**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**](mailto: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 | | | | |  | Study  Level | | | 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. | | | | | Name  Date | | | | | | 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**](mailto:partnerships@brunel.ac.uk)

**SECTION B: Partnership Evaluation Outcome**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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. |