

# Proposal for a new or amendment to an existing student exchange partnership



UNIVERSITY OF LEEDS

## Guidance Notes for Proposing a Study Abroad Partnership

All proposals for new or amended partnerships should be made using this form. If the proposal involves an institution which is not already a University of Leeds exchange partner, then a Partner Report must also be completed and submitted to the committees.

Advice and information on the general suitability of proposed partners can be sought from the Global Opportunities Partnerships Officer, Katie England, at [k.England@leeds.ac.uk](mailto:k.England@leeds.ac.uk).

The completed proposal documents for a new student exchange agreement should be submitted in the first instance to the relevant School Taught Student Education Committee (STSEC) and then to the Global Opportunities team ready for the next scheduled Education Partnerships Approval Group (EPAG).

## School Links

Schools should ensure that any new exchange or fee-paying study abroad agreement for outgoing students is developed in consultation with the Global Opportunities, who can also confirm whether a link already exists with the proposed partner.

When a School wishes to enter into a new or amended arrangement with an institution for the exchange of students or a fee-paying study abroad arrangement, the proposal must first be considered by the School Taught Student Education Committee, prior to being submitted to the Education Partnerships Approval Group (EPAG).

## Approvals Process

The STSEC will consider the proposal with regards to:

1. the academic coherence of the programme;
2. the linguistic requirements and preparedness of outgoing students;
3. the likelihood of student demand in both directions such that the exchange will be balanced;
4. the suitability of the partner institution, including national and international ranking and professional accreditations, where relevant;
5. if consideration has been given to creating partnerships with existing partners
6. the student support arrangements, as described in the partner report.

The EPAG will review the recommendation of the STSEC and consider the wider institutional strategic fit, and any decisions will be communicated to the proposer and the relevant STSEC.

EPAG will have a meeting schedule to consider proposals but can also approve proposals outside of the meetings to expedite the process, as appropriate. EPAG meetings will be chaired by a Pro-Dean for International and include members of the wider Global Opportunities team.

**No arrangement can be implemented unless it has been approved in full by the Education Partnerships Approval Group. The Global Opportunities team will then negotiate the formal legal agreement and arrange for the partnership to be advertised to students.**

# **Proposal for a new or amendment to an existing student exchange partnership**

All proposals for new or amended partnerships should be made using this form. If the proposal involves an institution which is not already a University of Leeds exchange partner, then a Partner Report must also be completed and submitted to the committees.

## **1. General Information**

**Institution Name**

**City/Area**

**Country**

**Is the link intended to be at School level, Faculty-wide, Institutional (Open), or Horizon Year Abroad?**

**How many students per year is it anticipated will be exchanged in each direction?**

**What level of student is the link intended for?**

## 2. Choice of Partner

### What is the standing of the proposed partner institution?

What are its strengths and standing in the academic community? If possible, provide evidence of the status of the institution or faculty/school where students are to be placed, including ranking and professional accreditation.

- Current [QS World University Ranking](#):
- Current [THE World University Ranking](#):


### Are there any existing links between the proposed partner and the University of Leeds?

Please give details of any existing interaction that you are aware of between the University of Leeds and the proposed partner, including research links, teaching collaborations, exchanges etc.

### Has a site visit been conducted?

Site visits are not compulsory prior to the establishment of a new agreement but should be undertaken where possible.

**Have you downloaded the Country Report\* from Healix (Travel Oracle)?**

Yes          No

**Are there any areas of note that need raising and discussing in more detail; for example areas listed as “High Risk”? Please list these below:**

\*Please submit the country report along with the New Partner Proposal Form.

**If a School level link is being proposed:**

Where possible the University encourages a stronger collaboration with existing partners; please confirm that the following points been given consideration:

**Has the University’s portfolio of existing partners been considered for a new School link?**

**If applicable, please give your reasons why a link with a new partner is being proposed rather than expanding the number of School links with existing partners in the proposed country**

**Are all of your current School links active, and do they have a reciprocal exchange of students (for exchange relationships)?** If not, please explain the reason for a new relationship

**Is it intended this proposal will replace any of your existing School links?**

### 3. Learning and Teaching arrangements for Leeds' outgoing students

**Which degree programme(s) at Leeds will the outgoing students be registered on?**

It is essential that all the programmes listed allow for a period of Study Abroad.

**Outline how the partner institution will contribute to the learning outcomes of the Study Abroad programme(s) listed above.**

**Taught students:** Provide information about the kind of modules that will be available to our taught students at the proposed partner.

**Research students:** Provide information about the department(s), research groups and staff members who will support our outgoing researchers.

**Will marks from the partner institution form part of the Leeds award?**

**If marks form part of the Leeds award, have mark translation tables been drawn up and approved by the School?**

If so, these should be submitted along with this form

**What is the linguistic requirement of the proposed partner and how will students be prepared linguistically for their study abroad experience?**

Please refer to the University's Guidelines on Language Attainment:

[http://ses.leeds.ac.uk/download/252/language\\_attainment\\_guidelines\\_for\\_study\\_or\\_work\\_abroad](http://ses.leeds.ac.uk/download/252/language_attainment_guidelines_for_study_or_work_abroad)

**4. Learning and teaching arrangements for incoming study abroad students**

**Please provide details of the learning and teaching outcomes of the incoming students applying to Leeds.**

Does the proposed partner institution have any requirements for their students who study at Leeds (e.g. level of study, final year project)?

**Will the incoming students apply to Leeds for a single semester or full year?**

Will there be sufficient modules for the incoming students to choose from if they apply for a single semester? Will module availability remain open for incoming students applying for semester two?

**In which School or Department will the incoming students mainly study whilst in Leeds?**

**Are you confident that there will be sufficient module space for the incoming students to study in the Schools outlined above?**

## 5. Changes to existing partnerships

Nature and history of existing arrangement

Nature of the change to existing arrangements

(e.g. new subjects, change from Departmental to Institutional or Faculty-wide link)

Have you gained permission from the partner for an increase in exchange student numbers, and if so, from whom and for how many additional student-years?

If you are proposing an existing University wide partner or a partner currently working with another school/faculty, please provide evidence that you have agreement to increase the number of places above the existing arrangements

**6. Contacts at proposed partner institution**

Name

Name

--	--

Position

Position

--	--

Email

Email

--	--

Any other contact information

--

**7. Details of proposer**

Name

--

Position

--

School/Department

--

Email

--



**Please confirm the names and positions of staff members you have consulted with in:**

Global Opportunities Team

--

International Market Development

--

Other

--

**8. School Approval**

**Name of Head of School, or Director of Student Education**

--

**Approved at STSEC (Yes/No)**

--

**Approved by Chair's Action (Yes/No)**

--

**Signature**

**Date**

--	--

**9. EPAG Approval**

**Name of Chair of EPAG**

--

**Approved at EPAG (Yes/No)**

--

**Approved by Chair's Action (Yes/No)**

--

**Signature**

**Date**

--	--