

Study Abroad/Student Exchange

Programmes:

Policy and Process

Contents

1. Introduction	4
2. Approval of Proposed Study Abroad/Exchange Programmes	4
3. Specific Considerations relating to Study Abroad/Student Exchanges	4
4. Managing the delivery of a Study Abroad/Exchange Programme	5
Before Mobility	5
Individual outgoing Brunel students	5
Individual incoming students	5
During Mobility	5
After Mobility	6
Transcripts	6
Individual outgoing Brunel students	6
Individual incoming students	6
5. Study Abroad/Exchange Programme Management	6
Renewing Agreements	6
Terminating Agreements	7

1. Introduction

All UK higher education providers, must demonstrate the following Core Practices set out in [The Revised UK Quality Code for Higher Education \(2018\)](#):

“Where a provider works in partnership with other organisations, it has in place effective arrangements to ensure that the standards of its awards are credible and secure, irrespective of where or how courses are delivered or who delivers them”

A student’s period abroad under a Study Abroad/Exchange agreement normally contributes to the student’s final award through importation of grades, and it is therefore important that the quality and standards of the student’s academic study are assured through scrutiny of the providing institution.

This document provides specific advice and guidance to staff who wish to develop Study Abroad/Exchange partnerships. Partnership proposals can originate from various sources, including senior management, Colleges, individuals or prospective national or international partner institutions. In all cases there will need to be a preliminary evaluation of the fit of the partnership to the University’s strategy, after which the process will depend on the risk level of the partnership.

The Academic Partnerships Office (APO) will offer guidance regarding the process and requirements to prepare a submission for approval.

This policy should be read alongside [Managing Partnerships: Code of Practice](#) which provides details of setting up and managing partnerships.

2. Approval of Proposed Study Abroad/Exchange Programmes

Approval of a proposed Study Abroad/Exchange programme is initiated by completing the [Study Abroad and Student Exchange Partnership Proposal form](#), which requires information on the proposed partnership to allow an initial evaluation of the proposal. This will be undertaken by the Vice-Provost (International and Academic Partnerships) in consultation with the College Vice-Deans (International), and the outcome of this risk-based evaluation will confirm the required stages, additional information and timeframe for completing the partnership development and approval.

3. Specific Considerations relating to Study Abroad/Student Exchanges

a) Please note that for undergraduates, the University will enter into study abroad/exchanges of a single term or a full academic year in length at Level 5. For postgraduate taught exchange BT/40.34 n10

institution may change over time.

4. Managing the delivery of a Study Abroad/Exchange Programme

BEFORE MOBILITY

Please note that this document uses the term 'mobility' to define the time spent at a host institution.

Individual Outgoing Brunel students:

Before a student can commence their Study Abroad/Exchange programme, they must gain approval from their College and the host institution for the specific scheme of studies they will follow in the host institution within the constraints of the defined Study Abroad/Exchange programme approved by the University. This approval is formalised in a Learning Agreement for the student (signed by the student, the relevant Brunel Department/Division and the host institution):

- [Erasmus+ Exchange Learning Agreement](#)
- [Study Abroad/Exchange Learning Agreement](#)

The Learning Agreement shall include a definition of the Brunel credit equivalence of the specific modules to be taken at the host institution. Copies of the signed Learning Agreement shall be provided to the student and kept by the APO, College and host institution.

The APO must provide each student with an international [Risk Awareness Checklist](#) to complete and submit prior to the student's participation in the Study Abroad/Exchange.

Students wishing to commence an Erasmus+ exchange programme must also enter into a Grant Agreement; completion of this agreement is facilitated by the APO.

Students may not commence their mobility programme until all required documentation has been completed and submitted.

A pre-departure briefing will be provided by the College and the APO, which will address induction and on-going support for Study Abroad/Exchange students. The College briefing will be provided in line with guidance in the Handbook for Academic Exchange Coordinators (under review) along with the Erasmus+ Student Handbook (under review) and the Exchange Student Handbook (under review).

Individual Incoming students:

Applications are co-ordinated by the APO in consultation with the relevant Department and Admissions.

DURING MOBILITY

Incoming and outgoing students shall be provided with the support as set out in the partnership

agreement. In order to renew an agreement, a case must be made regarding the on-going viability of that agreement. The