

## INTERNATIONAL COLLABORATION/PARTNERSHIP GUIDANCE

### 1 CONTEXT

- 1.1 The guidance aims to enable the GSA to develop relationships with selected international Partner Institutions and 'to extend opportunities for international students to study at the GSA and achieve success' [*Continuing GSA Strategic Plan 2015-18*]. The guidance sets out the principles of international collaboration at both undergraduate and postgraduate level and how to formalise study routes with high-quality institutions around the world.
- 1.2 All guidance has been developed in consultation with academic staff, Open Studio, Student Recruitment, Registry and Equality staff and is in line with the GSA's international ambitions.

### 2 AREAS OF RESPONSIBILITY

- 2.1 **Administrative** responsibility: The Marketing & Communications Department is responsible for recording agreements and ensuring they are up-to-date; the Marketing & Communications Department is also responsible for the provision and negotiation of the exchange contract.
- 2.2 **Academic** responsibility: The relevant Programme leader, through the appropriate Board of Studies, is responsible for ensuring the student experience at the host institution is of a comparable standard to that at the GSA.
- 2.3 Authorisation: The Deputy Director is responsible for signing agreements with partner institutions after the agreement has been approved under the process(es) outlined below.
- 2.4 Approval: Academic Council is responsible for the approval of all International Partnerships.
- 2.5 The University of Glasgow maintains oversight of all articulation agreements via Academic Quality Office.

### 3 MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding tends to act as the first point of collaboration between Glasgow School of Art and another institution. In essence it is an **expression of interest** and shows **intention to collaborate**. It recognises the partner's equivalence academically and assures both parties of quality and reputation before progressing any binding agreements. Forms are available in staff Intranet.

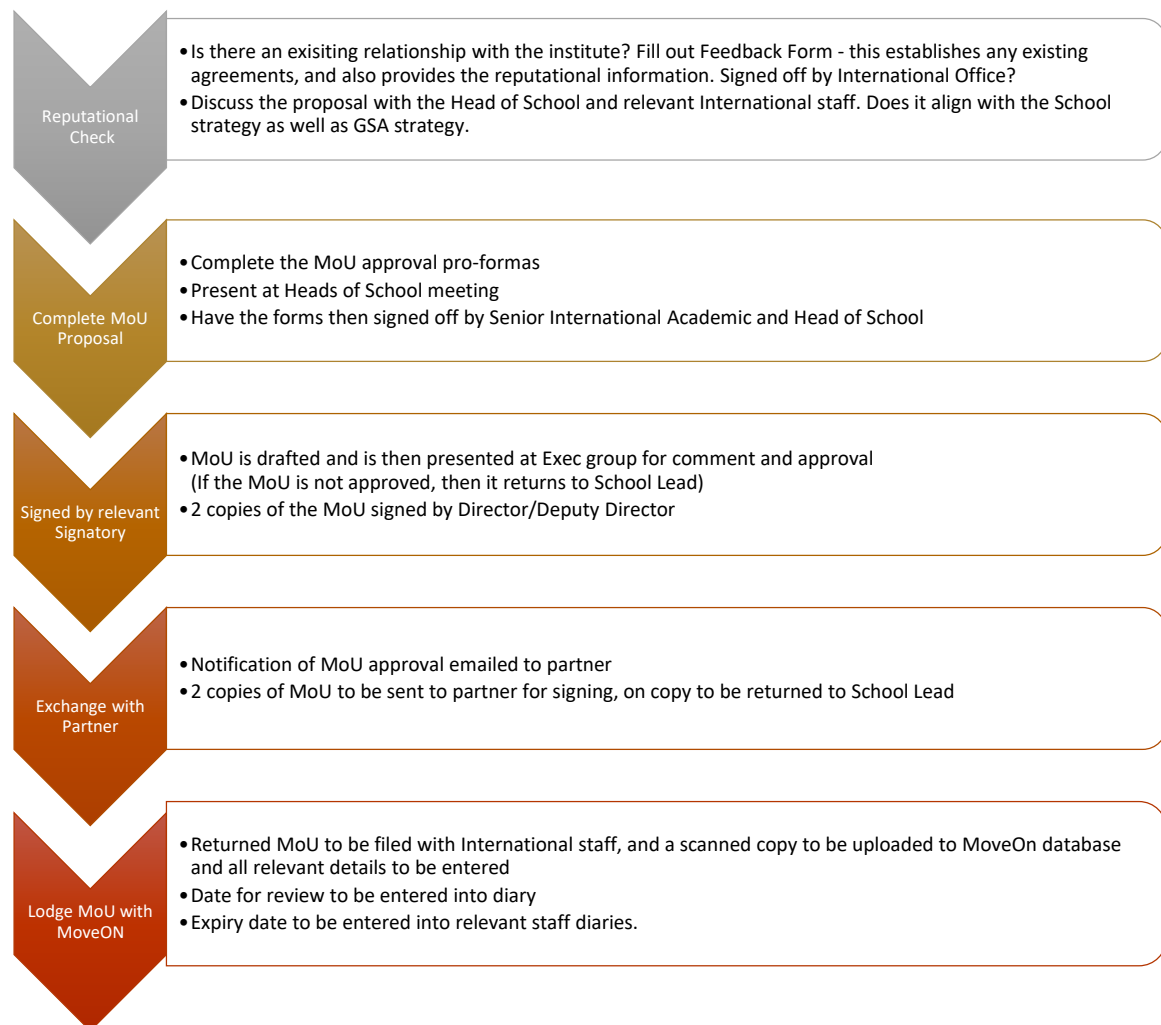
This level of co-operation should be viewed as the **most general level of collaboration**.

Following the agreement there should be an initial 1<sup>st</sup> year review point, followed by review points every 4 years if the document is renewed.

The MoU is an agreement between institutions, not between the partner institution and individual schools. After the agreement of the MoU, further binding agreements may be made at the individual school level. When initiating MoU discussions, a check must be made with the *International Office* as to whether there is already an active MoU in place between the institutes, as only one MoU is necessary at an institutional level.

The MoU must also be agreed with the partner institution before it is signed, and any variations to the wording must be discussed with a member of the International Office, Registry or the Academic Development Senior Management Team (please refer to the below flowchart)

The MoU is not a legally binding document and should be allowed to lapse at the end of expiry – usually 5 years, but may be shorter.



#### 4 INITIATING AN INTERNATIONAL PARTNER AGREEMENT

**4.1 New Partners:** Proposals should be submitted using the approved pro-forma (attached Appendix 1.), with the Programme Leader’s recommendation to the relevant Boards of Studies or to the Lead Board of Studies (where more than one BoS is involved) for consideration of the academic fit of the proposed exchange. The proposal should be submitted to the School’s Head of International Academic Development to consider risk and strategic fit. Following this discussion, it should be submitted to the Board of Studies for recommendation. It is then the responsibility of the Partnership Proposer, via the Lead Board of Studies, to submit the proposal for approval to **Academic Council** via the **Undergraduate and Postgraduate Committee**.

**4.2 Programme Extension of Existing Partners:** Proposals to include an additional programme in an exchange with an existing partner should be submitted using the approved pro-forma with the Programme Leader’s recommendation to the appropriate Board of Studies for

consideration of the academic fit. The Board of Studies shall then submit the proposal for approval to **Academic Council** via the **Undergraduate and Postgraduate Committee**. A note outlining the details of the extra 'mobilities' proposed should be submitted by the committee clerk to the International Office for inclusion in the contract.

## 5 FORMAT OF PROPOSALS

5.1 Proposals should be made on the "Partner Approval" pro-forma and contain a narrative report on any visits (there should be at least one) to the host institution, detailing impressions of the campus, the partner's ethos and the subject areas in which they excel.

5.2 The Proposal should also contain:

- 5.2.1 Information on the Student Body (exchange partnerships)
  - What is the number of students expected to exchange?
  - How will students with a disability be accommodated?
  - Are there any known risks for the locality or country in general?
  - Is there a curriculum and credit match?
  - Does the learning and assessment provision meet the QAA code of practice?
- 5.2.2 Academic Schools/Departments
  - What are the benefits to the partner institution?
  - What is the academic standing of the partner institution? (Please request the Partner Appraisal Form from Head of International Academic Development)
- 5.2.3 The Glasgow School of Art Perspective
  - Is there research potential?
  - What is the long-term outlook of the collaboration?
  - Is there a Health and Safety policy?
  - Do you need to complete an Equality and Impact Assessment?

## 6 ARTICULATION

Proposals must be submitted via the agreed Articulation Policy<sup>1</sup>.

## 7 Operational Monitoring and Review of Partner Agreement

Once a partnership is established, it will need to be closely monitored as to its continued effectiveness. All institutions undergo periods of change, especially in key staff, which may result in the reasons for initially establishing the partnership becoming no longer relevant. This includes the monitoring of guaranteed progression routes, articulations and Chinese 1+1+1 agreements.

Each GSA Programme, as part of its Annual Programme Monitoring shall make a review of its partnership agreements, with reference to:

- Feedback from students who have undertaken exchange in previous years
- Administrative concerns
- Imbalance in exchange
- Unprepared incoming students
- Curriculum mismatching

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<sup>1</sup> <http://www.gsa.ac.uk/media/1676911/gsa-international-articulation-policy.pdf>

This should be done with a view to:

- Adjusting or maintaining mobility numbers
- Recommending courses of action for areas of concern
- Agreeing to continue the partnership

Reviews should be incorporated in the Annual Programme Monitoring document and a summary of any recommendations should be presented by the relevant School representative to the International Committee at the end of semester two. Modifications (including terminations/ expansion/ decrease in numbers) may then be communicated to the exchange partner and prospective outgoing students for the coming session.

A regular timetable for operational visits to partners should be established so that each partner is visited at least every 4 years by a selected member of staff.

International staff will highlight upcoming renewals to the relevant schools/departments and liaise with the staff if there are any administrative difficulties that have been flagged.

## **8 The Roles of Student Exchange**

The opportunity to include a period of study at another institution has been viewed for many years at the GSA as an invaluable means whereby students may broaden their world-view; place their practice in an international context; improve their knowledge of another language; gain experience of a different learning environment and generally add-value to their educational experience. This is formalised in the School's Internationalisation Strategy and fits broadly into the following strategic objectives:

8.1 Enhance curriculum and learning opportunities in ways which enable students and graduates to operate effectively in international and global contexts;

8.2 Develop, refine and strengthen international collaborative educational partnerships in order to deepen transcultural understanding, promote opportunities for students and staff and enhance the international reputation of the School.

## **9 The Roles of Staff Exchange**

In order to provide depth to the School's student exchange agreements, priority is given to staff exchange opportunities with its Student Exchange partners, although it is recognised that due to research interests and teaching strengths this is not always possible. Facilitating staff exchange opportunities is a key way of ensuring that the objectives of points 8.1 and 8.2 outlined above are met.

Key to staff exchange opportunities are that:

9.1 A consideration of staff exchange opportunities is made during prior-session activity planning in order to provide ample cover for staff absence and to best utilise incoming staff expertise.

9.2 Departments ensure all staff are able to access staff exchange opportunities, and that it is not limited to senior staff.

9.3 Staff exchange activities respect the principal of mutuality.

## **10 Staff Mobility**

Glasgow school of Art also wishes to encourage staff mobility in other areas of its activities unrelated to teaching exchange. These include:

10.1 Staff Training Mobility whilst still funded through the Erasmus scheme

10.2 Conference presentations & attendance

10.3 Research Activities

10.4 Exhibitions

10.5 Field Trips & Study Visits

10.6 Intensive Programmes

## **11 Staff Exchange and Mobility Approval Process**

As part of annual activity planning and career development review, staff should discuss their mobility plans or intentions with their line manager for outline approval.

11.1 The staff member should put together a budgeted plan of their activities to be presented to the appropriate budget holder – e.g. research budget; internationalisation fund; departmental funds; Erasmus funds.

11.2 Following approval, the staff member can proceed with travel arrangements.

11.3 On conclusion of the mobility, a report should be submitted to the line manager and (if required) to the funding source.

**1. Full Name of Proposed Partner:**

Click here to enter text.

**2. Scope of Proposed Partnership:** *Please indicate if this is for student/staff exchange, research, collaborative activity, etc.*

Click here to enter text.

**3. GSA Programmes/Departments:** *Please identify which programmes/departments will participate in agreement.*

Click here to enter text.

**4. Lead School/Board of Studies:** *Please enter the School which is/are proposing the partnership. The partnership belongs therefore to the Board of Studies which has the responsibility for quality assurance of any academic activity completed at or with the partner institution. If more than one School is involved in the delivery of the partnership, then please record only the lead School. Please contact Academic Services if you require help.*

Click here to enter text.

**5. Partner Contacts:** *Please enter the name and contact details of the academic and administrative contacts at the partner institution.*

Click here to enter text.

**6. Partner Visit Report:** *Please provide a narrative report on your visit to the partner institution, detailing the date of the visit, impressions of the campus, partner ethos, partner standing nationally, and subjects at which they excel. Are these the subjects of the proposed exchange?*

Click here to enter text.

**7. Disability:** *Please detail how the Partner Institution will accommodate students with disabilities.*

Click here to enter text.

**8. Health & Safety; Equality & Diversity:** *Please detail how Health & Safety issues are dealt with at the Partner Institution; if there is a formal policy include details of the local area in which the campus is located. Confirm the partner's commitment to Equality & Diversity evidencing their ability to accept our students regardless of race, gender, sexual orientation, etc.*

Click here to enter text.

**9. Outline the broader benefit to the GSA of the partnership:** *Include any research potential, reputation enhancement and recruitment that may result from the partnership*

Click here to enter text.

**10. Provide details of the proposed collaboration:** *This section to be completed for any non-student exchange activity (even where there will also be student exchange)*

Click here to enter text.

**11. Is the provision credit-bearing?** *This section to be completed if GSA is to provide credit to students studying at the partner institution*

Yes  No

**(12 – 16 must also be completed for proposed Student Exchange)**

**12. Description of Academic Programme available to GSA students:** *Describe the curriculum of study and how it is suitable for GSA students. Detail the language of instruction and what language requirements exist. Describe how the credit transfer will work (allowing a GSA student to gain appropriate credit) and how credits and grades will be converted.*

Click here to enter text.

**13. Learning & Assessment:** *Please briefly describe the learning & assessment methods used and how these match the QAA code of practice. Specify if students get dedicated studio space at the partner institution.*

Click here to enter text.

**14. How many GSA students are likely to participate:** *Detail the number of students annually you anticipate will want to study at the partner institution. Are there likely to be problems with an imbalance of incoming/outgoing students, and how will these be addressed?*

Click here to enter text.

**15. Requirements of Entry:** *Please enter the partner's requirements for student participation..*

Click here to enter text.

**16. Timetable:** *Please enter the partner's normal term dates and in which term(s) the exchange will take place.*

Click here to enter text.

**17. Visiting:** *Please enter how frequently GSA will visit the partner institution and how this will be funded..*

Click here to enter text.

**18. Additional Relevant Information:** *Please record any further explanatory information relevant to the proposal.*

Click here to enter text.

**Date of production / revision**

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