**Study Abroad and Student Exchange Proposal Form**

This form must be used for all new Student Exchange and Study Abroad partnership proposals.

**Please complete Section A and the Partner Risk Assessment, then submit to** **partnerships@brunel.ac.uk**

**SECTION A**

|  |  |
| --- | --- |
| Date of Submission | Click or tap to enter a date. |
| College | Select College. |
| College Vice-Dean International | **Name** | Click or tap here to enter text. |
| Partnership Manager (GEO) | **Name** | Click or tap here to enter text. |
| Partner Name |  |
| Country |  |
| URL  |  |
| Institution Type | Choose an item. | Exiting MOU/MOA with BUL | Choose an item. |
| Key Contact at Partner  | **Name:****Title:****Email:** | Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text. |
| Brief description of institution. Location, Size, ranking (including relevant subject ranking if required, and accreditation e.g. AACSB, EQUIS  |  |
| Partnership Type: | Choose an item. |
| Rationale for Partnership. Please include the benefits of the exchange, compatibility of subjects, alignment to existing BUL programme and demand for the opportunity |  |
| BUL College(s) | CBASS |[ ]  CEDPS |[ ]  CHMLS |[ ]  StudyLevel | Choose an item. |
| BUL Department (s) |  |
| Does the Partner offer courses in English? | Please provide the admissions requirements for the proposed partnership |
| Choose an item. |  |
| **Academic Approval**  |
| The following Colleges have approved the Study Abroad and/or Student Exchange programme:  | CBASS | Choose an item. | Name | Click or tap here to enter text. |
|  |  |  | Date | Click or tap to enter a date. |
|  | CEDPS | Choose an item. | Name | Click or tap here to enter text. |
|  |  |  | Date | Click or tap to enter a date. |
|  | CHMLS | Choose an item. | Name | Click or tap here to enter text. |
|  |  |  | Date | Click or tap to enter a date. |
| Documentation  | Study Abroad Specification Form (outbound) | Choose an item. |
|  | Indicative module availability (inbound) | Choose an item. |
|  | Due Diligence Form Section 1 and 2 | Choose an item. |
|  | Study Abroad Risk Assessment Form | Choose an item. |
| Expected Start | Choose an item. | Academic Exchange Coordinator Name | Click or tap here to enter text. |
| Indicative Numbers  | Student Exchange: | Study Abroad: |
| Please indicate the specific benefits of partnerships: how parity will be maintained for reciprocal mobility exchange agreements |  |
| Exchange Duration - Inbound | Choose an item. | Exchange Duration–Outbound | Choose an item. |
| Financial Arrangements (if any). Note that the BUL study abroad tuition fee is offered at a discounted rate |  |
| Has Campus Visit by BUL been conducted. Please provide Site Visit Report | Choose an item. | NameDate | Click or tap here to enter text.Click or tap to enter a date. |
| Does the partner provide accommodation? (Indicate type, quality, on/off campus, guaranteed or not, etc.) | Choose an item. |  |
| Summary of Key Risks (Academic, Language, Safety (Location, Country, Political, Social). Please complete Risk Assessment Task HERE and Due Diligence Form HERE |  |
| Additional Comments |  |

**Return form to Global Engagement Office at** **partnerships@brunel.ac.uk**

**SECTION B: Partnership Evaluation Outcome**

This section of the form sets out final approval for the partnership.

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| **Recommendation** |
| Risk Level | Choose an item. | Approval | Choose an item. |
| **PVC Comments** |
|  |
| Approved by Pro-Vice Chancellor International and Sustainability |  | Click or tap to enter a date. |