TU Global Study Abroad Partnership

Proposal Form

Section 2.2 and 2.3 should be filled out by an academic member of staff, TU Global can help the proposer to fill out sections 2.1, 2.4 and 2.5.

Please fill out the form and send it to E: [TUGlobal@tees.ac.uk](mailto:TUGlobal@tees.ac.uk)

If you have any questions about the form or the process, please contact the International Student Mobility Manager, Alizée Cordes E: [a.cordes@tees.ac.uk](mailto:a.cordes@tees.ac.uk)

1. **Overview of the Proposal**

|  |  |
| --- | --- |
| **TU lead for the proposal** (please remember to add your ratings in 3.) | |
| Name |  |
| Role |  |
| Department/School |  |
| Email |  |
| Telephone Number |  |
| Date |  |
| **Overview of the Proposal** | |
| Name of the University |  |
| Country |  |
| Rationale for the proposal |  |

1. **Proposal**

|  |  |
| --- | --- |
| 1. **Partner Details** | |
| 1.1 Legal Name of partner institution |  |
| 1.2 Address of partner institution |  |
| 1.3 Academic contact at partner institution:   * Name * Role * Email address * Telephone number |  |
| 1.4 International/Exchange coordinator at partner institution:   * Name * Role * Email address * Telephone number |  |
| 1.5 Partner overview including type, size and programmes offered. |  |
| 1.6 Previous/current connection with Teesside University (e.g. previous visits, research, agreements; etc) |  |
| 1.7 Campus Visit (date and comments, if applicable) |  |
| 1. **Nature of Agreement** | |
| 2.1 Type of exchange agreement:   * Bilateral Student Exchange * Incoming Student Only (please include if fee-waiver or fee-paying) |  |
| 2.2 School(s) involved in the partnership  (if more than one school, the proposal will have to be approved by the all the schools involved) |  |
| 2.3 List all degree programmes in which students will be able to participate in this partnership |  |
| 2.4 Level (e.g. Level 5, Year In Industry) and Duration (Semester 1, Semester 2, Year-long) of exchange for each programme listed in 2.3 |  |
| 2.5 Number of exchange students anticipated per year |  |
| 2.6 Academic and/or strategic rationale for entering this partnership |  |
| 1. **Academic information** | |
| 3.1 Primary language of tuition |  |
| 3.2 List of courses/modules available to exchange students (in English) |  |
| 3.3 Will TU students be able to meet their degree’s learning outcomes at the partner institutions?  Do they need to take any specific courses? |  |
| 3.4 Academic requirements at partner institution (if applicable) |  |
| 3.5 How will students be assessed at partner university? (e.g. credit and grading system) |  |
| 3.6 Academic calendar:   * Orientation * Semester 1 * Semester 2 |  |
| 1. **International Student Support** | |
| 4.1 International Office details:   * Website * Email * Telephone number |  |
| 4.2 Visa Support | Yes, please provide details:  No |
| 4.3 International Orientation/Induction Programme | Yes, please provide details:  No |
| 4.4 Airport Collection | Yes, from which airport?  No |
| 4.5 Additional costs required (e.g. inoculations, insurance, orientation etc.) |  |
| 1. **Facilities** | |
| 5.1 Accommodation Provided | Yes, please provide details:  No |
| 5.2 If not provided, please provide information including application deadlines, availabilities, location etc. |  |
| 5.3 Average cost of accommodation per month |  |
| 5.4 Additional information regarding accommodation |  |
| 5.5 Is a meal-plan required? | Yes, please provide details including costs:  No |
| 5.6 Overall cost of living per month |  |
| 5.7 Please provide an assessment of the learning facilities (e.g. classrooms, library, Wi-Fi etc.) |  |
| 5.8 Please provide information about Student Support available including   * Mental Health / Counselling * Special Needs and Disability |  |
| 5.9 Please provide information about Health and Safety provision at partner (e.g. weblink or document) |  |
| 5.10 Additional information |  |

1. **Ratings and Comments**

Please rate each section with Green, Amber or Red, and add any comments if needed.

**Green** – No obvious risks – Low Risk

**Amber** – Risks raised but mitigating circumstances are in place, please include information about mitigating circumstances. – Medium Risk

**Red** – Risks raised and no obvious solutions available. – High Risk

|  |  |  |  |
| --- | --- | --- | --- |
|  | TU Lead | TU Global / DID (add name) | ADI (add name) |
| Partner Details |  |  |  |
| Nature of Agreement |  |  |  |
| Academic Information |  |  |  |
| International Student Support |  |  |  |
| Facilities |  |  |  |
| Overall (attractivity to TU students, cost etc.) |  |  |  |

1. **Approvals**

School International Sub-Committee Approval 1

|  |  |
| --- | --- |
| School |  |
| Approved | Yes  No |
| Minute Ref. |  |
| Comments |  |
| Date |  |

School International Sub-Committee 2 (if applicable)

|  |  |
| --- | --- |
| School |  |
| Approved | Yes  No |
| Minute Ref. |  |
| Comments |  |
| Date |  |

PVC International

|  |  |
| --- | --- |
| Approved | Yes  No |
| Comments |  |
| Date |  |

**Guidance**

Types of Study Abroad Agreements

Teesside University offers four different student mobility agreements:

* Bilateral Student Exchange Agreement
* Incoming Study Abroad Agreement (Part 1, 2.1 and 2.2 only)
* Incoming Study Abroad Fee-Paying Agreement (Part 1, 2.1 and 2.2 only)
* Outgoing Study Abroad Agreement

Approval Process for Study Abroad Agreements

Formal approval must be sought for any arrangement whereby the University students are likely to spend some of their programme studying at a Partner in another country, even if it is possible that only a few students will take up the opportunity or if the University already has a separate agreement with the partner. The University has a responsibility to satisfy itself about the good standing of a prospective Partner, and of their and our capacity to fulfil the designated roles in the proposed arrangement before any study abroad agreement will be initiated and any student mobility can take place.

Overall Process:

1. Proposal from TU Lead
2. Send Proposal to DID, TU Global E: [TUGlobal@tees.ac.uk](mailto:TUGlobal@tees.ac.uk)
3. Proposal reviewed by DID including comments from ADIs, if any questions DID will send the proposal back to TU Lead

Proposal reviewed by the relevant School International Committee, if approved 5. If the proposal covers more than one school, each relevant School International Committee will have to approve the partnership.

1. DID to negotiate with Partner the Study Abroad Agreement.
2. Agreement reviewed by LGS (if needed)
3. Agreement signed by PVC International

Proposal can be:

* Approved
* 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
* Rejected

Approval Criteria

Approval to enter into any new study abroad agreement is dependent on the applicant successfully demonstrating that:

* The proposed partner institution offers suitable and appropriate academic provision.
* The proposed partner institution offers suitable and appropriate support facilities.
* The partner will be an attractive opportunity to students (cost, accessibility etc.)
* The subject area will be able find sufficient outgoing students to participate thereby ensuring balanced levels of mobility.

School Responsibility

In making this proposal the School is accepting responsibility to:

* Check that the academic curriculum at the partner institution is of an appropriate quality and level, and will allow TU students to meet their relevant learning outcomes on their current degree
* Provide TU students with academic support for their study plans
* Monitor the progress and providing relevant support to TU students whilst abroad
* Ensure the provision of pastoral and tutorial support for incoming students that spend time at the University as part of this agreement
* Actively promote and encourage student participation in the mobility arrangement through talks, information in handbooks and on websites in collaboration with TU Global
* Liaise with TU Global in order to ensure the appropriate registration and administration of incoming and outgoing students in order that their period abroad can be appropriately recognised on transcripts

TU Global Responsibility

* Negotiate and management partnership with the partner
* Actively promote and encourage student participation in the mobility arrangement through talks, information in handbooks and on websites with the relevant School(s)
* Maintain good communications links with the partner institution to ensure that both parties can continue to fulfil any requirements stipulated for the period of the agreement
* Update partners of any changes regarding their agreement with TU
* Provide TU students with information and pre-departure support for example their study plans pre-departure
* Monitor the progress and providing relevant support to TU students whilst abroad
* Provide incoming students with arrival and pastoral support while at TU

For any questions/queries, please contact Alizée Cordes, International Student Mobility Manager E: [a.cordes@tees.ac.uk](mailto:a.cordes@tees.ac.uk) / [TUGlobal@tees.ac.uk](mailto:TUGlobal@tees.ac.uk)