IMPERIAL

(Annex 2) Form A

Proposal form for the <mark>approval</mark> of a student exchange partnership (to also be used when a twice reapproved partnership is due a third reapproval; i.e. reapproved as if it were new at that stage)

When completing this form, the lead academic should refer to

a.) the **Procedure for the approval, reapproval & review of student exchange partnerships,** and in particular <mark>the following criteria for approving and reapproving partnerships:</mark>

- The partner provides learning opportunities (within or outside their curriculum) which enable the University to meet the requirements of the generic study plan (abroad) for the relevant degree programme.
- The partner will provide our exchange students with an appropriate level of support during the application and pre-arrival phase.
- The partner has student support services which are appropriate, if not comparable, to Imperial's, in particular wellbeing services and where relevant language services.
- The partner is able to release grades in a timeframe that enables a student's progression at Imperial to take place in line with the timetable for the Board of Examiners.
- The study opportunities which the partner proposes to send students to Imperial to undertake are realistic, achievable and would be comprised of approved modules. *The exception would be for project and research options that are not part of our curriculum where official grades would not be given and the partner university would decide on credit.*

b.) The Placement Learning Policy, Good Practice and associated documentation, including the "procedure" can be accessed here: http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/

1. Department(s) to be involved at Imperial <mark>and lead staff member.</mark>

Where several Departments are involved please indicate the lead Faculty/Department.

Equally where involvement is limited within a single department specify the staff or research groups/sections.

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2. Degree programme(s) at Imperial for which the partnership will be relevant

(please write in the text title for ease of reading, rather than the code)

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3. Proposed Partner Higher Education Institution

Name	
Location (City and Country)	
Campus	

4. Faculty/School/Dept(s) at the proposed partner with whom the exchange activity will take place

5. Contact details at the partner institution
Academic lead (name and email):
Administrative (name, office and email):
Main weblink for our outgoing exchange students:

6. Overview: Suitability of the proposed student exchange partner

Please explain briefly **how this institution will make an effective exchange partner**. *The partner should provide and support a high-quality learning experience comparable to that at Imperial. Make reference to i.) any other relevant educational or research activity which may already take place with this partner (or other reasons for establishing it, especially if similar exchange partner exist already for the country concerned); ii.) to the likely demand for this exchange at the partner as well as amongst students at Imperial and iii.) the perceived value-added benefits for those who participate.*

7. (Outgoing *and* Incoming) Select the best description of the study plan to be undertaken.

Typical options for Outgoing (nb: each degree programme has a generic study plan):
  i. courses/modules, but not including an individual project (partner curriculum.)
  ii. courses/modules and an individual project (partner curriculum.)
  iii. courses/modules (partner curriculum) and individual project (curriculum or non-curriculum at partner; assessed wholly by Imperial with or without formal input from partner other than supervisor.)
  iv. individual project (non-curriculum at the partner; assessed by Imperial.)
  v. option i, ii, iii or iv with a cultural/language/technical project or essay set and assessed by Imperial.
  vi. research internship at partner (assessed by Imperial.)
  vii. postgraduate research (as part of the degree registration.)

Typical options for Incoming:
  i. courses/modules, but not including an individual project (Imperial's curriculum.)
  ii. courses/modules and an individual project (Imperial's curriculum.)
  iii. courses/modules (partner curriculum) and individual project (curriculum or non-curriculum at Imperial; assessed wholly by partner with or without formal input from Imperial other than supervisor.)
  iv. individual project (non-curriculum at Imperial; assessed by partner.)
  v. research internship at Imperial (assessed by partner.)
  vi. postgraduate research (as part of the degree registration.)

Outgoing	Description of Study Plan	
	Typical Start Date and Duration (or just duration)	
Incoming	Description of Study Plan	
	Typical Start Date and Duration (or just duration)	
	Typical level of study of the student	

8. Liaison with the proposed partner

*In the case of a proposal where no comparable student exchange links exist with the proposed partner the expectation is that the lead department will seriously consider undertake a preparatory site-visit (**optional**).*

*However, the **mandatory** requirement is one or more on-line discussions to cover all relevant topics.*

☐ A physical visit (by academic lead at Imperial or their delegate) was undertaken to meet with academic lead at the partner (and involving other staff at either partner as necessary including by remote connection).

☐ A Skype/Teams/Zoom discussion between academic leads at both parties (and involving other staff at either partner as necessary, including our own CLCC) has taken place.

*Where one or more comparable exchange links already exist the lead department should discuss with the relevant department or departments. **Mandatory**.*

☐ Advice has been obtained from Dept(s) of [**INSERT DEPT(S)**] who have existing link(s) with the proposed partner.

9. Facilities and support for Imperial students at the proposed partner

Please indicate that learning support and pastoral care arrangements *(available at the partner and as a continuation of those provided by Imperial)*, accommodation options, language support and orientation have been explored to the lead staff member's satisfaction: ☐

Please comment as necessary: _____

_____

Specifically, **the lead staff member confirms that the partner has** (mark X in the box where task achieved) **the following facilities for non-degree/exchange students**:

• ☐ an office providing housing advice.

  Website:

• ☐ an office providing visa and related immigration advice.

  Website:

• ☐ an office providing advice on host country insurance matters, including health insurance

  Website:

• ☐ services dealing with disability, including learning, and well-being/mental-health.
  (note: students remain enrolled at Imperial and can access College services)

• ☐ *(countries where English is not an official language)* services that provide access to language support/tuition (on a free or fee-paying basis). For the College's expectations regarding language preparation see Good Practice for Compulsory Study Placements Abroad

10. (Outward Mobility only) **Deployment of the generic study plan** (as described in section 7) **at the proposed partner**

The lead staff member has (mark X in the box where task achieved):

☐ undertaken an appropriate reviewing exercise of the relevant curriculum at the partner **and** the outcomes of said exercise are agreeable.

☐ *(where relevant)* addressed any accreditation issues.
Please indicate what these accreditation issues were (if any) _____

☐ discussed expected student workload with the partner, especially where it involves study which is not selected from the partner's curriculum, **and** the outcomes of said discussion are agreeable.

☐ discussed project assessment with the partner so as to be sure that **a.)** it meets degree requirements at Imperial; **b.)** to ensure that whether a department transfer a grade for a project wholly assessed by the partner <u>or</u> the department is in anyway involved in the assessment of a project undertaken under the auspices of the partner (whether internal or external to the partner) that both parties understand any responsibilities of the other.
Please tick this box if project assessment is **<u>not</u>** relevant to the proposal ☐

☐ understood the grading scheme and other relevant examination issues, including the availability or otherwise of re-sits, at the partner.

☐ been reassured that the partner's transcript (grade report) routine will fit with the Dept's Board of Examiner process. In addition to e-transcripts and hard copy transcripts where received directly by the student or by College this may also include other safe and secure communications of grades from the partner to the student.

Following items are for undergraduate year abroad and term/semester abroad only:
The lead staff member has

☐ attached the *generic study plan for the relevant degree programme.*

☐ attached an **example** STUDY PLAN (how the generic study plan could be undertaken at partner)

For <u>each module</u> of the example study plan please indicate:

i.)   who is responsible for delivering the module (usually the partner, but indicate where Imperial or both)

ii.)   the level of study [bachelor/masters/doctoral].

iii.) who is responsible for the assessment (usually the partner but indicate where Imperial or both).

iv.)   the [ECTS or local] credit value at the partner **and** whether the credit value will differ when transferred **OR** if delivered by Imperial the ECTS credit value.

Where it assists describe aspects to support management of the whole generic study plan.

The lead staff member will (mark X in the box to acknowledge the task ahead):

☐ (as appropriate) **develop a credit and grade transfer statement for this partner** and that such a statement will be made available to Imperial College students who participate in the exchange. *Such a statement should include what happens when a module is failed or the whole placement is failed; what happens if a transcript (grade report) is received after 31 August. It is also an opportunity to make clear to the student that they are enrolled at both Imperial and the partner university during the placement period and subject to the rules and regulations of both Imperial and the partner university during the placement period.*

11. Special requirements for <u>incoming</u> students

Please indicate if incoming students, to achieve the objectives of their template study plan, will require special access/needs (e.g. access to modules in another department, including Business School and CLCC; exams after the enrolment period has concluded).

12. Overview: Risks and how they will be mitigated

The lead academic is asked to comment on any risks associated with approving the proposed exchange partnership *(e.g. ethical, variation in HE systems, location, housing, financial cost to students and any other access issues, academic needs of students coming to Imperial).*

Please indicate which have been considered/resolved <u>or</u> remain outstanding.

13. Details for the Agreement with the Partner

These are requested by Registry for consideration when drawing up the formal agreement for the proposed partnership.

<u>To note</u>: Where approval for the partnership is given by the relevant committee it will normally be for a period of 5 academic years commencing at the beginning of the next academic year.

Preferred duration of Agreement (maximum of 5 years). *However, where agreements are covering more than subject area there may be a need to compromise.*	
The agreement will be constructed to commence at the beginning of the next academic year, **unless** stated otherwise here:	
Numbers to be exchanged annually. *Relate to duration where the activity is not like for like.*	
Has the lead staff member any particular requests for the agreement (reciprocal requirements).	

14. Please note any other issues which are not covered by the above?

Next steps: Assistance with completing the Form can be obtained from the Assistant Registrar (Placements): a.hawksworth@imperial.ac.uk

The lead academic should submit the completed Form by email (**as a word document**) to the appropriate committee(s) via the Director of Undergraduate Studies and/or Director of Postgraduate Studies of the lead department depending on the scope indicated in section 2 of this Form (**and with reference to the procedure**).

The form should reach the appropriate committee secretary(s) by the scheduled deadline for papers:
- **UG/PGT**: http://www.imperial.ac.uk/about/governance/academic-governance/faculty-and-departmental-governance/
- **PGR**: http://www.imperial.ac.uk/about/governance/academic-governance/senate-subcommittees/postgraduate-research-quality-committee/

Where two or more committees are involved please note that complete approval is not obtained until all relevant committees have recorded their approval in the relevant minutes.