**Study Abroad and Student Exchange Partnership Proposal**

This form must be used for all new student exchange and study abroad partnership proposals from 1 December 2019.

**SECTION A: Study Abroad and Student Exchange Partnership Evaluation Form**

|  |  |
| --- | --- |
| **Potential Partner Institution** |  |
| **City, Country** (and campus if appropriate) |  |

|  |  |
| --- | --- |
| **Partnership Type** | **√** |
| **Study Abroad**(fee-paying inbound students only) |  |
| **Student Exchange**(equal exchange of students on a balance system (no fees) – set number of students) |  |
| **Student Exchange + Study Abroad**(equal exchange of students plus additional students possible on fee-paying basis) |  |

|  |  |
| --- | --- |
| **Date of submission** |  |
| **University wide student exchange agreement** | **Yes / No** |
| If ‘No,’ highlight College(s) included in the exchange, and name the Department(s) | **CBASS CEDPS CHLS** |
| **Key Contact at Brunel University London**  *(name and email address)* | **N**ame: Email:  |
| **Partner Information***(Type, size and overview of potential partner)* | Brief overview:Number of students: |
| **Key Contact at Partner Institution** (*name, title and email address*)  | **N**ame:Title: Email: |
| **International ranking(s)***(overall and subject-specific if appropriate)* |  |
| **Existing MoU** | **Yes / No** |
| Date signed: |
| **Previous connection with Brunel***(e.g. previous visits, research, alumni in senior positions, joint publications; etc)* |  |
| **Indicative Student Numbers**  | Student Exchange:Study Abroad (if included): |
| **Financial Arrangements** (**if any)** (*Where a discount is required to facilitate the partnership, the standard Study Abroad partner discount of 10% can be offered; any proposal for a greater discount needs to be submitted to the Vice-Provost International and Academic Partnerships)* |  |
| **Does the partner institution offer courses in English?** | **Yes / No** |
| **Campus visit conducted by Brunel staff?** | **Yes / No****Date:****Staff name:****Comments:** |
| **Does the Partner offer accommodation for study abroad & exchange students?** | **Yes / No** |
| **Partner accommodation visited by Brunel staff?***(Indicate type, quality, on/off campus, guaranteed or not, etc.)* | **Yes / No****Staff name:****Comments:** |
| **Key Benefits (University/College/Department)***(Please be specific where possible. Examples include: research collaboration; research funding opportunities; student recruitment to BUL; enhanced international profile; capacity building for partner)* |  |
| **Key Risks (University/College/Department)***(Language issues; safety of partner country; political and social climate; level of competition from other UK and international HEIs)* |  |
| **Additional Comments***(including any opportunities for other Departments/Colleges at Brunel to engage with the partner and any known research links)* |  |

**Please submit form to:** **apo@brunel.ac.uk**

**SECTION B: Outcome of Student Exchange Partnership Evaluation Form**

This form gives the outcome of the preliminary evaluation and confirms the stages and information required (including whether an independent visit to the Partner needs to be undertaken) and the timeframe for partnership development.

|  |  |
| --- | --- |
| **Date** |  |
| **RECOMMENDATIONS** |
| **Further Development Recommended**  | **Yes** | **No** |
| **Reason for Rejection** |  |
| **Risk Level** *(If not judged ‘low risk’ completion of a ‘Partnership Risk Assessment’ is required [Appendix 1].)* | **High •** | **Medium •** | **Low •** |
| **Information Required for the next Stage** *(highlight those required and indicate if more information is needed for any that have already been covered in section A – e.g. rationale for proposal)* |  |
| **Campus Visit Required** | **Yes** | **No** |
| **If Yes, at what level?** |  |
| **Target date for MoA signing**(MoA must be completed by this date) |  |
| **Expected first intake of students** |  |
| **Additional Comments** |  |
| **The following Colleges have agreed to take part in this Study Abroad and/or Student Exchange programme***(VDI or Dean will be asked to confirm by email; date of email confirmation to be added here)* | **CBASS:** | **Yes / No** |
| **CEDPS:** | **Yes / No** |
| **CHLS:** | **Yes / No** |
| **Approved by Vice Provost (International and Academic Partnerships)**(Proceed to contract once approved) | **Signature** |
| **Date** |

 **Return Form to Key Contact at Brunel and save in Partnership Approval Documents folder on IP SharePoint** [**here**](https://intra.brunel.ac.uk/s/comms/team/student-recruitment/International%20Partnerships/Forms/AllItems.aspx?RootFolder=%2Fs%2Fcomms%2Fteam%2Fstudent%2Drecruitment%2FInternational%20Partnerships%2FPartnership%20Approval%20Documents&FolderCTID=0x012000FD07EBEFA8AA8942BA11634944C7D78E&View=%7BE3EAFA03%2D03E7%2D4443%2DA881%2D48912F114437%7D)

**Appendix 1: Risk Assessment *Study Abroad and Student Exchange Partnership Proposal***

For initial evaluation of new collaborations [1 = low risk; 3 = medium risk; 5 = high risk]

Note: not all sections will be relevant to every proposed partnership. Use the lowest risk score for any elements that are not relevant to the partnership.

**A. THE CONTEXT**

* **Language of Instruction**

|  |  |
| --- | --- |
| UK or English first language | 1 |
| UK based, English second language | 2 |
| European based, English second language | 4 |
| Overseas (other than Europe), English second language | 5 |

* **Educational Culture**

|  |  |
| --- | --- |
| UK | 1 |
| Commonwealth | 2 |
| European | 4 |
| Other | 5 |

* **Safety of Host Country** (with reference to FCO Travel Advice https://www.gov.uk/foreign-travel-advice). This section is subject to continual monitoring; it will be revisited if a major incident occurs in Host Country/Region.

|  |  |  |
| --- | --- | --- |
|

|  |
| --- |
| No advice issued against travel in Host Country  |

 | 1 |
|

|  |
| --- |
| Advice issued against travel near region in which proposed partner is based  |

 | 2 |
|  Advice issued against travel in region in which proposed partner is based | 4 |
|

|  |
| --- |
| Advice issued against all travel in Host Country/Region  |

 | 5 |

* **Host Country’s Political and Social Climate (1)** (with reference to Corruption Perception Index: <http://www.transparency.org/cpi2014/results>)

|  |  |
| --- | --- |
| CPI 75-100 | 1 |
| CPI 50-74 | 2 |
| CPI 25-49 | 4 |
| CPI 0-24 | 5 |

* **Host Country’s Political and Social Climate (2)** (with reference to AM BEST’s Country Risk Tiers: http://www3.ambest.com/ratings/cr/crisk.aspx)

|  |  |
| --- | --- |
| CRT - 1 | 1 |
| CRT - 2 | 2 |
| CRT - 3 | 3 |
| CRT - 4 | 4 |
| CRT - 5 | 5 |

|  |  |
| --- | --- |
|  **Sub-total =** |   |

**B. THE PROPOSED PARTNER**

* **Status**

|  |  |
| --- | --- |
| Large HEI (public or private, govt. approved/supported) | 1 |
| Publicly funded FE College | 2 |
| Small private college/organisation | 4 |
| Non-educational institution | 5 |

* **Resources**

|  |  |
| --- | --- |
| Well-resourced *large* institution | 1 |
| Well-resourced *small* institution | 3 |
| Limited | 5 |

* **Prior experience of collaboration with UK (or other) HEIs**

|  |  |
| --- | --- |
| At this level  | 1 |
| At lower level | 3 |
| None | 5 |

* **HE ‘ambience’ for our students**

|  |  |
| --- | --- |
| N/A as not sending students to partner | 1 |
| Many programmes/students at this level | 2 |
| Some programmes/students at this level | 4 |
| No other programmes/students at this level | 5 |

* **For Profit**

|  |  |
| --- | --- |
| No | 3 |
| Yes | 5 |

|  |  |
| --- | --- |
|  **Sub-total =** |   |

**C. THE PROPOSED PROGRAMME**

* **Collaborative ‘history’**

|  |  |
| --- | --- |
| N/A as only exchange is proposed | 1 |
| Established collaborative programme | 2 |
| Established on campus only | 4 |
| New programme | 5 |

* **Credit level**

|  |  |
| --- | --- |
| Foundation Level  | 1 |
| Level 4, 5 | 2 |
| Level 6, 7 | 4 |
| Level 8 (PGR) | 5 |

|  |  |
| --- | --- |
|  **Sub-total =** |   |

**D. DELIVERY MODEL**

* **Student Learning Experience**

|  |  |
| --- | --- |
| Partner as administrative support centre *(i.e. local centre only provides premises, IT facilities, etc.)* | 1 |
| Partner as learner support centre*(‘supported collaboration’ - learner materials and/or local tutoring based on materials and task defined by Brunel)* | 3 |
| Partner as Teaching Centre*(‘delegated collaboration’ - all or most teaching and tutoring delegated to partner)* | 5 |

* **Control of Outcome Standards** (in addition to external examiner scrutiny)

|  |  |
| --- | --- |
| Most assessment set and marked (or second marked) by Brunel  | 1 |
| Assessment shared | 3 |
| Most assessment delegated to partner | 5 |

|  |  |
| --- | --- |
|  **Sub-total =** |   |

|  |  |
| --- | --- |
| **TOTAL =** |  |

**Overall Risk Scores**

**< 27 = Low**

**28 – 42 = Medium**

**43 – 56 = High**

**57 – 70 = Very High**