

Quality Process Sheet 18: Student Exchanges

Principles:

A proposal for a student exchange must be made with an approved partner of the university. The Academic Partnership Team hold information about all approved partners and will be able to advise the status of any particular partner.

Each programme specification must hold the information relating to any student exchanges offered, as this is the definitive record of what is offered to students through any particular programme.

Process:

New student exchange partner – existing UWE programme (with no current student exchange);

- The proposer will need to obtain an APT11 form (Credit Recognition and Student Exchange Proposal and Mapping Form) from the Academic Partnerships team.
- Once the APT11 is completed it will need to be signed off by the Faculty Executive, IDO and Deputy Vice Chancellor
- A Rationale and Impact Assessment (RIA) is required to record the proposed change to the programme, which is also signed off by the Faculty Executive
- A revised copy of the programme specification must be prepared and sent through the normal process to a CAP (Curriculum Approval Panel) for approval.

New student exchange partner – existing UWE programme (with a current recorded student exchange);

- The proposer will need to obtain an APT11 form (Credit Recognition and Student Exchange Proposal and Mapping Form) from the Academic Partnerships team.
- Once the APT11 is completed it will need to be signed off by the Faculty Executive, IDO and Deputy Vice Chancellor
- The programme specification will already have an exchange option recorded and so will not require re-approval.

Existing student exchange partner – existing UWE programme (with no current student exchange);

- A Rationale and Impact Assessment (RIA) is required to record the addition of a student exchange to the programme, which is signed off by the Faculty Executive
- A revised copy of the programme specification must be prepared and sent through the normal process to a CAP (Curriculum Approval Panel) for approval.

Account Manager (if RIA required):

- Create Work Log in CAR (Curriculum Approval and Review SharePoint site)
- Create a Rationale and Impact Assessment (RIA) using 'RIA in development' as status
- Select 'high impact change'
- Send link to RIA to academic lead for completion
- When advised that the RIA is complete, change the status on CAR to 'Design'

- Meet with academic lead and set out timescales for amendment of the documentation and to ensure (if appropriate) that an APT11 is being produced
- The documentation; revised programme specification; copy of the completed and signed APT11 should be presented to ASQC and CAP as high impact for approval.