University of Suffolk

**Exchange agreement proposal form**

*All sections of this form must be completed and the form appropriately authorised before it is sent to the relevant committee secretary. It should be submitted at least* ***10 working days*** *before the committee meeting at which the proposal is to be discussed.*

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| 1. **Proposed exchange partner institution**

*Please provide name, address and website address* |  |
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| 1. **Academic school(s) involved in proposed exchange agreement**
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| 1. **Nature of exchange** *(please tick)*
 | Staff [ ]  | Student [ ]  |
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| 1. **Proposed commencement date**
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| 1. **Exchange contact: University of Suffolk***Please provide the name and contact details for the member of University academic staff coordinating the proposal and overseeing the proposed exchange arrangement*
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| 1. **Exchange contact: partner (academic)***Please provide the name and contact details for the member of academic staff at the partner institution coordinating the proposal and overseeing the proposed exchange agreement*
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| 1. **Exchange contact: partner (admin)***Please provide the name and contact details for the secondary exchange contact from the international / study abroad / exchange office at the partner institution*
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| 1. **Summary of the proposed exchange arrangement***Please outline the nature of the proposed exchange arrangement, including proposed participants and, for student exchanges, the level of study and when the proposed exchange is expected to take place within students’ programme(s) of study*
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| 1. **Rationale for proposed arrangement***Please provide a summary of the rationale for the proposal, including alignment with the University’s strategic plan, relevant School plans and any existing or planned partnership arrangements. Please include information on anticipated student demand over the next five years.*
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| 1. **Evaluation of proposed partner institution***Please provide details of due diligence findings, including status of institution (including legal capacity to enter agreement), size, reputation, experience of collaboration with others (including UK HEIs), financial standing, resources (facilities, staffing, infrastructure), expertise in relevant subject areas, language of delivery and assessment at institution, stability of the region, student security and risk analysis. If the proposed partner has been visited by a member of University staff, please provide details of the purpose and outcomes of the visit, including when it was undertaken and by whom.*
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| 1. **Language of delivery and assessment***Please state the language of delivery and assessment at the proposed partner institution, including details of any modules delivered and assessed in English (including subject disciplines and quantity). Please provide a weblink or attach a copy of relevant course guides and/or module lists.*
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| 1. **Language and study skills support***Please provide details of any additional language or study skills preparation / support provided by the partner institution (including type, duration and additional costs involved)*
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| 1. **Student support***Please provide information on arrangements for student support at the partner institution (including academic and pastoral support)*
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| 1. **Accommodation***Please outline whether accommodation is provided for students, including whether this is on or off campus. Provide a weblink or attach details relating to accommodation.*
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| 1. **Arrangements for credit transfer and, where relevant, mark conversion** *For student exchanges, please describe how grades / results will be recorded, and how the exchange will be recorded and recognised by the University of Suffolk. Include details of processes for credit transfer and, where relevant, mark conversion.*
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| 1. **Curriculum mapping (student exchanges only)***Please summarise outcomes of the curriculum mapping exercise, demonstrating how modules/courses at the partner institution have been assessed and approved for the purposes of recognising credit for University of Suffolk students*
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| 1. **Professional, statutory or regulatory body (PSRB) requirements (where relevant)***Please confirm that, where relevant, the requirements of PSRBs have been considered and met, including adherence to academic and/or professional standards (e.g. clinical placements supervised by UK registered practitioners)*
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| 1. **Financial arrangements**

*Please provide a formal costing model that has been reviewed by Finance & Planning to show (i) projected income arising from the arrangement and (ii) anticipated costs in establishing and maintaining the partnership.* |
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| 1. **Approval by relevant Dean(s) of School**
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| Signed: | Date: |
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| 1. **Approval to proceed by Director of Finance and Planning**
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| Signed: | Date: |
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**COMMITTEE APPROVAL** *(for official use only)*

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| **Committee** | **Approval date** | **Minute reference** |
| **Portfolio Oversight Committee sub-group** |  |  |