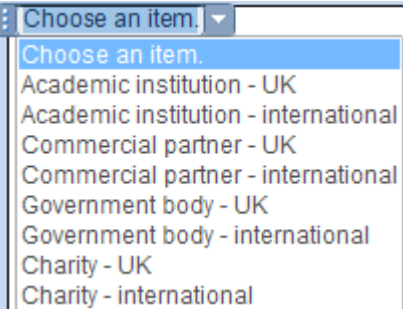


**GUIDANCE NOTES FOR: ERASMUS+ STAFF EXCHANGE/STUDENT EXCHANGE PARTNERSHIP DEVELOPMENT PROPOSAL (PDP)**

FOR INTERNAL USE ONLY. This template should be read and completed alongside 7B – Partnership Approvals: Policy and Procedure. Please complete all relevant sections of the Form. If the relevant sections are not completed, the PDP will be returned by Academic Partnerships.

**PART A**

SECTION A1. DETAILS OF BU LEAD ACADEMIC	
Faculty	Please choose which Faculty you work in from this list (and add the department if you feel it is relevant).
Department	Add the department if you feel it is relevant.
Lead Faculty Academic Contact	Your name, and also any other colleagues who are involved
Faculty Associate Dean Global Engagement	Please choose from the list.
Other Faculties Involved	Please let us know if other Faculties are also proposing activities under this partnership

SECTION A2. DETAILS OF PROPOSED PARTNER			
Type of Organisation			Please select from the dropdown list. If none of the entries describes the proposed partner please specify this in the Executive Summary
Registered Name of Partner Organisation (please include name in native language if different)	This should be exactly as it appears on the Partner Website. Please also include the name in the native language as this will help us when we complete the Due Diligence report.		
Registered Address	This should be exactly as it appears on the Partner Website. We will use this in the Contract so having the information up front is very useful.		
Details of Lead Academic Contact at Partner	Name	Please provide full name	
	Email	Please provide an email- if you do not wish us to contact the partner directly please state that here.	
	Phone	Please provide a phone number, including and international dialing code.	
Details of Partnerships team/International Office at Partner	Name	Please provide full name	
	Email	Please provide an email- if you do not wish us to contact the partner directly please state that here.	
	Phone	Please provide a phone number, including and international dialing code.	
Date of Planning/Exploratory Visit by BU to Partner (projected date if necessary)	We would like to know about any visits you (or other BU colleagues) may have undertaken to date (or have planned in the future) this could be really useful for our Due Diligence reporting.	Visit Conducted by	Please state full name and department of BU colleague who visited, just in case we want to get in touch.
Date of Planning/Exploratory Visit by Partner to BU (projected date if necessary)	It is also useful to know if the partner has visited us – please provide actual or projected dates	Hosted by	Please state full name and department of BU colleague who hosted, just in case we want to get in touch.

Does BU have a Current or Archived Partnership Agreement with this partner	Please use the <a href="#">partnerships database</a> to check this if you are not already aware	If Yes, please specify the Current or Archived partnership model	Choose from the list. These boxes should be used to indicate any partnership arrangements already in place, you will be asked to provide details on this specific proposal further down the form
Please provide an Executive Summary (no more than 300 words) of the proposed partnership	Please provide us with any information you feel relevant to your proposal. It would be useful to complete this section after the rest of the form is completed so that you can cover anything we haven't already asked for.  Please try and keep this summary to 300 words or less.		

**SECTION A3. THE PROPOSAL - ERASMUS+: STAFF EXCHANGE (B.1), STUDENT EXCHANGE (B.2)**

In this section, provide information required for establishing a partnership agreement and details of expected outputs of the partnership appropriate to the model. Insufficient information provided at this stage will result in the PDP being returned to the Faculty which will delay the approval process.

Partner ERASMUS+ Institution Code	Please access the link below and define the Erasmus code  <a href="http://eacea.ec.europa.eu/llp/erasmus/documents/list_holders/eu-c-for-the-academic-year-2013-2014.pdf">http://eacea.ec.europa.eu/llp/erasmus/documents/list_holders/eu-c-for-the-academic-year-2013-2014.pdf</a>	ERASMUS+ Subject Code(s)	Please access the link below and define the Erasmus Subject code(s)  <a href="http://ec.europa.eu/education/tols/isced-f_en.htm">http://ec.europa.eu/education/tols/isced-f_en.htm</a>
Is English the first or main language of instruction for Exchange Programmes? ( Yes/No- if no please specify main language)	Yes/No- if no please specify main language		
Suggested term of Contract (one-seven years)	Usually seven but please state if you recommend fewer		

*Now Complete Section A3.1, A3.2 or both depending on your proposal*

**SECTION A3.1 ERASMUS+ STAFF EXCHANGE**

BU Programme(s)	Please provide all programmes and ensure that the titles are accurate
Partner Programme(s)	Please provide all programmes and ensure that the titles are accurate

**Please provide details about the realistic expected outcomes for the partnership (these will be used for monitoring)**

	By end of year 1	By end of year 2	By end of year 3
Expected start and duration Staff Teaching Exchange	Please provide dates and how long specific exchanges are likely to last	Please provide dates and how long specific exchanges are likely to last	Please provide dates and how long specific exchanges are likely to last
Number of BU Staff	Please estimate how many BU staff will attend the partner	Please estimate how many BU staff will attend the partner	Please estimate how many BU staff will attend the partner
Number of Partner Staff	Please state how many partner staff will attend BU	Please state how many partner staff will attend BU	Please state how many partner staff will attend BU
Expected start and duration Staff Training Exchange	Please provide dates and how long specific training exchanges are likely to last	Please provide dates and how long specific training exchanges are likely to last	Please provide dates and how long specific training exchanges are likely to last
Number of BU Staff	Please estimate how many BU staff will attend the partner	Please estimate how many BU staff will attend the partner	Please estimate how many BU staff will attend the partner
Number of Partner Staff	Please state how many partner staff will attend BU	Please state how many partner staff will attend BU	Please state how many partner staff will attend BU

Are there opportunities to develop another partnership model with the proposed partner?	Choose an item from the list. If you think the partner may be interested in developing further arrangements in different areas please let us know. We will make a note of this and follow up with you on the opportunity as part of our annual review.
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Which other BU Faculties may be interested in developing this partnership in the future?	Choose an item from the list. Please let us know if the partner has indicated specific areas for exploration in the future, or if your knowledge of the institution leads you to consider that there may be opportunities in other subject areas in the future. We can then liaise with relevant colleagues to see if there is any interest in pursuing.
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**SECTION A3.2 ERASMUS+ STUDENT EXCHANGE**

BU Programmes	Please provide all programmes and ensure that the titles are accurate
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<b>Partner Programmes</b>		Please provide all programmes and ensure that the titles are accurate		
<b>Initial curriculum mapping complete</b>		If you answer no here we will not be able to proceed with your proposal. Please ensure that this is done before you submit the PDP	<b>Supporting documents attached? If not, please provide details</b>	Please state any reason for not attaching the documentation
<b>Partner Exchange Coordinator:</b>	<b>Name:</b>	Please provide details of the Exchange coordinator or office	<b>Email:</b>	
<b>Academic Contact :</b>	<b>Name:</b>	Please provide details of the relevant academic staff at the partner	<b>Email:</b>	
<b>Please provide information based on observation during any visit(s) to the Partner</b>				
<b>Did you note any health &amp; safety issues/concerns during the visit? (if yes, provide details)</b>		State yes or no, and if yes please explain what these were. We will use this information to aid our supplementary Due diligence research		
<b>Does the partner provide adequate student support services, including accommodation?</b>		State yes or no, and if no please explain what was lacking. We will use this information to aid our supplementary Due diligence research		
<b>Have you observed classes being delivered?</b>		Yes/ No and please state any concerns		
<b>Have you seen samples of written work?</b>		Yes/ No and please state any concerns		
<b>Based on your visit, are you satisfied with the quality of delivery at the partner?</b>		Yes/ No and please state any concerns		
<b>Please provide details about the realistic expected outcomes for the partnership (these will be used for monitoring)</b>				
		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Expected start and duration of Student Exchange (Please state in Semesters)</b>		Please provide the academic year and semester	Please provide the academic year and semester	Please provide the academic year and semester
<b>Number of BU Students</b>		This should be the recommended number provisionally agreed with the partner	This should be the recommended number provisionally agreed with the partner	This should be the recommended number provisionally agreed with the partner
<b>Number of Partner Students</b>		Ideally this should be exactly the same as outgoing BU students	Ideally this should be exactly the same as outgoing BU students	Ideally this should be exactly the same as outgoing BU students
<b>Are there opportunities to develop another partnership model with the proposed partner?</b>		Choose an item from the list. If you think the partner may be interested in developing further arrangements in different areas please let us know. We will make a note of this and follow up with you on the opportunity as part of our annual review.		
<b>Which other BU Faculties may be interested in developing this partnership in the future?</b>		Choose an item from the list. Please let us know if the partner has indicated specific areas for exploration in the future, or if your knowledge of the institution leads you to consider that there may be opportunities in other subject areas in the future. We can then liaise with relevant colleagues to see if there is any interest in pursuing.		
<b>Note that after Stage 1 approval, further due diligence may be required before this proposal is finally approved</b>				

**PART B – To be completed in consultation with your Faculty Executive Team**

<b>SECTION B1. ALIGNMENT WITH DELIVERY PLANS AND BU2018</b>	
Please provide details of how the proposal aligns with the Faculty Delivery Plan	Please refer to your Faculty Delivery plan and state yes or no
Please provide details of how the proposal aligns with BU2018 Vision and Values	Please refer to <a href="#">BU2018 Vision and Values</a> and state yes or no
<b>International partners only:</b>	
Please provide details of how the proposal aligns with the Global Engagement Plan/Faculty Operational Plan	Please refer to the Global Engagement Plan and state yes or no
Please confirm that you have obtained market intelligence from the International Marketing Student Recruitment Team (please attach any additional information to the PDP)	Please confirm and provide documentation if applicable. It would also be useful to have the details of the member of the IMSRT that you have been liaising with in case we need to contact them
Please specify what marketing support will be required:	Please state any marketing support you feel will be required to promote the partnership activities. This should include digital communications, web based promotion, design and printing, etc.

<b>SECTION B2. FUNDING</b>			
Please Indicate the funding available to support this partnership (e.g. Erasmus+, Global Horizons, Specific Faculty Budget, etc.)			
Please list out any sources of funding that are available to support activities, for example any specific faculty budget, Erasmus+ monies, Global Horizons or Fusion funding or any external grants applied for or received.			
Source		Amount	£
Source		Amount	£
Source		Amount	£

<b>SECTION B3 - RISK ASSESSMENT</b>	
<b>Risk Assessment – please complete the relevant parts and total the scores</b>	

This section contains questions to assess the level of risk of a partnership development, and by scoring them, categorises these broadly as low, medium or high risk. At this point it is recognised that the PDP will be at an early stage and therefore the information available may be limited. The template is intended to prompt further consideration of the risks, particularly those aspects which have scored as higher risk, and also to help inform Faculty decision-making to determine if there are reasonable grounds for exploring the potential of the proposal further. The Risk Assessment is not intended to serve as a definitive judgment but may inform the Faculty or institutional decision to proceed with the development. For example, a low risk initiative may be rejected on commercial grounds whilst a high risk initiative may be explored further because of its compatibility with BU strategic aims. It is also possible that further Risk Assessments may be required at a later stage in the development of the PDP.

- Please provide this information based on your knowledge, web based research and where necessary in liaison with the partner. Please however bear in mind that this form is for internal use only.
- Where two scores are relevant to your proposal please indicate the highest score only  
Please complete each relevant section and add the scores together to show the Risk rating

<b>Part A - All partners</b>		<b>Part B – Academic Institutions only</b>	
<b>BU Partner status</b>	<b>Score</b>	<b>Partner Funding</b>	<b>Score</b>
Existing partner for over 4 years	1	Publicly funded institution – well funded	1
Existing partner of 1-3 years	2	Profitable private institution	2
Former partner (expired)	3	Limited public funding	3
New partner or previous issues with BU	4	Private institution with limited funding	4
Select score		Select score	
<b>Proposed partnership</b>	<b>Score</b>	<b>FHEQ Level or equivalent (use highest)</b>	<b>Score</b>
Initial agreement, Research, Staff Exchange, Recognition, Endorsement	1	Level 4 or 5	1
Erasmus+ Student Exchange	2	Level 6	2
Non-Erasmus+ Student Exchange	3	Level 7 or 8	3
Off-campus delivery, Articulation	4	Select score	
Franchise, Validation, Shared delivery/programme, other proposals	5	<b>Total for Part B</b>	
Select score		<b>Part C - International partners only</b>	
<b>Partner quality assurance processes</b>	<b>Score</b>	<b>Partner location</b>	<b>Score</b>
Transparent, well-defined and robust	1	EU/EEA, US, Canada, Australia, New Zealand	1
Processes exist, concerns raised	3	Other developed country	2
No clear quality assurance processes in place or not known	4	Developing country ( <a href="#">Developing Country List</a> )	3
Select score		Select score	
<b>Partner collaboration with UK HEIs</b>	<b>Score</b>	<b>BU experience in partner's country</b>	<b>Score</b>
Significant experience (3 or more partners, most active, long term arrangements)	1		

Some experience (at least 2 partners, one active for more than 2 years)	2	Significant experience (3 or more partners, most active, long term arrangements)	1
Little experience (only recent partners or little activity)	3	Little experience (recent partners or not active)	3
No experience, or not known	4	No experience, or not known	4
Select score		Select score	
<b>Total for Part A</b>		<b>Total for Part C</b>	

<b>Part D – Commercial entities only</b>			
<b>Partner Funding</b>	<b>Score</b>	<b>Experience of partnership model</b>	<b>Score</b>
Stock exchange listed, profitable	1	Significant (3 or more partners, most active long term arrangements)	1
Private company, profitable	2	Some (2 partners, one active for 2 years)	2
Not profitable or marginal profitability	3	Little (only recent partners or little activity)	3
No information available	4	No experience, or not known	4
Select score		Select score	
<b>Total for Part D</b>			

<b>Part E – Government Bodies/Charities Only</b>			
<b>Partner Funding</b>	<b>Score</b>	<b>Experience of partnership model</b>	<b>Score</b>
Publicly funded organisation – well funded	1	Significant (3 or more partners, most active long term arrangements)	1
Private organisation – well funded	2	Some (2 partners, one active for 2 years)	2
Private organisation - limited funding	3	Little (only recent partners or little activity)	3
No information available	4	No experience, or not known	4
Select score		Select score	
<b>Total for Part E</b>			

<b>Total Score: Insert total from relevant parts</b>			
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***This risk assessment is a high-level tool, Further risk assessment may be required later.***

<b>Select Risk rating (see guide below)</b>				<b>Select rating</b>	
UK academic institution	Low Medium High	8 or below 9 to 14 15 or above	International academic institution	Low Medium High	12 or below 13 to 23 24 or above
UK commercial partner/Government Bodies/Charities	Low Medium High	10 or below 11 to 14 15 or above	International commercial partner/Government Bodies/Charities	Low Medium High	15 or below 16 to 22 23 or above

#### **SECTION B4. REFERENCES FOR PARTNERS**

Please list all known HEI partners. References may be taken up before or after the Stage One approval, depending on the risk assessment and due diligence.

<b>Partner</b>	<b>Type of partnership (i.e. Model)</b>	<b>Length of partnership</b>
Please provide details of any partners that the institution has with UK Universities that you are aware of.  If you are not aware of any UK partners but information has been provided about international or non HE partners it is also useful to have this information.	Please tell us about the arrangements where known	Let us know how long they have been partners

#### **SECTION B5. TRAVEL AND SAFETY ISSUES – Complete for international partners only**

Please review current [FCO advice](#) and consider other information, including recent news articles. This review must be updated before any travel (staff or student) takes place. Additional insurance requirements/restrictions may apply

<b>Travel/safety issues (FCO or other)</b>	<b>Provide details</b>
General issues	If you say yes here you don't need to complete the rest. If you say no please complete the relevant sections below. It is useful to have any recent information in particular.
Specific <b>local</b> advice (e.g. crime, safety, weather)	
Specific risk of natural disaster or disease	
Specific risk of civil unrest or security incident in the country	
Serious risk of terrorism including kidnapping in the country	
Advise against all travel/all but essential travel	

SECTION B6. SUPPORTING DOCUMENTATION		
List supporting documentation attached to this proposal		
Please note - PDPs will not be progressed until all required information is provided.		
Partnership Model	Document provided	Provided Y/N <i>If no, please note when you expect to be able to provide this</i>
All Models	Relevant Marketing information obtained	

SECTION B7. FACULTY APPROVAL			
<b>All PDPs should be presented to and considered by the Faculty Executive team. Proposals for new International Partners should be submitted by the Associate Dean Global Engagement</b>			
Please confirm all relevant sections have been completed (Yes/No)(If no, please provide an explanation)		Please check the form and confirm it is complete. Academic Partnerships will return incomplete forms and cannot progress proposals until all information is provided.	
Signature of Lead Academic:	Please sign (electronic signature is fine)	Date:	Please date
Signature of Dean:	Please obtain signature of your Dean(electronic signature is fine)	Date:	Please date
Date approved by Faculty Executive team	Please confirm that the Faculty Executive have had sight of your proposal and approved it.		
Date Submitted to Academic Partnerships: <i>(Please note that in cases where a PDP is incomplete on submission this date will be amended to the date that all relevant information is received)</i>	Please confirm the date you send the PDP to us	Complete PDP Received:	We will record the day we receive it (this may be different to your sent date in some cases) this allows us to track how long the development process is taking.