

# **Student Exchange Year Abroad**

## **Recognition Guidance**

**March 2019**

## 1. Context

As of February 2019, DMU's Academic Board formally approved the paper, 'Recognising Student Exchange at DMU' which introduced a formal recognition process for students studying on exchange for a full academic year as part of their DMU degree. As a result of this decision from 2019-20 (2020-21 graduating cohort), DMU recognises a year studying abroad by adding 'with year abroad' to the qualifying student's degree title, to align with the similar models at other UK HEIs.

## 2. Definition

At DMU a 'Student Exchange Year Abroad' is defined as a full academic year spent overseas studying at one of the University's partner universities. DMU operates two types of Student Exchange within the framework of #DMUglobal, including:

- **Erasmus+ Study** – studying at one of DMU's European partners within the framework of the Erasmus+ programme
- **International Exchange** – studying overseas at an exchange partner outside of Europe (including USA, Canada and South Korea)

## 3. Regulations for student exchange year abroad recognition

### 3.1. Progression to student exchange year abroad

To progress from level 5 to the year abroad, a student must have fulfilled all level 4 requirements and passed a minimum of 90 credits at level 5.

### 3.2. Level of study

The student exchange year abroad is currently only offered for students upon completion of level 5 study. They are then required to complete level 6 following their return from the year abroad.

### 3.3. Eligible programmes

All undergraduate DMU programmes are eligible for inclusion within the Study Exchange Year Abroad option; however inclusion is subject to exchange partner programme offerings, and the discretion of Programme Leader at DMU.

Programmes with PSRB accreditation are included, but recognition is subject to approval from the external accrediting body.

### 3.4. Module choice and approval

Students are required to complete a learning agreement for their year abroad, and for modules to be approved by their Programme Leader. Modules must be chosen to ensure that a student follows a full-time programme of study whilst overseas (equivalent to a home student)

### **3.5. Registration and application**

Students will need to apply and formally accept their place for student exchange year abroad by 1 April to participate in the programme the following academic year.

### **3.6. Pass/Fail basis**

Student Exchange Year abroad recognition is awarded on a pass/fail basis, with no credits being brought back to DMU or impacting on degree classification. Students that pass the year abroad will graduate with the degree award 'BA/BSc XXX with year abroad'.

### **3.7. Withdrawal and early termination from student exchange year abroad**

A student may withdraw from the student exchange year abroad up to the end of week 2 and progress instead directly to their final year (level 6). Students in this situation may face a restricted choice of final year modules.

A student who withdraws from the student exchange year abroad later than week 2 of the autumn term will be required to interrupt their studies until the start of the following academic year, subject to the approval of the Head of Studies.

### **3.8. Interruption of studies**

A period of interruption following early termination of the student exchange year abroad will contribute towards the student's maximum period of registration permitted by the regulations (Sandwich Degree with Honours – 7 years).

When a student returns from a period of interruption s/he will be subject to the regulations which apply to the cohort s/he is joining.

### **3.9. Failure of student exchange year abroad**

There is no provision for repeating the student exchange year abroad. Students deemed to have failed the year abroad will continue on their original course without the year abroad, which will not be noted on their Degree Award, Transcript or Higher Education Achievement Report, but will be removed from the student's record.

### **3.10. Student exchange year abroad fee**

A fee of £650 (Home/EU students) and £750 (Overseas students) is payable for the student exchange year abroad. Where the student exchange year abroad is not completed successfully, the fee will not normally be reimbursed.

### **3.11. Award regulations**

The non-credit-bearing student exchange year abroad is an optional pathway and not a mandatory requirement of any programme. Students who undertake the complete the student exchange year abroad will graduate with the degree award 'BA/BSc XXX with year abroad'.

## 4. Student Guidance and Support

Sources of advice for students about the student exchange year abroad include:

- #DMUglobal Office
- Faculty Exchange Coordinator
- Programme Leader or Subject Leader (for module and academic matters)
- Personal Tutor

Students must receive formal approval from their Programme Leader to participate in the student exchange year abroad at application stage and also for approval of modules (learning agreement). It is the responsibility of the student to do the following:

- Inform the #DMUglobal office and their Programme Leader of their progress in applying for accepting their place to study on exchange
- Inform the #DMUglobal office and their Programme Leader of any problems which may adversely affect their ability to complete the student exchange year abroad (at any stage of the process). It is the duty of these members of staff to put students in touch with counselors, welfare officers and others in Student and Academic Services as appropriate.

### 4.1. Practical support and advice

There is a range of practical advice and support on offer for students studying on exchange, to ensure they have a successful year abroad. This includes:

- Workshops for student exchange year abroad on a range of topics:
  - Documentation and application processes
  - Financial planning and budgeting
  - Cultural awareness training
- Assisting students with written applications and visa processes
- Disability and welfare support offered by Disability Advice and Support (DAS)
- Virtual visits and regular check-ins with students – via email, Skype or Phone
- Providing post-experience masterclasses for students to recognize and articulate the skills developed from studying abroad, delivered in cooperation with #DMUworks.

### 4.2. Financial support

To reduce the financial barriers associated with studying abroad for a year, there is funding provided through Erasmus+ and #DMUglobal to help with associated costs, including:

- **Erasmus+ funding** – Students participating in Erasmus+ may be eligible for funding based on monthly rates of approximately 300-450 EUR (dependent on programme and destination)
- **International Exchange scholarships & bursaries** – Students studying outside of Europe qualify for a fixed rate bursary (£800), and can apply for an additional scholarship (£800).
- **Fee waivers** – Students are not required to pay any tuition fees to their host university
- **Grants and loans** - Tuition Fee Loans, Maintenance Loan, and Maintenance Grants are not affected by taking part in exchange, and students are entitled to apply for them.
- **Student Finance England Funding** – travel grants are available for students studying abroad, with contributions towards the cost of flights, medical insurance and visas available.