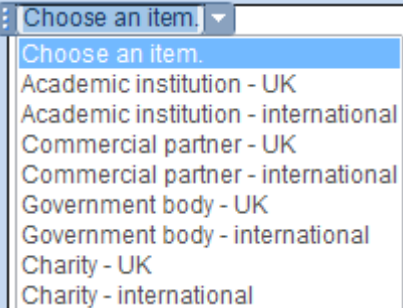


GUIDANCE NOTES FOR: APPENDIX 7 - STUDENT EXCHANGE PARTNERSHIP DEVELOPMENT PROPOSAL (PDP) FOR INTERNAL USE ONLY. This template should be read and completed alongside 7B – Partnership Approvals: Policy and Procedure. Please complete all relevant sections of the Form. If the relevant sections are not completed, the PDP will be returned by Academic Partnerships.

PART A

SECTION A1. DETAILS OF BU LEAD ACADEMIC				
Lead Faculty		Please choose which Faculty you work in from this list (and add the department if you feel it is relevant).		
Lead Faculty 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.		
Details of Mobility/Study Abroad Team 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 partnerships database to check this if you are not already aware		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	<p style="color: green;">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.</p> <p style="color: green;">Please try and keep this summary to 300 words or less.</p>
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SECTION A3. THE PROPOSAL - STUDENT EXCHANGE

Suggested term of Contract (<i>one/three/five years</i>)			
Please confirm the location BU students will be studying at (<i>if there is more than one campus</i>)			
Are any third Parties involved? (<i>i.e. will BU students be studying anywhere other than the partner institution?</i>)			
Outgoing BU Student Exchange			
BU Sending Programme(s), Including Level			
Partner Receiving Programme(s) Including Level			
Partner Receiving Programme Units (Please note if core or optional)			
Incoming Student Exchange			
Partner Sending Programme(s) Including Level			
BU Receiving Programme(s) Including Level			
BU Receiving Programme Units (Please note if core or optional)			
PLEASE ENSURE THAT THE CURRICULUM MAPPING DOCUMENT IS ATTACHED TO THE PDP PDPs FOR STUDENT EXCHANGE THAT DO NOT INCLUDE CURRICULUM MAPPING WILL NOT BE PROCESSED.			
Please provide information based on observation during any visit(s) to the Partner <i>A visit to the partner is essential prior to any Exchange Contract being drafted and you will be asked to provide information gathered during your visit to form part of the Supplementary Due Diligence report.</i>			
Did you note any health & safety issues/concerns during the visit? <i>(if yes, provide details)</i>			
Does the partner provide adequate student support services, including accommodation? <i>(please comment)</i>			
Have you observed classes being delivered? <i>(please comment)</i>			
Have you seen samples of written work? <i>(please comment)</i>			
Based on your visit, are you satisfied with the quality of delivery at the partner? <i>(please comment)</i>			
Please provide details about the realistic expected outcomes for the partnership (these will be used for monitoring) <i>All Student Exchange Arrangements are expected to be based on reciprocal numbers. Rationale will be required if the proposal is for unequal numbers</i>			
	Year 1	Year 2	Year 3
Expected start and duration of Student Exchange (Please state in Semesters)			
Maximum Number of BU Students			
Maximum Number of Partner Students			
Please confirm the anticipated administrative resource required for this arrangement (<i>e.g. Global Engagement Mobility Team, Faculty Administration team, etc.</i>)			

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.
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.
Note that after stage 1 approval, further due diligence will be required before this proposal is finally approved	

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

SECTION B1. ALIGNMENT WITH DELIVERY PLANS AND BU2018	
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 BU2018 Vision and Values and state yes or no
International partners only:	
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.

SECTION B2. FUNDING			
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	£

SECTION B3 - RISK ASSESSMENT			
Risk Assessment – please complete the relevant parts and total the scores			
<p>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.</p> <ul style="list-style-type: none"> 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 			
Part A - All partners		Part B – Academic Institutions only	
BU Partner status	Score	Partner Funding	Score
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	
Proposed partnership	Score	FHEQ Level or equivalent (use highest)	Score
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	Total for Part B	
Select score		Part C - International partners only	
Partner quality assurance processes	Score	Partner location	Score
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 (Developing Country List)	3
Select score		Select score	
Partner collaboration with UK HEIs	Score	BU experience in partner's country	Score
Significant experience (3 or more partners, most active, long term arrangements)	1	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	Little experience (recent partners or not active)	3
Little experience (only recent partners or little activity)	3	No experience, or not known	4
No experience, or not known	4	Select score	
Select score		Select score	
Total for Part A		Total for Part C	
Part D – Commercial entities only			
Partner Funding	Score	Experience of partnership model	Score
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	
Total for Part D			
Part E – Government Bodies/Charities Only			
Partner Funding	Score	Experience of partnership model	Score
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	
Total for Part E			
Total Score: Insert total from relevant parts			
This risk assessment is a high-level tool, Further risk assessment may be required later.			
Select Risk rating (see guide below)			
		Select rating	
UK academic institution	Low Medium High	8 or below 9 to 14 15 or above	International academic institution
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	
		12 or below 13 to 23 24 or above	
		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.		
Partner	Type of partnership (i.e. Model)	Length of partnership
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
	Choose from the list	

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	
Travel/safety issues (FCO or other)	Provide details
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 local 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	
Student Exchange Erasmus+ Student Exchange	Evidence that curriculum mapping has been completed and considered	

SECTION B7. FACULTY APPROVAL			
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			
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.