

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

The aim should be a reciprocal number of students exchanged in both directions. Two Exchange Students enrolling for one Semester each will be equivalent to one Exchange Student for one year. Consideration of student experience for inbound and outbound students is paramount.

**This form is to be completed by the University of Exeter staff member proposing a student exchange for UG/PGT students.**

General information about partnership processes can be viewed in the [Academic Partnerships Handbook](http://as.exeter.ac.uk/tqae/qualityandstandards/academic-partnerships/academicpartnershipshandbook/).

All parts must be completed in order for the Global Opportunities Team to assess the viability of the proposed partnership. Part 1 relates to the strategic fit and rationale for the partnership being proposed and part 2 relates to the quality assurance and student experience aspects of the partnership.

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

There is a separate PGR PPF.

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| **PART 1: FOR STRATEGIC APPROVAL** | | |
| 1. **University of Exeter Contact** | | |
|  | What form of partnership is proposed? E.g. student exchange, inbound fee-paying, UG/PGT? |  |
|  | Discipline proposing partnership |  |
|  | Is the ‘with Study Abroad’ programme option currently in place for your discipline? (If not, is a PAAF in development?) |  |
|  | Proposer of partnership in discipline (including job title and email) |  |
|  | Is the proposer of the partnership willing to act as the Lead Academic for the Student Exchange? (E.g. supporting inbound/outbound mobility recruitment and administration). |  |
|  | Has the proposed partnership been supported in principle by your discipline’s Director of International and Development and/or the Faculty’s Associate Pro-Vice-Chancellor for Global Engagement? |  |
| 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 Study Abroad/Student Exchange web address |  |
|  | League table rankings or equivalent for partner (university and/or subject area e.g. THE and QS) |  |
|  | Is the proposed Student Exchange/Study Abroad mobility supported in principle by the Study Abroad/Student Exchange Office and the relevant academic department/s in the partner organisation(s)? (Please provide details of correspondence). |  |
| 1. **Proposed Partnership and Rationale** | | |
|  | Full description of proposed arrangement (as much detail as possible here please). |  |
| 3.2 | State how the proposed collaboration fits with UoE’s strategic objectives (University and/or Faculty). |  |
| 3.3 | Does this exchange fit with the UoE’s list of key institutional partners? (University and/or Faculty). If not, please explain the rationale for the partnership. |  |
| 3.4 | Is there evidence of student demand for the proposed partnership at UoE and at the proposed partner? (consider student demand in both directions) |  |
| 1. **Proposed Partnership Activities** | | |
| 4.1 | Planned start date of first cohort (Student Exchange agreements may take one year to negotiate, 12-18 months’ lead in time is common practice. Most Student Exchange agreements have a life cycle of 5 years). |  |
| 4.2 | Planned student numbers per year for exchange   * Describe minimum/maximum numbers * Will students study for one semester or one year? * In which semester/year will students undertake the Study Abroad placement? |  |
| 4.4 | Will UoE Outbound students apply for places at the proposed partner following the standard procedure via the Global Opportunities team? For example, minimum entry requirement of 60% from first year grade average |  |

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| **PART 2: FOR QUALITY ASSURANCE APPROVAL:** | | |
| 1. **Student Experience - Quality of Provision Outbound Mobility** | | |
| 5.1 | Outline the proposed partner’s quality assurance system for managing academic standards and the quality of the student learning experience. (E.g. in Australia we would expect partners to be registered with the TEQSA) | To be completed by Global Opportunities Team |
| 5.2 | Describe in detail how the partner’s provision is equivalent to UoE. Include details about the education environment, facilities and teaching space available. If a site visit has been undertaken, please describe. |  |
| 5.3 | Does the proposed partner have the legal capacity, permits and licenses needed to collaborate with the UoE to operate the proposed Student Exchange/Study Abroad? | To be completed by Global Opportunities Team |
| 5.5 | Outline the academic nature of the proposed exchange and its correlation with the UoE programme. Consider the following:   * What are the academic requirements for UoE students undertaking this outbound activity? * Will UoE outbound students be required to take certain modules at the proposed partner? * Will the partner’s modules be mapped to modules at UoE? * What is the grading scheme used by the proposed partner? Is there a current conversion scale which would be appropriate for converting the proposed partner’s marks to UoE marks? |  |
| 5.7 | What is the target language for teaching at the proposed partner? If there is no language requirement for students, does the proposed partner teach a wide variety of modules at the correct level in the English language? Will there be enough modules to satisfy a full study load? |  |
| 5.7 | Please provide details of the location of the campus and describe its appeal to students. If the proposed partner has multiple campuses, please indicate here at which campus UoE students will be based. |  |
| 5.8 | Describe the support mechanisms in place at the proposed partner institution for UoE outbound students (i.e. pastoral, advice and guidance, orientation activities) |  |
| 1. **Student Experience - Quality of Provision for Inbound Mobility** | | |
| 6.1 | What are the proposed partner’s procedures for their students coming to UoE? Will inbound students join UoE for one semester or one year? Is their choice of modules flexible or do they need to directly replace credit? |  |
| 6.2 | Describe the pastoral and academic support mechanisms in place in your discipline for an exchange student at UoE. Specifically confirm if the following is offered:   * Sufficient module availability at all levels * A personal tutor * Alternative assessments for semester one students leaving in December * Social and non-curricular activities |  |
| 1. **Policies and Procedures** | | |
| 7.1 | Indicate how the Faculty will mitigate against the following risks :   * Maintaining a reciprocal balance outbound and inbound[[1]](#footnote-1) * Ensuring adequate module availability for inbound exchange students2 |  |
| 7.2 | Do UoE’s standard regulations, policies, and procedures apply while students are at the partner institution? If not, please summarise the difference. | Exchange students are registered at UoE for their study placement abroad. Policies and regulations for International Exchange students are governed by the terms set out in the International Exchange Legal agreement. Policies for students undertaking an Erasmus placement are governed by the Erasmus+ Programme and European Commission. |
| 7.3 | What will the procedure be for assessing if this partnership has been successful? (e.g. matching balances, positive student feedback, student demand for partner, grades achieved, minimal welfare issues abroad) |  |
| 7.4 | Confirm that an annual review process for the Student Exchange will take place and who will be responsible for leading on this. E.g., this would involve consideration of student feedback of students in both directions (quality of teaching, resources, student support, student assessment outcomes, forms of assessment, marks grids, etc.). | The Global Opportunities Team will undertake a review of student exchange partners. Where issues arise, GOT will liaise with Lead Academic, Director for International and Development and Associate Dean of Global Development. |
| 1. **Legal Requirements** | | |
| 8.1 | 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. | Responsibilities for both parties are listed in the legal agreement. Assuming UoE’s standard template is used, parties will agree:   * To provide students with formal letters of admission and other such documents required for visa purposes; * To submit details of students participating no later than the host university’s published deadlines; * To ensure students are briefed on requirements for the exchange programme * Student are entitled to register complaints with either institution. |
| 8.2 | Any comments or questions? |  |

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| **Approval Process** | | |
| **Stage 1 - Faculty** | **Stage 2 - Strategic** | **Legal Agreement** |
| Completed PPF sent to relevant G[lobal Development Advisor](https://www.exeter.ac.uk/departments/seas/ourteams/globalopportunities/#a2), Global Opportunities Team, for stage 1 approval  studyabroadpartnerships@exeter.ac.uk  ***Renewals*** *of study abroad agreements (which are deemed fit for purpose by the Global Opportunities Manager) will go straight to the Legal Agreement stage.* | Global Development Advisor sends PPF to Faculty APVC Global (cc Global Partnerships Assistant Head for Faculty for notification at relevant Strategy Board). | Global Development Advisor drafts legal agreement (using information contained in the PPF and in consultation with the Legal Team).  Global Development Advisor keeps Lead Academic, Faculty/Departments and Global Partnerships Assistant Head for Faculty updated on progress.  Erasmus agreements to be signed by the UoE Global Opportunities Manager.  International (non-Erasmus) agreements to be signed by the Director of Global Exeter. |

1. Best practice for mobility agreements is to maintain an even flow of students in both directions over the lifecycle of the agreement, when this imbalance is not in UoE’s favour the partner university is able to restrict the number of places available to UoE students.

   2 Inbound exchange students should be permitted the same freedom of module choice as home students. [↑](#footnote-ref-1)