

GUIDE TO COMPLETING EXCHANGE AGREEMENT APPLICATION

These notes are intended to assist colleagues in the completion of the application to open new reciprocal student exchange agreements and are based on the type of information that will be sought when applications are assessed.

All sections of the form need to be completed – applications will be rejected if not. If the request for information is not applicable for the cohort of students being considered e.g. module info for PhD students, please state 'not applicable'. Please ask your counterparts at the proposed partner to provide you with any relevant information.

If there are queries arising, please contact the Study Abroad Office (studyabroad@reading.ac.uk) or m.a.dowse@reading.ac.uk

- a. the proposed partner institution.
- b. Identification of areas requiring attention, amendment or further exploration and/or information – applicants will have the opportunity to address any concerns raised, and should resubmit the proposal
- c. Reject the proposed agreement – applicants will be notified with reasons provided for the decision.

For further information please contact the Head of mobility (email: m.a.dowse@reading.ac.uk; Int. Ext.: 8322).

Annex 1: Reciprocal Student Mobility Partnership Proposal Form

1. Partner details:	
a. Legal Name of proposed partner institution	Information can be gained from partner
b. Address of proposed partner institution:	Information can be gained from partner
c. Academic Contact person at proposed partner institution: include name-address-phone-fax-e-mail etc	Information can be gained from partner
d. Institutional coordinator at proposed partner institution: include name-address-phone-fax-e-mail etc	Information can be gained from partner
2. Nature of agreement:	
a. What is the anticipated period of the proposed agreement? Default is 5 years.	
b. What academic level and disciplines of study does the proposed agreement cover? If the agreement covers more than one academic discipline at Reading, all parties must provide written confirmation of their consent.	<p>Things to consider:</p> <ul style="list-style-type: none"> ▪ Is it for UG/ PGT / PGR, or a combination? ▪ Which subjects @ Reading are to be involved? <p>If more than one, make sure that written confirmation from the relevant Study Abroad Coordinators and Heads of Departments are provided endorsing the proposal.</p>
c. Is the student mobility a compulsory part of a degree, or voluntary?	
d. How many mobile students is it anticipated will participate (each way) and for what duration (semesters)?	<p>Agreements are balanced by semesters used, not student head count.</p> <p>Please remember that if intending to send abroad for a year, then the year abroad = 2 semesters.</p> <p>Please factor this into the overall mobility levels to be requested</p>
3. Rationale for Agreement:	

<p>a. What are the academic or strategic reasons for entering into this agreement?</p>	<p>Explanation as to why the dept / school wants / needs a new student exchange link.</p>
<p>b. Why has the school / department selected this particular institution?</p>	<p>Please refer to academic focus, student experience, ranking, particular strengths of this institution etc as opposed to other institutions in the same country or region, or existing partners</p>
<p>c. Is the partner institution a full University (taught and research degrees), a Polytechnic (taught degrees), a publicly funded college or research institute, or a private college or organisation? How does this status impact on the exchange arrangement in terms of sustainability, quality assurance and local regulation?</p>	
<p>4. Risk assessment</p>	
<p>a. Please include a brief outline of site visit findings which should include a risk assessment and a review of the quality of the academic, teaching and support facilities</p>	<p>UoR subject to complete</p>
<p>b. Is the country and area deemed to be safe by the Foreign, Commonwealth and Development Office website (https://www.gov.uk/foreign-travel-advice) and is it envisaged that any participants will be safe?</p>	<p>UoR subject to complete</p>
<p>c. What risks and hazards are there in the country or locality? What safety standards are employed in facilities that staff/students might be using</p>	<p>UoR subject to complete. Liaise with partner as required.</p>
<p>d. What is the local political and social context? How is the country regarded in relation to human rights and equality of opportunity? Is it politically stable?</p>	<p>UoR subject to complete. Use FCDO</p>
<p>e. Is the cultural and educational context one with which we are familiar or has commonalities with the UK (i.e. European, Australian etc.). How do qualifications and academic standards relate to our own?</p>	<p>UoR subject to complete. Use FCDO. Liaise with partner as required.</p>

5. Degree programme specifications:	
<p>a. List all degree programmes where students will be able to participate in this partnership.</p> <p>Or</p> <p>Is the partnership envisaged for a new degree programme?</p>	UoR subject to complete
<p>b. Describe how these programme specifications allow for a study abroad period? E.g. when and for how long for, are there issues with compulsory modules that will be missed?</p>	UoR subject to complete. Link to prog specs if needed.
6. Study programmes and learning outcomes:	
<p>a. Does the structure of the academic year of the partner institution match that at the University of Reading, therefore enabling mobility? If not, please provide details of how students will be able to fulfil commitments both at their host and home universities.</p>	<p>Confirm what approximate semester dates and whether this poses any issues.</p> <p>Liaise with partner as required.</p>
<p>b. What is the language of tuition at the partner institution?</p>	
<p>c. If students are not to be taught in English, what (if any) level of linguistic competency is required for admission and what measures are in place to ensure that students will achieve the required linguistic standard in order to successfully participate? Who will assess this standard? Please provide details.</p>	<p>Important. If not taught in English the School / department takes on responsibility for ensuring that students have the necessary linguistic skills to be able to complete their mobility.</p> <p>Full details required.</p>
7. Student assessment: 1	
<p>a. How will Reading students be assessed at the partner institution?</p>	Liaise with partner as required.
<p>b. Is the credit system used at the proposed partner institution fully known and understood? Please explain how it maps onto on the UK credit system</p>	Liaise with partner and comment about how credits will transfer back to UoR degree.
<p>c. Are there clear arrangements within the school / department for the conversion of grades and credits?</p>	If not already in place, contact the Study Abroad Office.

¹ In accordance with the University's Code of Practice on Placement Learning assessments provided by a host institution must be accepted as reliable by the home university.

<p>d. What are the implications of credit transfer and the effect on the weighting of the degree classification. (please articulate this clearly here as this information should also be provided to students in advance of their period abroad)</p>	<p>UoR subject to complete</p>
<p>e. Will the students miss any examinations or assessment at the University of Reading? What alternative assessment procedures are in place?</p>	<p>UoR subject to complete</p>
<p>f. What procedures are in place should a student fail any modules whilst abroad and gain insufficient credits to progress?</p>	<p>Important. Schools should give consideration to this before opening an agreement as not all international institutions allow resits. Contact the Study Abroad Office if in doubt..</p>
<p>9. Student Support and Information: Outgoing students: Facilities at partner institution:</p>	
<p>a. What assessment has been made regarding the academic facilities at the proposed partner institution? You should include factors such as library and computing provision, academic and teaching facilities, as well as student support and accommodation. Please give details, including relevant web-links where appropriate.</p>	<p>UoR subject to complete</p>
<p>b. What are the arrangements regarding responsibility for pastoral and tutorial support whilst abroad? Please give details.</p>	<p>Liaise with partners as needed, but onus is on UoR subject to complete.</p>
<p>c. Will accommodation be offered at host institution? If not, what support will be offered and when? Please provide details.</p>	<p>Liaise with partners as needed, but onus is on UoR subject to complete. Links to information will benefit the application.</p>
<p>d. Will the host institution provide an induction / orientation programme to our students upon arrival? Please provide details.</p>	<p>Liaise with partners as needed, but onus is on UoR subject to complete. Links to information will benefit the application.</p>
<p>e. Are the facilities at the host institution adequate for students with disabilities and or special educational needs? Please give details.</p>	<p>Liaise with partners as needed, but onus is on UoR subject to complete. Links to information will benefit the application.</p>

<p>f. Are there any additional costs e.g. insurance, visa, inoculations etc, which will be required by participants which could make participation prohibitive?</p>	<p>Liaise with partners as needed, but onus is on UoR subject to complete.</p> <p>Links to information will benefit the application.</p>
<p>Subject area responsibilities</p>	
<p>g. What procedures are in place should the student return from their study period earlier than anticipated?</p>	<p>If policy is not already in place, contact the Study Abroad Office.</p>
<p>Incoming students:</p>	
<p>h. What are the academic requirements of the partner institution, e.g. do they require their students to take particular modules or a certain quantity of credits in particular subject areas?</p>	<p>Liaise with partners as needed, but onus is on UoR subject to complete.</p> <p>Please be clear if there is any expectation to study outside of the subject area proposing the partnership.</p> <p>Maximum credits that can be studied is 30 ECTS per semester.</p>