

### XJTLU UNDERGRADUATE STUDENT EXCHANGE PARTNERSHIP – FULL APPROVAL

**Section 1 – Information about the XJTLU Department/School proposing the partnership**

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| ***1) Name of Proposer*** ***(NB. Cannot be the Head of Department, i.e. the same as the first signatory)*** |  |

**Section 2 – Information about the Partner University**

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| ***2) Partner university name & country***  |  |

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| ***3) Contact name at the partner, job title, and contact details (email, address and phone)***  |  |
| ***4) Explain the basis on which the university is considered to be suitable partner (e.g. world ranking or other indication of standing/quality)*** |  |
| ***5) Does the partner teach through the medium of English?*** |  |
| ***6) Has XJTLU undertaken a visit to the partner? If so, please attach a copy of the visit report.*** |  |

**Section 3 – Recruitment & Selection**

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| ***7) Confirm timing of exchange for XJTLU students (usually either Semester 1 or 2 of the third year)******Please specify which semester the exchange will take place (or indicate both if this is applicable)*** |  |
| ***8) What are the entry requirements for outgoing (XJTLU) and incoming (partner’s) students? (usually 60% (including 60% in English language), with no prior fails)***  |  |

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| ***9) How many students do you intend to exchange per academic year, and for how long (e.g. 3 students for 1 semester)?***  |  |

**Section 4 – Academic Issues**

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| ***10) How will the period abroad equip XJTLU students with the key skills and subject based learning outcomes listed in the programme specification?***  |  |

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| ***11) How many modules will XJTLU students take at the partner?***  |  |

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| ***12) Provide an indicative list of modules that are suitable for XJTLU students to study at the partner and evidence of the mapping of these to XJTLU modules.*** |  |

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| ***13) How will XJTLU students be assessed at the partner?***  |  |

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| ***14) Provide a grade conversion table showing how you will convert grades awarded at the partner to the XJTLU student record. Consult registry on the creation of this table. Confirm if UoL has a partnership with the partner University? If yes, does the XJTLU grade conversion table match the UoL grade conversion table? If not, please detail why not?*** |  |

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| ***15) What certification will XJTLU students receive upon completion of their study abroad? When and how will this be provided?***  |  |

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| ***16) Is there any provision for resits? If not, outline the procedure in the case of a student fail.***  |   |

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| ***17) What English language support is there for students at the partner?***  |   |

**Section 5 - Student Experience**

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| ***18) Give name and contact details for the XJTLU academic member of staff responsible for the students whilst abroad***  |   |

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| ***19)Outline the support provided by the XJTLU department to students abroad***  |   |

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| ***20) Give brief details of the Welcome Event provided for XJTLU students at the partner. In particular, comment on*** ***information provided about Health and Safety.***  |   |

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| ***21) Comment on the pastoral support offered to XJTLU students at the partner.*** |   |

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| ***22) Will the partner provide University accommodation for XJTLU students?***  | Yes (provide brief details on type of accommodation, proximity to University, and cost, then go to Qu 22) No (Go to Qu 23)  |

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| ***23) Please answer Y/N to the adjacent questions about University accommodation at the partner if it is a Category 1 institution.*** ***If the partner is a Category 2 institution, answers to these questions can be provided at the site visit.*** | Do the internal and external doors have an adequate locking system? Y/NIs on-site security provided? Y/NIs safe transportation provided to and from the University campus? Y/NDoes the surrounding area appear safe and secure? Y/NIf you have answered ‘N’ to any of the above questions, please give details.  |

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| ***24) Does the partner offer information and advice on finding accommodation in the private sector? If so, please provide brief details.*** ***If the partner is a Category 2 institution, detailed answers to this question can be provided at the site visit.*** | Yes (provide brief details on type of accommodation, proximity to University, and cost) No  |

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| ***25) Comment briefly on the suitability of study facilities at the partner if it is a Category 1 institution.*** ***Then answer Y/N to the adjacent questions about the partner’s buildings/campus.*** ***If the partner is a Category 2 institution, answers to these questions can be provided at the site visit.*** | Do the University buildings appear safe and secure? Y/NDoes the surrounding area appear safe and secure? Y/NDoes the institution have local emergency protocols? (e.g. in case of fire) Y/NDoes the institution have an on-site security service? Y/NDoes the institution have a 24-hour emergency contact number? Y/NIf you have answered ‘N’ to any of the above questions, please give details.  |

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| ***26) Please answer Y/N to the adjacent questions about the partner’s accident reporting if it is a Category 1 institution.*** ***If the partner is a Category 2 institution, answers to these questions can be provided at the site visit.*** | Does the institution have a system for reporting and investigating accidents? Y/NWill they undertake to let us know if they are informed of a **serious** accident to one of our students? Y/N – If ‘Y’, who will actually do this? If you have answered ‘N’ to any of the above questions, please give details. |

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| ***27) Are there any other health and safety issues to consider for XJTLU students?***  | Y/NIf you have answered ‘Y’, please give details  |

**Section 6 – Approval and Next Steps**

Please obtain digital signature from your Head of Department/School. Please return the form by email to kirsty.mattinson@xjtlu.edu.cn, who will also obtain the signature of the Vice-President, Academic Affairs. You will be contacted with the outcome.

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| **Approval by Head of Department****Name** **Department** **Signature Date** **Approval by Vice-President, Academic Affairs****Name** **Signature Date**  |

*This document will be forwarded to University of Liverpool for their approval, together with a copy of the internal Initial Approval form.* ***Before final approval from University of Liverpool, XJTLU may continue to send and receive students, but outgoing students will be advised by XJTLU that they will not receive a UoL degree.***