

STUDY ABROAD EXCHANGE POLICY

High level principles governing use of Study Abroad Exchange at the University

1 Introduction

1.1 The Internationalisation Strategy includes a commitment to student mobility opportunities across UCA courses. This Policy details the nature and scope of the formal exchange opportunities offered by the University.

1.2 Study Abroad Exchange can be either:

- ‘outgoing’ – UCA students undertaking credit at a partner institution; or
- ‘incoming’ – students from a partner institution registering for UCA credit.

1.3 Study Abroad Exchange can only take place in partnership with another Higher Education Institution:

- licenced by the appropriate Government Body to deliver First Cycle Degrees; and
- with whom a current UCA contract exists for operation of formal exchanges.

1.4 A register of eligible Study Abroad Exchange partners is maintained by the Department of International Studies.

2 Principles of Study Abroad Exchange

2.1 Outgoing Study Abroad Exchange

2.1.1 All undergraduate three year Honours Degrees should include a period of Study Abroad as an option available to UCA students. Where this is not possible, approval for exemption must be obtained from the Academic Quality Committee.

2.1.2 Study Abroad Exchange can only be included in Level 5 and should account for exactly 60 credits of the 120 credits required for Level 5.

2.1.3 Study Abroad Exchange can take place in either Term One or Terms Two and Three, as defined by the Course Leader in the Course Structure Diagram. The programme of Level 5 study should be indicated separately on the course structure diagram for Study Abroad.

2.2 Incoming Study Abroad Exchange

2.2.1 Incoming Study Abroad Exchange students will normally take discrete blocks of learning amounting to 60 credits at Level 5, although the quantity and level of credit that can be awarded to incoming students may vary and is subject to agreement between UCA and the home institution.

- 2.2.2 Incoming Study Abroad Exchange can be accommodated during either Term One or Terms Two and Three, depending on the course structure as validated.
- 2.2.3 UCA credit will only be awarded where the requirements of the Unit(s) have been fully met.
- 2.2.4 Incoming Study Abroad Exchange students will be governed by the Common Credit Framework (CCF) and will have the same opportunities for redeeming failure as other students registered under the CCF.

3 Delivery and Assessment of Study Abroad Exchange

3.1 Outgoing Students

Defining the programme of study

- 3.1.1 The programme at the overseas partner institution is scrutinised by the Course Leader to ensure that the experience aligns with the learning outcomes for the final award and that the programme enables the students to develop the skills and knowledge required for progression to Level 6.
- 3.1.2 The equivalent of 60 credits (30 ECTS) at level 5 must be identified by the Course Leader for the student to take (discretely and in entirety) during their period of Study Abroad Exchange.
- 3.1.3 A learning agreement will be drafted on the basis of paragraphs 3.1.1 and 3.1.2 above. Where it is necessary to change a student's programme of study after the learning agreement has been finalised, this will be reflected in a new learning agreement that must follow the principles identified in paragraphs 3.1.1 and 3.1.2 above.

Assessment

- 3.1.4 Credit recognised by UCA as part of outgoing Study Abroad Exchange will not be graded, as the grading systems in different countries and between different institutions vary greatly. Therefore all credit achieved will be on a 'pass/fail' basis (as detailed in the CCF), and will be awarded as block credit. Therefore, students' UCA Stage 2 unit marks (i.e. those studied at UCA, excluding any units studied overseas) will count as 25% of students' overall degree classification and Stage 3 unit marks will count as 75% of students' overall degree classification.
- 3.1.5 The UCA Board of Examiners will make a determination about progression and reassessment, on the basis of the marks achieved whilst at UCA and the 'pass/fail' credit awarded under credit transfer arrangements. It will make this determination prior to the commencement of the next academic year.
- 3.1.6 Where a student fails credit undertaken as part of a period of Study Abroad Exchange, and where it is not possible for reassessment to take place under the auspices of the host institution, the Course Leader must devise a

suitable reassessment task in line with the reassessment opportunities identified within the Common Credit Framework. This will normally comprise a resit opportunity before the start of the next academic year, with progression confirmed by Chair's action on behalf of the Board of Examiners.

Transcription

- 3.1.7 A transcript detailing the level and quantity of credit achieved is required in order to enable block credit to be conferred to the student under UCA's credit transfer arrangements.

- 3.2 Incoming Exchange Students
 - 3.2.1 For incoming exchange students, the ultimate decisions about the appropriateness of the programme of study and the recognition of any credit obtained whilst registered at UCA are the responsibility of the partner institution.
 - 3.2.2 UCA is required to award graded credit in line with the regulations approved by the Academic Board (the CCF), including offering the student opportunities for redeeming failure.
 - 3.2.3 The responsibility for awarding UCA credit remains the responsibility of the UCA Board of Examiners.
 - 3.2.4 Due to the timing and progression requirements of their home institutions, it may be necessary to provide incoming exchange students with an interim UCA transcript including their indicative grades prior to the outcomes and marks being formally ratified at the Board of Examiners. These interim transcripts must make quite clear that marks are not assigned, nor outcomes decided, until agreed by the Board of Examiners.