

UOL FULL APPROVAL PROCESS FOR XJTLU'S STUDENT EXCHANGE AGREEMENTS

The process below should be followed by XJTLU for student exchange agreements with other Higher Education Institutions (HEIs), where students will receive credit for a UoL award:

1) Preliminary approval

XJTLU may wish to have a preliminary approval process of its own but it cannot approve exchanges which contribute to a UoL award. XJTLU should conduct informal discussions with the UoL Global Opportunities Team to discuss institutions that XJTLU intends to propose to UoL as exchange partners. If a partner is not considered viable by the UoL Global Opportunities Team, XJTLU can be advised of this at this stage of the process.

2) Full approval application

If XJTLU wishes to propose a potential exchange partner to UoL, it should complete a full approval form ([Appendix 1](#)) and submit this, together with any internal form used in its preliminary approval process, to [AQSD](#) at UoL. Detailed information relating to the modules and/or programmes that XJTLU students would study at the partner institution, e.g. module/programme specifications or equivalent, curriculum, etc. should append the full approval form. Evidence demonstrating the academic 'fit' between the partner and XJTLU should also be provided, such as curriculum mapping, and mapping of key programme learning outcomes ([Appendix 2](#)).

3) Category 1 or 2 institution

UoL will scrutinise the full approval form on a fast track basis and will categorise potential partners as Category 1 or Category 2 institutions. It is a UoL requirement that all potential partners should teach through the medium of English (except where language teaching takes place). It would not be acceptable for a student to be studying at a partner institution where modules are delivered in the (non-English) language of the partner. Category 1 partners are reputable and high-ranking universities, where a visit to the partner is not normally considered necessary. Category 2 partners are less high-ranking institutions where a visit to assess the quality of the partner will take place.

Appendix 3 contains the established criteria used by UoL to determine Category 1 institutions and whether or not a site visit is required.

The approval form will be scrutinised by the relevant AQSD Officer and the Head of Global Opportunities to decide whether the proposed partner is a Category 1 or Category 2 institution. One or more subject specialists from the relevant UoL academic departments may also be consulted on the categorisation of the institution.

4) UoL academic scrutiny

a) Category 1

Where the proposed partner is a Category 1 institution, XJTLU's full approval application will be sent to the **Link Tutor** of the relevant academic department at UoL. The **Board of Studies** within the department(s) should consider whether the programme is appropriate for the degree programme being studied at the partner institution and submit its feedback to AQSD using a report template ([Appendix 2](#)) within **4 weeks**. The report should be signed by the **Level 1 Head** of Department/School or his/her nominee. Students could study abroad for a year or a semester and could take

a selection of modules from a programme. The content of XJTLU's programme should be mapped to that of the proposed exchange partner, ensuring that the following criteria are fulfilled:

- i. The modules taken on exchange should contribute to the overall programme learning outcomes;
- ii. All professional accreditation requirements should be met;
- iii. Students should be sufficiently prepared for the final year of their degree programme (i.e. any pre-requisites for final year modules at XJTLU should be met);
- iv. Students should have the appropriate background knowledge to be able to study the modules to be taken during the Study Abroad period.

Although it is likely that modules taken on study abroad will only contribute to a subset of the programme learning outcomes, the Department must ensure that all exchange students will fulfil all the stated learning objectives by the end of their programme via their module choices at XJTLU and elsewhere.

b) Category 2

Where the proposed partner is a Category 2 institution, Step 4a should be followed as usual, and if the academic mapping is considered appropriate, UoL will undertake a **visit** to the partner institution. During the academic scrutiny stage, the UoL academic department should highlight any issues which it feels should be explored during the site visit in its feedback report. The site visit will involve **at least one academic or professional services member**. Costs of the visit will be met by XJTLU. If, when submitting an exchange proposal form to UoL, XJTLU believes that a partner is likely to be a Category 2 institution, XJTLU should coordinate its site visit with that of UoL.

If at the time of consideration of a partnership, no specific departments for the exchange have been identified, the partnership may be approved using this process but, as departments/programmes are identified which wish to participate in the exchange, programme and module information relating to their provision should be approved as above.

5) CPC scrutiny

The full approval application feedback from the academic department and the site visit report (where applicable) will be submitted to CPC for consideration. A recommendation as to whether the institution can be approved by UoL should be provided in the site visit report.

6) CPC outcomes

The decision on the suitability of a proposed exchange partner taken by CPC may be one of two decisions:

a) Approved

If the modules and institution are considered appropriate and CPC is satisfied that all necessary requirements have been met, UoL will approve the exchange. AQSD will notify the Global Opportunities Team, Strategic Planning, Student Administration & Support (SAS), the subject Link Tutor, and XJTLU of the outcome. XJTLU students studying at a UoL-approved exchange partner institution will be entitled to a UoL award and an XJTLU award.

b) Not approved

If a proposed exchange partner is not approved by CPC, AQSD will notify the Global Opportunities Team, the Link Tutor and XJTLU of the outcome. Students will only be entitled to an XJTLU award and should be informed.

The process for Category 1 institutions should not normally take more than **6 weeks**, whilst the process for Category 2 institutions should normally not take longer than **12 weeks**.

Renewals process for XJTLU study abroad exchange partnerships.

Exchange partnerships are agreed for a limited duration, usually between three and five years. The process is for XJTLU to complete their renewal process of a partner and provide the student exchange partnership renewal form, with the latest version of the curriculum mapping, to UoL's Academic Quality Support Officer (XJTLU) and Head of Global Opportunities.

The form will be reviewed by the AQSO and the Head of Global Opportunities to ensure the partnership is meeting required standards. In parallel the curriculum mapping will be sent to the relevant UoL subject area to confirm the mapping is appropriate for the degree programme.

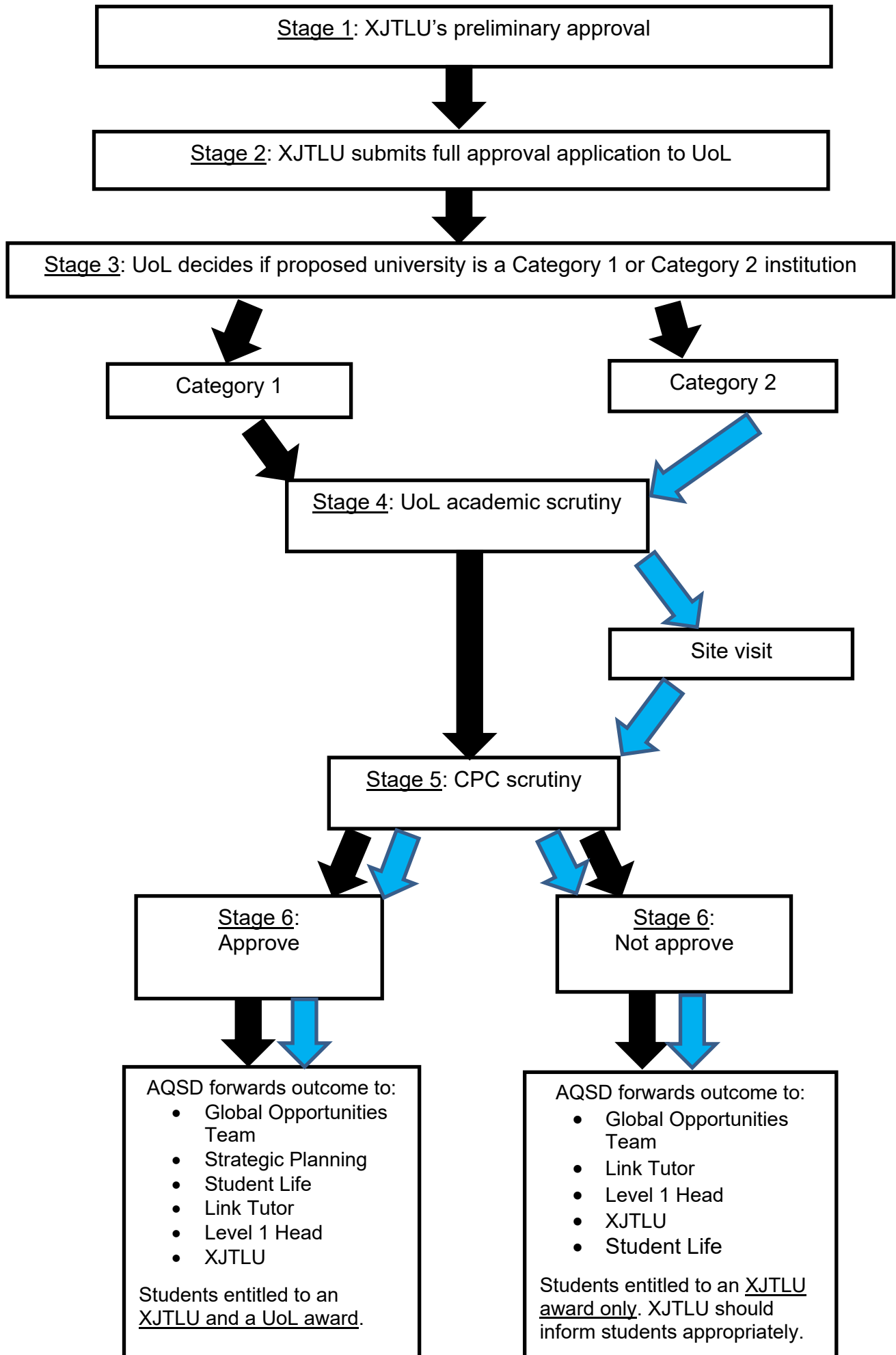
Where mappings have changed it will require the subject area to map it across again, and confirm if the mapping is appropriate.

If the form and curriculum mapping are both deemed appropriate, the renewal can be approved by the Head of Global Opportunities. The Head of Global Opportunities has delegated authority for approval. Relevant stakeholders would then be informed.

If there are issues with either the curriculum mapping or with the form or partnership then the renewal proposal would be submitted for CPC scrutiny. Relevant stakeholders (XJTLU, UoL Link tutor, Level 1 head, Student Life, Global Opportunities) would then be informed of the decision.

(A renewals process map is available in page 5 below).

Overview of the UoL Process for Approving XJTLU's Student Exchange Partners



XJTLU Student Exchange Partnership Renewal Process Map

