidance on the approval process.

The form has two sections and both parts should be completed. Part 1 relates to the strategic fit of the partnership being proposed and part 2 relates to the quality assurance aspects of the partnership.

Advice relating to Study Abroad and Exchange programmes can be sought by contacting the Global Opportunities team on [studyabroadpartnerships@exeter.ac.uk](mailto:studyabroadpartnerships@exeter.ac.uk).

There is a separate UG/PGT PPF.

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| **PART 1: FOR STRATEGIC APPROVAL To be completed by the Faculty in collaboration with PGR Admin team**  **This section will be considered by the relevant group giving strategic approval to the partnership** | | |
| 1. **University of Exeter Contact** | | |
|  | What form of partnership is proposed? | *STUDENT EXCHANGE/STUDY ABROAD (PGR)* |
|  | Faculty proposing partnership |  |
|  | Department proposing partnership |  |
|  | Proposer of partnership in Faculty (including job title and email) |  |
|  | Faculty administration contact (if different to above) |  |
| 1. **Proposed Partner** | | |
|  | Name and full address of the proposed partner |  |
|  | Name and contact details of key contact at the proposed partner organisation |  |
|  | Partner organisation web address |  |
|  | League table rankings or equivalent for partner |  |
|  | Is the proposed exchange/study abroad supported in principle at the appropriate level in the partner organisation(s)? Please provide details. |  |
| 1. **Rationale for the Proposed Partnership** | | |
|  | Full description of proposed arrangement (as much detail as possible here please). |  |
| 3.2 | State how the proposed collaboration fits with University of Exeter’s strategic objectives |  |
| 3.3 | Does this exchange fit with the University of Exeter’s list of key institutional partners? If not, please explain the rationale for the partnership e.g. widening participation; student recruitment etc. |  |
| 3.4 | How will the lead academic improve engagement with inbound programmes? |  |
| 1. **Proposed Partnership Activities** | | |
| 4.1 | Planned start date |  |
| 4.2 | Planned student numbers - per annum or single intake (minimum/maximum, if relevant) and any evidence of demand |  |
| 4.3 | Planned duration of the agreement |  |

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| **PART 2: FOR QUALITY ASSURANCE APPROVAL:**  **To be completed by the Faculty in collaboration with the Doctoral College**  **This section will be considered by the person giving quality assurance approval to the partnership (stage 3 of the approval process). It contains additional information specifically relating to the quality assurance elements of the partnership.** | | |
| 1. **Quality of Provision at HEI Partner Institution** | | |
| 5.1 | Outline the proposed partner’s quality assurance system for managing academic standards and the quality of the student learning experience |  |
| 5.2 | Describe in detail how the partner’s provision is equivalent to UoE. |  |
| 5.3 | Does the proposed partner have the legal capacity, permits and licenses needed to collaborate with the University of Exeter to operate the proposed exchange/study abroad? |  |
| 5.4 | Describe the education environment at the partner, what are the facilities and teaching spaces available? |  |
| 1. **Policies and Procedures** | | |
| 6.1 | What are the risks that may arise from this partnership and what is your procedure for mitigating them? |  |
| 6.2 | Do Exeter’s standard regulations, policies, and procedures apply while students are at the partner institution? If not, please summarise the difference. |  |
| 6.3 | What will the procedure be for assessing if this partnership has been successful? |  |
| 6.4 | Confirm that an annual review process for the exchange/study abroad will take place. |  |
| 1. **Student Support** | | |
| 7.1 | Describe the support mechanisms (i.e. pastoral, advice and guidance), that will be provided to student(s) while studying at the partner institution, and will they be provided by UE or the partner? |  |
| 7.2 | In March 2015, the Competition and Markets Authority (CMA) published guidance for universities on the application of Consumer Rights Legislation and how they engage with students. The CMA has advised universities that they should ensure they meet the following requirements of the legislation:   * Students are given up front, clear, timely, accurate and comprehensive information; * Terms and conditions between higher education providers and students are fair; * Complaint handling processes and practices are accessible, clear and fair to students.   Clarify how each of these will be addressed for this particular partnership. |  |
| 7.3 | Any further specific information to include in the formal Legal Agreement |  |

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| **Approval Process Once Form is Complete…** | | | |
| **Stage 1 - Faculty** | **Stage 2 - Strategic** | **Stage 3 - Quality** | **Legal Agreement** |
| Faculty drafts PPF and sends to [PGRqualityandstandards@exeter.ac.uk](mailto:PGRqualityandstandards@exeter.ac.uk) team for final input and coordination of stage 1 Faculty level approval.  The PPF should then be approved by the Faculty, via their relevant Faculty Approval Group. | The Faculty submits PPF to:   * International (PGR) go to Global Engagement Committee (GEC) * Domestic (PGR) go to Research and Impact Executive Committee (RIEC)   The Faculty should cc [studyabroadpartnerships@exeter.ac.uk](mailto:studyabroadpartnerships@exeter.ac.uk) and the Director of International Global Development | [PGRQualityandStandards@exeter.ac.uk](mailto:PGRQualityandStandards@exeter.ac.uk) send PPF to:   * The Dean of Graduate Research | Legal draft the agreement (using information contained in the PPF) and PGRQualityandStandards@exeter.ac.uk help to arrange signatures.  Signatory: Dean of Graduate |