****

**Renewal of Student Exchanges**

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

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

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

|  |  |
| --- | --- |
| **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** | |
| --- | --- |
| 2.1 Scope of exchange at Bath  Departmental/School (default)   * Faculty, all Departments * Faculty, the following Departments:   Faculty/School plus the following Departments from 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 renewal agreement (max 5 years): From ../../…. to ../../…. | |
| **2.6 – 2.7 to be completed by the International Mobility Office:** | |
| 2.6 Erasmus Charter for higher education (ECHE) Holder? Yes/No  Erasmus code:  ECHE no.: | |
| 2.7 Details of any other exchanges which Bath holds with this partner: | |

| **3. THE EXCHANGE IN CONTEXT** | |
| --- | --- |
| 3.1 Degree programme/s concerned: |  |
| 3.2 How many students are to 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 do students participate and for what period (Semester 1, Semester 2, full academic year)? |  |
| 3.5 Has any of the information in sections 2 and 3 changed since the original approval? Yes/No | If yes please give details: |
| 3.6 Exceptional Grounds (see [QA37](http://www.bath.ac.uk/quality/documents/QA37.pdf) 5.3)  For unbalanced exchanges being renewed on exceptional grounds, what are these and how do they offset the cost to the affected Department/School/Faculty/ and University? |  |

***Note – for sections 4, 5, and 6 below, where nothing has changed since the exchange was last approved, this may be stated and a copy of the original QA37 proposal form appended if preferred. However checks MUST be made to verify that there have been no changes.***

| Shaded boxes are those to be completed in consultation with the partner | |
| --- | --- |
| **4 Student support and monitoring** | |
| 4.1 How will Bath students be supported and monitored by Bath while on exchange? |  |
| 4.2 How will Bath students be supported and monitored by the partner institution while on exchange? |  |

| Shaded boxes are those to be completed in consultation with the partner | |
| --- | --- |
| **5 ASSESSMENT** | |
| 5.1 How will Bath students be assessed at the partner institution? |  |
| 5.2 How and by whom will results achieved at the partner institution be converted into Bath marks? |  |

| Shaded boxes are those to be completed in consultation with the partner | |
| --- | --- |
| **6 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 for its staff, students and visitors.* [*http://www.bath.ac.uk/hr/stayingsafewell/*](http://www.bath.ac.uk/hr/stayingsafewell/) | |
| 6.1 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. .* | |
| 6.2 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 cover provided to outgoing Bath students by the University of Bath is minimal, as the University’s insurance cannot cover anything which is the legal liability or responsibility of someone else. Hence Bath 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.* [*https://www.bath.ac.uk/guides/insurance-services/#placement-students*](https://www.bath.ac.uk/guides/insurance-services/#placement-students) | |
| 6.3 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? |  |
| 6.4 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 <https://www.bath.ac.uk/guides/insurance-services/#placement-students> |  |

| **7 EVALUATION OF EXCHANGE TO SUPPORT RENEWAL** |  |
| --- | --- |
| 7.1 How many outgoing Bath students have taken part in this exchange during the last 5 academic years? |  |
| 7.2 How many incoming partner students have studied at Bath under this exchange during the last 5 academic years? |  |
| 7.3 Date of the most recent visit made to this institution by Bath staff and comments resulting from it. |  |
| 7.4 Summary of student feedback: | |
| 7.5 Evaluation: please comment as appropriate on demand for the exchange and balance of numbers over past 5 years, student and staff feedback, achievement of incoming and outgoing students while on exchange and Bath students on return, value added to the student learning experience, any issues identified, problems experienced, any relevant points included in annual monitoring and any periodic programme review reports. | |

|  |  |  |
| --- | --- | --- |
| **CONFIRMATION OF SUPPORT**: | | |
|  | **Yes/No** | **Notes** |
| International Mobility Office |  |  |
| Head(s) of Department | | |
| Dean(s) (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 School of Management renewals only) |  |  |
| 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). |  |  |

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