

IMPERIAL

(Annex 3) Form B

Proposal form for the **reapproval** of a student exchange partnership

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 **the following criteria for approving and reapproving partnerships**:
 - 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/>
- c.) Form A and any previous Form Bs for this partnership.

1. Reaffirm the Department(s) to be involved at Imperial **and the lead staff member.**

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.

2. Reaffirm the 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)

3. Partner Higher Education Institution

Name	
Location (City and Country)	
Campus	

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

5. Update the 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: Continued suitability of the student exchange partnership

When the partnership was originally established the lead academic indicated why the **institution will make an effective exchange partner**. Please indicate anything that has changed in this regard.

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. Number of students exchanged during the <u>last 3 years</u> (including the current academic year)			
Outgoing		Incoming	
If there was zero mobility <u>to the partner institution</u> in the last 3 years, please provide reasons for continuing with the partnership.			
9. Please provide a brief summary of student feedback if the exchange link has been active			
Student feedback			
There is no need to attach whole student feedback sheets; however, please do include information /quotes that support the renewal.			
10. Make brief reference to:			
<ol style="list-style-type: none"> i.) any notable successes. ii.) any significant changes to the management of the exchange partnership as it impacts on our students since the partner was previously approved/re-approved (e.g. credit-transfer arrangements, grade release issues, accreditation issues, supervisory arrangements, pastoral care, logistical matters such as accommodation and language provision) iii.) any problems, including where highlighted through student feedback, which have been highlighted and how they were overcome. iv.) indicate any visits made to the partner specifically to help maintain the exchange (other than any visits made to students during an exchange). 			
11. (Outward Mobility: undergraduate year abroad and part-year study abroad only)			
<p>Please attach a new example of how the generic study plan for the relevant degree programme could be undertaken at the partner IF there have been:</p> <ul style="list-style-type: none"> • significant changes to the curriculum structure at the partner • significant changes to the ability of the partner to support the generic study plan required by the lead academic. • or there have been modifications to the generic study plan for the relevant degree programme. <p>The lead staff member should continue to ensure that a credit and grade transfer statement for this partnership is available to Imperial students who participate in the exchange.</p>			
12. Reaffirm any special requirements for <u>incoming</u> students, and whether any issues have arisen in this regard.			

13. Overview: Risks and how they will be mitigated

The lead academic is asked to comment again on any risks associated with renewing 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 or remain outstanding.

14. Reaffirmation that the partnership continues to meet the criteria for a student exchange partnership (as listed on page 1 of this form).

The lead staff member confirms that the partnership continues to meet the criteria:

Please comment as necessary: _____

15. Details for the Agreement to support the partnership

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

To note: 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).

16. 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.