Applicants should note the following:

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| In recognition of academic and mobility cycles this form should be fully approved at least 6 months in advance of any planned mobility taking place. |
| Prospective new exchange arrangements must be clearly compatible with institutional and College strategic objectives |
| Given the administrative time involved in setting up and maintaining links, new agreements are not established in response to requests from individual students. |
| As many unsolicited partnership requests are received from institutions abroad, only propose partnerships that meet the criteria set out in the Mobility Partnership Process. |
| There will be regular monitoring/review of all exchanges and termination of those links that fail to deliver on outbound student mobility. |
| The signing of a staff exchange agreement does not guarantee availability of funding for same. |

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| University of Galway Proposer details | |
| Name |  |
| School / Discipline |  |
| Contact Number |  |
| Email Address |  |
| What is your connection to the  proposed Partner Institution? |  |
| Has a Preparatory Visit taken place? | If yes, please provide details. |

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| Details of proposed partner institution | | |
| Name of Institution |  | |
| Erasmus Code | (if applicable) | |
| City |  | |
| Country |  | |
| Website |  | |
| Ranking | QS World Ranking | (if available) |
| THE World Ranking | (if available) |
| Other Ranking | (Any of relevant national or world ranking) |
| Profile of proposed partner institution |  | |
| Is this institution linked to any other disciplines at University of Galway? |  | |
| Does it have links with any other Irish HEIs? |  | |
| Partner Contact Information | Name |  |
| Title |  |
| Office/Faculty |  |
| Email |  |

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| Type of activity proposed and brief background details | | | | | |
| Activity Type | Student Exchange  Staff Exchange  Both | | | | |
| Proposed Staff Exchange | Teaching Staff Exchange  Professional Staff Exchange | | | | |
| Proposed Student Exchange Mobility |  | | Undergrad | Masters | Doctoral |
| Number of Incoming Students | |  |  |  |
| Months per student | |  |  |  |
| Number of Outgoing Students | |  |  |  |
| Months per student | |  |  |  |
| **5 months = 1 semester, 9-10 months = FY** | | | | |
| Proposed Staff Exchange Mobility | Incoming staff No |  | | | |
| Outgoing staff No |  | | | |
| Proposed first year of activity | | | |  | |
| **Reasons for proposing new exchange link.** You should clearly demonstrate:   * The need for the exchange in the relevant discipline/programme * The added value of this exchange * The anticipated outcomes | | | | | |
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| Are there any other opportunities for collaboration with this institution? | | | | | |
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| How does the proposed new partnership fit into the relevant School/College’s overall strategy? | | | | | |
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| Academic aspects of proposed agreement This section should be completed for student exchange proposal only. | |
| Language of Instruction: |  |
| Where English is not the language of instruction, indicate the language, and level required: |  |
| Does the academic calendar of the partner align with University of Galway’s? | Insert calendar link. |
| What disciplines best suit mobility with this partner institution? | include the ISCED code if known. |
| Will mobility be restricted to these disciplines? |  |
| Have suitable modules been identified at the partner institution in an appropriate subject area and at the appropriate level? | Insert link to course catalogue. |
| How many credits will outgoing students have to achieve at the partner: |  |
| How will these credits be incorporated into their programme: |  |
| Is there a good availability of modules for additional incoming students to the proposed discipline(s)? |  |
| Will modules be available online for incoming students to select or will students require approval for these modules before registration can take place? | All Erasmus students are registered on 1EM1 and International Exchange students are registered on 1OA3. It is imperative that available modules are added to these instances before the rollover each academic year. |
| Are all available modules listed in the Visiting Students Handbooks for incoming students? |  |

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| Practical matters and student support This section is not required for the following:   * ENLIGHT partner proposals * Existing partnership agreements that are being expanded * Staff Exchanges | | |
| What is the DFA rating for this location? |  | |
| Does the DFA list any risks that make this destination unsuitable for students? |  | |
| Will non-language students receive linguistic preparation for countries where English is not widely spoken? |  | |
| Does the partner offer: | Induction |  |
| Mentoring |  |
| Library Services |  |
| Academic Support |  |
| Counselling |  |
| Describe accommodation options at the partner institution: |  | |
| Can this destination be reached easily from Ireland? |  | |
| How attractive is this partner/destination for students? |  | |

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| Approval I confirm that I approve the proposed new partnership as being compatible with my School’s/College’s international strategy. | | |
| Head of School | Name: |  |
| Signature: |  |
| Date Signed: |  |
| Vice Dean International | Name: |  |
| Signature: |  |
| Date Signed: |  |
| Executive Dean of College | Name: |  |
| Signature: |  |
| Date Signed: |  |