



BUTEX
Annual
Report

November

2023

Table of Contents

CHAIR’S REPORT	3
BUTEX MEMBERSHIP.....	4
Institutional membership.....	4
Executive committee members.....	4
Upcoming elections	4
ACTIVITIES IN 2023.....	5
BUTEX committee meetings.....	5
Ordinary, Extraordinary and Annual General Meetings.....	5
BUTEX Summer Forum 2023, Birmingham	5
NAFSA 2023, Washington, D.C.....	5
BUTEX Winter Workshop 2023.....	6
BUTEX Scholarships 2023.....	7
DATES FOR YOUR DIARY 2024.....	7
BUTEX Scholarships 2024.....	7
NAFSA 2024, New Orleans, Louisiana	8
BUTEX Annual Conference 2024.....	8
APPENDIX 1	9
APPENDIX 2.....	10
Scholarship entries 2023.....	10
APPENDIX 3.....	12
Treasurer’s report 2023.....	12
Income and expenditure statement	13

Chair's report

It's now two years since I started the role of Chair of BUTEX, and writing this report is a great point of reflection for me on all BUTEX's activities and initiatives, and the impact that we make.

There is a lot to talk about, but much of it is included later in this report, so I'm going to focus on just a few important things, both past and upcoming.

With cost of living having been a defining feature of 2023, our scholarships programme continues to be an important opportunity for our outbound and inbound students to tap into much-needed assistance to finance their studies. While our Covid-era surplus allowed us in the last couple of years to provide scholarships to more students than usual, we now have to think critically and creatively about how we might tap into additional funding channels – with over 500 applicants this year, the demand for these scholarships is significant. We were also pleased this year to align our scholarships to a specific Sustainability theme – there are lots of conversations happening around this major issue, and we were really impressed by many of the students' submissions.

We're partnering with the British Council for our booth at NAFSA (more on this later), and it's funny how sometimes an old idea is still a good idea! We are really pleased with the shared visions and collaborative conversations we've had with the British Council to agree on this partnership, and it makes NAFSA in New Orleans even more exciting.

The BUTEX Summer Forum at the University of Birmingham this year was one of our flagship activities – packed full of really interesting and topical presentations and workshops. For me, the session presented by MindOut about global LGBTQ experiences and awareness was really valuable. We forget sometimes how important it is to invest in ourselves as practitioners, and we got great feedback about how this session really helped people navigating this complex and important space.

BUTEX is rebranding! After talking about this for two years, I'm excited it's happening, and we look forward to sharing our new brand identity in the New Year. We've received tenders from several firms and will be shortly reviewing them, to select one that we feel confident will be able to produce a new identity that we will reflect where we've come from and where we're headed!

I'd like to finish by thanking all you, our members, the BUTEX executive committee colleagues who work hard – and as volunteers – to further the work of BUTEX, and of course our wonderful Manager, Kat O'Connor, without whom none of the above or below would be possible! I really appreciate each and every one of you. I'm excited to continue working with you all over the next two year term as Chair!

Rohan McCarthy-Gill
Chair
November 2023

BUTEX Membership

Institutional membership

BUTEX has 82 full members, 21 associate members and one reciprocal member. A list of all members can be found in Appendix 1.

Executive committee members

2023

Rohan McCarthy-Gill	Chair (re-elected in October 2023)
Paulina Swann	Vice Chair (re-elected in July 2023)
Isobel Mosley	Treasurer
Gemma Roberts	Marketing and Communications Officer (until February 2023)
Nanna Pedley	Marketing and Communications Officer (from March 2023)
Rachel Gover	Events Officer
Alex McClean	Representative of Associate Members (from January 2023)
Claire Belkadi	Summer Forum Officer (until August 2023)
Maggie Wootton	Co-opted Committee Officer
Alice McLuckie	Co-opted Committee Officer
Inez Summers	Co-opted Committee Officer
Ruth Law	Co-opted Committee Officer (from February 2023)
Gemma Roberts	Co-opted Committee Officer (from March 2023)
Colette McGowan	Co-opted Committee Officer (Inbound Forum)

2024

Rohan McCarthy-Gill	Chair
Paulina Swann	Vice Chair
Isobel Mosley	Treasurer
Nanna Pedley	Marketing and Communications Officer
Rachel Gover	Events Officer
Alex McClean	Representative of Associate Members
TBC	Annual Conference Officer
Maggie Wootton	Co-opted Committee Officer
Alice McLuckie	Co-opted Committee Officer
Inez Summers	Co-opted Committee Officer
Ruth Law	Co-opted Committee Officer (from February 2023)
Gemma Roberts	Co-opted Committee Officer
Colette McGowan	Co-opted Committee Officer (Inbound Forum)

Upcoming elections

Treasurer (May 2024)
Events Officer (May 2024)

Activities in 2023

BUTEX committee meetings

The committee continued to meet virtually and have met on a monthly basis. All BUTEX executive meetings were held via Zoom. Meetings took place on:

11 January 2023
8 February 2023
8 March 2023
8 April 2023
10 May 2023
14 June 2023
9 August 2023
13 September 2023
11 October 2023
8 November 2023

Ordinary, Extraordinary and Annual General Meetings

This year the Ordinary General Meeting (OGM) took place at the BUTEX Summer Forum in Birmingham on Friday 13 July 2023.

The Annual General Meeting (AGM) is scheduled for Thursday 30 November 2023 (via Zoom).

BUTEX Summer Forum 2023, Birmingham

The BUTEX Summer Forum took place in Birmingham from 12 to 13 July 2023, and it was both sold-out and received fantastic feedback. It was wonderful to see members old and new in person and networking. Many thanks to the BUTEX executive committee and University of Birmingham colleagues for their hard work in arranging the conference.

The programme included sessions on:

- Managing Incoming Student Expectations During Study Abroad in the UK: Honest Preparation and Support Strategies
- Breaking Down Barriers with Our Sustainable Global Experience (SGE) Programme
- MindOut Workshop – Global LGBTQ Experiences and Awareness
- Outward Mobility to China – Good practice and lessons learnt
- Collaborative Student Support for Internships: Funding, Pre-Departure, and Onsite
- Embedding Sustainable Behaviour in International Education: The University of Birmingham and the CANIE Accord
- We are not here to sell! Workshop from the perceived Dark Side of mobility and how providers can make life easier

This event was extremely well attended with a total of 100 delegates.

Thank you to all members who participated as session presenters and helped to provide a full and varied programme.

NAFSA 2023, Washington, D.C.

BUTEX again hosted a double booth which was available for all members to use for their meetings, and the booth was used to its full capacity every day by BUTEX members.

This year BUTEX once again had the stand-alone banners highlighting who BUTEX is and what we do. We also opted to alter the seating configuration in an attempt to increase the space available at the booth and make movement of people easier. We removed the chairs from the high tables at the back of the booth, providing standing meeting space and had two lower tables with three chairs each at the front of the booth for sit-down meetings. This change was well received by members. As such, at NAFSA 2024 we will continue with the high tables for standing meetings, but add an extra chair to each of the lower tables to increase the seating available.

BUTEX Welcome Event at NAFSA 2023

This year, Kathryn O'Connor, BUTEX Manager, and Rachel Gover, Events Officer, organised an informal pre-NAFSA meet up at a local bar close to the conference venue, the Penn Quarter – City Tap House. About 30 of our members joined the event, enjoying catching up with colleagues and food and drink.

BUTEX Reception at NAFSA 2023

Twenty-one member institutions and one major sponsor, Duolingo English Test, sponsored our NAFSA event this year. Guests were invited to our signature drinks and dessert reception at the historical Decatur House. The venue was used for our reception in 2019 and once again served as a great venue. The feedback for this event from sponsoring institutions, members and guests was great. Making an effort to ensure our events are having as much of a sustainable approach as possible, this year we continued with the decision to not provide any UK-related souvenirs for guests. Thank you to all member institutions and Duolingo English Test who sponsored this event and made it such a success.

The BUTEX committee continue to feel that the reception is a very effective way of raising the profile of BUTEX among international partner circles in an increasingly competitive market. We would encourage more members to sponsor the event and get involved!

BUTEX Winter Workshop 2023

Following another successful online 2022 Winter Workshop, we will continue to host the 2023 Workshop online, scheduled for 30 November 2023. This year, the BUTEX Executive Committee leveraged their connections to extend invitations to several international speakers. The virtual format of the event offers an ideal platform to engage with partners who may not have been otherwise able to participate in BUTEX events. Additionally, BUTEX members will share their insights, promising a diverse and captivating programme. The theme of the workshop will be 'Through the Global Lens of Sustainable Partnerships: Partners' Perspectives'. The day will consist of eight sessions, each covering a range of topics:

- Perceptions of Mass Student Mobility Targets: A snapshot of current research
- From the UK to the World: Leveraging Partnerships to Prepare Widening Participation Students for the Global Workforce
- Urban Change-maker Summer Programme: Empowering Widening Participation Students as Agents of Change through Global Mobility
- The CANIE Accord: From Theory to Practice. A Hands-on Session on how to use the CANIE Accord to Start Your Institutional Climate Action Journey
- Understand Queer Study Abroad Student Support
- Extending Your Reach - Deepening Engagement and Building Sustainable Relationships Across North America
- Different Partnership Models for Funding International Mobility in HE
- Building Trust Across Cultures

BUTEX Scholarships 2023

This year, we reframed our scholarship suite as the BUTEX Sustainability Abroad Scholarship. With a concerted effort to focus more on sustainability in all BUTEX activities, it was agreed it is important to use the scholarships as an opportunity to encourage students to have a deepened understanding of global environmental challenges and the exchange of innovative ideas. The scholarship programme now recognises the global concern around sustainability and that addressing it requires diverse perspectives and cross-cultural collaboration. The scholarship application encourages students to broaden their minds, immerse themselves in different cultures and learn about different approaches to sustainability and their experiences, ideally helping to foster passionate individuals dedicated to creating a sustainable future both at home and internationally. Ultimately, the scholarship empowers students to think about the impact of their actions and how they can contribute to making travel more sustainable and viable for the future.

As stated in the annual report last year, in 2023 we returned to the standard annual provision of eight scholarships, plus the Tony Emmerson Award in the event of an American Studies student being successful in the competition. After the financial surplus due to Covid allowed us to offer 24 scholarships in 2021 and 2022, we will be exploring possible sponsorship opportunities to increase the number of available scholarships in the future.

This year we offered three distinct scholarship categories: Vlog, Poster and Creative Written Piece. We decided to discontinue the Blog category from previous years, a decision stemming from our observation that previous Blog entries adhered to a fairly uniform format, resulting in a lack of engaging content for evaluation. In place of the Blog category, the Creative Written Piece was introduced with the aim of encouraging a less rigid structure and fostering greater creativity among students.

In total we received 529 applications. A team of 21 volunteers from the BUTEX committee and our members marked the applications and the top scoring eight applications were awarded the BUTEX scholarship, and a high ranking American Studies student was awarded the Tony Emmerson Award. Therefore a total of nine scholarships were awarded in 2023.

The scholarship winners for 2023 have been contacted and they will be announced shortly on the BUTEX website, along with their winning applications.

We believe that the scholarships are an effective way of benefiting both our members' students and promoting study abroad, whilst simultaneously showcasing BUTEX and our activities.

We would like to thank all member institutions who actively advertised the BUTEX scholarships to their students. A breakdown of entries by home and host institution can be seen in Appendix 2.

Dates for your Diary 2024

BUTEX Scholarships 2024

Scholarship applications will open around May 2024 with eight scholarships available. Due to the high number of applications received each year, we will be exploring sponsorship opportunities to increase the number of available scholarships for the future.

NAFSA 2024, New Orleans, Louisiana

We are excited to announce that we will partner with the British Council at NAFSA 2024 in New Orleans. Building on previous collaborations, and following in-depth mutual discussion, BUTEX and the British Council will co-create a prominent UK presence at NAFSA.

Together we have booked two adjacent double booths in the Expo Hall and will soon communicate with members about our upcoming presence at the event.

BUTEX Welcome Event at NAFSA 2024

The Welcome Event for BUTEX members will be announced soon. This event will be held on Monday 27 May 2024.

BUTEX Reception at NAFSA 2024

The BUTEX partner reception will take place at the iconic Toulouse Theatre at 615 Toulouse Street on Tuesday 28 May 2024. This venue has a robust history of presenting the very best in live music and entertainment from across the world since 1970, and is right in the heart of the French Quarter of New Orleans. In 1977, the facility began its history as a live performance space with an opening night by The Neville Brothers. The venue hosted regular performances from a number of artists over the years and, having been the venue for a few different clubs, the property was renovated and reborn as the Toulouse Theatre again in October 2021. It continues to operate as a proudly independent venue, committed to presenting live entertainment from around the world and in New Orleans.

Details of sponsorship opportunities to support this event will be posted on the BUTEX website and shared via the BUTEX mailing list in due course.

BUTEX Annual Conference 2024

BUTEX is looking forward to hosting its Annual Conference in 2024. Six proposals from BUTEX members have been submitted to host the event. The applications are currently undergoing review, and the selected host will be announced by the end of the year.

Thank you to all those members who expressed an interest in hosting the event.

Appendix 1

BUTEX member institutions 2023

Full Members

Aberystwyth University
Anglia Ruskin University
Bangor University
Bath Spa University
Birmingham City University
Brunel University London
Canterbury Christ Church University
Cardiff Metropolitan University
Cardiff University
City, University of London
Coventry University
De Montfort University
Durham University
Edge Hill University
Glasgow Caledonian University
Glasgow School of Art
Imperial College London
Keele University
Kingston University
Lancaster University
Leeds Beckett University
Liverpool John Moores University
London Metropolitan University
London School of Economics and Political Science
Manchester Metropolitan University
Newcastle University
Northumbria University
Nottingham Trent University
Oxford Brookes University
Queen Mary University of London
Queen's University Belfast
Royal Holloway, University of London
Sheffield Hallam University
SOAS University of London
Solent University, Southampton
St Mary's University, Twickenham
Swansea University
Teesside University
Ulster University
University College London
University for the Creative Arts

University of Aberdeen
University of Bath
University of Birmingham
University of Bradford
University of Brighton
University of Bristol
University of Central Lancashire
University of Dundee
University of East Anglia
University of Edinburgh
University of Essex
University of Exeter
University of Glasgow
University of Greenwich
University of Hertfordshire
University of Hull
University of Leeds
University of Leicester
University of Lincoln
University of Liverpool
University of Manchester
University of Nottingham
University of Portsmouth
University of Reading
University of Roehampton
University of Salford
University of Sheffield
University of Southampton
University of St Andrews
University of Stirling
University of Strathclyde
University of Sunderland
University of Surrey
University of Sussex
University of the Arts London
University of the West of England
University of Warwick
University of Westminster
University of Worcester
University of York
York St John University

Associate Members

Absolute Internship
Academic Programs International
Acumen (Sannam S4)
Anglo Educational Services
Arcadia University
BridgeLabs
BUNAC
Cea Capa Education Abroad
Challenges Abroad
Fulbright Commission
Foundation for International Education
Harlaxton College
International Volunteer HQ
Learn International
Pagoda Projects
Student.com
The Intern Group
Think Pacific
Travelteer
ULodging
Virtual Internships

Reciprocal Member

UUKi

Appendix 2

Scholarship entries 2023

Institution	Total Number of Applications	Inbound Student Applications	Outbound Student Applications
Aberystwyth University	3	0	3
Bangor University	4	2	2
Bath Spa University	1	0	1
Cardiff Metropolitan University	1	0	1
City, University of London	1	1	0
Coventry University	10	1	9
De Montfort University	6	1	5
Dundee University	2	0	2
Exeter University	4	1	3
Glasgow School of Art	11	7	4
Keele University	5	4	1
Kings College London	1	1	0
Kingston University	3	3	0
Liverpool John Moores University	4	1	3
London School of Economics and Political Science	10	1	9
Newcastle University	8	3	5
Northumbria University	4	0	4
Nottingham Trent University	18	0	18
Oxford Brookes University	1	0	1
Queen Mary University of London	13	3	10
Sheffield Hallam University	4	0	4
SOAS, University of London	22	6	16
Swansea University	4	0	4
University College London	17	3	14
University of Aberdeen	1	1	0
University of Bath	17	2	15
University of Birmingham	45	19	26
University of Bradford	10	10	0
University of Bristol	14	11	3
University of Central Lancashire	2	2	0
University of Dundee	11	3	8
University of East Anglia	2	2	0
University of Edinburgh	6	6	0
University of Essex	6	2	4
University of Exeter	35	8	27
University of Glasgow	17	6	11
University of Greenwich	1	0	1
University of Hertfordshire	2	0	2
University of Leeds	25	10	15
University of Leicester	3	1	2

University of Liverpool	13	7	6
University of Manchester	13	5	8
University of Newcastle	2	1	1
University of Nottingham	11	2	9
University of Portsmouth	1	0	1
University of Reading	18	14	4
University of Roehampton	7	2	5
University of Sheffield	3	2	1
University of Southampton	10	1	9
University of St Andrews	3	2	1
University of Stirling	4	3	1
University of Strathclyde	12	0	12
University of Surrey	5	3	2
University of Sussex	28	20	8
University of the Arts London	2	2	0
University of Warwick	21	0	21
University of Westminster	7	2	5
University of Worcester	9	1	8
University of York	6	0	6
Grand Total (59 Universities)	529	188	341

Appendix 3

Treasurer's report 2023

Our 2023 income position is positive, aided by welcoming three new full and eight associate members this year, which highlights the continued relevance and importance of BUTEX to our sector. As mentioned this time last year, after having had no membership fee increases for 27 years, we did need to respond to the high inflationary environment by increasing the 2023 membership fees by 10%. Inflation in the UK for the last quarter has softened somewhat to 6.3%, and with regard to the forecast that inflation will drop over the next 12 months we will fix the 2024 fees increase to this figure. We will continue to review this each year.

A key component to our financial position is the generous major sponsorship we received from Duolingo English Test for our 2023 BUTEX reception at NAFSA. Their sponsorship allowed us to offer member sponsorship at a much lower price point than would otherwise be expected in the high-cost Washington D.C. location.

Our expenditure this year is reflected in the updated BUTEX manager's remuneration, which was aligned to indexation of the equivalent UK HE pay spine; advanced deposit payments to secure the booth and reception events for NAFSA 2024. Not yet indicated in the financial statement, but important to account for, are the 2023 BUTEX scholarships. A total of £4,500 funding nine incoming and outgoing scholarships, including an award for the Tony Emmerson scholarship for an American Studies student, will be awarded December.

We expect that once all scholarships have been paid our annual surplus will be just under £2,000 across the 2023 financial year.

Although our conferences are in-person again, we are continuing to offer the one-day Winter Workshop online and free of charge for the time being, not only to offset paid in-person events, but also to widen access to members, for whom travel for one day might be unsustainable. We also recognise it also enables more colleagues from individual members to participate, who may not otherwise attend such events in-person.

Thank you for all your support of BUTEX throughout 2023, and we look forward to continue to support you in 2024!

Isobel Mosley
BUTEX Treasurer
November 2023

Income and expenditure statement

24 November 2022 - 23 November 2023

Income

Membership Fees	£ 46,335.20
17 th International Conference (Summer Forum)	£ 23,504.63
NAFSA reception 2023	£ 14,781.22
Total Income	£ 84,621.05

Expenditure

BUTEX manager remuneration	£ 23,576.04
Website and domain registration	£ 1,501.20
Bookkeeping software	£ 214.80
Videoconferencing software	£ 189.98
Scholarship payments	£ 1,000.00
17 th International Conference (Summer Forum)	£ 17,593.91
NAFSA booth 2023	£ 12,550.42
NAFSA reception 2023	£ 12,819.77
NAFSA booth 2024	£ 6,227.19
NAFSA reception 2024	£ 2,472.71
Insurance	£ 231.48
Transaction fees	£ 1.66
File management and email subscription fee	£ 54.89
Total Expenditure	£ 78,434.05

**Balance of funds – Santander
account** **£ 53,205.21**

Balance of funds - Stripe **£ 0.00**

**Balance of funds – PayPal
account** **£ 225.00**

Isobel Mosley
BUTEX Treasurer
November 2023