**Study Abroad Office**

Fee-paying Study Abroad

Information and application form for estblishing non-reciprocal, incoming fee-paying Study Abroad partnerships

**Overview**

1. The University of Reading wants to support Schools / Departments to establish mobility partnerships with international institutions which are beneficial to both academic Schools and the University.
2. This application process is to establish new study abroad partnerships which are incoming, fee-paying only i.e., not exchange / reciprocal. Exchange (reciprocal), and incoming fee-waiver partnerships, have different application and approval processes.[[1]](#footnote-1)
3. Fee-paying study abroad partnerships are normally at School level only, with students to choose the modules from within the applicant School. These modules need to be selected as available for Study Abroad Programme student selection in RISIS.
4. If additional, regular access to modules within another School is required, that School must be consulted and agree to the proposal.
5. If the proposal is for a university-wide arrangement (i.e., access to modules in areas open to Study Abroad Programme students), this will need to be considered in conjunction with the Global Partnerships Team

**Tuition fees**

1. Incoming students who join the [Study Abroad Programme](https://studyabroad.reading.ac.uk/incoming/) at the University of Reading via a non-reciprocal, fee-paying mobility agreement will normally pay the incoming Study Abroad Programme tuition (as agreed by University Fees Sub-Group), and not the International degree fees. Additional discounts are not normally considered, given that the Study Abroad fees are lower than degree fees.
2. If a different tuition fee is desired, please ensure that this is noted in the application. A further application to the University Fees Sub-group will be required, if the partnership is agreed.

**Application process**

1. All mobility partnerships need approval before confirming the agreement with the partner institution and before a contract is negotiated, and signed. For incoming, fee-paying arrangements, the process:
   1. Completion of the application by School representative, in consultation with the University of Reading Global Partnerships Team (GPT) and the Study Abroad Office (SAO).
   2. Written approval for the proposal from appropriate Head of School / Heads of Schools.
   3. Submission of the completed application to the Study Abroad Office (ESAO).
   4. Study Abroad Partnerships Group will assess and decide application outcome. School to be informed by SAO or GPT, with confirmation of next steps. Decisions are normally made within 6 weeks. Normally one of three outcomes:
      1. **Approval**: SAO will work with partner and Legal Services to negotiate an agreement with the proposed partner institution. The agreement is to be signed by PVC International (or nominated delegate).
      2. **Further information required**: SAO will notify the School of any further information needed before a decision can be made.
      3. **Rejection**: Schools / Departments will be notified with reasons provided for the decision, and given the opportunity to resubmit.
2. Study Abroad agreements i.e., a Memorandum of Agreement (MoA) is typically 5 years in duration. If a different time-period is desired, please state this in the application. It is not recommended to have a shorter time-period unless it is required by the partner.
3. If a Memorandum of Understanding (MoU) is required by partner, GPT can assist with this. However, a MoU is not a University of Reading requirement in order to have a MoA.
4. Please note that non-reciprocal (inward-only) arrangements are relatively straightforward to establish and therefore the level of information required in the proposal is minimal in comparison to that required for reciprocal agreements (i.e. exchange).
5. However:
6. The University will not open a mobility agreement to suit the needs of one student, or an academic;
7. Proposed incoming student mobility through the Erasmus+ Training placement programme is not covered by this type of partnership.

If you have any questions about the process, please contact the [Head of Mobility](mailto:m.a.dowse@reading.ac.uk) in the first instance.

**APPPLICATION: Fee-Paying Study Abroad**

It is recommended that School representative(s) proposing the partnership should liaise either with the [Global Partnerships Team](mailto:partnerships@reading.ac.uk) or the Study Abroad Office in the first instance before completion.

|  |  |  |
| --- | --- | --- |
| Host University of Reading School | | |
| a | Name of host School(s): |  |
| b | Academic lead name: |  |
| c | Academic lead email address: |  |
| Partner profile | | |
| a | Legal name of proposed partner: |  |
| b | Address: |  |
| c | Academic contact details (include name / phone / email etc): |  |
| d | Study Abroad Office contact details (include name / phone / email *etc*): |  |
| Nature of Agreement | | |
| a | Proposed number of incoming students *per annum*: |  |
| b | Proposed durations: | Semester 1 / Semester 2 / Full year |
| c | Academic level: | UG / PGT / PGR |
| d | Proposed discipline(s):  (please list) |  |
| Rationale for partnership | | |
| a | What are the academic or strategic reasons for entering into this agreement? |  |
| b | Are there costs or resource implications to the School and University (including additional demands on staff, learning, delivery and support resources)? How will these be met? |  |
| c | What academic requirements does the proposed partner have of UoR / School? Can these be met? |  |
| d | Does the School(s) have the capacity in module provision to take on additional students? |  |
| e | Who will be responsible for pastoral and tutorial support for this specific cohort? |  |
| f | Will the students meet the language entry requirement (see [Study Abroad website](https://studyabroad.reading.ac.uk/incoming/apply/fee-paying-students/))?  Will additional English Language provision be required? |  |
| Additional information | | |
| a | Please provide any additional information which you feel might support the application:  (not a requirement) |  |

Schools should submit the application and emails of approval from Head of School(s) to the Head of Mobility (email: [m.a.dowse@reading.ac.uk](mailto:m.a.dowse@reading.ac.uk) Int. Ext.: 8322).

1. Please contact see [Study Abroad Office website](https://studyabroad.reading.ac.uk/staff/) or contact [Study Abroad Office](mailto:studyabroad@reading.ac.uk) for further information. [↑](#footnote-ref-1)