



1. Partner University

Institution Name

Link to website

2. University Summary

A brief overview of the university

To include details of the location and size e.g. urban, suburban or rural location; distance from largest town; size of that town; closest airport; number of students etc.

3. Semester Dates

Details of semester dates and holiday periods for the next academic year, including orientation and recommended arrival dates

4. Facilities

Brief details of the university's facilities such as sporting and recreation, library, computer facilities etc.

5. Accommodation

What type of university accommodation is available for exchange students?

Room Type	Yes	No	Estimated Cost (per semester)
Hall of Residence, Single Room			
Hall of Residence, Shared Room			
Catered (with Meal Plan)			
Self-catered			

Is accommodation guaranteed to incoming exchange students?

Location(s) of university accommodation and approximate distance from campus

Is assistance given in finding private/off-campus accommodation?

How difficult is it to secure private/off-campus accommodation?

What is the approximate cost of private/off-campus housing per month?

Accommodation website for exchange students

6. Costs

Approximate additional costs

This might include books (especially in USA and Canada), sport and recreation, local travel, miscellaneous fees e.g. technology fee, print costs, student fee, administration fee etc.

7. Student Support

Contact details of colleague(s) responsible for incoming and outgoing exchanges

Name

Name

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Job Title

Job Title

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Email Address

Email Address

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Postal Address

Postal Address

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Phone Number

Phone Number

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Details of the support available to incoming exchange students

Such as on-site orientation/ welcome scheme (length, location, content, costs). Is this given in both semesters? Does it include a briefing on health and safety issues?

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Details of any social media accounts specific to prospective incoming exchange students

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Details of any buddy scheme for incoming exchange students

Is there a dedicated support service for students with disabilities, mental ill health, and/or learning difficulties?

Please provide details including relevant websites and contact details. Are exchange students able to access all the services available? Would an exchange student be charged for these?

Your in-country knowledge will be valuable when answering the questions below; your responses to which will be crucial in helping to prepare our students ahead of their study abroad placements.

Emergency Contact Information

Who should we, and our students, contact in the case of an out-of-hours emergency? Please provide as many methods of contact as you are able to, such as phone numbers and e-mail addresses.

Healthcare Facilities

Please can you provide details of local healthcare facilities that would be available for students, either for routine or emergency medical treatment? (Please also include advice on whether you would recommend public healthcare or private alternatives, and give the relevant details)

Does your University have a procedure in place in the event a student needs emergency medical treatment?

Please share the process in the event of this situation

Natural Disasters

If your University is located in a region at risk of any natural disasters which could impact the safety and wellbeing of students, does your institution have any procedures in place in the event of an occurrence? If so, please can you outline these (e.g. evacuation procedure)?

Crime and Personal Safety

If a student was a victim of crime, how should they report this to you and what support measures would be available?

Is public transportation readily available in your city/region and is it generally safe to use? Do services run regularly and late at night, is it safe to travel at night?

Country Specific Advice

Are there any other requirements or information that would be beneficial to us and our students to know ahead of arriving in the country?

8. Application Materials and Procedures

What are the acceptance criteria for exchange students (e.g. grade and language requirements) and do any subject areas need additional supporting documentation at application stage (e.g. a portfolio or musical recording)?

Please provide details of the nomination process, application procedures, and deadlines for exchange students, and approximate processing duration (including any relevant websites)

Do incoming exchange students register for course units prior to arrival? How is this done?

Please provide a link to courses that are available to exchange students.

Does the university have a policy regarding health insurance for international students?

Are exchange students required to purchase a particular health insurance policy and what are the costs of this policy?

Are students expected to evidence their finances as part of the university or visa application process?

Is there a website that provides information for exchange applicants?

9. Curriculum and course availability

What is the language of tuition; are any course units taught in English?

Are native language courses available and is there a fee for these? Are they available at different ability levels?

What is the minimum and maximum credit load? What is a typical credit load for exchange students?

Please specify whether the information is for a semester or full year

Are there any course units/ department offerings that have restricted access or are not available to incoming exchange students? Do you have a website listing the restricted areas?

Do any courses incur additional costs e.g. fieldwork?

Can students register for 'independent study' course units?

Please provide a link to the university's grading scale (or attach a copy of this)

Partner Report Completed By

Name

Position

Date