****

**Due Diligence for NEW Student / Staff Exchange Agreement**

*(Updated: 10 September 2019)*

*To be completed by the appropriate School Partnership Coordinator*

*Are you using the most up to date template?*

*Check:* [*http://www.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/*](http://www.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/)

|  |  |
| --- | --- |
| **Name of University/College:** |  |
| **Country**: |  |
| **Date of submission:** |  |

|  |
| --- |
| **This mobility exchange agreement is for**  **☐** Student Exchanges only ☐ Staff Exchanges only ☐Both Student & Staff Exchanges  **If student exchanges, please tick levels of study:**  ☐ All levels (Undergraduate, Postgraduate Taught, Postgraduate Research)  ☐Undergraduate ☐Postgraduate Taught ☐Postgraduate Research |

|  |
| --- |
| **Please select the type of institution:**  ☐ State / Public ☐ Private ☐ Other: please specify |
| **Is the institution ranked in any of the following:**  ☐ The Times Higher Education World University Rankings  (<http://www.timeshighereducation.co.uk/world-university-rankings/>)  Ranking:  Year of ranking:  ☐ The QS World University Rankings  ([https://www.topuniversities.com/qs-world-university-rankings](http://www.topuniversities.com/qs-world-university-rankings))  Ranking:  Year of ranking:  ☐ Other rankings:  Name of ranking:  Website (if available):  Ranking:  Year of ranking:  ☐ **If no rankings are available, please give brief information on the international reputation of the institution (and the source of this information):** |
| **Does the institution have any internationally recognised external accreditation e.g. AACSB, EQUIS:** |
| **Please state how this institution aligns with the School / University’s international / collaborative strategy?** |
| **If the partner institution is located outside of the USA, please answer the following question:**  **Is the institution recognised by the US Department of Education as a participant for Title IV federal student aid programs?**  *This may impact any Aston student with a US federal loan wishing to undertake a study placement at this institution. If this partner institution is not recognised then the student will NOT be permitted to undertake an exchange.*  Click to check: https://ifap.ed.gov/ifap/fedSchoolCodeList.jsp  *NB: The list is updated on the first of February, May, August, and November of each calendar year.*  ☐ Yes ☐ No  *For a better understanding, please contact: Dominic Riordan, Student Funds Officer, Student & Academic Services* |
| **Please select the types of programmes the institution offers:**  ☐ Foundation ☐ Sub-degrees (e.g. Diplomas, Associate Degrees)  ☐ Bachelor Degrees ☐ Masters Degrees  ☐ Doctorate ☐ Other: please specify |
| **Does the institution have any existing partnerships?**  ☐ Yes ☐ No  Please give a few examples of other existing partnerships already in place at the proposed partner institution and the type of agreements (ie student exchange, staff exchange, joint research, joint programmes etc) |
| **Has Aston had collaboration with this partner in the past which has since lapsed?**  (If yes, please provide further information including why the partnership was terminated (if relevant)  ☐ Yes ☐ No |
| **Is this a University wide agreement (ie does the proposed agreement cover more than 1 School)?**  ☐ Yes ☐ No |
| **If this is a School specific agreement, do any other Schools have an agreement with this institution?**  (If unsure, please check MoveON)  ☐ Yes (Please list below) ☐ No |
| **Has a visit to the proposed partner institution taken place?**  It is recommended that ***at least one visit*** should be made during the agreement period  ☐ Yes Please provide:  The date of the latest visit:  Who went?  Who did they meet?  What was the purpose of the visit?  Please attach a copy of a visit report if completed  ☐ No  Is one scheduled within the next 6 months?  If a date has already been planned, please provide further details:  Proposed dates of visit:  Staff intending to visit:  If no visit is planned, please give reasons: |
| **Has anyone from the proposed partner institution visited Aston?**  ☐ Yes Please provide the date of the latest visit  Who came?  Who did they meet?  What was the purpose of the visit?  Please attach a copy of the itinerary and/or visit report  ☐ No  Is one scheduled within the next 6 months?  If a date has already been planned, please provide further details:  Proposed dates of visit:  Staff intending to visit: |

|  |
| --- |
| **Students with disabilities**  Are you aware if the proposed partner institution has facilities and resources to support students with disabilities? If you are not sure, please seek confirmation from the partner to answer this section:  ☐ Yes (please elaborate)  ☐ No, the partner do not have the facilities or resources  ☐ No, but the partner is happy to discuss on a case by case basis |

|  |
| --- |
| ***If this agreement includes Undergraduate and / or Postgraduate Taught Exchanges, please answer this section.***  **Does the proposed partner institution provide a number of suitable and relevant modules for Aston students?**  ☐ Credit bearing study modules ☐ Non-credit bearing study modules  ☐Teaching English modules / options ☐ Lab work modules / options  ☐ Internships as modules |
| **Are modules available at the relevant level of study?**  ☐ All levels (Undergraduate, Postgraduate Taught, Postgraduate Research)  ☐Undergraduate ☐Postgraduate Taught ☐Postgraduate Research |
| **Are modules available in the relevant language?**  ☐ Yes Please confirm the languages below ☐ No |
| **Is there evidence of Aston student interest / institutional demand for exchanges / placements in this location and/or with this institution?**  *Please provide some information to support this. You may wish to discuss this with and obtain data from the Placements Team for undergraduate exchanges* |

|  |
| --- |
| ***If this agreement includes Research Exchanges, please answer this section.***  **Does the proposed partner institution provide a suitable Research environment with appropriate supervision for Aston students?**  ☐ Yes ☐ No |
| **What is the length of period for the exchange?** |
| **Please clarify below if there are any language requirements or issues for Aston students undertaking a research exchange at this institution.** |
| **Is there evidence of Aston student interest / institutional demand for exchanges / placements in this location and/or with this institution?**  Please provide some information to support this. |

|  |
| --- |
| ***If this agreement includes Staff Exchanges, please answer this section.***  **Will the staff mobility exchange be classified as**  ☐Training ☐Teaching ☐Both |
| **Have Aston staff already been identified for the first round of staff mobility?**  ☐ Yes Please indicate who:  ☐ No Please indicate how the School intends to promote this opportunity: |
| **Please provide more detailed information as to what the staff mobility will cover:** |

|  |
| --- |
| **Please check the FCO’s Foreign travel advice webpages** [**www.gov.uk/foreign-travel-advice**](http://www.gov.uk/foreign-travel-advice) **and confirm the following:**  Date of check:  Is the partner institution in a low risk location? ☐ Yes ☐ No  If No, please elaborate on the risks: |
| **Please provide YOUR contact details:**  Name:  Job Title:  Tel:  Email: |
| **Postholder / committee responsible for managing this arrangement (if different from above):** |
| **Please provide the main contact details at the partner institution:**  Main contact:  Job Title:  Address:  Tel:  Email:  Web: |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by the Aston member of staff proposing the exchange agreement |  | Date |  |
| *Having considered the information above,*  *I support this proposal*  Signed by School Associate Dean International on behalf of the School |  | Date |  |

|  |
| --- |
| **Please forward this completed form and any other supporting documents to:** Wendy Yip, International Office  Once you have received the approved Due Diligence from the Quality team with all the approval signatures, you can then start drafting the mobility agreement. The Legal Services webpage provides the template agreements:  <http://www.aston.ac.uk/staff/legal-services/template-agreements/> |

|  |  |  |  |
| --- | --- | --- | --- |
| *To be completed by Wendy Yip* | | | |
| *Having reviewed the information provided,*  *I support the approval of this proposal*  Signed by Wendy Yip  Director, International Development  International Office |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| *To be completed by Lesley Price* | | | |
| *Having reviewed the information provided,*  *I support the approval of this proposal*  Signed by Lesley Price  Institutional Quality Lead for Collaborative Provision  Centre for Learning Innovation and Professional Practice (CLIPP) |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| *To be completed by Saskia Loer Hansen, Pro-Vice-Chancellor International* | | | |
| *Having reviewed the information provided,*  *I support the approval of this proposal*  Signed by Saskia Loer Hansen  PVC International |  | Date |  |

|  |  |
| --- | --- |
| *To be completed by Quality, CLIPP* | |
| Action points | Date completed |
| Scan approved Due Diligence form to  School Partnership Coordinator proposing the exchange agreement |  |
| Scan approved Due Diligence form to  International Office |  |
| Scan approved Due Diligence form to  Office of the General Counsel (OGC) |  |
| File the original approved Due Diligence form |  |

|  |  |
| --- | --- |
| ***To be completed by School Partnership Coordinator*** | |
| **Action points** |  |
| Upload the approved Due Diligence form to MoveON |  |
| Draft mobility agreement – download to ensure you use the most up to date template:  <http://www.aston.ac.uk/staff/legal-services/template-agreements/> |  |