

globalBU User Guide

The globalBU database stores information relating to current and developing academic partnerships between BU and organisations in the UK and overseas. All professional and academic staff can access the database to maintain records, information and activity. The site is overseen and maintained by the Academic Partnerships team.

The information stored in the database will provide valuable intelligence to support BU's partnership work. It will also help to join up existing partnership links around BU and facilitate collaboration between Faculties where there are shared connections which were not known previously.

Find
Use the comprehensive search tool to locate information on existing informal and formal partnerships by organisation name or country.

Record
Use globalBU to record your informal partnership contacts to ensure the latest information is available.

Track
Monitor progress with partnerships going through the formal partner approval process.

- **FIND** information on existing **informal** and **formal** partnerships by organisation, name or country using the comprehensive search tool
- **RECORD** your informal partnership contacts to ensure the latest information is available to staff across BU
- **TRACK** progress on partnerships undergoing the formal Partner Approval process; share and collaborate across faculties

Informal and Formal Partnerships - Definitions

Informal Partners - any organisation with links to BU who do not have any formal partnership agreement in place and are not going through the formal approval process at this time.

Formal Partners - any partnership organisations that have a current partnership agreement in place or partnership developments already going through the formal approval process.

Refer to the [Partnerships Toolkit](#) for advice regarding the partnership approval process.

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Accessing globalBU

- ✓ Access the database via the staff intranet (icon located on the bottom bar with Timetables, BRIAN, etc.) Click the scroll right arrow to find it or visit globalbu.bournemouth.ac.uk



- ✓ Log-in with your BU user ID and password

From the landing page you can:

- ✓ search the database
- ✓ view all existing partnerships
- ✓ create new contacts

The landing page header features the BU Bournemouth University logo on the left and the globalBU logo on the right. Below the logos is a green navigation bar with four sections: 'Welcome to globalBU' with a brief description; 'Find' with a magnifying glass icon and a description of the search tool; 'Record' with a document icon and a description of the record-keeping function; and 'Track' with a list icon and a description of the progress monitoring feature.

A simple login form with a white background. It has two input fields: 'Username' and 'Password'. To the right of the Password field is a 'Submit' button. Below the form is a small line of text: 'Please contact the Academic Partnerships team for further advice and guidance on using globalBU.'

Refer to the [Partnerships Toolkit](#) for advice regarding the partnership approval process.

globalBU Search Options & Functions

By Partner Organisation

UK or overseas institutions with whom BU has an arrangement - formal or informal. If you have a specific partner organisation name you can type this into the Partner organisation box. Most partner records also contain an acronym for ease of reference, e.g. Norges Teknisk-Naturvitenskapelige Universitet (NTNU).

By Country

list all in development, current and archived partnership agreements

By Partnership Model

this will allow you to see all of the partners within a specific model as outlined in *7A - Partnership Models and Definitions: Policy*, e.g. Erasmus+ Student Exchange.

By Partnership Status

allows you to find partnerships which are in development, current or that have been archived.

By School *

this search shows you all the partners linked to a School. If a partner has arrangements with multiple Faculties this will be displayed in the results table.

By BU Contact

look up the partners linked to a colleague, or indeed, your own partner links!

By Partner Details

relevant information including contact details.

Status Updates

any activity recorded against the partner. Use this area to track the progress of partners being formalised through the partnership approval process.

Search existing partnerships

Use the search fields below to search for a specific partnership.

Partner organisation <input type="text"/>	Country - Please select -
Model - Please select -	Partnership status - Please select -
Partner organisation - Please select -	School - Please select -
BU Contact <input type="text"/>	
Include Formal? <input checked="" type="checkbox"/>	Include Informal? <input checked="" type="checkbox"/>
Hide Search	Clear Search

* the database has yet to be updated from Schools to Faculties

Refer to the [Partnerships Toolkit](#) for advice regarding the partnership approval process.

Searching for information within globalBU

Use the 'Search existing partnerships' area to find information

- ✓ Results will be listed in the table beneath the search box.

Create new partner contact

Use the button below to create a new partnership connection.

[Create new partner contact](#)

Search existing partnerships

Use the search fields below to search for a specific partnership.

Partner organisation:

Country(s):

Model:

Partnership status:

Partner organisation:

School:

Include Formal? Include Informal?

[Hide Search](#) [Retrieve all](#) [Clear Search](#)

- ✓ Use the arrows located on the table headings to sort these further (e.g. by formal/informal, BU Contact or Link School*).
- ✓ When your results are returned in the table you can click the 'hide search' option for ease of viewing. To return to the search screen click 'show search'.

[Hide Search](#) [Retrieve all](#) [Clear Search](#)

• Universidad de Burgos (Spain)
• Universidad de Castilla - La Mancha (Spain)
• Universidad de Leon (Spain)
• Universidad De Oviedo (Spain)
• Universidad Rey Juan Carlos (Spain)
• Universidad Rey Juan Carlos (Spain)

BU Contact	School	Formal Status	Model	Status	PDP Received date
Mike Morgan / Andy Boer	ST	Formal	Shared Delivery / Programme	Archived	01/01/2006
Ana Adi	MS	Formal	Research / Staff Exchange - Erasmus	Archived	01/01/2007
Roger Vaughan	ST	Formal	Student Exchange & Research / Staff Exchange - Erasmus	Archived	01/01/2007
Mark Ridolfo	BS, MS, ST	Formal	Student Exchange & Research / Staff Exchange - Erasmus	Current	20/12/2013

- ✓ Use the 'Clear Search' option to start a new search.

* *the database has yet to be updated from Schools to Faculties*

Refer to the [Partnerships Toolkit](#) for advice regarding the partnership approval process.

Viewing partner information within globalBU

Partnership overview	
Created	22/01/2015
Status	Current
Partner organisation name	Universidad Rey Juan Carlos
Partner contact name	D. Jose Maria Alvarez Monzoncillo
Partner contact position	Vice-rector for Specific Degrees, Continuing Education, Post-graduate and International Affairs
Country(s)	Spain
Partner contact address	Universidad Rey Juan Carlos, C/Tulipan s/n, 28933 Mostoles (Madrid) Spain
Telephone	Tel +34 91 488 9311
Email	vice.relacionsinternacionales@urjc.es
BU Contact	Mark Ridolfo
Associated schools	Business School, Media School, School of Tourism
Level	Informal
Model	Student Exchange & Research / Staff Exchange – Erasmus
Contract type	Bilateral Agreement
Date of agreement	09/04/2014

Status updates	
kbennett – 26/01/2016	Testing 123
kbennett – 26/01/2016	Testing 123
kbennett – 26/01/2016	Testing 123
aptemp3 – 22/01/2015	Date of agreement 09/04/2014 Contract expiry 01/09/2021 and Approved by IUPC 27/02/2014
aptemp3 – 22/01/2015	Partnership contract status changed from "Informal" to "None" Partnership contract type changed from "None" to "Bilateral Agreement" and Partnership status changed from "Informal" to "Current"

To view an existing record click on the partner organisation in the results table (see page 4).

Partnership Overview

Lists all relevant information including contact details, contract type, School involved and so on.

Status Updates

Shows any activity recorded against the partner. Use this area to track the progress of partners that are being formalised through the partnership approval process.

Partnership overview	
2013/14– Business Studies – Student Mobility – Outgoing 2 UGs, 2x10 months. Staff Mobility – Outgoing 1 Staff member 1 week, 8hours. Business Student and Accountancy – Student Mobility – Incoming 2 UGs, 2x10 months. Staff Mobility – Incoming 1 Staff member 1 week, 8 hours. 2014/21– Business Studies, Management Science; Accountancy, Financial Management; Marketing and Sales Management; and Law. Student Mobility – UG/PG – Outgoing UG 2 x 9 months, PG 2 x 9 months; Incoming UG 2 x 9 months, PG 2 x 8 months. Staff Mobility – Incoming and Outgoing 1 member of staff x 5 days. 2013/14 – Communication and Information Sciences – Staff Mobility – Incoming and Outgoing 3x2 staff members, tbc hours. 2014/21 – Communication and Information Studies – Staff Mobility Incoming and Outgoing 3 members of staff x 30 days. 2013/14– Hospitality and Tourism – Student Mobility – Incoming UG 2x9 months, Outgoing UG 2x10 months. Staff Mobility – Incoming and Outgoing 1 staff member, 1 week, 8 hours. Tourism Masters Framework – Student Mobility – Incoming PG 2x2 months. 2014/21 – Travel, Tourism & Leisure Hospitality and Tourism. Student Mobility – UG and PG, Outgoing 2 x 10 months, Incoming 2 x 9 months. Staff Mobility – Incoming and Outgoing 1 member of staff x 5 days.	

To add Associated Contacts to an existing partner....

Complete the Add new associate contact and click 'submit'. The Associated Contacts box will now update with the new details.

Associated contacts		
Name	Telephone	Email
D. Jose Maria Alvarez Monzoncillo	Tel +34 91 488 9311	vice.relacionsinternacionales@urjc.es

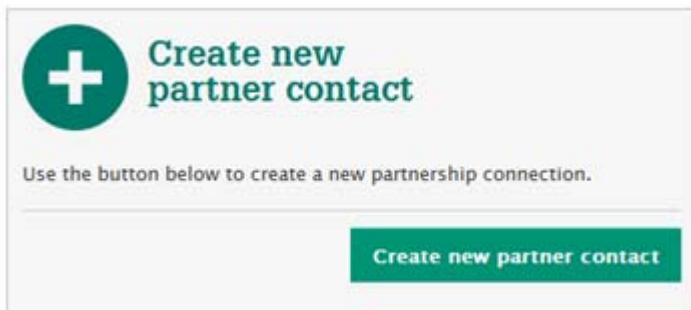
Add new associate contact	
Name	<input type="text" value="Katherine Bennett"/>
Telephone	<input type="text" value="01202961243"/>
E-mail address	<input type="text" value="kbennett@bournemouth.ac.uk"/>
Address	<input type="text" value="test"/>
Position	<input type="text" value="Academic Partnerships Administrator"/>
<input type="button" value="Submit"/>	

Associated contacts		
Name	Telephone	Email
D. Jose Maria Alvarez Monzoncillo	Tel +34 91 488 9311	vice.relacionsinternacionales@urjc.es
Katherine Bennett	01202961243	kbennett@bournemouth.ac.uk

Refer to the [Partnerships Toolkit](#) for advice regarding the partnership approval process.

Creating new partner records in globalBU

Use this function to record the details of information about organisations in the UK or overseas.



- ✓ Firstly, **check that the organisation is not on globalBU already** to avoid duplication. If acronym put in brackets so easier to find, e.g. e.g. Norges Teknisk-Naturvitenskapelige Universitet (NTNU)
- ✓ Click 'Create new partner contact'
- ✓ Choose 'Create new' from the 'Partner organisation' drop down list (or highlight the partner name if are recording an informal development with an existing partner).
- ✓ Enter the full name of the organisation and the country; if the country is not listed please contact us via academicpartnerships@bournemouth.ac.uk
- ✓ Choose add a 'new contact' or choose the relevant contact from the drop down list. Add all contact details including a telephone number and email address.
- ✓ Choose the relevant Link School. Hold down the Ctrl Key to select multiple Schools.
- ✓ Please use your full name as it appears in the BU address book as the 'BU Contact'.

A screenshot of the 'Create new partner contact' form. It includes fields for 'Partner organisation', 'Partner contact', 'Associated schools' (with a list of schools like 'School of Applied Sciences', 'Business School', etc.), 'BU Contact', 'Proposed model', 'Comments', and 'Partnership Details'. There are 'Cancel' and 'Save' buttons at the bottom.

- ✓ To choose the correct 'Proposed Model' please refer to *7A - Partnership Models and Definitions: Policy*. If you are recording an informal partner please select 'no model'.
- ✓ Record any further information that BU colleagues may find useful in the 'Comments' box.
- ✓ If you need to cancel the entry please use the 'Cancel' button on the left.
- ✓ Use the 'Save' button on the right to add your information to the database.

A screenshot of the 'Create new partner contact' form, identical to the one above, showing the form fields and buttons.

Refer to the [Partnerships Toolkit](#) for advice regarding the partnership approval process.

Further guidance & information

- The [Partnerships Toolkit](#) on the staff intranet
- The Partnerships section of [Academic Regulations, Policies & Procedures 2015/16](#)
- **Status Updates:** any activity recorded against the partner. Track the progress of partners being formalised through the partnership approval process
- **Contact** the Academic Partnerships team:
 - ✓ academicpartnerships@bournemouth.ac.uk
 - ✓ (01202) (9)61276
 - ✓ Click the **Contact Us** button at the bottom of the globalBU screen

If you have any feedback or ideas on how we could improve globalBU please get in touch!

Please Note:

To ensure the best user experience possible we recommend you launch globalBU in **Internet Explorer**.
If you intend to use Firefox please ensure you have the most up to date (contact IT directly regarding upgrading your Firefox browser as required).

Refer to the [Partnerships Toolkit](#) for advice regarding the partnership approval process.