



# **Academic Quality Framework**

## **Collaborative Provision Processes: Type 7 Student Mobility**

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## Type 7 Student Mobility

### 1. Definition

Student Mobility is the term employed when a registered TU Dublin student undertakes a minimum of one semester of study in another institution in another jurisdiction which is recognised as part of their programme of study leading to an award of the University (Outgoing mobility) or when a student registered with another institution undertakes a minimum of one semester of study in TU Dublin which is recognising as part of their programme study leading to an award of the other institution (Incoming mobility). The student mobility arrangement is facilitated by a formal agreement between the University and the partner institution.

### 2. Stages in Approval Process for Collaborative Provision - TYPE 7

The Approval Process for student mobility consists of 2 stages:

- Stage 1: Outline Proposal
- Stage 2: Agreement Approval

### 3. Stage 1: Outline Proposal

3.1 The Head of School or their nominee should satisfy themselves of the suitability of a potential partner. The following criteria should be taken into consideration:

- Suitability of the programme of study available. Is it comparable or complimentary to the TU Dublin programme of study?
- Student support and pastoral care services
- Reputation and standing of partner.

3.2 The Head of School or nominee should then make a formal recommendation using the Exchange Agreement Request Form, which provides evidence of how the new partner is a suitable mobility partner for specific programmes.

3.3 The proposal is tabled at the Faculty Executive Team and if recommended to proceed to the next stage, the form is submitted to the International Office.

#### 4. Stage 2: Agreement Approval

- 4.1 The Head of School or nominee should liaise with the International Office to draft an agreement using the appropriate template for the type of mobility arrangement. In accordance with the “Procedure of Exchange Agreement Establishment, Renewal and Termination” the Head of School or nominee submits the Approval of Confirmation Form to the International Office. Please note this form is required from all participating schools prior to the International Office can arrange final approval of the exchange agreement and recommend for signature.

#### 5. Quality Assurance and Enhancement Procedures

##### **Programme Documentation and Student Information**

- 5.1 Approved TU Dublin Student Handbooks for applicable programmes should include details of any student mobility programmes. Such documentation should accurately describe the application procedure and timelines involved. Students should be provided with the following pre-departure information:
- What students need to do before they leave
  - What students need to do whilst on the mobility experience
  - What students need to do when they return from the mobility experience
  - A mobility checklist and documents that need to be completed, including a learning agreement
  - Advice for students who encounter any difficulties with the relevant Contact details for staff in both TU Dublin and the partner Institution
- 5.2 Incoming Student mobility students should be provided with documentation, detailing the module choices available and the supports and services provided and how to access them.

## Reporting and Monitoring

- 5.3 Students who are participating on an outgoing student mobility experience should be registered on a Student mobility module on the Student Record System.
- 5.4 On completion of the student mobility experience, the partner institution should provide the Examinations Service with formal notification of the student's performance, specifying the number ECTS completed or equivalent and the actual grades obtained. The Examinations Service should send a copy of the results to the School Erasmus Co-ordinator and present this data to the programme assessment board, who will formally determine if the student has passed or failed the student mobility experience and if they may progress to the next stage of their programme. Normally module performance is recorded on a pass / fail basis unless alternatively specified in the approved student handbook.
- 5.5 If the assessment board determines that the student has failed the mobility experience, it may not be feasible for the student to repeat the mobility experience and such alternative repeat arrangements may be put in place to accumulate sufficient credits to complete the requirements of the exchange.
- 5.6 On completion of the student mobility experience, the programme co-ordinator or nominee should seek feedback from students on their experience. A summary of any noteworthy feedback commented on in the programme annual enhancement report and any matters of concern highlighted to the Head of School. A remedial action plan should be put in place to address any matters of concern.
- 5.7 Incoming mobility students should be registered on the appropriate mobility programme code, and details of their agreed learning pathway and choice of modules provided by the School to the Student Registration service, so that module registration can take place. Incoming mobility students are provided

with a transcript outlining the modules undertaken in TU Dublin on the completion of the semester.

- 5.8 In preparation for the School Review process, each School should undertake a review of the mobility arrangements in place in the School and provide evidence of this review in the self-evaluation report.