**Applicants should note the following:**

|  |
| --- |
| Prospective new exchange arrangements must be clearly compatible with institutional and College strategic objectives |
| Given the administrative time involved in setting up and maintaining links, new agreements are not established in response to requests from individual students. |
| As many unsolicited partnership requests are received from institutions abroad, only propose partnerships that meet the criteria set out in the Mobility Partnership Process. |
| There will be regular monitoring/review of all exchanges and termination of those links that fail to deliver on outbound student mobility. |
| The signing of a staff exchange agreement does not guarantee availabilty of funding for same. |

**To allow for the assessment of your proposal, please complete the relevant sections as outlined:**

|  |  |
| --- | --- |
| New Student Exchange Agreements | All sections excluding New Staff Exchanges |
| New Student and Staff Exchange Agreements | All sections |
| New Staff Exchange | All sections **excluding** Academic aspects of proposed agreement, Practical matters and student support, Strategic value of proposed agreement, Management of proposed agreement. |

## Proposer details

|  |  |
| --- | --- |
| Name |  |
| School / Discipline |  |
| Contact Number |  |
| Email Address |  |
| Has a Preparatory Visit taken place? If so, please provide details below. | |
|  | |

## Details of proposed partner institution

|  |  |
| --- | --- |
| Name of Institution |  |
| Erasmus Code (if applicable) |  |
| Country |  |
| Global Ranking (and system used) | |
|  | |
| National Ranking (and system used) | |
|  | |
| Profile of proposed partner institution | |
|  | |
| **Institutional Coordinator Details:**  Name  Phone Number  Email Address | |
| **Academic Contact Person’s Details:**  Name  Phone Number  Email Address | |

## Type of activity proposed and brief background details

Student Exchange

Please provide details of proposed student mobility activity

|  |  |  |  |
| --- | --- | --- | --- |
|  | UNDERGRAD. | MASTERS | DOCTORAL |
| Number of Incoming Students |  |  |  |
| Months per student |  |  |  |
| Number of Outgoing Students |  |  |  |
| Months per student |  |  |  |

Staff Exchange

Please provide details of proposed staff mobility activity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Number of staff | Name of staff member(s) if known | No. of weeks | No. of hours (min. 8/week) |
| Incoming staff |  |  |  |  |
| Outgoing staff |  |  |  |  |

Reasons for proposing this new exchange link and anticipated outcomes:

|  |  |
| --- | --- |
| *(Summarise in 100 words approx.)* | |
| Proposed first year of activity: |  |

**Academic aspects of proposed agreement**

Consideration must be given to how the proposed student mobility would work in practice. Please provide specific answers to the following questions:

|  |  |
| --- | --- |
| Is there a clear need or demand for the ***outbound*** study abroad places that would result from this agreement? |  |
| Beyond student exchange, are there any other reasons for establishing an exchange agreement with this institution? |  |
| How many students are sent abroad and received by your discipline/school each year? |  |
| Are the academic calendars of the two institutions compatible?  *Timing of academic calendars, semesters, exams, assessments etc must all be considered.* |  |
| Have suitable modules been identified at the host university in an appropriate subject area and at the appropriate level? |  |
| How well do the respective programmes of study match or complement each other?  Is there compatibility of curricula? |  |
| How many ECTS credits will the University of Galway students be asked to achieve at the host university and how will these credits be incorporated into their programme at University of Galway? |  |
| What are the staff-student ratios at the prospective partner institution? |  |
| What is the added value of a study period at the proposed new partner university? |  |
| Will this agreement compete with any existing exchange agreements at University of Galway? |  |

**Practical matters and student support**

Consideration should be given to the nature of the student experience at the host university. Please provide **specific** answers to the following questions, and if a preparatory visit has taken place, please ensure that your report on it reflects adequate investigation of these factors.

|  |  |
| --- | --- |
| Will there be any difficulties in relation to the language of instruction if the host university is in a country where English is not the first language? |  |
| In the case of non-language students, or those who have not studied the relevant language to a sufficiently high level, are there enough suitable courses in English to allow our students to satisfy their credit requirements? |  |
| Will non-language students receive adequate linguistic preparation if they will be studying in a country where English is used widely at the university but less widely in everyday life? |  |
| Does the host university offer an induction programme? |  |
| How will the students be supported/mentored while taking part in the exchange? |  |
| What resources are available at the proposed partner institution in terms of academic support, administrative back-up, library facilities, accommodation services, etc? |  |
| How attractive is the destination likely to be for students? |  |
| How easily reached is the destination institution in terms of travel and cost? |  |
| Is accommodation of a decent standard, easy to find and affordable? |  |

**Strategic value of proposed agreement**

**Agreement proposals with ENLIGHT partners can skip this section.**

An explanation is sought as to the perceived value of the proposed agreement to University of Galway. Please provide **specific** answers to the following questions:

|  |  |
| --- | --- |
| How does the proposed new partnership fit into the relevant School/College’s overall strategy? |  |
| Is there an existing collaboration/cooperation among staff members at the respective institutions? |  |
| What are the strengths and the standing of the proposed partner institution with respect to this specific proposal? |  |
| Does it have links with any other Irish HEIs? |  |
| Does it have links with any other departments here at University of Galway? If links already exist, have the exchange been discussed with the responsible counterparts? |  |
| Will the exchange promote more diverse approaches to teaching, learning and research? |  |

## Management of proposed agreement

Consideration must be given to the practical aspects of committing to an exchange with a partner institution. Please provide **specific** answers to the following questions:

|  |  |
| --- | --- |
| What will be the cost to the University of Galway in terms of supports and resources for incoming exchange students? |  |
| Has the applicant taken account of these costs/resources, or made provision for them? |  |
| Are there any partner funding opportunities that students can avail of whilst on the exchange? |  |
| If reciprocity were not achieved each year, would there be space and resources available to accommodate additional exchange students on courses at the University of Galway? |  |
| How will the extra administrative work be managed by the relevant Discipline, School and/or College? |  |
| How will the relationship with the prospective partner be managed? |  |

**New Staff Exchanges**

Staff **AND** Student Exchange:

**If you wish to include staff exchange in your student exchange proposal, please outline how the staff exchange would function in practical terms.** Describe the benefits the exchange would bring. For teaching staff - mention scheduling, timetabling, lecture content, classes/levels. For Professional staff - mention sharing of good practice, what learning opportunities are planned, any partnership building opportunities.

|  |
| --- |
|  |

If you are applying to establish a  **STAFF EXCHANGE ONLY**, please respond to the following questions:

Type of exchange: ☐Teaching Staff Exchange ☐ Professional Staff Exchange

|  |  |
| --- | --- |
| What is the basis for this proposed new partnership? |  |
| How does the proposed new partnership fit into the relevant School/College/Office’s overall strategy? |  |
| What are the strengths and the standing of the proposed partner institution with respect to this specific proposal? |  |
| Describe the benefits the exchange would bring. Detail how the exchange would function in practical terms. For teaching staff - mention scheduling, timetabling, lecture content, classes/levels. For Professional staff - mention sharing of good practice, what learning opportunities are planned, any partnership building opportunities. |  |

**Approval**

I confirm that I am aware of this application and that I approve the proposed new partnership as being compatible with my School’s/College’s international strategy.

**Head of School** *(print name)*:

**Signature:**

**Date:**

**Vice Dean International** *(print name)*:

**Signature:**

**Date:**

**Executive Dean of College** *(print name)*:

**Signature:**

**Date:**