

Guidance for completion of the review of Study Abroad/Horizon year partnerships

Review of Study Abroad Partnerships

1. The University has exchange links with around 400 partners, including 270 Erasmus (mainly departmental) links and around 150 worldwide (mainly institution-wide) links.
2. At its meeting on 5 February 2014 the Taught Student Education Board endorsed recommendations of the former Standing Group on Study Abroad to introduce a process of regular review of institution-wide and School-based study abroad/Horizon year arrangements. The process should provide opportunity for discussion and approval of arrangements by the School Taught Student Education Committee.
3. Existing guidance on expectations for student support for Study Abroad and Work Placements should ensure the student experience is monitored and any issues identified and resolved on an ongoing basis. See:
http://ses.leeds.ac.uk/download/102/placement_and_study_abroad-student_support
4. The Collaborations and Partnerships Committee oversees the arrangements for the review of School-based and institution-wide partners every **six** years in line with the cycle of School Academic Experience Reviews.
5. The reviews of study abroad arrangements should consider whether the exchange is balanced in terms of student numbers and continues to be in the strategic interest of the School and the University as a whole. Specifically, the review for School exchange arrangements should seek to establish:
 - whether the provision and the partnership remains appropriate at the subject level
 - whether the partnership is active in terms of incoming and outgoing student numbers
 - the appropriateness of student support arrangements, based on student feedback
 - any impacts on student achievement, with reference to Pass/Fail information.
 - any action points informed by student feedback, staff experience of operating the exchange, and/or student achievement
6. The cycle of review for School partnership arrangements will be prompted by the Quality Assurance Team, as part of the cycle of Student Academic Experience Reviews (SAER), based on a list of on-going partnerships provided by the Study Abroad Office. Reviews should
 - a. be led by the Director Student Education with support from the School's Study Abroad Co-ordinator
 - b. use a template with appropriate questions as a basis for the review, provided by the Quality Assurance Team
 - c. be submitted for STSEC consideration and recommendation on whether to continue or withdraw the arrangement
 - d. be forwarded by the Quality Assurance Team for onward consideration by a group comprising representatives from the Study Abroad Office, Quality Assurance Team and other academic colleagues
 - e. be forwarded by the Quality Assurance Team to the Collaborations and Partnerships Committee for decision and subsequent endorsement by Taught Student Education Board.

REVIEW OF STUDENT EXCHANGE PARTNERSHIP**1. General**

Partner Institution	
Location and Country	
Departmental, Institutional, Faculty-wide	
Level of student	UG PGT PGR
Average number of students per year exchanged in each direction?	
Language used for delivery of teaching at the partner organization	

2. Review

Effectiveness of the arrangement: Please note any particular strengths or issues with specific reference to: <ul style="list-style-type: none"> • Language proficiency/preparedness • Assessment • Mark translation¹ • Student academic achievement during the period – <ul style="list-style-type: none"> ○ Percentage and number passing ○ Percentage and number failing • level of achievement for students passing • Have assessment-related issues or complaints arisen during the period? If Yes, how have these been managed? 	
Student Feedback Please comment briefly on student support arrangements and academic experience over the period of the arrangement. Are there any other key themes that have emerged from student feedback since the commencement of the arrangement/last review?	
Any Action points Informed by student feedback and/or staff experience of operating the exchange during the period.	

3. Renewal

Recommendation from the School/Study Abroad Office to renew the arrangement? Yes/No	
Proposer Name:	
School/ Dept	
Email and Tel:	
Date the Review and Recommendation considered by STSEC/Study Abroad	

¹ If the arrangement includes provision for mark translation what steps are in place to ensure arrangements remain appropriate?

REVIEW OF STUDENT EXCHANGE AGREEMENTS (SCHOOL EXCHANGES): PROCESS