Quality Assurance Code of Practice

Student Exchange Arrangements

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Flowchart – approval and renewal of new exchanges

Annex A operation of exchanges

Related documents available at: Code of Practice statements | University of Bath

QA37 Form 1 approval of new student exchange
QA37 Form 2 for Erasmus+ exchanges: agreement
QA37 Form 3 for non-Erasmus exchanges: Memorandum of Agreement
QA37 Form 4 renewal of exchanges

1 Definition, purpose and scope

1.1 This statement sets out the principles to be considered and the procedures to be followed in the establishment, renewal and termination of arrangements with overseas partner institutions for the exchange of students registered on programmes leading to an award from the University.

1.2 Guidelines for supporting students undertaking approved exchanges are set out in Annex A.

1.3 Study abroad is defined as learning achieved during an agreed period, generally one year or one semester, at a Higher Education institution in a country outside the United Kingdom, and where the learning outcomes are an integral part of and contribute to the programme of study.

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1 Integral to programme/contributing to award: Both expressions cover a range of situations. Study abroad may be integral and contributory in the “hard” sense of a compulsory year abroad where the marks achieved abroad count towards the final degree classification (e.g. BA in Modern Languages & European Studies), or the “soft” sense of an optional year abroad during which the student only needs to achieve a...
1.4 Where new partnerships which are wider than student exchanges alone are under consideration, this statement needs to be read in conjunction with QA20 Collaborative Provision.

1.5 Where students undertake work placements while based at a partner institution under an overseas exchange arrangement QA6 Placement Learning and Study Abroad should also be consulted.

2 Principles

2.1 The University Strategy recognises that extending opportunities for undergraduate and postgraduate mobility will help our students to enhance their employability in the global recruitment market and create the networks of the future. The Education Strategy includes a specific objective to provide a comprehensive programme of well-supported, globally relevant placement/year abroad opportunities. Student exchange agreements support and maintain these opportunities.

2.2 Study abroad is normally undertaken at exchange partner institutions and with exchange student status. Students on exchange are registered both at their host institution and their home institution during their exchange period. They continue to pay tuition fees to their home institution but pay no tuition fees to their host institution.

2.3 Other opportunities for students to study abroad as visiting (fee-paying) students at a non-partner institution are sometimes available. The Mobility Manager, International Relations Office (IRO) can be contacted for advice.

3 General criteria

3.1 Exchange partnerships should widen and develop learning opportunities to support or enhance the academic standard of the award and the learning experience for students.

3.2 Exchange partnerships are developed for Bath students on specified degree programmes which integrate study abroad in the design of their degree scheme. Study abroad units should have clearly defined learning outcomes, integral to the programme of study, which are clearly set out in information provided to students and staff (e.g. programme specifications, programme handbooks, and/or handbooks relating to study abroad).

3.3 Institutions to be considered as potential exchange partners must be listed by the National Academic Recognition Information Centre (NARIC) as recognised Higher Education institutions. The University holds a current Erasmus Charter and exchange partnerships in European countries will only be undertaken under the Erasmus+ programme with institutions also holding Erasmus Charters. The Mobility Office can advise.

3.4 Exchange agreements involve the two-way exchange of students. A key criterion for approval will be the expectation that a broadly equivalent number of students will move annually between the two institutions and over the whole period of the agreement, so that the benefits of Bath students studying at the partner institution offset the cost of partner students studying at Bath.

pass in the courses taken abroad and can toggle between the standard programme and the programme with Study Year Abroad (e.g. BSc Physics/BSc Physics with Study Year Abroad), or a range of circumstances between these two.
3.5 Bids to participate in other Erasmus+ project-based programmes which provide for consortia hosting one another’s students with no tuition fee or a reduced tuition fee will also be subject to the test of balance in the numbers to be exchanged. The Mobility Manager (IRO) should be consulted from the outset on any such proposals.

3.6 Proposals for new or renewing exchange agreements which will be unbalanced numerically but are expected to bring exceptional indirect benefits can be considered on their individual merits (see para 5.3).

Exchange partnership limitations

3.7 Bath students going out on exchange will have access to the exchange arrangements linked to their programme and held by their department/School or faculty. They will not normally have access to exchanges held by other departments within or outside their faculty.

3.8 Incoming exchange students will normally be registered in the department/School which holds the exchange agreement. In the case of faculty exchange agreements, they will normally be registered in one of the departments of that faculty. In the small minority of faculty-level exchanges where other departments outside that faculty will be expected to register incoming exchange students, the departments will receive the agreed internal fee\(^2\) and their consent or the authority of the Dean of their faculty/ies will be required during the exchange approval process.

Sustainability

3.9 The University of Bath recognises its responsibility to maintain its capacity to supply exchange places for those programmes with study abroad arrangements, where programme information supplied through UCAS has advertised such opportunities, where places may be needed in lieu of work placements or at short notice.

3.10 The specific criteria for approval and renewal of exchanges are set out in para 5.16 below. In particular there must be an adequate standard of support for students both outgoing and incoming, including effective briefing before and upon arrival to prepare them for the different national, cultural and organisational systems to be expected at each institution (see Annex A).

4 Roles and responsibilities

4.1 The following staff have particular responsibilities:

4.2 **Deans/Associate Deans** are responsible for designating School/faculty exchange coordinators and for considering and approving proposals for cross and inter-faculty exchanges and renewals in their initial stages of development.

4.3 **Heads of Department** are responsible for designating departmental exchange coordinators and unit convenors for Study Abroad units and for considering and approving proposals and renewals for departmental exchanges in their initial stages of development.

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\(^2\) Agreed internal fee: This will be agreed annually between the Deans of Faculty and the Mobility Manager, in consultation with the Finance Office.
4.4 **Unit Convenors** are responsible for overseeing the delivery, monitoring and review of Study Abroad units.

4.5 **Directors of Studies** are responsible for oversight of Study Abroad units within programmes of study.

4.6 **Directors of Administration** are responsible for allocating appropriate administrative resources to support student exchanges and study abroad.

4.7 **The Mobility Manager (IRO)** is responsible for guidance to staff on current and proposed student exchanges, advice to the University on exchange viability, arranging signature of approved agreements, notifying exchange coordinators in good time of exchanges which are in need of review and renewal, ensuring that exchanges are balanced in terms of student numbers over the period for which the agreement is signed, giving formal notice to institutions of intent to terminate or not to renew an exchange agreement, and for administration of the Erasmus+ programme and Erasmus grants.

4.8 **Exchange coordinators** are responsible for:

- representing exchange students’ needs and issues in the decisions and other arrangements in the department/School/faculty;
- acting as the point of contact for exchange partners;
- ensuring that exchange agreements are put forward for renewal on schedule;
- coordinating the research and preparation of department and/or faculty-level exchanges including preparatory visits and renewal of proposals, and completion of the relevant documents including the legal agreement;
- publicising and advising on exchange opportunities in place for the programme, and any criteria for eligibility e.g. grade thresholds;
- oversight of outgoing exchange students including briefing outgoing students in preparation for their exchange learning opportunities and pastoral elements;
- communicating with and/or arranging visits to students on exchange;
- admissions decisions on incoming exchange students;
- advising incoming exchange applicants on potential unit choices, welcoming and advising them on arrival, administering and monitoring their enrolment, progress, welfare arrangements and acting as their personal tutor;
- liaising with the Mobility Manager on feedback from both incoming and outgoing students;
- communicating with other departmental and faculty coordinators as appropriate;
- faculty coordinators - coordination of the distribution of outgoing exchange places among participating departments.

Other departmental/faculty staff may assist with or complete some of the above tasks, working with the exchange coordinator. (See also Annex A below: support for students undertaking study year abroad.)

A designated academic supervisor, who may or may not be the exchange co-ordinator, is responsible for providing academic support and in particular, assessing the student’s progress.

4.9 The University’s Legal Adviser has responsibility for advising on the terms and text of exchange agreement documents where neither the Erasmus nor the Bath standard template is being wholly adopted and on the terms of the renewal of the European Commission Erasmus Programme Contract when it is periodically re-launched.
4.10 Certain Committees have the following responsibilities:

- **Departmental/School Learning, Teaching & Quality Committees** (D/SLTQCs) are responsible for monitoring exchange arrangements and for ensuring that issues are reported in Annual Monitoring of programmes and Degree Scheme Reviews and action undertaken as appropriate; DLTQCs may be required by FLTQCs to review proposals and make recommendations to the FLTQC as the first stage of the approval process.

- **Faculty Learning Teaching and Quality Committees** (FLTQCs) are responsible for considering and recommending proposals for new exchange arrangements to PAPAC and for the approval of proposals for renewal;

- **the School of Management LTQC** is responsible for considering and recommending proposals for new and renewing exchange arrangements to PAPAC.

- **Academic Programmes Committee** is responsible for deciding whether proposals for unbalanced exchanges may go forward on exceptional grounds (see para 5.3 below).

- **Programmes and Partnerships Approval Committee** (PAPAC) is responsible for institutional-level approval of new exchange partnerships and renewal of exchanges from the School of Management.

4.11 The Learning and Teaching Enhancement Office is responsible for reporting new, renewed, expired and withdrawn exchange agreements agreed during the course of the academic year to the Academic Programmes Committee and to Senate on at least an annual basis.

5 **Approval of new exchange proposals** (see also flowchart, page 15)

5.1 Proposals for new student exchanges may arise from a variety of sources e.g. a specific need for additional places on an individual programme or a new Preferred Partner presenting opportunities for student exchange.

5.2 Exchanges may be

- single-department/School: involving one or more than one programme within a department/the School;
- faculty level: involving more than one department in a faculty;
- cross–faculty: involving departments in more than one faculty/the School.

**Exceptional grounds for approval**

5.3 Where a department/School/faculty believes that an exchange (new or renewal) will bring exceptional indirect benefits but it does not align fully with the principles set out in para 3 and is not supported by the International Relations Office, the Dean should be consulted. Where the Dean agrees that there is a case for proceeding, form QA37.1, New Student Exchanges, should be submitted to Academic Programmes Committee (APC) for consideration. If APC supports the proposal, the exchange approval process will then be completed in the normal way. Generic secondary benefits applicable to most exchange partnerships, such as the potential for recruiting incoming exchange students for
postgraduate degrees at the University of Bath, will not be considered as exceptional grounds.

Preparatory work

5.4 The approval process involves consultation and the gathering and evaluation of information on standard documents to assure conformity with the principles and criteria set out above and to provide adequate information for students and staff from both Bath and the partner institution.

Consultation

5.5 The following should be consulted as part of the approval and document preparation process:

- the partner institution;
- the Mobility Manager, IRO;
- the departmental exchange coordinators of all participating departments;
- the faculty exchange coordinators (where in place) for faculty level proposals;
- Heads of Departments of all participating departments, (noting that in some cases departments other than those formally involved in the exchange may be registering incoming students for the agreed internal fee);
- for faculty and cross-faculty exchanges, the relevant Associate Deans (Learning and Teaching) to confirm that the proposed exchange fits well with faculty strategy;
- the University’s Legal Adviser for non-Erasmus agreements where the partner has requested changes to the Bath template or where the partner’s template has been used.

5.6 In particular, the Mobility Office (IRO) should be asked to confirm that:

- there is likely to be regular, ongoing demand for this country and institution;
- numbers are likely to be reasonably balanced;
- the institution is recognised by NARIC and, if in an Erasmus country, holds an Erasmus University Charter;
- they are not aware of the University of Bath having had any adverse experience on any other former or current exchange with this institution;
- they are not aware of anything adverse in the institution’s reputation.

and their advice sought on any issues around equality and diversity and health, safety and insurance.

5.7 The Head of Department should be asked to confirm that the proposed exchange fits well with departmental strategy, and the Associate Dean(s) (Learning and Teaching), or in the case of the School of Management the Dean, that there is a fit with faculty strategy for faculty/cross faculty exchanges.

5.8 The Mobility Office have produced a checklist (see Code of Practice statements | University of Bath – QA37) for use in initial discussions within the department, faculty and with potential partner institutions.

Documentation for new exchanges

5.9 The documents supporting the approval of new exchanges, to be completed by the departmental/faculty exchange coordinator in liaison with the exchange partner are:
• **QA37.1 Approval of new student exchanges** – internal approval form: captures programme-related detail for approval at faculty/institutional level

In addition a **signed legal agreement is always required** to formalise the terms of the commitment between the two institutions: either

• **QA37.2 Erasmus+ Inter-institutional agreement** – captures the details of both exchange partners and programmes, or

• **QA37.3 Memorandum of Agreement for non-Erasmus exchanges** is the University’s standard template. This can be altered, or the partner’s template used instead, provided that it is checked by the University’s Legal Adviser for legal aspects and by the Mobility Manager (IRO) for non-legal, practical aspects. For non-Erasmus exchanges the coordinator should consult at an early stage with the partner institution to gain consensus on the proposed draft legal agreement and also obtain advice from the University’s Legal Adviser on its proposed final content and form.

Work should begin on drawing up the legal agreement at the same time as the exchange is going forward for approval.

5.10 The Mobility Manager will provide the generic University of Bath information for all forms.

**Formal Approval**

5.11 New student exchanges are approved at faculty/School-level and then on behalf of the University by the Programmes & Partnerships Approval Committee (PAPAC). Submission of the paperwork to the F/SLTQ assumes that the Heads of all participating departments have agreed to the proposal going forward and for faculty or cross faculty exchanges the Associate Dean(s), (Learning and Teaching) should also approve the proposal.

5.12 The standard period of approval is for five years.

5.13 If strategic issues which are likely to be of institutional concern are identified either by the F/SLTQC or by PAPAC these should be referred to the Academic Programmes Committee for decision as to whether the proposal may proceed.

**Stage 1 Faculty/School approval**

5.14 An FLTQC may require the DLTQC to review proposals and make recommendations to the FLTQC as the first stage of the approval process. If this is the case the steps set out in 5.15 – 5.18 below will be followed at departmental level. The Assistant Registrar can advise if this stage is required.

5.15 The exchange coordinator submits to the F/SLTQC form QA37.1 (new student exchanges). For exchanges on degree programmes which are cross-faculty (e.g. IMML) submission should be made to the S/FLTQC of each participating department.

5.16 The Committee will use the following specific criteria in deciding whether to recommend approval of the exchange. There is, or is likely to be:
• a need to support compulsory study abroad or demand for optional study abroad on the degree programme;
• enhancement of the programme(s) and the student experience resulting from the exchange;
• regular, ongoing demand for this country and institution;
• a reasonable balance in the numbers exchanged;
• high academic quality;
• evident good academic fit, linguistic viability and compatible academic arrangements;
• effective support for students on exchange;
• evidence that the location will be of interest to Bath students;
• evidence that equality and diversity and health, safety and insurance issues have been considered and that students will be briefed as appropriate;
• adequate and appropriate facilities, particularly specialised facilities related to the programme of study, available at the partner institution for Bath students’ use.

5.17 Where the new exchange institution is with an existing exchange and/or Preferred Partner, the Committee is able to take account of due diligence which has already taken place and ongoing evaluation of any recent and current exchanges in reaching its decision. The Mobility Office can advise in this respect.

5.18 The Committee(s) may take one of three decisions:
• agree to recommend that the proposal goes forward for institutional approval, which may be subject to provision of additional or clarifying information to the satisfaction of the Chair
• agree to request provision of additional information to be considered at the next meeting
• agree not to recommend the proposal for approval.

Stage 2 – institutional approval

5.19 The Programmes and Partnerships Approval Committee receives form QA37.1 (new student exchanges) with the recommendation and any minuted discussion from the S/FLTQC. The criteria for approval are as listed above in 5.16.

5.20 The Committee(s) may take one of the following three decisions
• agree to approve the new exchange on behalf of the University; this may be subject to provision of additional or clarifying information to the satisfaction of the Chair;
• agree to request provision of additional information to be considered at the next meeting;
• agree not to approve the proposal.

5.21 Subsequent to approval the exchange co-ordinator will liaise with the Mobility Office or the legal Office to conclude the Erasmus+ (QA37.2) or legal agreement (QA37.3) required to finalise the exchange (see para 7 below).

6 Renewal of exchanges (see also flowchart, page 16)

Preparatory work

6.1 At least three semesters (i.e. approximately 18 months) before an exchange is due to expire a review should be conducted by the department/ School/faculty to ensure that any decision not to renew is taken before commitments are made to incoming and outgoing students and to ensure that an adequate supply of exchange places remains available to students. The Mobility
Office will remind departments, faculties, the School at an appropriate point of exchanges which are approaching their renewal date.

6.2 In renewing exchanges the emphasis is on evaluation of student experience and demand based on evidence from individual student evaluations, recent Degree Scheme Reviews, and Annual Monitoring reports, and evaluation of the relationship with the partner.

Consultation

6.3 The same range of people should be involved in initial consultations as for new exchanges – see para 5.5.

6.4 An FLTQC may require the DLTQCs to review proposals and make recommendations to the FLTQC as the first stage of the approval process. If this is the case the steps set out in 6.5–10 below will be followed at departmental level. The Assistant Registrar can advise if this stage is required.

Documentation for renewal

6.5 The exchange coordinator submits to the F/SLTQC Committee form QA37.4 setting out the case for renewal and referring to the evidence mentioned in 6.2 above. For exchanges on degree programmes which are cross-faculty (e.g. IMML) submission should be made to the S/FLTQC of each participating department.

6.6 Submission of the paperwork to the F/SLTQC assumes that the Head(s) of all participating departments and in the case of faculty and cross-faculty exchanges the Associate Dean(s) (Learning and Teaching) have been consulted and agreed to the proposal for renewal going forward.

Formal approval

6.7 In considering proposals for renewal the F/SLTQC Committee should use the original approval criteria i.e. that there is or has been:

- an ongoing and future demand for and need to support study abroad on the degree programme(s);
- evidence that the location has proved attractive to Bath students;
- enhancement of the student experience resulting from the exchange;
- regular, ongoing demand for this country and institution;
- a reasonable balance in the numbers exchanged;
- high academic quality;
- evident good academic fit, linguistic viability and compatible academic arrangements;
- effective support for students on exchange;
- adequate and appropriate facilities, particularly specialised facilities related to the programme of study, available at the partner institution for Bath students’ use.

6.8 The Committee considers the evidence to support the renewal of the exchange summarised on form QA37.4, and covering the operation of the exchange to date, evidence from Degree Scheme Reviews, Annual Monitoring reports, evaluation by students, achievement of students on exchange and on return to the University.
6.9 If strategic issues which are likely to be of institutional concern are identified these should be referred to the Academic Programmes Committee for decision as to whether the proposal may proceed.

6.10 A Faculty LTQC may take one of the following three decisions:
- agree to approve the proposal, which may be subject to provision of additional or clarifying information to the satisfaction of the Chair;
- agree to request provision of additional information to be considered at the next meeting;
- agree not to approve the proposal.

6.11 The School of Management LTQC may take one of the following three decisions:
- agree to recommend to PAPAC approval of the proposal, which may be subject to provision of additional or clarifying information to the satisfaction of the Chair;
- agree to request provision of additional information to be considered at the next meeting;
- agree not to approve the proposal.

6.12 PAPAC may take one of the following three decisions on applications for renewal from the School of Management:
- agree to recommend approval of the proposal, which may be subject to provision of additional or clarifying information to the satisfaction of the Chair;
- agree to request provision of additional information to be considered at the next meeting;
- agree not to approve the proposal.

6.13 The standard re-approval period is five years.

7 **Finalising the legal exchange agreements (new and renewed exchanges)**

7.1 After approval the Mobility Manager (IRO) will:
- for Erasmus exchanges, finalise the Erasmus Bilateral Agreement, sign it, and seek the signature of the partner institution;
- for non-Erasmus exchanges, finalise the Legal Agreement, arrange for the Dean of the faculty/School and the Vice-Chancellor to sign it and seek the signature of the partner institution.

7.2 A definitive copy of exchange Agreements will be retained in the Mobility Office.

8 **Amendments to exchange agreements**

8.1 The following minor amendments to existing exchange arrangements may be agreed between the department/School/faculty, the partner institution and the International Relations Office (Mobility Manager) during the life of the agreement by means of an exchange of e-mail messages. Such changes should then be included in the next renewal where relevant:
- adjustments to participant numbers in a particular year at the request of Bath or of the partner;
- change to the length of individual students’ exchange durations at the request of Bath or of the partner;
- change of name of the partner institution or partner department/faculty or of the Bath department/School/faculty or of the degree programme (i.e. not addition of programmes or departments – see 8.3 below);
- change of personnel or contact details;
- correction of error or factual inaccuracy.
8.2 For other amendments the renewal procedure should be followed.

8.3 Extensions of agreements to cover additional programmes and/or departments should be submitted to FLTQC(s) and to PAPAC for approval under the above processes on the basis of updated documentation.

9 Termination of exchange agreements

9.1 If the monitoring and review processes result in a decision not to renew an exchange agreement which is due to expire, or before it is due to expire, formal notice of the intention not to renew/to withdraw should be given to the partner institution as early as possible and no later than three semesters before termination is due to take effect, in order to take into account normal student nomination timetables and community practice.

9.2 Committee approval is not needed but the department/School/faculty exchange coordinator is responsible for informing the Mobility Office and the Assistant Registrar of the decision not to renew.

9.3 The Mobility Office is responsible for giving notice to the partner, and for informing the Learning and Teaching Enhancement Office.

10 Expired exchange arrangements

10.1 In the event of the department/School/faculty neither following the procedure to renew an expiring exchange nor terminating it, the Mobility Office may submit a case directly to Academic Programmes Committee (APC) with a recommendation to give notice to the partner institution to terminate the agreement. The department/ School/faculty will be invited to submit its comments alongside the Mobility Office’s case.

10.2 APC may either authorise the Mobility Manager to give notice to the partner institution to terminate the agreement, or invite the Head/Dean of the Department/School/Faculty to complete matters within a given timeframe, at the expiration of which the Mobility Manager will give notice to the partner institution to terminate the agreement if matters have not been completed.

11 Reporting

11.1 The Learning and Teaching Enhancement Office will report all exchange arrangements including renewals and terminations to APC and to Senate annually by the presentation of the Register of Exchange Agreements as part of the Register of collaborative provision.

12 Monitoring

12.1 Departmental/School/faculty exchange coordinators are responsible for the ongoing monitoring of exchange arrangements.

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3 Expiring exchanges: The expiry date for the exchange is set down in the legal Agreement. Non-Erasmus exchanges which include an “umbrella clause” will be considered for the purposes of University of Bath regulations to expire prior to the engagement of the umbrella clause.
12.2 Monitoring of exchange arrangements is essential so that the University can assure itself of the quality of the learning experience and the continuing benefit of the exchange and to provide supporting evidence for the renewal of an exchange.

12.3 All outgoing exchange students should be asked for an evaluation of their experience on return which should cover the academic elements and the level of support they received from the University and their exchange provider. A record of this evaluation should be kept by the department and it should form part of the evaluation process for renewal of the exchange.

12.4 An evaluation of this information should be considered by Study Abroad unit convenor and the Director of Studies when completing the Annual Monitoring Report for the programme and will form valuable evidence when exchanges are due for renewal.

12.5 Degree Scheme Reviews for programmes which involve exchange agreements will include an overview of the operation of any student exchange agreements. (Degree Scheme Reviews (DSRs) are five-yearly programme reviews.

12.6 Departmental/School/faculty Exchange Coordinators, study abroad unit convenors, Directors of Studies and the Mobility Office will share information as appropriate on issues identified in the operation of exchanges and legal agreements, and from student feedback, Annual Monitoring Reports and Degree Scheme Reviews.

13 Review of exchanges

13.1 Exchanges are normally established for a period of five years. The quality and standards of exchanges must be reviewed at a maximum of five yearly intervals. Departmental/School/faculty exchange coordinators are responsible for the five-yearly review. The process should begin at least three semesters before expiry in order to collect the views of the latest group of exchanging students and to establish the likelihood of renewal before further students are offered options for the year ahead. The outcome of the Review will feed into the Annual Monitoring of Programmes and Degree Scheme Review as well as the renewal process.
## Statement Details

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Approval of new student exchanges

**Consultation (QA37 5.5)**
- Partner institution
- Mobility Manager
- Dept exchange co-ordinator(s)
- Faculty exchange co-ordinator(s) for faculty exchanges
- Heads of Dept
- Associate Dean(s) (Learning and Teaching) for faculty/cross faculty exchanges
- Legal Adviser if non-standard or partner’s template is being used

Complete form QA37.1 – new student exchanges

**Stage 1: (QA37 5.12 – 17) Faculty/School Learning, Teaching and Quality Committee** in consideration of criteria for approval (5.16) can:
- approve to go forward to PAPAC
- approve to go forward subject to provision of additional info to satisfaction of Chair
- request provision of additional info for next meeting
- not approve.

*Note: PLTQCs can ask for DLTQC to give preliminary scrutiny to the proposal (QA37 5.14)*

**Stage 2: Institutional approval (QA37 5.16-17)**
Programmes and Partnerships Approval Committee can:
- approve
- approve subject to provision of additional info to satisfaction of Chair
- request provision of additional info for next meeting
- not approve.

**Exceptional grounds (QA37 5.3)**
Academic Programmes Committee can support or not support proposal

**Legal Agreement (QA37.7)**
At the same time as the exchange proposal is proceeding through the approval process

Exchange co-ordinator in conjunction with Mobility Office and Legal Adviser if using non-standard or partner’s template (QA37 5.9)

versus Legal Agreement – either:

- Form QA37.2: Erasmus+ Bilateral Agreement in consultation with Mobility Office
- OR
- Form QA37.3 Memorandum of Agreement for non-European exchanges

**Strategic issues identified (QA37 5.13)**
Academic Programmes Committee can support or not support proposal

Complete form QA37.1 – new student exchanges
Renewal of Exchange Arrangements

Consultation (QA37 5.5, 6.3)
Partner institution
Mobility Manager
Dept exchange co-ordinator(s)
Faculty exchange co-ordinator (s) (for faculty exchanges)
Heads of Dept
Associate Dean(s) (Learning and Teaching)
(faculty/cross faculty exchanges)
Legal Adviser
(for non-standard or partner’s legal Agreement)

Complete form QA37.4 (QA37 6.5-6):
renewal of student exchanges

Faculty Learning, Teaching and Quality Committee (QA37 6.7-10) in consideration of criteria for approval (5.16) can:
- approve
- approve subject to provision of additional info to satisfaction of Chair
- request provision of additional info for next meeting
- not approve.
Note FLTQCs can ask for DLTQC to give preliminary scrutiny to the proposal (QA37 5.14)

School Learning, Teaching and Quality Committee (QA37 6.11) in consideration of criteria for approval (5.16) can:
- recommend approval to PAPAC
- recommend approval subject to provision of additional info to satisfaction of Chair
- request provision of additional info for next meeting
- not approve.

Programmes and Partnerships Approval Committee (QA37 6.12) can:
- approve
- approve subject to provision of additional info to satisfaction of Chair
- request provision of additional info for next meeting
- not approve.

Exceptional grounds (see 5.3 above)
Academic Programmes Committee can support or not support proposal

Legal Agreement (QA37.7)
At the same time as the exchange proposal is proceeding through the approval process
Exchange co-ordinator in conjunction with Mobility Office and Legal Adviser if using non-standard or partner’s template (QA37 5.9) draws up Legal Agreement – either:
Form QA37.2: Erasmus+ Bilateral Agreement in consultation with Mobility Office
OR
Form QA37.3 Memorandum of Agreement for non-European exchanges

Review (QA37.13)
At least 3 semesters before the exchange is due to expire
Exchange Co-ordinator leads review to decide renewal or termination

Termination (QA37.9)
If decision is to terminate, exchange co-ordinator informs Mobility Office and Assistant Registrar.

Termination
(QA37.9)
Mobility Officer gives notice to partner and informs LTEO.

Note
Legal Adviser
for non-
standard or partner’s legal Agreement

Strategic issues identified (QA37 6.9)
Academic Programmes Committee can support or not support proposal

Programmes and Partnerships Approval Committee can support or not support proposal
Annex to QA37

Support for students undertaking Exchanges/Study Abroad

1. Introduction

1.1 Study Abroad (SA) is defined as a period spent following a course of study (this may include a research project) in a Higher Education Institution overseas and is normally undertaken through a University approved exchange scheme. Where a student is undertaking a project in a University which is not an exchange partner a full evaluation of the host institution must be undertaken, and responsibilities agreed in writing, as set out in QA6 Placement Learning.

1.2 The University has a duty of care towards its students undertaking SA and should take reasonable steps to ensure that students are adequately supported before during and after SA.

2. Roles and responsibilities

2.1 The Director of Administration is responsible for ensuring that the Faculty / School provides a team to administer and provide support for SA and that staff are suitably equipped and supported to take up their roles.

2.2 The Head of Department is responsible for ensuring that academic and pastoral support roles are allocated appropriately and that an academic member of staff is appointed as Unit Convenor to the SA unit.

2.3 The Director of Studies is responsible for oversight of the SA unit within the programme of study.

2.4 Unit Convenor is responsible for overseeing delivery and monitoring and review of the SA unit.

2.5 A member or members of staff must be appointed to support the administrative and pastoral, and academic elements of SA including evaluation of the SA and providing support for students.

2.6 Each student should be appointed an Academic Supervisor who is responsible for providing academic support and in particular, assessing the student’s progress. The academic supervisor should normally be a member of staff within the Education and Research Job Family e.g. the student’s personal tutor.

2.7 The roles and responsibilities of all parties involved in SA should be clearly established and communicated. The primary point of contact for a student on SA should be identified.

3. Support prior to embarking on Study Abroad (SA)

3.1 Where teaching and/or assessment, in the host institution, is not in English, SA staff must be assured of a student’s ability to complete a course of study in the language of the host institution. The minimum requirements for language competency, set by the host institution, are normally stipulated in the exchange agreement.

3.2 Prior to going out on SA, all students should be fully briefed on their rights and responsibilities by the departmental exchange co-ordinator. This information must be provided in writing and cover the following:
• learning outcomes of the SA and how these will be assessed;
• making unit choices, including information on assessment practice, at the host institution
• the criteria for translating credit and/or marks achieved at the host institution;
• arrangements and expectations for communication (see 4.4) and details of principal contacts, including their Academic Supervisor and whom to contact in an emergency;
• the student’s responsibility to maintain contact with their designated contact at the University;
• cultural orientation and expectations
• Health and Safety information and risks relevant to particular countries;
• any legal or ethical considerations;
• the need for personal insurance cover;
• any language or skills preparation available to them;
• the Department/School and University support services available to students whilst on SA;
• local legislation on equality and diversity and support for disabled students will apply and may differ from that which is provided in the UK;
• information on dealing with problems and complaints.

Advice is available from the Mobility Office to support exchange co-ordinators in this role.

Equality and Diversity

3.3 Departments should take reasonable steps to ensure that students will study in an environment in which they are treated equally, whilst recognising any differences in the legal and cultural rules and standards of the host nation which may not accord with equalities legislation in the United Kingdom. For exchanges with universities in countries where there is no comparable equalities legislation (e.g. with regard to race, disability, gender, age, religion, sexuality), it is the duty of the exchange co-ordinator to brief the student on the difficulties which may be associated with undertaking the exchange and to help the individual to make an informed decision about undertaking it. Advice on local law and custom is available from the Mobility Office and from the Foreign and Commonwealth Office website.

Health and Safety

3.4 Exchange co-ordinators should take steps to provide students with the means to make informed decisions about undertaking an exchange, particularly with regard to any legal and cultural differences which may be associated with a particular exchange.

3.5 Exchange Coordinators should seek information which allows the approving body to be satisfied that that exchange partners have appropriate health and safety procedures in place which comply with the requirements of the host country.

3.6 If the study programme of outgoing Bath students will include laboratory elements, exchange co-ordinators should evaluate the level of risk in discussion with their exchange partner contacts and ascertain how students will be briefed to mitigate the risk and the level of supervision at the host institution. A visit to the partner institution is strongly recommended in this context.

3.7 A similar risk evaluation should also be undertaken if the study programme includes work experience organised by the exchange partner. Again information should be sought on how students and employers will be briefed and the level of oversight the host institution will have.
3.8 The University Health, Safety and Environment Service (UHSE) and the Mobility Office can provide advice and support in evaluating exchange opportunities.

Insurance

3.9 Exchange Coordinators should verify that exchange partners have insurance cover in accordance with the laws of the host country, and whether this includes public liability insurance. If the study programme includes work experience organised by the partner, the exchange co-ordinator should also clarify whether students will be covered by the companies’ employer’s liability insurance policies.

3.10 Outgoing exchange students will be informed in writing by the Mobility Office of the need to take out an insurance policy to cover medical expenses, personal injury and accident benefit, personal belongings, cancellation and curtailment expenses, personal liability and legal expenses. Erasmus exchange students must take out the insurance cover organised by the University of Bath for this purpose. Non-Erasmus students should be strongly advised to do so.

4 Support during Study Abroad

4.1 It is the responsibility of SA staff to ensure that students follow a course of study at the host institution which enables them to meet the learning outcomes of the SA unit. A course of study, to be undertaken at the host institution, must be approved by SA staff prior to or at the outset of the SA.

4.2 Students should be supported throughout their SA and reasonable steps should be taken to ensure that:
- the student is progressing satisfactorily in their course of study;
- the student is satisfied with the course of study they are following and receiving adequate support from the host provider;
- sufficient progress is being made for the student to meet the learning outcomes of the SA unit;
- adequate health and safety measures are in place.

4.3 All departments should develop protocols for supporting students during and after SA, which should be approved by their Faculty/School Learning Teaching and Quality Committee. Protocols should include guidance for staff on how to conduct a visit or how to manage support mechanisms if a visit is impractical.

4.4 Contact should be made several times with students on SA – on arrival to confirm that arrangements at the provider are adequate and thereafter during the SA as often as is necessary. Students should be made aware that they are expected to contact the SA staff if they have any areas of concern during their placement.

4.5 Departments are encouraged to visit students on SA, where practical. Where it is impractical for students to be visited, departments must have mechanisms in place for providing commensurate support for students.

5 Assessment

5.1 The criteria for assessment of SA units must be made clear in the unit description and all information to students on the SA unit. Where credit and/or marks are considered as part of the assessment of the SA unit, there must be clear criteria/guidelines in place for their translation into University of Bath credit and/or marks. It is good practice for these
guidelines to be agreed with the External Examiner for the unit and subsequently by the Department Learning, Teaching and Quality Committee.

5.2 Where SA contributes to the degree classification, the External Examiners should be involved in approving the final marks for the unit under standard Board of Examiners processes.

5.3 If a student fails the SA component of their programme, on their return to full time education within the University he/she will normally change to studying a related degree without SA, where this option exists.

5.4 If a student fails the SA component of their programme, on a programme where there is no related degree without SA, where possible, the student will be given the opportunity to repeat the SA either at the same host institution or with an alternative institution. Where a student fails the SA, and where there is no other means of achieving the learning outcomes of the SA, and no alternative programme exists, the student will be required to withdraw from the programme.

6. Premature termination of SA

6.1 If a SA opportunity is terminated prematurely:
   • the student should contact a member SA staff immediately (except where the SA opportunity has been terminated by the University);
   • it is the responsibility of the Director of Studies to decide whether the student should continue with the programme and therefore to look for an alternative means of achieving the learning outcomes of the SA unit;
   • where the Director of Studies has agreed that the student may continue on the SA unit, it may be the responsibility of the student to find an alternative means of the achieving the learning outcomes of the unit. Where the placement opportunity has been terminated through no fault of the student, SA staff will make every effort to assist the student in finding an alternative;
   • where a student is unable to secure another means of achieving the learning outcomes of the SA unit, or the Director of Studies considers that it would not be appropriate for the student to continue, the student will be required to suspend their studies for the remainder of that stage. With the agreement of the Director of Studies, the student may repeat the SA. Where the student is unable to repeat the SA, the procedures set out in 5.3 will apply;
   • individual Mitigating Circumstances may apply.

7. Return from Study Abroad

7.1 SA Students should be provided with a re-induction to the University which should take into consideration both their academic and welfare needs.

7.2 On return from SA, students should be asked for an evaluation of their experience at the host institution, which should cover the academic elements of the unit and the level of support they received from the University and the host. A record of this evaluation should be kept by the department and it should form part of the evaluation process for renewal of the exchange arrangement.