

## Procedure for making an exchange agreement

You have identified a new exchange partner, or you wish to extend an existing exchange agreement<sup>1</sup>:

- A. Gauge interest from our students. It is not going to work as an exchange if none of our students want to go there<sup>3</sup>
- B. **Discuss the agreement with your Head of School: you must obtain the permission of your Head of School to enter into or extend an exchange agreement.** In particular, consider how the agreement will affect your student numbers and how it fits in with your School's internationalisation agenda. See if their curriculum is a good match for ours; if their courses are not appropriate there's no point pursuing it any further.
- C. Decide on the terms of your exchange<sup>2</sup> – i.e. number of students/staff, length of mobility, duration of the agreement.
- D. Complete and email the data form (below) to [Plymouth Global](#) for action.
- E. Plymouth Global will make the necessary amendments, and get the agreement signed off.

### Notes:

1. If A, B and C are in place, you can propose an exchange agreement. Contact Plymouth Global for more information.
2. Incoming exchange students do not pay tuition fees, so you need to be confident that our students/staff will want to go to the host, thereby maintaining a numbers balance and keeping the exchange cost neutral. However, an exchange can be a marketing tool as incoming students sometimes transfer to us to finish their programme or come back for a masters degree. It is also a marketing tool when recruiting degree-seeking students, especially if we have links with prestigious institutions.
3. Once an agreement is in place, it is the academic team's responsibility to promote the link and to advise students, incoming and outgoing, on academic matters including suitable hosts, programmes of study and module choices. Plymouth Global working with your Programme Admin team will look after procedural admin and advice including nominations, applications, admissions, risk assessments, grants and deadlines.
4. Until 31<sup>st</sup> May 2023, both staff and students can use our Erasmus+ grant to support exchanges with our existing EU partners. Staff get travel and subsistence and students get a monthly grant. The Turing Scheme provide grants for student mobilities worldwide, including Europe, from 2021/22 onwards. It does not provide grants for staff mobilities.

## Proposed exchange agreement data form

### Partner information

Name of the institution (and department, where relevant)	Contact details	Website (eg. of the course catalogue)
<p>University of Plymouth Drake Circus, Plymouth PL4 8AA, UK</p>	<p><b>Institutional Coordinator:</b> Claire Deacon +441752587518 <a href="mailto:Plymouthglobal@plymouth.ac.uk">Plymouthglobal@plymouth.ac.uk</a></p> <p><b>Department contact:</b> Name: ..... Phone: ..... Email: .....</p>	<p><a href="#">University of Plymouth</a> <a href="#">Exchange opportunities for international students</a></p>
	<p><b>Institutional Coordinator:</b> Name: ..... Phone: ..... Email: .....</p> <p><b>Department contact:</b> Name: ..... Phone: ..... Email: .....</p>	

### Mobility numbers per academic year

Exchange subject area		Student study			Staff Teaching	
<a href="#">ISCED code</a>	ISCED Description	Study cycle [UG, PG, PhD]	Number	Duration (semesters)	Number	Duration (days)