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**Renewal of Student Exchanges**

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

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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** | |
| --- | --- |
| 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 ../../…. | |

| **3. THE EXCHANGE IN CONTEXT** | |
| --- | --- |
| 3.1 Has any of the information relating to the partner institution or arrangements changed since the most recent approval? Yes/No | If yes, please give details: |
| 3.2 Exceptional Grounds (see [QA37, para 5.3](https://www.bath.ac.uk/publications/qa37-student-exchange-arrangements/))  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? |  |

If there have been no significant changes at the partner or to the arrangement, please append previous approval documentation. If there have been significant changes, if necessary, please provide details on a new form ([QA37 form 1](https://www.bath.ac.uk/publications/qa37-student-exchange-arrangements/))

| **4 EVALUATION OF EXCHANGE TO SUPPORT RENEWAL** | |
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| 4.1 How many outgoing Bath students have taken part in this exchange during the last 5 academic years? |  |
| 4.2 How many incoming partner students have studied at Bath under this exchange during the last 5 academic years? |  |
| 4.3 Date of the most recent visit made to this institution by Bath staff and comments resulting from it. |  |
| 4.4 Summary of student feedback: |  |
| 4.5 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 degree scheme review reports. | |
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| **CONFIRMATION OF SUPPORT** | | |
|  | **Yes/No** | **Notes** |
| International Mobility Officer |  |  |
| Departmental Exchange Coordinator |  |  |
| Head(s) of Department |  |  |
| FLTQC (exceptional grounds for approval only\*) |  |  |

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

**\*** Where exchange arrangements are unbalanced, where there have been significant changes at a partner or in arrangements, or where significant quality concerns have been raised (see QA37 for further information). If strategic issues which are likely to be of institutional concern are identified these should be referred to the Academic Programmes Committee for a decision as to whether the proposal may proceed, as set out in [QA37, para 5.3](https://www.bath.ac.uk/publications/qa37-student-exchange-arrangements/). In some instances, a significant change at a partner may constitute a new arrangement which would need to be approved by CPAC as set out in [QA37, section 5](https://www.bath.ac.uk/publications/qa37-student-exchange-arrangements/).