# **Student Mobility Collaboration Proposal Form**

This form is for internal University of Glasgow staff to propose partnership collaborations for reciprocal student exchange and/or fee-paying study abroad activity with International and EU/EEA based higher education institutions.

This information required on this form is to allow the University of Glasgow toensure that we are selecting the most appropriate institutions with whom to establish partnerships for reciprocal student exchange and/or fee-paying study abroad activity.

**Before completing the form, it is recommended that you speak with appropriate colleagues in your School and College: eg School International Lead; College Mobility Coordinator, College International Deans. (**[**https://www.gla.ac.uk/explore/internationalisation/contact/**](https://www.gla.ac.uk/explore/internationalisation/contact/)**) .** The proposal must be approved by the College Mobility Coordinator prior to submission.

Guidance notes for completion and College Mobility Coordinator Details can be found in Appendix 1

Proposal Forms should be returned to: [mobility@glasgow.ac.uk](mailto:mobility@glasgow.ac.uk) . For EU/EEA based partners, please also include a copy of any relevant correspondence had with the proposed partner to date.

The proposal will then be reviewed by the Approval Group and a decision returned within 4 weeks.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Proposer Information** (to be completed by proposer) | | | | | | | | | | | | |
| **Name** | | |  | | | | | | | | | |
| **College / School** | | |  | | | | | | | | | |
| **Position** | | |  | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Proposed Partner Information** (to be completed by proposer) | | | | | | | | | | | | |
| **Name** | | | |  | | | | | | | | |
| **Country** | | | |  | | | | | | | | |
| **City** | | | |  | | | | | | | | |
| **Institution type** | | | | Public  Private | | | | | | | | |
| **Location type** | | | | Urban  Suburban  Rural | | | | | | | | |
| **Existing links with UoG** | | | | **Formal:** | | |  | | | | | |
| **Informal:** | | |  | | | | | |
| **Please state the reasons for this new partner proposal** (eg: good subject matches; pathway to greater collaborations) | | | |  | | | | | | | | |
| **Ranking Justification**  If you are proposing a partner outwith the top 100 (QS and Times HE), please provide further information on why this partnership should be considered | | | |  | | | | | | | | |
| **Existing partners in UK**  Are there sufficient numbers of UK universities linked with this University (ranked similarly to UoG)  Sufficient would mean >3  **Please list partners.** | | | |  | | | | | | | | |
| **Main exchange contact:** | | | | | | | | | | | | |
| Name | | | |  | | | | | | | | |
| Position | | | |  | | | | | | | | |
| Email | | | |  | | | | | | | | |
| Phone | | | |  | | | | | | | | |
|  | | | |  | | | | | | | | |
| **Information about the proposed cooperation (to be completed by proponent)** | | | | | | | | | | | | |
| **Subject Area(s) which will be included\*** (if entire University please state University Wide)  \**note Medicine, Architecture, Vet Medicine and Dentistry will be automatically excluded unless otherwise specified* | | | | | | | | | | | | |
| **Subject:** | | | | | | | | | | | **Level:** | |
|  | | | | | | | | | | | UG  PGT  PGR | |
|  | | | | | | | | | | | UG  PGT  PGR | |
|  | | | | | | | | | | | UG  PGT  PGR | |
| **Estimated annual student demand from Glasgow. Please comment on how this estimate has been reached.** | | | | 1-5 students  5-10 students  10+ students | | | | | | | | |
|  | | | | | | | | |
| **Please state language of instruction** (if not English, what is the minimum language requirement – eg B2 of the CEFR)? | | | |  | | | | | | | | |
|  | | | | | | | | | | | | |
| **UoG Existing activity in the region of the proposed partner** | | | | | | | | | | | | |
| **City** | | **Partner** | | | | | | **Active?**  **Y / N** | **Subject area** | | | |
|  | |  | | | | | |  |  | | | |
|  | |  | | | | | |  |  | | | |
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| **Please state why an additional partner in this locale is desired – and explain how it will impact on competition for existing partners** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Has a campus visit been undertaken to the proposed partner? \*Please note – a site visit must be undertaken before final approval can be given.** | | | | | | | | | | | | |
| Yes | | | | | | No | | | | | | |
| * Date of visit | | |  | | | * Proposed visit date | | | | | |  |
| * UoG representative | | |  | | | * UoG representative | | | | | |  |
| **Approval / signatures** | | | | | | | | | | | | |
| **Proposal completed by:** | | | | | | | | | | | | |
| **Name** | | | | | Click here to enter text. | | | | | | | |
| **Signature** | | | | |  | | | | | | | |
| **Date** | | | | | Click here to enter text. | | | | | | | |
| **College Mobility Coordinator approval:** | | | | | | | | | | | | |
| **Name** | | | | | Click here to enter text. | | | | | | | |
| **Signature** | | | | |  | | | | | | | |
| **Date** | | | | | Click here to enter text. | | | | | | | |
| **For completion by the Approval Group:** | | | | | | | | | | | | |
| **Date received:** | Click here to enter text. | | | | | **Date of review:** | | | | Click here to enter text. | | |
| **Approve:** | **Yes  No** | | | | | | | | | | | |
| **Comment:** | Click here to enter text. | | | | | | | | | | | |

**APPENDIX 1 – NOTES ON COMPLETION**

Proposals should:

* be consistent with University, College and School strategic priorities, including internationalisation strategic priorities;
* be with highly regarded institutions with whom we share common aims and interests and with whom we can build sustainable and mutually beneficial alliances;
* contribute positively to the University’s national and international standing;
* be with institutions who deliver comparable quality of student learning experience with equivalent student support arrangements;
* Demonstrate a clear vision for how the proposed exchange will offer long-term, sustainable, reciprocal mobility opportunities for students at either School/University-wide level.

**Considerations**

For Student Exchange, proposals should:

* Ensure a balance between inbound and outbound uptake
* Ensure sufficient courses are available in a range of subject areas to satisfy UoG degree requirements Where necessary, include the UofG courses equivalent for each courses identified as suitable at the proposed partner institution at the time of proposal to facilitate student enquiries at the earliest opportunity;
* Consider the language of teaching and assessment at the receiving institution given that lack of foreign language skills may currently be a barrier to uptake of outgoing exchange opportunities for UofG students.
* If proposing an expansion with an existing partner, then primary considerations for expansion are academic suitability/demand, and previous feedback from a QA perspective must also be taken into consideration. College and local subject coordinators should be consulted on previous student experience.
* If proposing an exchange with an existing network or research collaboration partner, consideration should be given to how the network or collaboration as it currently exists can offer unique mobility experiences for students and whether an additional exchange agreement is necessary.

**College Mobility Coordinator Contacts**

* College of Arts: Dr. Kay Dickinson ([Kay.Dickinson@glasgow.ac.uk](mailto:Kay.Dickinson@glasgow.ac.uk))
* College of Social Sciences: Prof. John Finlay ([john.finlay@glasgow.ac.uk](mailto:john.finlay@glasgow.ac.uk))
* College of Science & Engineering: Prof. Cristina Persano ([cristina.persano@glasgow.ac.uk](mailto:cristina.persano@glasgow.ac.uk))
* College of MVLS: Dr. Stewart White & Dr. Ashley Le Vin ([Stewart.White@glasgow.ac.uk](mailto:Stewart.White@glasgow.ac.uk); [Ashley.Le-Vin@glasgow.ac.uk](mailto:Ashley.Le-Vin@glasgow.ac.uk))

Key points to note

**Signing of agreements:** All partnership agreements must go through the approval process before being signed.

**Site Visits:** A site visit should be undertaken before final approval can be given.

**Agreement duration:** Partnership agreements at UofG are set up to run for 5 years as standard (with option to cancel earlier with 6 months notice) with an annual check and a fuller review in the year before expiry.

**Duration of student exchange**: Individual student exchanges can be either for a full academic year e.g. 9/10 months each or a single semester e.g. 3-5 months.

**Number of students to be exchanged**: new proposals should normally start with a small number of students, 1 or 2 FTE per year. This is reviewed on an annual basis.

**Masters exchange**: Consider carefully how this would work in practice bearing in mind that most International universities run 2 year Masters vs UK’s 1 year system. If you intend to send out students as part of a Masters programme at UofG, this must normally take place in Semester 2 only to allow selection processes to take place here. Work completed at the partner must be credit-bearing and formally recognised towards their UofG degree .You must also confirm you can accept incoming students into your level 5 courses at UofG; stipulate whether the incoming students will come for 1 semester or a full year (Remember there is no tuition fee charged for exchange students and they should not normally be awarded a degree); specify any specific entry requirements for Masters level (language requirements; subject pre-requisite; etc).

**PhD exchange**: Again consider carefully how this will work. It must be to complete a set piece of work which is directly part of their thesis, with an identified supervisor at the partner who will formally record and confirm work completed at the end of the mobility.

**APPENDIX 2 – EVALUATION CRITERIA & MATRIX**

Evaluation of the Proposal Form will be based on the following matrix.

|  |  |  |
| --- | --- | --- |
| **Criteria/question** | **Outbound weighting** | **Inbound weighting** |
| **Essential Criteria:** |  |  |
| 1. **Strong exchange demand for Glasgow students**   *Outbound* | 0 - 4 |  |
| 1. **Strong exchange demand for partner students**   *Inbound* |  | 0 - 4 |
| 1. **Acceptable range of student support services available**   *Outbound* | 0-4 |  |
| 1. **Sufficient course choice for our students (incl. English taught curriculum)**   *Outbound* | 0-4 |  |
| 1. **College/School/Subject supported** | 0-4 |  |
| **Desirable Criteria** |  |  |
| 1. **‘Diverse’ location**   *Outbound* | 0-1 |  |
| 1. **High ranking/good reputation**   *Outbound* | 0-1 |  |
| 1. **Partner also looking to send fee paying students**   *Inbound* |  | 0-1 |
| 1. **Easy to work with**   *Both* | -1 to 1 | -1 to 1 |
| **Total Weighting** | **25** | |

* Total scoring = 25
* **Proposed and existing partnerships** with a total score of **12** and above, scoring no ‘0’ in the ‘Essential Criteria, shall be recommended for creation/renewal
* **Proposed and Existing** **partnerships** with a total score of **11** and below shall **NOT** be recommended for renewal or creation.
* Proposed and existing partnerships with a total score of **11** and below that have the opportunity for **fee-paying study abroad**, will be considered for alternative partnership agreements – eg Study Abroad partnership, International Summer School partnership.

**Weighting Methodology**

**Essential Criteria**

1. **(Applicable to existing agreements only) Strong exchange demand from Glasgow students** (over the last 3 exchange years, bearing in mind any restrictions during the 3 year period)

**Weight Description**

4: Consistently 4 FTE or above per annum

3: Consistently 2 – 3.99 FTE per annum

2: Consistently 1 – 1.99 FTE per annum

1: Consistently 0.5 – 0.99 FTE per annum

0: Less than 0.5 FTE per annum

1. **(Applicable to existing agreements only) Strong exchange demand from partner students** (over the last 3 exchange years, bearing in mind any restrictions during the 3 year period)

**Weight Description**

4: Consistently 5 FTE or above per annum

3: Consistently 2 – 4.99 FTE per annum

2: Consistently 1 – 1.99 FTE per annum

1: Consistently 0.5 – 0.99 FTE per annum

0: Less than 0.5 FTE per annum

1. **Acceptable range of Student Support Services available**

**Weight Description**

4: Comparable level to Glasgow – eg same levels of support in Disability services,

counselling services and accommodation guaranteed

3: Slightly lower level – eg university housing not as readily available, but robust help

provided to find university accommodation or alternative private accommodation.

Very good access to support services (Disability, counselling, health, etc)

2: University housing not available and less support to find alternative

Accommodation. Other support services are available but at a lower standard and

support is not as consistently provided/available

1: University Accommodation not available, no support to find alternative private

Accommodation. Other support services scarce

0: Accommodation unavailable, support services not comparable with Glasgow

1. **Sufficient course choice for our students**

**Weight Description**

4: No issues – all courses taught in English.

3: Large proportion of English-taught courses and wide range of academic disciplines

on offer. Little to no restrictions

2: Large proportion of English-taught courses, but in a specific discipline and/or

moderate restrictions.

1: Limited courses in English, moderate range of academic disciplines on offer, and/or

restrictions. Courses taught in English at post-graduate level only.

0: Few to 0 courses taught in English at both UG and PG levels, major restrictions,

and/or limited range of academic disciplines.

1. **College/School supported**

**Weight Description**

4: Proposed by College/School/subject at Glasgow and initial course matching across

Several Schools within College/University

3: Proposed by College/School/subject at Glasgow and initial course matching

in several subject areas within School

2: Proposed by College/School/subject but initial course matching in only one subject

area

1: Not proposed by College/School/subject (overseas institution made initial approach)

but College/School/subject at Glasgow is interested

0: Partner is not endorsed by any College/School

**Desirable Criteria**

1. **Diverse Location and/or offering(s)**

**Weight Description**

1: A destination/country or discipline currently not on offer through existing

partnerships.

0: A destination/country with current partnerships

1. **High ranking/good reputation**

**Weight Description**

1: Similar or higher ranking to Glasgow across a range of ratings (factoring in THE, QS,

SJTU)

0: Lower ranking to Glasgow across a range of ratings (factoring in THE, QS, SJTU)

1. **Partner looking to send fee paying students**

*To be determined by ranking partners from highest revenue to lowest, based on fee paying study abroad and English language programs.*

**Weight Description**

1: Proposing to send fee paying study abroad

0: Not sending fee paying study abroad, but College/School/subject at Glasgow is interested

0: Partner is not endorsed by any College/School

1. **Easy to work with**

**Weight Description**

1: Partners who are highly engaged (for example, by sending representatives and very

responsive in communication) with clear, simple and overt application processes.

0: No issues.

-1: Partners who are very unresponsive or that have demanding, opaque or complex

application processes.

**APPENDIX 3 – Internal Review Form – For Completion by External Relation/Global Opportunities**

* Reviewer - non-EU/EEA based proposals: Colette McGowan, Study Abroad Partnerships Manager, External Relations
* Reviewer - EU/EEA based proposals: Sally Baxter, International Experiences Manager, Global Opportunities

|  |  |  |
| --- | --- | --- |
| Description | Weighting | Reviewer Score |
| Outbound Demand | 0-4 |  |
| Inbound Demand | 0-4 |  |
| Outbound Student Support | 0-4 |  |
| Outbound Course Choice | 0-4 |  |
| Outbound School/College/Subject Support | 0-4 |  |
| Outbound Diverse Location | 0-1 |  |
| Outbound Ranking/Reputation | 0-1 |  |
| Inbound Study Abroad Potential | 0-1 |  |
| Outbound partner easy to work with | -1 - 1 |  |
| Inbound partner easy to work with | -1 - 1 |  |
|  |  |  |
| TOTAL SCORE |  |  |
| OUTCOME | -Recommended  -Alternative Recommended  -Not Recommended |  |
| REVIEWER COMMENT/FEEDBACK |  | |