

## Procedure for the approval, reapproval & review of student exchange partnerships

### 1. Introduction

- 1.1 This document is prescribed by Senate. It is intended for use by departments, the Registry's Quality Assurance & Enhancement (QA&E) team, the Faculty Education Committees and/or Postgraduate Research Quality Committee (PRQC) and the Quality Assurance & Enhancement Committee (QAEC) to maintain oversight of the approval, renewal and review of student exchange partnerships.
- 1.2 The procedure covers arrangements for approving institutions of higher education abroad as partners in delivering study opportunities abroad as part of a degree programme at both undergraduate and postgraduate level and for the management of student exchange agreements in line with the requirements placed on the College by the QAA Quality Code (<https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/partnerships>).
- 1.3 The College will only enter into a student exchange partnership with another institution whose quality of provision, mission, vision and ethos are compatible with that of the College. This compatibility could include institutions in challenging environments that may have apparently different quality of provision but nonetheless offer valuable learning opportunities to the College's students. Imperial College has the ultimate responsibility for the academic standards of all the awards, conferred in its name, and for the quality of its learning opportunities, irrespective of where these are delivered or who provides them. The College therefore undertakes appropriate and proportionate due diligence checks to ensure that before approving or reapproving a student exchange partnership the principles (see Annex 1) and the following criteria are met, and where concerns are noted that suitable mitigating measures are put in place.
  - 1.3.1 The partner provides learning opportunities (within or outside their curriculum) which enable the College to meet the requirements of the generic study plan (abroad) for the relevant degree programme.
  - 1.3.2 The partner will provide our exchange students with an appropriate level of support during the application and pre-arrival phase.
  - 1.3.3 The partner has student support services which are appropriate, if not comparable, to Imperial's, in particular wellbeing services and where relevant language services.
  - 1.3.4 The partner is able to release grades in a timeframe that enables a student's progression at Imperial to take place in line with the timetable for the Board of Examiners.
  - 1.3.5 The study opportunities which the partner proposes to send students to Imperial to undertake are realistic, achievable and would be comprised of approved elements of the curriculum. The exception would be for project and research options that are not

part of our curriculum where official grades would not be given and the partner university would decide on credit.

A similar, albeit light touch approach, will be undertaken when a partnership is reapproved, and (see 9) that after two such reapprovals a more rigorous reapproval will be undertaken as if the partner was new.

1.4 All student exchange partnerships are also subject to a periodic review process by the College (see 13). The College encourages the use of visits as part of approval, reapproval and reviewing activities.

2. In particular, the remainder of this procedure covers:

- The scope of activity subject to this procedure.
- Submitting a proposal to have a student exchange partnership approved or re-approved.
- Who considers a proposal for approval and reapproval?
- How long is an approval or re-approval valid?
- What should occur after two re-approvals.
- The means by which the resultant agreement will be developed and administered.
- The annual review of student exchange partnerships.
- How the College handles situations which do not or do not appear to fit the procedure.
- The key contact for advice and assistance.

3. This procedure covers activity which results in the award of credit (UG and PGT) or contributes to a PhD registration. While it is to be expected that most proposals will focus on provision that supports undergraduate Year Abroad<sup>1</sup> degree programmes, the procedure additionally considers when a proposal is more complex.

4. In the context of the curriculum (UG and PGT) or to a PhD registration, 'exchange' is defined as an agreement between two higher education institutions whereby both parties aim to exchange an agreed number of students on an annual basis for study periods, including projects or periods of research, and where both parties agree to waive tuition fees for students they host.

5. A student exchange partnership is normally considered for approval (establishment) on a subject-by-subject basis, which means there is normally only a single College department involved. The procedure focuses on this common feature while also referring to when more than one department in the same faculty is involved or perhaps departments from more than one faculty are involved.

6. However, where there is a plan to approve or reapprove a faculty or institutional level arrangement with a single student exchange partner (see 7.4) the process can be streamlined.

7. Submitting a proposal to establish a new student exchange partnership

**7.1 Identify a lead member of staff for the proposal.** The lead will be the principal contact responsible for student exchange links: for undergraduate exchanges this will normally be Director of Undergraduate Studies (or their nominee) in the Faculties of Engineering and Natural Sciences and the Director of Education (or their nominee) in the Faculty of Medicine; for postgraduate exchanges the Director of Postgraduate Studies (or their

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<sup>1</sup> Any reference to 'Year Abroad' in this document refers to degree programmes that include the suffixes: 'Research Abroad', 'Year Abroad, 'language for science' and 'International Programme of Study' degrees.

nominee) will normally act as the lead. With an institutional level arrangement, the lead member of staff would normally be the Vice-Provost (Education and Student Experience) (or their nominee).

7.1.1 Where a proposal concerns more than one Department, a lead Department/Faculty should also be identified.

7.2 Use **Form A** (see Annex 2: Proposal form for the approval of a new student exchange partnership). Queries can be addressed to [exchangestudents@imperial.ac.uk](mailto:exchangestudents@imperial.ac.uk)

7.3 Academic Governance and Committee Approval:

7.3.1 In instances where the proposal only relates to UG and/or PGT activity, the Faculty Education Committee with responsibility for the lead Department will be responsible for consideration and approval of the proposal and any ongoing quality assurance following approval, in consultation with other committees as appropriate.

7.3.2 In instances where the proposal only relates to PGR activity the Faculty Education Committee will consider the proposal first, but subsequently refer to the Postgraduate Research Quality Committee for consideration and approval of the proposal and any ongoing quality assurance following approval, in consultation with the other committees as appropriate.

7.3.3 In instances where the proposal relates to both UG and/or PGT and PGR activity then Form A should be considered by the first by the relevant Faculty Education Committee and subsequently referred to the Postgraduate Research Quality Committee, and both committees will be responsible for consideration and approval of the proposal and any ongoing quality assurance, in consultation with the other committees as appropriate.

7.4 In instances where the proposal includes departments in a different Faculty to the lead department or student exchange partnerships which are to be developed and managed at a Faculty or Institutional level contact the Assistant Registrar (Placements) for guidance on how to proceed.

7.5 **Form A should be submitted by the lead academic:**

7.5.1 First, to the Assistant Registrar (Placements) for review.

7.5.2 **Secondly, after review, to the secretary of the relevant committee(s) via the DUGS or DPS** (or their nominee) **in the lead department:**  
<http://www.imperial.ac.uk/about/governance/academic-governance/>

The lead academic should normally aim to complete this process at least 6 months before the student exchange activity is due to commence.

7.6 **Where agreed to by the relevant committee it will normally be for a period of 5 academic years commencing at the beginning of the next academic year.** Where two or more committees are involved please note that complete approval is not obtained until all relevant committees have recorded their approval in the relevant minutes. The expiry date of the approval will normally be taken as 30 September. However, the Student Exchange Agreement which will manage the activity may for reasons of necessity be

signed for a shorter period and may have a different expiry date. For the avoidance of doubt the approval of a student exchange partnership is for 5 years at a time with every effort being made to align the approval with the start and end dates (the “term”) of the associated student exchange agreement.

7.7 The relevant committee may sanction an approval of a partnership for less than 5 years if they believe there are reasons for doing so, for example, where they wish to monitor the development of a particular partnership.

## 8. Submitting a proposal for the reapproval of a student exchange partnership

8.1 **When prompted by the Assistant Registrar the lead academic (with the support of the Assistant Registrar as necessary) will communicate with a student exchange partner in the penultimate year of the Agreement in order to decide whether a partnership is to be reapproved.**

8.2 **Where there is a mutual desire to reapprove the student exchange partnership, the proposal to the relevant committee or committees should be submitted no later than 6 months before the original approval period expires (see 8.4).**

8.3 **Use [Form B](#) (see Annex 3: Proposal form for the reapproval of a student exchange partnership).** The reader is referred to 7.1 to 7.7 with “approval” with “reapproval” and “Form B (Annex 3)” replacing “Form A”. Queries can be addressed to [exchangestudents@imperial.ac.uk](mailto:exchangestudents@imperial.ac.uk)

8.4 **Where agreed to by the relevant committee(s) the reapproval will be for a further period of 5 academic years, normally commencing at the beginning of the next academic year.** The expiry date will be taken as 30 September. However, the student exchange agreement (see 10) which will manage the activity may by necessity be signed for a shorter period and may have a different expiry date.

8.5 When a student exchange partnership is reapproved before the original 5 years has elapsed the new period of approval will commence from the beginning of the next academic year.

8.6 The relevant committee may sanction a reapproval for less than 5 years if they believe there are reasons for doing so, for example, where they wish to monitor the development of a particular partnership.

9. When a student exchange partnership has already been subject to two reapprovals it will on the third occasion be subject to approval as new (using Form A), and then subsequently as a re-approval using Form B.

## 10. Administration of student exchange agreements (SEAs)

10.1 **The Assistant Registrar (Placements) is responsible for the drafting of the agreement.** The lead academic must ensure that the Assistant Registrar (Placements) has access to the relevant contacts for agreement administration at the student exchange partner in the relevant proposal form (or the lead academic should contact the Assistant Registrar for advice).

- 10.2 The drafting of a SEA and liaison with the student exchange partner can begin by the Assistant Registrar (Placements) while approval or reapproval for the exchange partnership is being sought. However, it cannot be signed until the committee(s) have recorded their approval.
- 10.3 A SEA must be signed by the designated signatory (see 10.8).
- 10.4 A SEA would normally be signed for 5 years (also see 7.7.) but can be signed for shorter.
- 10.5 A SEA would not normally be signed beyond the existing approval or reapproval expiry date.
- 10.6 A signed SEA must be in place [lodged with the Assistant Registrar (Placements)] before the activity constituting the exchange commences or recommences.
- 10.7 Any variations to 10.3, 10.4, 10.5 and 10.6 must be discussed by the Assistant Registrar (Placements) with line management, before being proceeded with.
- 10.8 There are two main types of SEA<sup>2</sup>:
- 10.8.1 **Swiss-European Mobility Programme Agreements.** Signed between the College and specific Swiss institutions (currently ETH Zurich and EPF Lausanne) The SEA template is broadly based on that previously used for Erasmus+ SEAs. The Assistant Registrar (Placements) acts as the College's Co-ordinator for these links. **The Provost has delegated the task of signing Swiss-European Mobility Programme Agreements to the Assistant Registrar (Placements).**
- 10.8.2 **Other SEAs:** are typically lengthier documents which provide specific detail on how the student exchange will be managed. **Once finalised, such agreements will be presented by the Assistant Registrar (Placements) for signing by the Vice-Provost (Education and Student Experience). The Provost has delegated the task of signing of SEAs to the Vice-Provost (Education and Student Experience).**
- 10.9 Clauses within other types of agreement (for example Memoranda of Understanding [MOU]) which aspire to exchange students are **not** in themselves SEAs and should not be used to manage student exchange activity.
- 10.10 Occasionally, a student exchange partner might propose the establishment of an MOU alongside the SEA. The Assistant Registrar (Placements) can advise and liaise with the International Relations Office as necessary.
- 10.11 When requested by an exchange partner in a country with Programme status in the EU's Erasmus programme the College may enter into an Erasmus agreement to facilitate the provision of financial support for exchange students from the exchange partner who Imperial will host via the SEA. Such Erasmus agreements are written so as to be secondary instruments to the SEA with the exchange partner. The Provost has delegated the task of signing such Erasmus agreements to the Assistant Registrar (Placements).

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<sup>2</sup> SEAs do not apply to field trips or, ordinarily, work placements. Many PGR placements will take place without the requirement for a SEA as they will not be based on a reciprocal need.

## 11. Situations which do not appear to fit the above procedure

Such situations may include undergraduate year abroad placements not based on an exchange; exchange activities operating on a network or consortium basis; short exchange visits of less than 2 weeks. The lead academic should refer to the Assistant Registrar (Placements) in the first instance for advice.

11.1 For undergraduate year abroad placements not based on an exchange a process identical to the one laid out here, but with adjustments made to Form A, would still be required to have the destination institute of higher education approved for the hosting on a non-reciprocal basis student(s). **Departments should seek to avoid such non-reciprocal arrangements as there is no commitment, by way of a SEA, on the part of the other institution to provide for and maintain study opportunities and safeguard academic standards for students of Imperial College.** Therefore, a clear academic rationale is required about why this is the 'only' place a student could undertake this activity.

## 12. Register of approved student exchange partnerships; depository of SEAs:

12.1 The Registry maintains a register of all formally approved/reapproved student exchange partnerships.

12.2 The originals of SEAs are held by Registry.

## 13. Review of student exchange partnerships; reporting of approved student exchange partnerships

13.1 QAEC will receive an annual report on the number of active student exchange partnerships (and the individual exchange links by subject). A list of all partners indicating where new, where renewed and where withdrawn/terminated/lapsed in the past 12 months will be appended.

13.2 Using the feedback mechanisms available from exchange activity, the Assistant Registrar (Placements) will identify one or two significant topics related to study abroad and/or student exchange partnerships that will be subject to a brief reflection at any scheduled annual meeting of departmental study abroad staff with the outcomes presented to QAEC as part of the Assistant Registrar's annual student exchange partnership report (13.1).

## 14. Contacts

14.1 Advice and assistance on this procedure and matters related to it can be obtained from the Assistant Registrar (Placements), Registry: <http://www.imperial.ac.uk/placements/contacts/>

14.2 Guidance for lead academics on placement management, including the College's Placement Learning Policy, Good Practice and associated resources can be found at: <https://www.imperial.ac.uk/placements/information-for-imperial-college-staff/> and <http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/>

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Originator	Assistant Registrar (Placements)
Contact for queries	Quality Assurance & Enhancement Team (a.hawksworth@imperial.ac.uk)
Cross References	Good Practice for Placement Learning; Good Practice for Compulsory Study Placements Abroad
Notes and latest changes	[December 2023] procedure clarified especially around post-Erasmus arrangements, what occurs after multiple re-approvals, concerning partnerships that cover PGR mobility, concerning review. [July 2021] Title of procedure changed; principles and criteria for establishing partnerships added; forms updated; procedure clarified.

## Annex 1

### Principles for student exchange partnerships

With reference to the guiding principles of the Quality Code – Advice and Guidance (Partnerships)

Imperial College has the ultimate responsibility for the academic standards of all the awards, conferred in its name, and for the quality of its learning opportunities, irrespective of where these are delivered or who provides them.

- As the awarding organisation Imperial College will have in place appropriate governance to approve and oversee the development and withdrawal of partnership arrangements and to monitor their effective operation. **[Quality Code – Partnerships - Guiding Principle 2]**
- Imperial College will monitor and review their partnership arrangements to satisfy themselves that the arrangements are achieving their stated outcomes and that academic standards and quality are being maintained. **[Quality Code – Partnerships - Guiding Principle 7]**
- Provision delivered through partnership arrangements will be subject to quality procedures that are at least as rigorous, secure and open to scrutiny as those used for the provision delivered solely by the awarding organisation. **[Quality Code – Partnerships - Guiding Principle 4]**
- When making arrangements for the delivery of learning opportunities with partners Imperial College retains the authority and responsibility for developing credit transfer arrangements, grade/mark translation arrangements, awarding certificates and records of study in relation to student achievement, and for ensuring transparency on such matters. **[Quality Code – Partnerships - Guiding Principle 5]**

Imperial College will only enter into a student exchange partnership with another institution whose quality of provision (*including, but not limited to, educational, pastoral care, supervisory arrangements and learning support facilities*), mission, vision and ethos are compatible with that of the College

- Imperial College will place students at institutions of higher education who understand their role in providing an appropriate learning opportunity and who can meet all their obligations when hosting a student, especially regarding insurance and health and safety **[From the College's Placement Learning Policy]**
- Due diligence enquiries will be completed and legally binding written agreements (with the partner) will be signed prior to students attending the partner - due diligence enquiries are refreshed periodically and before agreements are renewed. **[Quality Code – Partnerships - Guiding Principle 3]**
- Imperial College will maintain accurate, up-to-date records of all student exchange partnerships. **[Quality Code – Partnerships - Guiding Principle 6]**

## Annex 2: Form A.

Proposal form for the <b>approval</b> of a student exchange partnership	
When completing this form, the lead academic should refer to	
<p>a.) the <b>Procedure for the approval, reapproval &amp; review of student exchange partnerships</b>, and in particular <b>the following criteria for approving and reapproving partnerships</b>:</p> <ul style="list-style-type: none"> <li>• The partner provides learning opportunities (within or outside their curriculum) which enable the College to meet the requirements of the generic study plan (abroad) for the relevant degree programme.</li> <li>• The partner will provide our exchange students with an appropriate level of support during the application and pre-arrival phase.</li> <li>• The partner has student support services which are appropriate, if not comparable, to Imperial's, in particular wellbeing services and where relevant language services.</li> <li>• The partner is able to release grades in a timeframe that enables a student's progression at Imperial to take place in line with the timetable for the Board of Examiners.</li> <li>• The study opportunities which the partner proposes to send students to Imperial to undertake are realistic, achievable and would be comprised of approved modules. <i>The exception would be for project and research options that are not part of our curriculum where official grades would not be given and the partner university would decide on credit.</i></li> </ul>	
<p>b.) The Placement Learning Policy, Good Practice and associated documentation, including the "procedure" can be accessed here: <a href="http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/">http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/</a></p>	
<p><b>1. Department(s) to be involved at Imperial <u>and</u> lead staff member.</b></p> <p><i>Where several Departments are involved please indicate the lead Faculty/Department.</i></p> <p><i>Equally where involvement is limited within a single department specify the staff or research groups/sections.</i></p>	
<p><b>2. Degree programme(s) at Imperial for which the partnership will be relevant</b></p> <p>(please write in the text title for ease of reading, rather than the code)</p>	
<p><b>3. Proposed Partner Higher Education Institution</b></p>	
Name	
Location (City and Country)	
Campus	



**4. Faculty/School/Dept(s) at the proposed partner with whom the exchange activity will take place**

**5. Contact details at the partner institution**

Academic lead (name and email):

Administrative (name, office and email):

Main weblink for our outgoing exchange students:

**6. Overview: Suitability of the proposed student exchange partner**

Please explain briefly **how this institution will make an effective exchange partner**. *The partner should provide and support a high-quality learning experience comparable to that at Imperial. Make reference to i.) any other relevant educational or research activity which may already take place with this partner (or other reasons for establishing it, especially if similar exchange partner exist already for the country concerned); ii.) to the likely demand for this exchange at the partner as well as amongst students at Imperial and iii.) the perceived value-added benefits for those who participate.*

**7. (Outgoing and Incoming) Select the best description of the study plan to be undertaken.**

Typical options for Outgoing (nb: each degree programme has a generic study plan):

- i. courses/modules, but not including an individual project (partner curriculum.)
- ii. courses/modules and an individual project (partner curriculum.)
- iii. courses/modules (partner curriculum) and individual project (curriculum or non-curriculum at partner; assessed wholly by Imperial with or without formal input from partner other than supervisor.)
- iv. individual project (non-curriculum at the partner; assessed by Imperial.)
- v. option i, ii, iii or iv with a cultural/language/technical project or essay set and assessed by Imperial.
- vi. research internship at partner (assessed by Imperial.)
- vii. postgraduate research (as part of the degree registration.)

Typical options for Incoming:

- i. courses/modules, but not including an individual project (Imperial's curriculum.)
- ii. courses/modules and an individual project (Imperial's curriculum.)
- iii. courses/modules (partner curriculum) and individual project (curriculum or non-curriculum at Imperial; assessed wholly by partner with or without formal input from Imperial other than supervisor.)
- iv. individual project (non-curriculum at Imperial; assessed by partner.)
- v. research internship at Imperial (assessed by partner.)
- vi. postgraduate research (as part of the degree registration.)

Outgoing	Description of Study Plan	
	Typical Start Date and Duration (or just duration)	
Incoming	Description of Study Plan	
	Typical Start Date and Duration (or just duration)	
	Typical level of study of the student	

## 8. Liaison with the proposed partner

(mark X in the box where task achieved)

*In the case of a proposal where no comparable student exchange links exist with the proposed partner the expectation is that the lead department will seriously consider undertake a preparatory site-visit (**optional**).*

*However, the **mandatory** requirement is one or more on-line discussions to cover all relevant topics.*

A physical visit (by academic lead at Imperial or their delegate) was undertaken to meet with academic lead at the partner (and involving other staff at either partner as necessary including by remote connection).

A Skype/Teams/Zoom discussion between academic leads at both parties (and involving other staff at either partner as necessary, including our own CLCC) has taken place.

*Where one or more comparable exchange links already exist the lead department should discuss with the relevant department or departments. **Mandatory**.*

Advice has been obtained from Dept(s) of [INSERT DEPT(S)] who have existing link(s) with the proposed partner.

## 9. Facilities and support for Imperial College students at the proposed partner

Please indicate that learning support and pastoral care arrangements (*available at the partner and as a continuation of those provided by Imperial*), accommodation options, language support and orientation have been explored to the lead staff member's satisfaction:

**Please comment as necessary:** \_\_\_\_\_  
\_\_\_\_\_

Specifically, **the lead staff member confirms that the partner has** (mark X in the box where task achieved) **the following facilities for non-degree/exchange students:**

- an office providing housing advice.

Website:

- an office providing visa and related immigration advice.

Website:

- an office providing advice on host country insurance matters, including health insurance

Website:

- services dealing with disability, including learning, and well-being/mental-health. (*note: students remain enrolled at Imperial and can access College services*)
- (*countries where English is not an official language*) services that provide access to language support/tuition (on a free or fee-paying basis). For the College's expectations regarding language preparation see [Good Practice for Compulsory Study Placements Abroad](#)

**10. (Outward Mobility only) Deployment of the generic study plan (as described in section 7) at the proposed partner**

**The lead staff member has** (mark X in the box where task achieved):

undertaken an appropriate reviewing exercise of the relevant curriculum at the partner **and** the outcomes of said exercise are agreeable.

(*where relevant*) addressed any accreditation issues.

Please indicate what these accreditation issues were (if any) \_\_\_\_\_

discussed expected student workload with the partner, especially where it involves study which is not selected from the partner's curriculum, **and** the outcomes of said discussion are agreeable.

discussed project assessment with the partner so as to be sure that **a.)** it meets degree requirements at Imperial; **b.)** to ensure that whether a department transfer a grade for a project wholly assessed by the partner or the department is in anyway involved in the assessment of a project undertaken under the auspices of the partner (whether internal or external to the partner) that both parties understand any responsibilities of the other.

Please tick this box if project assessment is **not** relevant to the proposal

understood the grading scheme and other relevant examination issues, including the availability or otherwise of re-sits, at the partner.

been reassured that the partner's transcript (grade report) routine will fit with the Dept's Board of Examiner process. In addition to e-transcripts and hard copy transcripts where received directly by the student or by College this may also include other safe and secure communications of grades from the partner to the student.

**Following items are for undergraduate year abroad and term/semester abroad only:**

**The lead staff member has**

attached the *generic study plan for the relevant degree programme*.

attached an **example STUDY PLAN** (how the generic study plan could be undertaken at partner)

**For each module of the example study plan** please indicate:

i.) who is responsible for delivering the module (usually the partner, but indicate where Imperial or both)

ii.) the level of study [bachelor/masters/doctoral].

iii.) who is responsible for the assessment (usually the partner but indicate where Imperial or both).

iv.) the [ECTS or local] credit value at the partner **and** whether the credit value will differ when transferred **OR** if delivered by Imperial the ECTS credit value.

**Where it assists describe aspects to support management of the whole generic study plan.**

**The lead staff member will** (mark X in the box to acknowledge the task ahead):

(as appropriate) **develop a credit and grade transfer statement for this partner** and that such a statement will be made available to Imperial College students who participate in the exchange.

*Such a statement should include what happens when a module is failed or the whole placement is failed; what happens if a transcript (grade report) is received after 31 August. It is also an opportunity to make clear to the student that they are enrolled at both Imperial and the partner university during the placement period and subject to the rules and regulations of both Imperial and the partner university during the placement period.*

**11. Special requirements for incoming students**

*Please indicate if incoming students, to achieve the objectives of their template study plan, will require special access/needs (e.g. access to modules in another department, including Business School and CLCC; exams after the enrolment period has concluded).*

## 12. Overview: Risks and how they will be mitigated

The lead academic is asked to comment on any risks associated with approving the proposed exchange partnership (e.g. ethical, variation in HE systems, location, housing, financial cost to students and any other access issues, academic needs of students coming to Imperial).

Please indicate which have been considered/resolved or remain outstanding.

## 13. Details for the Agreement with the Partner

These are requested by Registry for consideration when drawing up the formal agreement for the proposed partnership.

***To note: Where approval for the partnership is given by the relevant committee it will normally be for a period of 5 academic years commencing at the beginning of the next academic year.***

Preferred duration of Agreement (maximum of 5 years). However, where agreements are covering more than subject area there may be a need to compromise.

The agreement will be constructed to commence at the beginning of the next academic year, **unless** stated otherwise here:

Numbers to be exchanged annually.  
*Relate to duration where the activity is not like for like.*

Has the lead staff member any particular requests for the agreement (reciprocal requirements).

## 14. Please note any other issues which are not covered by the above?

**Next steps:** Assistance with completing the Form can be obtained from the Assistant Registrar (Placements): [a.hawksworth@imperial.ac.uk](mailto:a.hawksworth@imperial.ac.uk)

The lead academic should submit the completed Form by email (as a word document) to the appropriate committee(s) via the Director of Undergraduate Studies and/or Director of Postgraduate Studies of the lead department depending on the scope indicated in section 2 of this Form (and with reference to the procedure).

The form should reach the appropriate committee secretary(s) by the scheduled deadline for papers:

- **UG/PGT:** <http://www.imperial.ac.uk/about/governance/academic-governance/faculty-and-departmental-governance/>
- **PGR:** <http://www.imperial.ac.uk/about/governance/academic-governance/senate-subcommittees/postgraduate-research-quality-committee/>

Where two or more committees are involved please note that complete approval is not obtained until all relevant committees have recorded their approval in the relevant minutes.

## Annex 3: Form B

### Proposal form for the **reapproval** of a student exchange partnership

When completing this form, the lead academic should refer to

a.) the **Procedure for the approval, reapproval & review of student exchange partnerships**, and in particular **the following criteria for approving and reapproving partnerships**:

- The partner provides learning opportunities (within or outside their curriculum) which enable the College to meet the requirements of the generic study plan (abroad) for the relevant degree programme.
- The partner will provide our exchange students with an appropriate level of support during the application and pre-arrival phase.
- The partner has student support services which are appropriate, if not comparable, to Imperial's, in particular wellbeing services and where relevant language services.
- The partner is able to release grades in a timeframe that enables a student's progression at Imperial to take place in line with the timetable for the Board of Examiners.
- The study opportunities which the partner proposes to send students to Imperial to undertake are realistic, achievable and would be comprised of approved modules. *The exception would be for project and research options that are not part of our curriculum where official grades would not be given and the partner university would decide on credit.*

b.) The Placement Learning Policy, Good Practice and associated documentation, including the "procedure" can be accessed here: <http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/>

c.) Form A and any previous Form Bs for this partnership.

### 1. Reaffirm the Department(s) to be involved at Imperial **and the lead staff member**.

*Where several Departments are involved please indicate the lead Faculty/Department. Equally where involvement is limited within a single department specify the staff or research groups/sections.*

### 2. Reaffirm the degree programme(s) at Imperial for which the partnership will be relevant

*(please write in the text title for ease of reading, rather than the code)*

### 3. Partner Higher Education Institution

Name	
Location (City and Country)	
Campus	

**4. Faculty/School/Dept(s) at the proposed partner with whom the renewed exchange activity will take place**

**5. Update the contact details at the partner institution**

Academic lead (name and email):

Administrative (name, office and email):

Main weblink for our outgoing exchange students:

**6. Overview: Continued suitability of the student exchange partnership**

When the partnership was originally established the lead academic indicated why the institution will make an effective exchange partner. Please indicate anything that has changed in this regard.

**7. (Outgoing and Incoming) Select the best description of the study plan to be undertaken.**

Typical options for Outgoing (nb: each degree programme has a generic study plan):

- i. courses/modules, but not including an individual project (partner curriculum.)
- ii. courses/modules and an individual project (partner curriculum.)
- iii. courses/modules (partner curriculum) and individual project (curriculum or non-curriculum at partner; assessed wholly by Imperial with or without formal input from partner other than supervisor.)
- iv. individual project (non-curriculum at the partner; assessed by Imperial.)
- v. option i, ii, iii or iv with a cultural/language/technical project or essay set and assessed by Imperial.
- vi. research internship at partner (assessed by Imperial.)
- vii. postgraduate research (as part of the degree registration.)

Typical options for Incoming:

- i. courses/modules, but not including an individual project (Imperial's curriculum.)
- ii. courses/modules and an individual project (Imperial's curriculum.)
- iii. courses/modules (partner curriculum) and individual project (curriculum or non-curriculum at Imperial; assessed wholly by partner with or without formal input from Imperial other than supervisor.)
- iv. individual project (non-curriculum at Imperial; assessed by partner.)
- v. research internship at Imperial (assessed by partner.)
- vi. postgraduate research (as part of the degree registration.)

Outgoing	Description of Study Plan	
	Typical Start Date and Duration (or just duration)	
Incoming	Description of Study Plan	
	Typical Start Date and Duration (or just duration)	
	Typical level of study of the student	

**8. Number of students exchanged during the last 3 years (including the current academic year)**

Outgoing

Incoming

If there was zero mobility to the partner institution in the last 3 years, please provide reasons for continuing with the partnership.

**9. Please provide a **brief summary of student feedback** if the exchange link has been active**

Student feedback

There is no need to attach whole student feedback sheets; however, please do include information /quotes that support the renewal.

**10. Make brief reference to:**

- i.) any notable successes.
- ii.) any significant changes to the management of the exchange partnership **as it impacts on our students** since the partner was previously approved/re-approved (e.g. credit-transfer arrangements, grade release issues, accreditation issues, supervisory arrangements, pastoral care, logistical matters such as accommodation and language provision)
- iii.) any problems, including where highlighted through student feedback, which have been highlighted and how they were overcome.
- iv.) indicate any visits made to the partner specifically to help maintain the exchange (other than any visits made to students during an exchange).

**11. (Outward Mobility: undergraduate year abroad and part-year study abroad **only**)**

Please attach a new example of how the generic study plan for the relevant degree programme could be undertaken at the partner **IF** there have been:

- significant changes to the curriculum structure at the partner
- significant changes to the ability of the partner to support the generic study plan required by the lead academic.
- or there have been modifications to the generic study plan for the relevant degree programme.

**The lead staff member should continue to ensure that a credit and grade transfer statement for this partnership is available to Imperial College students who participate in the exchange.**

**12. Reaffirm any special requirements for incoming students, and whether any issues have arisen in this regard.**



### 13. Overview: Risks and how they will be mitigated

The lead academic is asked to comment again on any risks associated with renewing the proposed exchange partnership (e.g. ethical, variation in HE systems, location, housing, financial cost to students and any other access issues, academic needs of students coming to Imperial).

Please indicate which have been considered/resolved or remain outstanding.

### 14. Reaffirmation that the partnership continues to meet the criteria for a student exchange partnership (as listed on page 1 of this form).

The lead staff member confirms that the partnership continues to meet the criteria:

**Please comment as necessary:** \_\_\_\_\_

### 15. Details for the Agreement to support the partnership

These are requested by Registry for consideration when drawing up the formal agreement with the proposed partner.

***To note: Where approval for the partnership is given by the relevant committee it will normally be for a period of 5 academic years commencing at the beginning of the next academic year.***

Preferred duration of Agreement (maximum of 5 years). *However, where agreements are covering more than subject area there may be a need to compromise.*

The agreement will be constructed to commence at the beginning of the next academic year, **unless** stated otherwise here:

Numbers to be exchanged annually.  
*Relate to duration where the activity is not like for like.*

Has the lead staff member any particular requests for the agreement (reciprocal requirements).

### 16. Please note any other issues which are not covered by the above?

**Next steps:** Assistance with completing the Form can be obtained from the Assistant Registrar (Placements): [a.hawksworth@imperial.ac.uk](mailto:a.hawksworth@imperial.ac.uk)

The lead academic should submit the completed Form by email (as a word document) to the appropriate committee(s) via the Director of Undergraduate Studies and/or Director of Postgraduate Studies of the lead department depending on the scope indicated in section 2 of this Form (and with reference to the procedure).

The form should reach the appropriate committee secretary(s) by the scheduled deadline for papers:

- **UG/PGT:** <http://www.imperial.ac.uk/about/governance/academic-governance/faculty-and-departmental-governance/>
- **PGR:** <http://www.imperial.ac.uk/about/governance/academic-governance/senate-subcommittees/postgraduate-research-quality-committee/>

Where two or more committees are involved please note that complete approval is not obtained until all relevant committees have recorded their approval in the relevant minutes.