

Exchange Partnerships

FAQs

Who can propose new student exchange agreements?

Any PL (PL) can propose a new agreement for students on their programme, as long as they complete the appropriate checklist and safeguarding form with approval from their School mobility lead(s). Staff who do not have PL responsibilities cannot propose a student exchange but are welcome to make contact with the relevant PL to discuss whether the prospective partner might be viable. It is then up to the PL to take it forward.

What fee status do students have coming to ENU under a reciprocal exchange agreement?

The main concept of a reciprocal exchange agreement is that tuition fees are waived in both directions. Therefore, students visiting ENU under a reciprocal exchange would not pay tuition fees to Napier, and Napier students would have their fees waived at the host institution.

I have been approached by a contact at an institution asking to set up an exchange agreement. How do I respond?

There is no onus on staff to agree to any requests from institutions wishing to set up an exchange agreement. All exchanges should be created in the interest of providing Napier students with worthwhile, attractive international study options. So, if an institution does not seem like a good academic match, and/or there are factors that would limit the likelihood of reciprocity (unpopular destination, lack of teaching in English, etc), Schools are asked to decline requests as early as possible to prevent raised expectations. If in doubt, staff should speak to their designated School Lead for mobility (normally the SAL International), or a representative from GMT.

If a prospective partner looks like a good 'fit', PLs are encouraged to speak to their designated School (or subject) mobility lead and/or a representative from the GMT. PLs should then proceed with due diligence which includes completion of the 'Exchange Partner Proposal Checklist'.

How long are exchange agreements normally valid for?

Standard agreement durations normally require a commitment of:

- 3 years as an initial starting point for non-Erasmus exchanges
- the full duration of the present Erasmus scheme (ie, through to 2021/22), regardless of which year it starts.

It is therefore imperative that the partner institution is a suitable fit, both academically and experientially for outgoing students, and the School is able to fully accommodate the academic and support requirements for the incoming students as well. Cancellation clauses are included in agreements, however, the advanced way in which exchanges are managed means that decisions to cancel an agreement will normally not take effect for at least a year.

Should I visit a partner institution before setting up an exchange?

Ideally, yes, however it is sometimes not feasible due to resource issues. Due diligence should still be undertaken by the PL. Schools should be aware that when signing off on a new agreement proposal, they are taking on all financial responsibility in the event of non-reciprocity, maintenance visits, etc.

Do agreements have to be reciprocal in mobility type? For instance, can we set up an exchange whereby we receive students on a year or trimester basis, but send our students to the partner for summer schools and other short term opportunities?

Most student exchanges have direct reciprocity, but alternative options can be arranged if both parties are willing. However it is important to note that Erasmus+ exchange agreements must be reciprocal and based on a minimum 3 month (ie trimester) duration. In order to support this, it may be possible to set up a standard Erasmus+ agreement and an additional MoA to facilitate the short-term mobility as an addendum.

Can we set up an agreement whereby one School sends students to a partner institution, and another School receives the students from the partner?

Theoretically this is possible, however, it comes with resource ramifications and would require official agreement from the other School that they are willing to accept and support the visiting students without being able to send their own students. Normally, agreements should be kept within subject/discipline areas for Erasmus+ agreements, discipline/School-level for overseas exchanges.

Can the Global Mobility Manager/IMF reject a proposal for an exchange?

As long as the proposal has been fully completed and signed by the required parties, the agreement belongs to the School and is therefore deemed to have gone through due diligence with the School bearing ultimate responsibility for the agreement. However, in **rare** instances, the GMM/IMF may raise further questions in the event that any details in the **'Exchange Partner Proposal Checklist'** present issues.

Can we set up Postgraduate exchange agreements?

It is more difficult to facilitate PG exchanges due to the limited duration and structure of Napier's PG programmes. Should you wish to explore this as an option please contact the GMT to discuss further.

What if I miss the deadline for submission of the 'Exchange Partner Proposal Checklist'?

Due to the advanced nature of promoting and managing exchanges it is very important that proposals are submitted on time. The key dates have been set to provide advanced guidance to staff on deadlines, whilst also making it possible for the GMT to undertake due diligence and set up exchanges in time for the main exchanges promotion and application round in September-December each year.

I am aware that there is already an agreement with an institution under another School at ENU. Do I still need to go through the same 'Exchange Partner Proposal Checklist' process?

Yes. Although due diligence will have been taken by the other School before setting up their agreement, the varied nature of institutional structures means that there is no guarantee that the details will be relevant for another School/subject area – much like at Napier where there are multiple campuses and a devolved academic structure. Also, many agreements are quite old and therefore information may be outdated.

The institution I would like to set up an exchange with matches well with the academic programme at Napier, however, it has a very different support structure to Napier and I'm not sure there are suitable safeguarding and support provisions in place – what should I do?

Exchange agreements are multi-faceted and beyond vetting academic suitability, there is no requirement that any other services at the potential partner are exactly like those provided at Napier. All exchange agreements include a section where each institution commits to provide access to the same academic and support services that offered to their own students. However, to ensure that the institution has support infrastructure in place, the **'Exchange Partner Proposal Checklist'** requires the proposer to investigate and evidence what support is in place at the partner institution to ensure

due diligence around well-being, safety and safeguarding are considered as part of the proposal process.