**Study Abroad and Student Exchange Partnership Proposal Form**

This form must be used for all new Student Exchange and Study Abroad partnership proposals.

**Please complete Section A and the Partner Risk Assessment, then submit to** **partnerships@brunel.ac.uk**

**SECTION A:**

|  |  |
| --- | --- |
| **Date of submission** |  |
| **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) |  |

|  |  |
| --- | --- |
| **University wide student exchange or study abroad agreement** | **Yes / No** |
| If ‘No,’ highlight College(s) included | **CBASS CEDPS CHMLS** |
| **If Department specific, please list the Department(s) included**  |  |
| **Key Contact at Brunel University London**  *(name and email address)* | **N**ame: Title:Email:  |
| **Partner Information***(Type, size and overview of potential partner)* | Brief overview:Number of students: |
| **Key Contact at Partner Institution** (*name, role, title and email address*)  | **N**ame:Role:Title: Email: |
| **International ranking(s)***(overall and subject-specific if appropriate)* |  |
| **Existing MoU with Brunel** | **Yes / No** |
| **Previous connection with Brunel***(e.g. previous visits, research, alumni in senior positions, joint publications; etc)* |  |
| **Level of student exchange or study abroad programme (e.g. UG, PG)** |  |
| **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)* |  |
| **Target Date for Contract to be Signed***(indicate when agreement is ideally required by)* |  |

**Now complete the Partner Risk Assessment**

**PARTNER RISK ASSESSMENT**

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**

**Now please submit form for review to:**

**partnerships@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).

|  |  |
| --- | --- |
| **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?** |  |
| **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** |
| **CHMLS:** | **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 Global Engagement Office at** **partnerships@brunel.ac.uk**