

Appendix 10

Roles and Responsibilities for Student Exchange

Responsibilities of the Department

1. Departments should ensure that learning outcomes and credit/grade transfer information is clearly stated in the programme specification and handbook.
2. Departments should ensure that students understand what will be expected of them during their student exchange and how the grades awarded at the partner university will be applied to their degree.
3. Departments should ensure that clear information is published to students about who is responsible for managing student exchange arrangements.
4. Departments should ensure that students understand the expectations of their exchange and the consequences of failure to complete it satisfactorily.
5. Departments should provide opportunities for students to meet with other students who have undertaken student exchanges.
6. When nominating students for a period of study abroad, departments need to take into accounts any risk factors associated with the study placement (e.g. political stability of the country/region, needs of the individual, etc.)
7. In partnership with the International Office departments should ensure that students are appropriately prepared for their student exchange.
8. Departments should ensure that there is a clear policy for maintaining contact with students during their exchange and should ensure that this is published to students. There should be a minimum of two contacts per semester. Students should be made aware of the level of guidance and support available and the point of contact in case of emergency.
9. Departments should ensure that there are appropriate procedures in place for re-orientation on return to the University where appropriate.
10. Departments should ensure that they agree appropriate mechanisms with partner universities for confirming that exchanges have been completed satisfactorily.
11. Departments, in conjunction with the International Office will be responsible for undertaking site visits relating to any department-specific student exchange agreements for both the development of new exchange agreements and as part of monitoring and evaluation processes, as required.

Responsibilities of the International Office

12. The International Office will coordinate pre-departure support for students and assist departments in implementing and ensuring pre-departure support is in place for all students.
13. The International Office will be responsible for providing guidance for departments on pre-departure support.
14. The International Office will be responsible for the coordination of monitoring and review processes for student exchange partnerships reporting to CPMG as required.

15. The International Office will be responsible for site visits in relation to University-level student exchange agreements for both the development of new student exchange agreements and as part of monitoring and review processes, as required.
16. As part of monitoring and review, the International Office will monitor student feedback via periodic student feedback questionnaires and will work with department to capture other forms of feedback. Annual reports will be disseminated to all participating academic departments and findings will be raised with the relevant departments.
17. The International Office will manage monitoring procedures (checkpoints) for Tier 4 visa holders participating in an overseas student exchange for UK immigration purposes.
18. The International Office will coordinate the administration of the Erasmus programme and the allocation and award of Erasmus student mobility grants and ensure compliance with Erasmus regulations.
19. The International Office will provide support and guidance to departments on the administration of overseas student exchange.

Responsibilities of the Partner University

20. Provide appropriate learning opportunities to enable students to meet the intended learning outcomes of the student exchange.
21. Maintain contact with the University during the period of the exchange, highlighting any concerns about the performance, attendance or welfare of exchange students.
22. In the event that a student is involved in a serious accident, or other circumstances of a grave nature, or is subject to disciplinary action, or a formal complaint, the partner university will notify the University immediately.
23. Identify a named member of its staff who will be responsible for all matters related to the specific exchange agreement.
24. Provide on-site orientation to students on the exchange programme, including support on registration and assistance with any cultural, language or academic adjustments.
25. Accord to exchange students the same privileges as their own students, including Library provision, membership of the Students' Union and recreational facilities.
26. Assist exchange students to the fullest extent possible, in obtaining visas and any other documentation required by the government of the host country.
27. Provide a full transcript for each student within three months of the completion of their studies, issuing a copy to the named contact at the University and the student.

Responsibilities of Students

28. Students on an overseas student exchange remain registered students of the University and should conduct themselves with due regard to Senate Regulations, the regulations of the partner university, with which they will also be registered, and the laws and conventions of the country in which they are undertaking their exchange.
29. Students should also ensure that they meet the norms and expectations for professional and personal conduct during the student exchange.

30. Students are required to maintain contact with their University Department as required and to raise any issues of concern as soon as they arise.
31. Students may address complaints about the exchange to both the home and partner university in accordance with their respective complaints procedures.
32. Students should ensure that they are in receipt of and maintain appropriate medical and other relevant insurance cover whilst participating in the exchange.
33. Students are required to provide emergency contact details to the University whilst they are on the exchange.