

# Guidance for completing the reciprocal student mobility application form

These notes are intended to assist colleagues in the completion of the application to open new reciprocal student exchange agreements and are based on the type of information that will be sought when applications are assessed.

All sections of the form need to be completed – applications will be rejected if not. If the request for information is not applicable for the cohort of students being considered e.g. module info for PhD students, please state ‘not applicable’. Please ask your counterparts at the proposed partner to provide you with any relevant information.

If there are queries arising, please contact either [studyabroad@reading.ac.uk](mailto:studyabroad@reading.ac.uk) or [m.a.dowse@reading.ac.uk](mailto:m.a.dowse@reading.ac.uk).

<b>1. Partner details:</b>	
<b>a. Legal Name of proposed partner institution</b>	
<b>b. Address of proposed partner institution:</b>	
<b>c. Academic Contact person at proposed partner institution: include name-address-phone-e-mail etc</b>	<ul style="list-style-type: none"> <li>▪ Find out from partner</li> </ul>
<b>d. Institutional coordinator at proposed partner institution: include name-address-phone- e-mail etc</b>	<ul style="list-style-type: none"> <li>▪ Find out from partner</li> </ul>
<b>2. Nature of agreement:</b>	
<b>a. Is this an Erasmus+ exchange?</b>	Yes / No
<b>b. What is the anticipated period of the proposed agreement? For example, 3 years</b>	<ul style="list-style-type: none"> <li>▪ Usually 3 years in first instance</li> </ul>

<p><b>c. What academic level and disciplines of study does the proposed agreement cover?</b> If the agreement covers more than one academic discipline at Reading, all parties must provide written confirmation of their consent?</p>	<ul style="list-style-type: none"> <li>▪ Is it for UG/ PGT / PGR</li> <li>▪ Which departments @ Reading are to be involved?</li> <li>▪ If more than one, make sure that written confirmation from the relevant Study Abroad Coordinators and Heads of Department are provided endorsing the proposal.</li> </ul>
<p><b>d. Is the student mobility compulsory or voluntary?</b></p>	
<p><b>e. How many mobile students is it anticipated will participate (each way) and for what duration (months/terms)?</b></p>	<p>Usual to indicate:</p> <ul style="list-style-type: none"> <li>▪ the anticipated period that a UR student would be abroad i.e semester (5 months) or Full Year (10 months),</li> <li>▪ the number of students anticipated being abroad</li> </ul> <p>i.e. 3 students x 5 months (15 months total)</p>
<p><b>3. Rationale for Agreement:</b></p>	
<p><b>a. What are the academic or strategic reasons for entering into this agreement?</b></p>	<p>Explanation as to why the dept / school wants / needs a new student exchange link.</p>
<p><b>b. Why has the school / department selected this particular institution?</b></p>	<p>Please refer to academic focus, student experience, ranking, particular strengths of this institution etc as opposed to other institutions in the same country or region, or existing partners</p>
<p><b>4. Quality of Partner institution: (only complete where there is no MoU in place e.g. for Erasmus agreements)</b></p>	
<p><b>5. Risk assessment: (only complete where there is no MoU in place e.g. for Erasmus agreements)</b></p>	

	<p>All parts of sections 4 &amp; 5 are to be completed in conjunction with the relevant Regional Team in Reading International Office.</p> <p>RIO Regional Managers are:</p> <ul style="list-style-type: none"> <li>▪ Americas: Heather McKeever</li> <li>▪ Central and South Asia: Mahesh Yanambakkam</li> <li>▪ East Asia: Craig Lennox</li> <li>▪ Europe: Katja Durkin</li> <li>▪ Middle East and Africa: Beth Reed</li> <li>▪ South East Asia: Charlene Allen</li> </ul> <p>See <a href="http://www.reading.ac.uk/studyabroad/staff/vso-internalstaff.aspx">http://www.reading.ac.uk/studyabroad/staff/vso-internalstaff.aspx</a> for contact details.</p>
<p><b>6. Degree programme specifications:</b></p>	
<p><b>a. List all degree programmes where students will be able to participate in this partnership. Or Is the partnership envisaged for a new degree programme?</b></p>	<p>INFORMATION RECORDED IN SECTIONS 6-9 SHOULD BE USED BY DEPTS / SCHOOLS TO PROVIDE TO STUDENTS WANTING TO STUDY ABROAD.</p> <ul style="list-style-type: none"> <li>▪ Please include single and joint honours degree, where applicable.</li> <li>▪ If including joint degrees where your dept / school is not the primary dept / school, please make sure you consult with primary dept / school and get their consent.</li> </ul>
<p><b>b. Describe how these programme specifications allow for a study abroad period? E.g. when and for how long for, are there issues with compulsory modules that will be missed?</b></p>	<ul style="list-style-type: none"> <li>▪ List when students will go abroad.</li> <li>▪ Please confirm that the timing of the mobility is possible for joint degree programmes.</li> <li>▪ If agreement covers multiple disciplines note when each discipline is envisaged going abroad.</li> </ul>
<p><b>7. Study programmes and learning outcomes:</b></p>	

<p><b>a. Does the structure of the academic year of the partner institution match that at the University of Reading, therefore enabling mobility? If not, please provide details of how students will be able to fulfil commitments both at their host and home universities.</b></p>	<p>PLEASE CONSIDER:</p> <ul style="list-style-type: none"> <li>▪ Does the partner have semesters or terms? When do they start / finish?</li> <li>▪ When will UR students go abroad?</li> <li>▪ Will UR be asking the partner to allow students to leave before end of semester / term? If so, need confirmation of consent in writing, accompanying the application</li> </ul>
<p><b>b. What is the language of tuition at the partner institution?</b></p>	
<p><b>c. If students are not to be taught in English, what (if any) level of linguistic competency is required for admission and what measures are in place to ensure that students will achieve the required linguistic standard in order to successfully participate? Who will assess this standard? Please provide details.</b></p>	<ul style="list-style-type: none"> <li>▪ Full details are required if the students are taught in any language other than English.</li> <li>▪ Minimum requirement of most EU institutions is B2 on Common European Framework of Reference for Languages (CEFR)</li> </ul>
<p><b>8. Student assessment: <sup>1</sup></b></p>	
<p><b>a. How will Reading students be assessed at the partner institution?</b></p>	<ul style="list-style-type: none"> <li>▪ Find out from partner</li> </ul>
<p><b>b. Is the credit system used at the proposed partner institution fully known and understood? Please explain how it maps onto on the UK credit system</b></p>	<p>PLEASE CONSIDER:</p> <ul style="list-style-type: none"> <li>▪ Find out what credit system partner uses</li> <li>▪ If ECTS then system it is understood</li> <li>▪ IF not ECTS, partner needs to provide explanation of what system is and how it equates to ECTS</li> </ul> <p style="text-align: center;">NB - 1 ECTS = 2 UR credits</p>

<sup>1</sup> In accordance with the University's Code of Practice on Placement Learning assessments provided by a host institution must be accepted as reliable by the home university.

<p><b>c. Are there clear arrangements within the school / department for the conversion of grades and credits?</b></p>	<p>PLEASE CONSIDER:</p> <ul style="list-style-type: none"> <li>▪ Confirm approximate number of appropriate modules available at partner at the necessary level of difficulty for participants to achieve their learning outcomes. Provide URLs</li> <li>▪ Has the dept / school set up Study Abroad modules into which credit / grades gained at partner will transfer into?</li> <li>▪ How many UK credits do you expect students to achieve whilst abroad? Is this the same for all degree programmes?</li> <li>▪ Are there any issues with joint degrees?</li> <li>▪ Do you have grade conversion information (NB - Grade conversion table should be part of any future Erasmus+ agreement hence partner should have this info)</li> </ul>
<p><b>d. What are the implications of credit transfer and the affect on the weighting of the degree classification. (please articulate this clearly here as this information should also be provided to students in advance of their period abroad)</b></p>	<ul style="list-style-type: none"> <li>▪ Confirm if the credit will transfer back to the degree and therefore affect possible outcome, or</li> <li>▪ Is the mobility Pass / Fail.</li> </ul>
<p><b>e. Will the students miss any examinations or assessment at the University of Reading? What alternative assessment procedures are in place?</b></p>	<ul style="list-style-type: none"> <li>▪ If abroad for autumn term only, students will not miss UR exams</li> <li>▪ If abroad for spring / summer terms, students will miss exams hence dept / school needs to set alternative assessment as approved by DDTL / SDTL. Please explicitly confirm what this assessment will be e.g. additional essay comparable to what is set for incoming Study Abroad students?</li> <li>▪ If abroad for a full year will not miss UR exams.</li> </ul> <p>NB – unless partner has trimester system, students who study abroad for spring / summer cannot return for the UR exams in summer term this info)</p>

<p><b>f. What procedures are in place should a student fail any modules whilst abroad and gain insufficient credits to progress?</b></p>	<ul style="list-style-type: none"> <li>▪ If abroad for autumn term only, can student study additional modules at Reading or will UR set coursework assessment to replace module? If so, what/...</li> <li>▪ If abroad for spring / summer terms, will UR set coursework assessment to replace module? If so, what/...</li> <li>▪ If abroad for a full year then will this affect their ability to progress into next academic year? Will students need to do ECF, or change degree? etc</li> </ul>
<p><b>9. Student Support and Information:</b></p>	
<p><b><u>Outgoing students:</u></b> <b>Facilities at partner institution:</b></p>	
<p><b>a. What assessment has been made regarding the academic facilities at the proposed partner institution? You should include factors such as library and computing provision, academic and teaching facilities, as well as student support and accommodation. Please give details, including relevant web-links where appropriate.</b></p>	<ul style="list-style-type: none"> <li>▪ Either ask partner institution to provide info and / or gain info from website.</li> <li>▪ Recommended to provide URLs to info, as dept / school should provide this info to students</li> </ul>
<p><b>b. What are the arrangements regarding responsibility for pastoral and tutorial support whilst abroad? Please give details.</b></p>	<ul style="list-style-type: none"> <li>▪ Who is responsible @ UR for students whilst abroad?</li> <li>▪ Is there a named contact at partner responsible for student whilst abroad? Do you have their contact details.</li> </ul>
<p><b>c. Will accommodation be offered at host institution? If not, what support will be offered and when? Please provide details.</b></p>	<ul style="list-style-type: none"> <li>▪ Are there halls of residence?</li> <li>▪ Is accommodation guaranteed?</li> </ul> <p>Provide details, including relevant URLs</p>
<p><b>d. Will the host institution provide an induction / orientation programme to our students upon arrival? Please provide details.</b></p>	<ul style="list-style-type: none"> <li>▪ Confirm, and provide URL (where possible)</li> <li>▪ How long before the start of semester does this take place</li> </ul>

<p><b>e. Are the facilities at the host institution adequate for students with special needs? Please give details.</b></p>	<ul style="list-style-type: none"> <li>▪ Ask partner if they are able to host students with special needs</li> <li>▪ Provide link to website (in English) of relevant department responsible for looking after students with special needs.</li> </ul>
<p><b>f. Are there any additional costs e.g. insurance, visa, inoculations etc, which will be required by participants which could make participation prohibitive?</b></p>	<ul style="list-style-type: none"> <li>▪ Ask partner for info regarding any additional costs.</li> </ul>
<p><b>Departmental responsibilities</b></p>	
<p><b>g. What procedures are in place should the student return from their study period earlier than anticipated?</b></p>	<ul style="list-style-type: none"> <li>▪ Consult with DDTL / SDTL - this information will need to be included in future learning agreements.</li> </ul>
<p><b><u>Incoming students:</u></b></p>	
<p><b>h. What are the academic requirements of the partner institution, e.g. do they require their students to take particular modules or a certain quantity of credits in particular subject areas?</b></p>	<p>THINGS TO CONSIDER:</p> <ul style="list-style-type: none"> <li>▪ When partner want to send students to Reading?</li> <li>▪ How many credits will they need to gain whilst here?</li> <li>▪ Are there any particular modules / topics that partner students must study at Reading? Can dept / school fulfil this?</li> <li>▪ If partner wants to study modules in different dept / school have you gained permission of 'other' dept / School?</li> <li>▪ Is partner aware about our trimester system i.e. that we do not have semesters, have exam period at end of summer etc</li> </ul>