# INTERNATIONAL STUDENT EXCHANGE AGREEMENT REQUEST FORM (N1)

**Deadline: no later than 30th September for implementation the following academic year**

**Guidelines for completion**

This form is:

* + for new international exchange partner request or
	+ for the renewal of current agreements or
	+ for adding additional subject area/mobility type to an existing partnership

Agreement requests for student exchanges should be reciprocal in terms of student mobility.

The information requested **must** be completed and accepted by the Study Abroad International Learning (SAIL) Office prior to an exchange agreement being signed off. The SAIL Office is on-hand to provide support in sourcing institutional coordinator details, The authorised signatory for exchange agreements is the Executive Director, Student Services. Exchange agreements will **only** be signed by the Executive Director if they receive signatory request from the SAIL Office.

In addition to the proposer of this form, the signature of the Exchange Coordinator (or Head of School/Dean, depending on Faculty policy) is required before its submission to the SAIL Office.

Proposals can be submitted at any time of the year and will be considered by the SAIL Office and proposers will be informed of the outcome in a maximum of eight weeks.

Deadline is strict to allow sufficient time for:

* Exchange agreement signing and potential further negotiation with the partner university.
* Promotion of places to students and
* Students and staff to organise and prepare themselves for mobility activities.

Requests received after the deadline will not be considered until the following academic year. The Kingston University policy for establishing, maintaining, and cancelling exchange agreements can be found on Staff Space.

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| **Proposer: Name of Kingston staff who is proposing the new agreement**  |  |
| Title: |  |
| Name: |  |
| Faculty: |  |
| **Proposed Partner Institution** |  |
| Name of Proposed Institution: |  |
| Website |  |
| **Faculty contact at proposed partner institution** |  |
| Title:  |  |
| Name:  |  |
| Faculty/School:  |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| **Institutional Coordinator at proposed partner institution** |  |
| Title: |  |
| Name: |  |
| Faculty: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| **Practical Information** | You will need to liaise with your contact at the proposed institution as well as your Faculty’s Exchange Coordinator to gather information for this section.  |
| What triggered you to consider this university as a partner for Kingston University [Reputation, vision/strategy, quality assurance, renewal]? |  |
| Accommodation arrangements at proposed institution [provide a link if possible]: |  |
| Accommodation contacts at proposed institution [include link if possible]: |  |
| Details on induction, welcome and social support for outgoing students [include a link if possible]: |  |
| Has there been a site visit? If so, by whom and when? |  |
| Language of instruction? Are courses in English available? |  |
| Expected starting academic year for agreement (e.g., 2024-25): |  |
| **Outgoing Kingston students**  |  |
| Suitable for KU students in which degree/subject areas: |  |
| Suitable for which level of Kingston students (circle as needed): | UG/ PG / PhD  |
| What modules can Kingston students take at proposed institution? Include: (1) link to module listings and (2) any exclusions for incoming exchange students (e.g., can take Year Two modules only). |  |
| When can our students go to this institution? | During Year 2 of a 3-year degree – Yes / No During Year 3 of a 4-year degree – Yes / No  |
| What period of exchange is open to KU students going to this institution? (Circle all that apply and please confirm with proposed institution.] | Full year / TB 1 / TB 2 |
| **Incoming Exchange students** |  |
| Modules their students can take while at Kingston (module names and levels): |  |
| For how long can visiting students come to KU (please circle all that apply): | Full year / TB 1 / TB 2 |
| **Student exchange numbers**  |  |
| Proposed number of students to exchange (e.g., 1 full year student or 2 semester students: 2 full year students or 4 semester spaces): |  |
| **Suitability** |  |
| Evidence of demand from KU students/staff: |  |
| Any Additional information: |  |
| Confirmation that due diligence on the suitability has taken place: |  |

**Signatures**

**Name of KU staff proposing new agreement:** ..............................................

Signature: ..........................................................................................................

Date: ..........................................................................................................

**Name of KU Faculty Exchange Coordinator\*:** ...........................................................

Signature: ......................................................................................................................

Date: ......................................................................................................................

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| **ECE: Tracey Coates** |
| **FBSS: Steve Bastow** |
| **HSSCE Education: Helen Sutherland** |
| **HSSCE Social Work: Farrukh Akhtar** |
| **KSA: David Lawrence** |

**To be completed by the SAIL Office**

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| **Attractiveness check** |  |
| Evidence of student demand from central records:  |  |
| Rankings: |  |
| **Approval/Notification** |  |
| Approved: | Yes/No |
| Date of approval: |  |
| Approved by: |  |
| Comments: |  |
| Faculty/School notified of outcome: |  |
| Date notified: |  |
| Notified by: |  |