The following information is required to propose a new partner for an outgoing student mobility arrangement, with inclusion of staff exchange if relevant. Completion of all parts of this document enable the University to determine the suitability of the proposed Host Institution to deliver learning opportunities on behalf of City, University of London. This approval must be granted **before** a student exchange can be approved.

Please direct any questions to Liberty Oberlander, Global Partnerships Manager: [Liberty.Oberlander.2@city.ac.uk](mailto:Liberty.Oberlander.2@city.ac.uk)

An explanation of the process for these proposals can be found on the International Partnerships and Development page via the Staff Hub.

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| --- | --- | --- | --- | --- |
| 1. **Proposed Host Institution Details** | | | | |
| Name of Host Institution |  | | | |
| Address of Host Institution |  | | | |
| Type of Exchange (please tick all that apply) | Student: | Staff: | | |
| Academic Contact | Name: | Job title: | | |
| School/Department: | | | |
| Phone number: | Email: | | |
| Host Institution Coordinator | Name: | Job title: | | |
| School/Department: | | | |
| Phone number: | Email: | | |
| Who will approve the agreement on behalf of the Host Institution? | Name: | Job title: | | |
| 1. **City University Staff Details** | | | | |
| Academic Contact person | Name: | Job title: | | |
| School/Department: | | | |
| Phone number: | Email: | | |
| Student Mobility coordinator | Name: | Job title: | | |
| School/Department: | | | |
| Phone number: | Email: | | |
| **3. Proposed Mobility Arrangements** | | | | |
| Programme(s) proposed for mobility. If school-wide, please indicate as such. |  | | | |
| Academic level  (UG/PG/PhD) |  | | | |
| Proposed number of students |  | | | |
| Duration/year of mobility arrangement  (e.g. Term 1 only, Full year, year 2, etc.) |  | | | |
| If staff included, how many per year; teaching or training? |  | | | |
| Proposed start date |  | | | |
| **4. Educational Objectives of the Proposal** | | | | |
| Partnership Rationale: Please explain why this partner was chosen as a host institution. (eg. Include whether the proposed institution’s mission is aligned with City and in which ways) |  | | | |
| What is the potential student interest?  (e.g. Have students expressed an interest in this location?) |  | | | |
| Are there other strategic reasons for proposing the partnership?  (e.g. Potential for other forms of collaborative activity etc.) |  | | | |
| **5. Partner Profile** | | | | |
| What is the academic standing of the proposed Host Institution? What are its particular strengths and status in the academic community?  (e.g. Please indicate relevant frameworks, policies, procedures, research and/or other evidence to support the approval) |  | | | |
| Does the University have any other collaborations with this proposed Host Institution? |  | | | |
| Do any current members of staff at City University London have any connection with the proposed Host? If yes, please provide details. |  | | | |
| Has a visit been undertaken? Please summarise findings and recommendations from the visit.  If no, please explain why a visit is not required. |  | | | |
| Please confirm that the host institution will provide sufficient support to City student for the duration of the exchange. (e.g. dedicated exchange office, induction, accommodation) |  | | | |
| Does the Host Institution have policies and procedures to help safeguard the health and safety of students? Are they considered to be sufficiently robust? | Please attach relevant documents. | | | |
| Are there any political/ethical/legal implications with the host country? Please consult FCO website in addition. (<http://www.fco.gov.uk/en/>) |  | | | |
| **6. Teaching and Learning** | | | | |
| Are re-sits allowed? | If yes, please explain when and any relevant information: | | If no, explain how failures will be managed at City upon student return: | |
| What is the language of tuition at the proposed exchange partner? |  | | | |
| **7. Academic Standards and Credit Transfer** ***(Please also complete the ‘Credit & Grade Transfer Method in Appendix A of this form)*** | | | | |
| How will the mobility be recorded and recognised by City University London? |  | | | |
| What system is proposed for the transfer of credit from the Host Institution, where appropriate? What is considered a full course-load at the host institution? |  | | | |
| Are there any implications of credit transfer for the weighting of the degree classification? (i.e. For replacement: 10% 1st Yr, 90% 3rd Yr; what happens if student leaves City after Exchange year) |  | | | |
| Are there any PSRB (Professional, Statutory, and Regulatory bodies) implications for students undertaking this mobility scheme? (Tick one) | Yes: (Please explain) | | | No: |
| **8. 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: | | | |
| Signature: | | | Date: |

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| **Date approval has been reported to the Visa Compliance Team** |  |
| **Date for renewal** |  |

**Appendix A:**

Where grades will be transferred to the City award, please indicate how this will be achieved and the evidence used to map the grade to the equivalent mark at City.

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| **Credit & Grade Transfer Method**  ***(Please add rows as needed)*** |

|  |  |  |
| --- | --- | --- |
| **Host Mark** | **City Equivalent (%)** | **Evidence**  *(Please indicate what evidence was used to determine this equivalency)* |
|  |  | *For evidence, see attached table* |
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