

Student Exchange Agreement Renewal – Proposal Form



Name of partner institution

Country

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1 To be completed by the Global Engagement Office			
LD number:	RMO file:	Effective date:	Expiry date:
Is this student exchange University-wide or only for one Faculty?	<input type="checkbox"/> University wide <input type="checkbox"/> specific to our Faculty of		
This agreement is for exchanges of students at what level(s)?	<input type="checkbox"/> all students (UG and PGCW and Research) <input type="checkbox"/> all coursework students (UG and PGCW) <input type="checkbox"/> undergraduates only <input type="checkbox"/> postgraduate coursework only <input type="checkbox"/> postgraduate (coursework and research) only <input type="checkbox"/> research only		
The current agreement specifies what number of students to be exchanged?			
Are there any restrictions on this exchange? (e.g. our students cannot enrol in certain courses)			

2 To be completed by the Global Study Manager (Global Learning) in coordination with the Inbound Study Abroad and Exchange Operations Manager (PCE)											
Number of students exchanged over the life of the current agreement: <i>(show which years)</i>	<i>heads</i>					<i>EFTSL</i>					
	Y1	Y2	Y3	Y4	Y5	Y1	Y2	Y3	Y4	Y5	
	Incoming										
Outgoing											
Running overall balance since exchanges started with this partner:	heads					EFTSL					
Are these annual numbers likely to increase, decrease or remain stable?											
If the exchange is imbalanced (or severely imbalanced), are there any specific reasons that explain it?											
Have there been any problems with student exchanges with this partner? If so, what were these problems; how were they resolved; and are there any outstanding problem(s)?											
Does this institution provide any financial assistance or other special provision for exchange students from the University? If so, give details.											
Does this institution also send study abroad students to the University? If so, how many study abroad students over the life of the agreement <i>(show which years)</i> , in heads and EFTSL:	<i>heads</i>					<i>EFTSL</i>					
	Y1	Y2	Y3	Y4	Y5	Y1	Y2	Y3	Y4	Y5	

<p>If applicable, what were the outcomes of your discussions with the relevant Schools/Faculties within UoA in regards to proposal for renewal or not of the agreement?</p>	
<p>Any additional comments on the exchange relationship, e.g. visits to the University.</p>	

RECOMMENDATION

<input type="checkbox"/> RENEW Reasons that support recommendation:	<input type="checkbox"/> DO NOT RENEW
<p>If the agreement is renewed:</p> <ul style="list-style-type: none"> Do you recommend any variation to the standard student exchange agreement template? (e.g. to the ceiling on the number of places, the standard 5 year term, the inclusion of the flexible clause). NOTE: Any possible variations should have been discussed and agreed with the partner university before submission of the Renewal Proposal <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES (<i>please indicate</i>): <input type="checkbox"/> NO </div>	
<ul style="list-style-type: none"> What measures will be taken to redress any existing imbalance? 	
<p>If the agreement is not renewed:</p> <ul style="list-style-type: none"> Has there been already a discussion with the partner in regards to the intention not to renew? <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES (<i>please indicate outcomes of discussions</i>): <input type="checkbox"/> NO </div> Do you recommend that a letter communicating the decision be sent to the partner? <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES (<i>please provide proposed text for letter on Annexure</i>) <input type="checkbox"/> NO </div> 	
<ul style="list-style-type: none"> What measures will be taken to redress any existing imbalance? 	
<p>Global Study Manager, Global Learning: Mr Chris Hoffmann</p> <div style="display: flex; justify-content: space-between;"> signature: date: </div>	
<p>Director, PCE: Ms Joanne Simpson</p> <div style="display: flex; justify-content: space-between;"> signature: date: </div>	

APPROVAL

3 To be completed by the Pro Vice-Chancellor (International)	
<input type="checkbox"/>	I approve renewal of this student exchange agreement, with the variations to the standard agreement specified above by the Global Study Manager and the Director PCE
<input type="checkbox"/>	I approve non-renewal of this student exchange agreement
<input type="checkbox"/>	I approve renewal, with the following differences to the recommendation of the Global Study Manager in coordination with the Director PCE:
<input type="checkbox"/>	I do not approve renewal, for the following reason(s):
<p>Any additional comments:</p>	
<p>Pro Vice-Chancellor (International): Professor Nancy Cromar</p> <p>signature: _____ date: _____</p>	

PROPOSED DRAFT TEXT TO LETTER ADVISING PARTNER OF TERMINATION/NON-RENEWAL OF THE STUDENT EXCHANGE AGREEMENT

SAMPLE