**Student/Staff Exchange Partnership Renewal Form**

This form must be completed in order to renew an existing exchange agreement.

Once completed and signed by the Associate Dean for International and Dean of the relevant School, please send to Tom Challen, Global Opportunities Manager (tom.challen@city.ac.uk) for final processing and agreement.

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| **1. Partnership Arrangements** |
| Name of Host Institution |  |
| Type of Exchange (please tick as needed) | Student:  | Staff:  |
| Programme(s)/School-Wide Renewal (if Programme, please specify which one(s) |  |
| Academic level (UG/PG/PhD) |  |
| Number of students per year/semester |  |
| Duration and year of mobility arrangement(e.g. Term 1, year 2) |  |
| Number of staff per year  |  |
| Duration of staff mobility (eg. 1 week max) |  |
| Staff Mobility: Teaching and/or training? |  |
| Expiration date of current agreement |  |
| **2. Incoming/Outgoing Balance**  |
| **Please provide numbers of incoming/outgoing students over the most recent agreement length, adding in any comments regarding large imbalances** |
| Incoming Numbers:  |  |
| Outgoing Numbers:  |  |
| Comments:  |  |
| **3. Student Feedback** |
| **Please state any positive and/or negative feedback received from students regarding this institution (please add rows as needed):** |
| Feedback 1: |  |
| Feedback 2:  |  |
| **4. Quality Feedback** |
| **Please state any positive and/or negative feedback regarding the quality of teaching and learning at this institution. This feedback relates to both staff and student exchange. (please add rows as needed):** |
| Feedback 1: |  |
| Feedback 2: |  |
| **5. Proposed Solutions** |
| **If any negative feedback, please state the proposed solutions and actions that will be taken to remedy these issues. If no issues, please leave blank (please add rows as needed):** |
| Solution 1:  |  |
| Solution 2: |  |
| **6. Further Comments** |
| Please state any further comments in support of this renewal. This may include further collaborations envisaged beyond staff/student exchange.  |  |
| **7. Signatures** |
| **Dean** (on behalf of the School Executive Committee) | I confirm that the above information is correct and that the School approves the proposal.Name:  |
| Signature: | Date: |
| **Vice-President (Education)** | Name:  |
| Signature: | Date: |
| **Vice-President (International)** | Name: Stanton Newman |
| Signature: | Date: |