

INTERIM PARTNERSHIP PROPOSAL FORM – STUDENT EXCHANGES and STUDY ABROAD

Student exchanges provide opportunities for students to undertake study for 1 year or 1 semester at a European or International HE institution. Normally students pay tuition fees to their home institution not the partner; numbers between the partners should be equivalent over a 3-5 year period. The study programme for each student is agreed by both institutions. Normally these only contribute nominally to the student's degree classification.

Student Exchange Approval process:

1. Parts 1 & 2 of the form are to be completed (by the International Office for a University-wide exchange / study abroad, or by Colleges for College-specific arrangements). This process will provide valuable information to help ensure that both the partner and the development are appropriate and satisfy University requirements and Quality Assurance Agency expectations. By undertaking this analysis at an early stage, it will help to determine whether the proposal is worth pursuing.
2. The signatures on the form confirm support for the establishment or continuation of this exchange, and that the curriculum, resources, student support, and facilities are suitable.
3. The relevant Dean of Taught Programmes or Graduate Research, on behalf of Academic Partnership Strategy Group (APSG), signs to confirm University approval.
4. The formal Student Exchange Agreement is then drafted by the International Office and Legal Services.

PART 1: PROPOSAL DETAILS To be completed by the International Office	
What form of partnership is proposed?	STUDENT EXCHANGE
Institutional or College proposal?	
Identify College / Discipline / Programme (if specific)	
College contact for further queries (if relevant)	
Name and country of proposed partner institution Partner institution web address: Postal address:	
Partner contact: name, title, department, Email address	
Description of proposed arrangement (i.e. student exchange of normally 2 fte students pa, with balance over any 3 year period)	
Planned start date (<i>Beginning of academic year 20xx</i>)	
Proposed length of agreement (<i>normally 3 years</i>)	
Planned student numbers per annum (<i>minimum/maximum, if relevant</i>)	

PART 2: QUALITY ASSURANCE AND FURTHER DETAILS REGARDING THE PROPOSAL To be completed by the International Office

Partnerships should link explicitly to College and/or University strategic objectives. Describe the purpose and benefits of this partnership with this particular institution (<i>e.g. student recruitment, encourage staff/student mobility</i>)	
Risks that may arise from this partnership (<i>e.g. recruitment unsuccessful, poor quality of students</i>) and how they will be mitigated	
How will these risks be mitigated?	
Evidence/commentary to demonstrate that the quality and standards of provision at the partner institution have been reviewed and are appropriate for the proposed relationship.	
Confirmation that an annual review of the partnership and student progress will take place.	Review of student exchange partners will take place annually, considering student feedback (quality of teaching, resources, student support, etc), student assessment outcomes, forms of assessment, marks grids, etc
Does the proposed partner institution have the legal capacity to form partnerships with other institutions?	YES / NO
Reputation of partner <ul style="list-style-type: none"> evidence of quality: <ul style="list-style-type: none"> league table; other partner, other ways of measuring; length of operation 	
Any further information to include in the formal Agreement? (e.g semester only?)	

PART 3: CONFIRMATION OF SUPPORT OF PARTNERSHIPS To be completed by the appropriate signatories
<p><i>Colleges have made a commitment to support all incoming and outgoing study abroad and exchange students in accordance with University policies and procedures, not on a case by case basis. Therefore a College signature is only required to approve a student exchange / study abroad partnership that is specific to the College.</i></p> <p><i>If appropriate: I confirm that the information is correct, that the proposal aligns with College strategy and conforms with quality assurance requirements, and that this proposal has the support of the relevant Head(s) of Department.</i></p> <p>Name: _____ Date: _____ Signature: _____</p> <p>College Partnerships contact</p>
<p>International Office approval of the partnership:</p> <p>Name: _____ Date: _____ Signature: _____</p> <p>Director of International Exeter / Head of International Office</p>
<p>Academic Partnerships (within the Academic Policy and Standards team) confirm that the proposal is complete and ready for review by the Taught Faculty Dean on behalf of Academic Partnerships Strategy Group (APSG):</p> <p>Name: _____ Date: _____ Signature: _____</p>

University approval of partnership

Name: _____ Date: _____ Signature: _____

Dean of Taught Faculty / Graduate Research on behalf of Academic Partnership Strategy Group

November 2013