1. This document outlines the procedure for establishing, renewing and reviewing student exchange partners at both undergraduate and postgraduate level. An 'exchange' is defined as an agreement between two higher education institutions whereby both parties aim to exchange an agreed number of students on an annual basis for study periods, including projects, and where the host institution agrees to waive tuition fees. Almost all undergraduate Year Abroad\(^1\) placements are linked to exchange agreements.

2. Situations, including Year Abroad placements not based on an exchange, which do not appear to fit the above definition, should be referred to the Assistant Registrar (Placements) in the first instance for advice.

3. Erasmus Mundus Action 2 and Erasmus + Partnerships which contain student mobility activities pursued on a network basis are also covered by this procedure.

4. Proposals for New Student Exchange Links

4.1 All proposals for new exchange partners should be submitted to the appropriate (UG and PGT) Faculty Education Committee or (PGR) Postgraduate Research Quality Committee for consideration using the form provided at Form A\(^2\). A lead staff member for the proposal should be identified\(^3\). Approval of new exchanges will be reported to Senate.

4.2 Where a UG and/or PGT proposal concerns more than one Department, a lead Department/Faculty should also be specified. The Faculty Education Committee with responsibility for the lead Department will be designated the parent Committee and as such will be responsible for consideration of the proposal and any ongoing quality assurance following approval, in consultation with the other committees as appropriate.

4.3 Where a proposal concerns only a specific activity or a specific research group this can be identified on Form A.

4.4 All exchange links will normally be subject to renewal every 5 years by the relevant Faculty Education Committee or (PGR) the Postgraduate Research Quality Committee.

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\(^1\) Any reference to ‘Year Abroad’ in this document also includes ‘Research Abroad’, ‘Year in Europe’, ‘language for science’ and ‘International Programme of Study’ degrees.

\(^2\) An Erasmus + student exchange agreement (please see section 5) signed for the express purpose of hosting a single student at Imperial (who would then benefit from EU mobility funding), is not subject to these approval procedures. The Assistant Registrar (Placements) can advise and should be consulted at an early stage. Such agreements should not be used to facilitate ongoing mobility arrangements.

\(^3\) The lead will be the principal contact responsible for student exchange links: for undergraduate exchanges this will normally be Director of Undergraduate Studies (or their nominee) in the Faculties of Engineering and Natural Sciences and the Director of Education (or their nominee) in the Faculty of Medicine; for postgraduate exchanges the Director of Postgraduate Studies (or their nominee) will normally act as the lead.
4.5 Following approval, a Student Exchange Agreement (SEA) must be signed and lodged with the Assistant Registrar (Placements) before an exchange can commence (please see section 4 for further information). Drafting of a SEA can begin while approval is being sought.

4.5.1 In the case of student mobility activities pursued on a network basis within the Erasmus Mundus Action 2 or Erasmus + programmes there is no need for separate bi-lateral exchange agreements since any student mobility activity will be addressed in the contract signed by the College for the programme. The contract must be signed before student mobility can commence.

4.6 The Registry maintains a database of all College student exchanges, including Erasmus Mundus Action 2 or Erasmus + contracts where student mobility activities are pursued on a network basis.

5. **Administration of Student Exchange Agreements**

5.1 Student Exchange Agreements (SEAs) support activities at both undergraduate and postgraduate levels. Clauses within other types of agreement (for example Memoranda of Understanding) which aspire to exchange students are not in themselves SEAs.

5.2 There are two main types of SEA:

   o Erasmus, SEA

   o Non-Erasmus SEA

Template agreements are available from the Assistant Registrar (Placements).

5.3 The Imperial lead (or their nominee) is responsible for ensuring that an agreement is in place before an exchange commences. The Assistant Registrar (Placements) must take the lead in the drafting of agreements.

5.4 **Erasmus + SEAs** are subject to the provisions of the College's Erasmus Charter for Higher Education (ECHE). The SEA normally adheres to a 7-page model format and will name the specific academic staff relevant for the exchange's operation (separate to or in addition to the lead and/or the Assistant Registrar (Placements)). For example, many Erasmus + SEAs allow only for mobility between two specific research groups. The Assistant Registrar (Placements) acts as the College’s Erasmus + Key Action 1 Co-ordinator. The President has delegated the task of signing Erasmus + Agreements to the Assistant Registrar (Placements).

5.5 **Non-Erasmus SEAs** are typically lengthier documents which provide specific detail on how the student exchange will be managed. Once finalised, such agreements will be presented by Registry for signing by the Vice-Provost (Education). The President has delegated the task of signing non-Erasmus Agreements to the Vice-Provost (Education).

5.6 No SEA will be signed for a period of more than 5 years. Where a Faculty Education Committee or Postgraduate Research Quality Committee has approved an exchange partner for 5 years, but there is cause to sign the SEA for a shorter period, the agreement can be

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4 As mentioned in clause 4.4.1 SEAs do not apply to student mobility activities which are pursued on a network basis within the Erasmus Mundus Action 2 or Erasmus + programmes

5 The ECHE was granted to the College in January 2014 for the period 2014-2020. The Erasmus Policy Statement which formed part of the College’s application for an ECHE is located with the ECHE at: [http://www.imperial.ac.uk/students/global-opportunities/erasmus/](http://www.imperial.ac.uk/students/global-opportunities/erasmus/)
extended without further Faculty Education or Postgraduate Research Quality Committee approval so long as the duration of the SEA does not exceed the period originally approved by the Faculty Education Committee or Postgraduate Research Quality Committee.

6. Renewal

6.1 Departments wishing to extend an exchange link should submit a request to the relevant Faculty Education Committee or the Postgraduate Research Quality Committee 12 months before the original approval period expires.

6.2 Proposals for extension should include the following:

6.2.1 Number of students (incoming and outgoing) that have participated in the exchange in the last 4 years.

6.2.2 A brief summary of feedback received from students who have undertaken placements at the partner and how any issues raised were addressed.

6.2.3 Details of any changes made to the management arrangements for the exchange since the link was originally considered and approved by the relevant Faculty Education Committee or Postgraduate Research Quality Committee.

6.2.4 For Study Abroad links, an up-to-date example of a study plan if the curriculum of the partner university has undergone significant changes.

6.2.5 Details of visits made for the purpose of managing the exchange.

6.3 A template form (Form B) for the renewal of student exchange partners is available at: http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/

7. Review of Student Exchange Links

7.1 The Quality Assurance and Enhancement Committee will receive an annual report on the number of active exchange links in operation at the College.

7.2 Changes introduced by Departments to how undergraduate placements are monitored, including how student feedback is assessed, should also be reported on as part of the undergraduate Annual Monitoring process.