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**New Student Exchange Proposal**

To be completed by the Department/School/Faculty proposing the new exchange

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| Blue shaded boxes are to be completed in consultation with the partner |

For Strategic Partners the International Mobility Office will complete elements of this pro-forma

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| **1. DETAILS OF ACADEMIC LEAD FOR THE PROPOSAL** | |
| 1.1 Name of academic lead: | 1.2 Role: |
| 1.3 Department/School/Faculty: | |
| 1.4 Telephone number: | 1.5 Email address: |

| **2. EXCHANGE BASICS** | |
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| 2.1 Scope of exchange at Bath  Departmental/School (default)  Faculty, all Departments  Faculty, the following Departments:  Faculty/School, plus the following Departments in other Faculties/the School: | 2.2 Name of partner institution: |
| 2.3 City and country of partner institution: |
| 2.4 Exchanging Faculty/ies and Department/s at partner institution: |
| 2.5 Proposed duration of new/renewed agreement (max 5 years): From ../../…. to ../../…. | |
| **Sections 2.6 – 2.8 to be completed by the International Mobility Office:** | |
| 2.6 NARIC recognised HEI? Yes/No | 2.7 Erasmus Charter for Higher Education (ECHE)? Yes/No  Erasmus code:  ECHE no: |
| 2.8 Details of any other exchanges which Bath holds with this partner: | |

| **3. THE EXCHANGE IN CONTEXT** | | |
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| 3.1 Degree programme/s concerned: |  | |
| 3.2 How many students will be exchanged each year and for what period/s (this will be written into any agreement)? |  | |
| 3.3 How does study abroad contribute to the award for this/these programme/s (i.e. % of final degree classification drawn from study abroad)? | |  |
| 3.4 During which year/s of their Bath degree programme/s will students participate and for what period (Semester 1, Semester 2, S2, full academic year)? | |  |
| 3.5.1 Which exchanges are already held for this programme (please give institution names, cities and countries)?  During the last 3 academic years:  3.5.2 How many outgoing Bath students have taken part in these exchanges?  3.5.3 How many incoming partner students have studied at Bath under these exchanges? |  | |
| 3.6 What level of demand is expected from Bath students for this exchange? |  | |

| **4 LOCATION AND REPUTATION** | |
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| 4.1 Comment on the reputation and standing of the partner institution (this might include any accreditation and the other exchange partnerships which it holds.  OR “Strategic Partner” |  |
| 4.2 Date of the most recent visit made to this institution by Bath staff and comments resulting from it. |  |

| **5 ORIGIN** | |
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| 5.1 What is the rationale for the new exchange? What does it add to the Department/Faculty/ School’s current portfolio of exchange agreements? |  |
| 5.2 Exceptional Grounds (see QA37 5.3)  For unbalanced exchanges being put forward on exceptional grounds, what are these and how do they offset costs to the affected Department/School/Faculty and University? |  |

| **6 ACADEMIC YEAR** | | |
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| 6.1.1 What is the pattern of the academic year at the partner institution?  6.1.2 How will that fit with outgoing Bath students?  6.1.3 How will that fit with incoming partner students? |  | |
| 6.2 **For non-EU partnerships only**: Incoming students from non-EU partners who join for Semester 1 only are often unable to return to Bath for January assessments. Will incoming partner students require alternative assessments in Semester 1? If so, can they be provided by the host Department?  Note: Service teaching Departments cannot normally be expected to provide alternative assessments in Semester 1. | |  |

| Shaded boxes are to be completed in consultation with the partner | |
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| **7 ACADEMIC AND LINGUISTIC FIT FOR OUTGOING BATH STUDENTS** | |
| 7.1 What programme of studies are Bath students required to follow while they are on exchange eg   * broad learning outcomes for the exchange * choice of units, credit value, level * language of tuition * facilities needed (eg lab, design studio, library)? |  |
| 7.2.1 What is the minimum average required from Bath students for participation in study abroad (if any)? |  |
| 7.2.2 What is the minimum average required of Bath students by the partner institution (if any)? |  |
| 7.3 If teaching will not be in English, what is the partner’s minimum language entry requirement for Bath students? |  |
| 7.4 Language classes at the partner institution (where relevant):  7.4.1 Does the partner institution offer a pre-sessional language course? (If so please outline normal duration, level and cost.)  7.4.2 Does the partner institution offer an in-sessional language course? If so, will the partner provide this to Bath students free of charge? (Bath’s in-sessional English courses are provided to partner students free of charge.) | Pre-sessional:  In-sessional: |

| Shaded boxes to be completed in consultation with the partner | |
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| **8 ACADEMIC AND LINGUISTIC FIT FOR INCOMING PARTNER STUDENTS** | |
| 8.1 At what point in their studies will incoming students participate in the exchange with Bath?  (Many exchanges involve incoming students who are classified as Master’s students at the partner institution taking Undergraduate units at Bath) |  |
| 8.2 What programme of studies are incoming students required to follow while they are on exchange? |  |
| 8.3 Are there any restricted units which will not be available to incoming partner students (e.g. due to prerequisites, limitations on numbers etc.; Level 7 masters units are not normally available)? |  |
| 8.4 How will the Department ensure that sufficient places on suitable units are reserved for incoming exchange students from this partner? |  |
| 8.5 Will incoming students regularly need/wish to take specific units taught by other Departments not included in the exchange, and if so, which units/depts.? (If so, the teaching department should be asked to confirm their agreement). |  |
| 8.6 Will incoming students meet the University’s minimum [English language competence](http://www.bath.ac.uk/study/exchange-visiting/apply/) requirement?  *Note: The School of Management requires Level C1 in the Common European Framework of Reference for Languages (CEFR). Other Departments prefer Level C1 (as required from entrants to most UG degree programmes) but will accept Level B2. The lowest CEFR level is A1 and the highest is C2.* |  |
| 8.7 How will incoming students be monitored by the University of Bath Department? |  |

| Shaded boxes to be completed in consultation with the partner | |
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| **9 STUDENT SUPPORT AND MONITORING** | |
| 9.1 How will Bath students be supported and monitored by Bath while on exchange? |  |
| 9.2 How will Bath students be supported and monitored by the partner institution while on exchange? |  |

| Shaded boxes to be completed in consultation with the partner | |
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| **10 ASSESSMENT** | |
| 10.1 How will Bath students be assessed at the partner institution? |  |
| 10.2 How and by whom will results achieved at the partner institution be converted into Bath marks? |  |

| Shaded boxes to be completed in consultation with the partner | |
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| **11 STUDENT FINANCES** | |
| 11.1 Does the partner institution provide information about the estimated cost of living? Please give any web link. |  |
| *Under the terms of the exchange agreement, neither institution will charge tuition fees to incoming students.*  *However, institutions sometimes charge other fees (e.g. German universities normally charge a compulsory “semester fee” of €200-300 which covers Students’ Union membership and significant discounts on food and transport; some American universities charge for course materials in the range of $20-$70 per course).*  11.2 Does the partner institution charge any such fees, and if so, for what and how much? |  |

| Shaded boxes to be completed in consultation with the partner (for Strategic Partners the International Mobility Office will complete) | |
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| **12 FACILITIES AND ACCOMMODATION** | |
| 12.1 Comment on partner institution IT facilities. |  |
| 12.2 Comment on partner institution library facilities. |  |
| 12.3 Comment on partner institution student welfare arrangements. |  |
| 12.4 What are the accommodation arrangements for exchange students at the partner institution? Will Bath students receive partner accommodation or help from the partner in finding accommodation? |  |
| 12.5 Accommodation for incoming students: | University accommodation cannot be guaranteed and students should check with the International Mobility Office at the time of application. Incoming students need to be prepared to find privately rented accommodation if necessary. The Accommodation Office provides some assistance with this. |

| Shaded boxes to be completed in consultation with the partner | |
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| **13 EQUALITY AND DISABILITY POLICIES (see** [**QA37**](http://www.bath.ac.uk/quality/documents/QA37.pdf) **Annex, 3.3)** | |
| 13.1 Please provide web links for the equality and disability policies of the partner institution (or comment if not available).  *Note local legislation on support for disabled students will apply and students should be made aware that support may differ from that which is provided in the UK.* |  |

| Shaded boxes to be completed in consultation with the partner | |
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| **14 HEALTH, SAFETY, INSURANCE (see** [**QA37**](http://www.bath.ac.uk/quality/documents/QA37.pdf) **Annex, 3.4-10)** The University Health, Safety and Environment Service (UHSE) and the International Mobility Office can provide advice and support in evaluating exchange opportunities. | |
| *The University of Bath recognises and accepts its moral and legal responsibility as an employer to provide a* [*safe and healthy workplace*](http://www.bath.ac.uk/hr/stayingsafewell/) *for its staff, students and visitors.* | |
| 14.1 What health and safety information does the partner provide to its students? Please attach a copy or cite the web reference.  OR if documentation or a web reference is not available, do the partner’s health and safety policies comply with the requirements of the host country? |  |
| *Notes: In asking partners to confirm this, we do not intend to express doubt about their reputability, but are required to ask the question for legal reasons.* | |
| 14.2 If a Bath student suffers an injury while on partner premises, will he/she be covered by the partner’s liability insurance?  (The University of Bath should be informed of any health and safety incidents involving University of Bath students). |  |
| *Notes: Insurance provided to outgoing students under the University of Bath’s own insurance is minimal as insurance cannot cover anything which is the legal liability or responsibility of someone else. Hence outgoing exchange students need to take out an insurance policy to cover medical expenses, personal injury and accident benefit, personal belongings, cancellation and curtailment expenses, personal liability and legal expenses. Erasmus students are obliged to take out the insurance policy which is provided via the* [*University of Bath Insurance Services*](http://www.bath.ac.uk/insurance/placement.html) *for this purpose. Non-Erasmus students should be strongly advised to do so.* | |
| 14.3 If the study programme of outgoing Bath students will include *laboratory elements*, please indicate the evaluated level of risk and how students will be briefed to mitigate the risk. What level of supervision will students receive from academic staff at the host institution? |  |
| 14.4 If the study programme of outgoing Bath students will include *work experience* organised by the partner, please indicate:   * the steps taken by the partner to evaluate and mitigate the risks involved * how insurance cover will be provided during the work experience.   see [QA6](http://www.bath.ac.uk/quality/documents/QA6.pdf) and [*http://www.bath.ac.uk/insurance-services/placement-students/index.html#id4*](http://www.bath.ac.uk/insurance-services/placement-students/index.html#id4) |  |

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| **CONFIRMATION OF SUPPORT**: | | |
|  | **Yes/No** | **Notes** |
| International Mobility Office |  |  |
| Head(s) of Department |  |  |
| Dean (exceptional grounds for approval only) |  |  |
| Associate Dean(s) (Learning & Teaching) (Faculty/cross-Faculty exchanges only) |  |  |
| Faculty/School Learning, Teaching and Quality Committee(s) |  |  |
| Courses And Partnerships Approval Committee |  |  |
| For exchanges in which access to particular units on a service teaching basis will regularly be required (not applicable if the units will be different from student to student) - Head(s) of Department |  |  |
| For Faculty exchanges with non-European partners who will send students to Departments both within and outside the Faculty (small minority of cases) - Dean(s)/ Head(s) of Departments, confirming their consent to register incoming exchange students (see QA37 3.8). |  |  |

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| **FORM COMPLETED BY:** | |
| Name: | Role: |
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