Student Administration and Academic Affairs (SAAA)

Global Opportunities (GO)

Study Abroad Schemes and Visiting Student Programme: Guidelines on Responsibilities (Annex 1)

Contents

1.   Who and what are the guidelines for?

1.1.   The guidelines are for staff members who are involved in the set-up, approval and coordination of Study Abroad schemes and the Visiting Student Programme, in their respective schools or departments.

1.2.   The guidelines outline the specific responsibilities of Global Opportunities (GO), schools and departments in setting up specific Study Abroad schemes and the Visiting Student Progre.

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1.3.   The guidelines supplement:

- The Policy Statement on Study Abroad;
- Procedure for Establishing a Programme 'with a year abroad' (Annex 2);
- The Policy Statement on Visiting Students.

2.   University-wide Exchanges

2.1.   GO has established exchange agreements with a number of partner institutions worldwide, providing potential opportunities open to all undergraduate students not in the first or final year of their degree (unless a specific agreement has been arranged by the school or department).

2.2.   GO provides specialist support to schools, departments or faculties who wish to establish exchange agreements specifically for their students. This includes offering 3+1 or 4+1 degrees with a year-long study period abroad.

2.3.   The management of these schemes lies with Global Opportunities, with specific responsibilities distributed to schools, departments and faculties as below.

3.   Departmental Exchanges

3.1.   Global Opportunities works closely with schools, departments and faculties to establish student study abroad links with eligible institutions/ organisations wherever they feel that such a link is a) compatible with the academic aims of their school or department, b) can enhance the experience of their students and c) is likely to be a genuinely reciprocal exchange.

3.2.   Work placements can also be established under Placement Year or Year in Industry programmes. These links do not have to be reciprocal. Schools and departments should consult the University's [Policy Statement on Work-Based Learning (WBL)](.).

3.3.   GO supports school or department exchanges, with specific responsibilities given to the school or department that establishes departmental partnerships.

4.   Responsibilities

Global Opportunities

4.1.   General (applies to outgoing and visiting students) - GO responsibilities

4.1.1.   Managing and developing relationships with existing and new partners worldwide.

4.1.2.   Setting up bilateral agreements, Memoranda of Understanding (MOUs) for Study Exchange partners and Visiting student agreements (including facilitation of process of approval via departments, Academic Quality Team (AQT) and University Teaching Committee (UTC).

4.1.3.   Liaising with AQT, Deputy Heads of Faculty Operations, Student Services and Academic Registrar regarding process improvements, specific academic issues e.g. tuition fees, pastoral/ academic issues with visiting students or students abroad.

4.1.4.   Developing the proposed exchange agreement, liaising with schools, departments or faculties as appropriate and submitting the paperwork to AQT for UTC approval.

4.1.5.   Developing Visiting Student agreement liaising with schools, departments or faculties as appropriate and submitting the paperwork to Pro-VC Teaching and Learning for approval.

4.1.6.   Monitoring student exchange and visiting student agreements. Including visiting partner sites as appropriate for quality monitoring and relationship management.

4.1.7.   Providing students with information and resources on GO web pages (Study Abroad and Visiting Students) and VLE (Study Abroad).

4.1.8.   Liaising between the partner institutions and York applicants.

4.1.9.   Assisting students with their applications to the host campus, housing matters and course enrolments.

4.1.10.   Communicating as necessary with relevant University Offices and external bodies.

4.1.11.   Receiving and circulating grades and transcripts.

4.1.12.   Making regular visits to university-wide partner institutions for quality monitoring and relationship management.

4.2.   Outgoing students - GO responsibilities

4.2.1.   Responding to general enquiries via global-programmes@york.ac.uk.

4.2.2.   Promoting Study Exchange programmes within the university and to prospective students.

4.2.3.   Promoting other global opportunities e.g. International Study Centres, Summer Schools at partner institutions/universities abroad, Travel Awards, volunteering and internships abroad (with the Careers team).

4.2.4.   Providing resources for Open Day, Global Opportunities Fair, Post-Offer Visit Days, Summer Opportunities Fair and other talks/ events as requested.

4.2.5.   Managing/monitoring partnerships at institutional level (as noted above, student/site monitoring is a responsibility of schools and departments for departmental exchanges).

4.2.6.   Ensuring that mobility activity complies with external reporting requirements.

4.2.7.   Advising schools and departments on external scheme rules and giving verbal or written guidance on the establishment of new links.

4.2.8.   Bidding for and disbursing mobility funds.

4.2.9.   Administering available funding for outgoing students and staff (e.g. Turing Scheme, Santander, Access and Participation Plan (APP), Travel Awards, Staff Mobility).

4.2.10.   Managing funding contractual obligations (e.g. reporting to the funding providers/donors on current placements and bidding for future funding).

4.2.11.   Collecting data on mobility.

4.2.12.   Reporting to external agencies as required.

4.2.13.   Organising the selection process conducted by the Study Abroad Panels.

4.2.14.   Informing the applicants, schools / departments and Student and Academic Services of the outcome of the selection process for Study Abroad schemes.

4.2.15.   Supplying general guidance on visa applications for Study Abroad schemes.

4.2.16.   Highlighting to both students and their school / department the academic requirements of each host institution and how these conform to the requirements of a York degree. Written guidance is available to staff and students on this.

4.2.17.   Conducting a comprehensive pre-departure programme, supplemented by written guidance and acknowledged by students via the online mobility tool.

4.2.18.   Distributing standard forms such as Grant Agreements, Contracts and Learning Agreements.

4.2.19.   Conducting an annual meeting for Departmental International Officers to brief them on programme changes and discuss topics relevant to the departments/schools at the time.

4.2.20.   Inviting new Departmental International Officers to meet with members of the GO team for induction.

4.2.21.   Maintaining contact with students while they are on exchange via regular check-ins. This is in addition to Departmental/School communication with students.

4.2.22.   Conducting a 'debriefing' session for study abroad students on their return.

4.2.23. Issuing a general reminder to students on the importance of making insurance arrangements (University insurance is available to all students on study placements).

4.2.24. Hosting site visits and audits by external agencies.

4.2.25. Retaining financial records for eight years.

4.3. Visiting students - GO responsibilities

4.3.1. Responding to general enquiries via visiting-students@york.ac.uk.

4.3.2. Recruiting to exchange programmes and to the visiting student programme (study fairs, partner visits etc.).

4.3.3. Acting as a signpost for student advice and guidance for visiting students post-arrival.

4.3.4. Providing open office and advice appointments for general/specific visiting student enquiries.

4.3.5. Maintaining records for incoming (visiting student) exchanges.

4.3.6. Updating and distributing promotional material (e.g. Guide for Visiting Students).

4.3.7. Signing scholarship/ bursary forms, confirmations of study and certificates of arrival/departure.

4.3.8. Liaising with the Examinations Office regarding prompt transcript production.

4.3.9. Dissemination of pre-arrival information for visiting students.

4.3.10. Liaising with departments prior to the final revision and assessment week of each semester to ensure that all visiting student marks/grades have been entered on to the students' record.

Departmental International Officers, Supervisors, Visiting Student Admissions Tutors

4.4. Departmental International Officer - general responsibilities that apply to outgoing and visiting students (in some departments/schools this is the Visiting Student Admissions Tutor for visiting students).

4.4.1. Establishing, renewing and terminating departmental/school agreements with the advice of Global Opportunities.

4.4.2. Monitoring incoming (visiting student) and outgoing student numbers to track reciprocity within the agreement lifecycle and reviewing future availability of exchange places accordingly.

4.4.3.   Maintaining records of outgoing/incoming (visiting student) reciprocity.

4.4.4.   Visiting each school or departmental partner institution as appropriate within the agreement lifecycle for the purposes of quality monitoring and relationship management.

4.4.5.   Ensuring that departmental/school bilateral agreements are active and if not, for contacting Global Opportunities and departmental/school partners to discuss possible termination or re-activation of partnerships.

4.4.6.   Ensuring that adequate records are kept in order to facilitate a handover to a successor.

4.5.   Departmental International Officer (in some departments/schools this may be the Supervisor for credit-replacing exchange) - outgoing mobility responsibilities

4.5.1.   Advising prospective students for outgoing mobility programmes including departmental/school promotional activities following-up from GO events.

4.5.2.   Promoting opportunities within the school or department and counselling interested students.

4.5.3.   Assisting outgoing students with issues related to all exchanges e.g. academic credits, language preparation, logistical preparation, support services and any pertinent health and safety issues etc. and ensuring that students are made aware of GO events and pre-departure workshops.

4.5.4.   Providing a reasonable level of information on accommodation at the partner institution for Departmental/School exchanges.

4.5.5.   Making recommendations regarding the suitability of candidates for the global programme.

4.5.6.   Agreeing an appropriate study programme with students before departure through a learning agreement and approving any necessary subsequent changes.

4.5.7.   Maintaining regular contact (in the main through email) with their students, in the interests of both personal and academic welfare.

4.5.8.   Monitoring students' progress through regular course reports and transcripts from the host institution and where necessary by site visits.

4.5.9.   Visiting partner sites as appropriate for quality monitoring and relationship management.

4.5.10.   Supporting students on placement either via site visits or regular contact, ensuring that learning agreements have been signed and returned and module credits/ content is satisfactory.

4.5.11.   Informing GO of any changes to exchange student status (e.g. if student

withdraws or returns early.)

4.5.12.   Approving student application forms to the partner institution.

4.5.13.   Advising students on language preparation (e.g. in-curricula language modules or electives; pointing students to the University's York Language Electives and Languages for All courses).

4.5.14.   Advising students on module choices and credit transfer arrangements.

4.5.15.   Agreeing an appropriate study programme with students before departure through the learning agreement and approving any necessary subsequent changes.

4.5.16.   Ensuring that students receive appropriate departmental information relating to their grade conversion, progression requirements for returning year of study and implications of unsatisfactory performance (i.e. failure of year abroad).

4.5.17.   Converting grades from the host institution into a York mark for the purposes of calculating the final degree classification where this is not completed by the Examinations Office (see Examinations Office responsibilities).

4.6.   Visiting Student Admissions Tutor (in some departments/schools this role is called Departmental International Officer) - Visiting student responsibilities

4.6.1.   Assessing the application for entry into the department/school and providing decisions and comments to the PG admissions team via SELECT.

4.6.2.   Advising visiting students on available/ suitable module choices at the pre-arrival stage or on arrival.

4.6.3.   Contacting visiting students prior to arrival to discuss requirements, issues with credit loads, making alternative assessment arrangements etc.

4.6.4.   Advising visiting students on potential issues with assessment.

4.6.5.   Discussing options for alternative assessments in order to ensure that the student is registered for the correct period (e.g. should a student fail a module, and the resit is scheduled for a time outside of the students' registration period, an alternative assessment should be considered).

4.6.6.   Welcoming visiting students through a departmental/school orientation meeting.

4.6.7.   Tutors may also be personal supervisors for visiting students in which case they are responsible for the academic and pastoral care of visiting students and signposting to appropriate support offices where required.

4.6.8.   Confirming modules via Learning Agreements and other official documents supplied by the home institution and signing the visiting students' Learning

Agreement when this has been approved.

4.7. Supervisors - Visiting Student responsibilities

4.7.1. In case of a student studying in more than one department, the supervisor in the student's first-named department has the additional responsibility of ensuring that the sum of the choices entered represents a sensible workload for the student (i.e. 60 York credits per semester).

4.7.2. Maintaining contact with students throughout their study period (usually by individual meetings during each semester).

4.7.3. Supervisors are responsible for the pastoral and academic welfare of visiting students and should liaise with GO and other support services as required. Should there be any concerns about a particular student of either academic or welfare origin, the GO should be informed so that if necessary they can liaise with the students home university and/or study abroad agent.

Departmental Administration Team

In students' single/parent department are responsible for:

4.8. Departmental Administration Team - general responsibilities (applies to outgoing and visiting students)

4.8.1. Data entry of student module marks in SITS / e:Vision.

4.8.2. Ensuring students are registered on the correct degree programme/route variant.

4.9. Departmental Administration Team - Visiting Student responsibilities

4.9.1. Advising students and supervisors about correct codes if asked, and in exceptional cases, to take advice about the creation of non-standard modules.

4.9.2. In some cases, Departmental Administrators are responsible for directly contacting visiting students prior to arrival regarding module choices.

4.9.3. Distribution and collection of Visiting Student module marks (particularly when dealing with students taking alternative assessments at a different time to the rest of the module cohort).

Board of Studies responsibilities

4.10.   Board of Studies - General responsibilities (applies to outgoing and visiting students)

    4.10.1.   Approval of departmental/school student exchange and visiting student agreements before they are put forward by GO to AQT for FLTG (Faculty Learning and Teaching Group) or UTC approval.

4.11.   Board of Studies - Outgoing mobility responsibilities

    4.11.1.   Making final recommendations regarding the suitability of candidates for the global programme.

    4.11.2.   Signing off marks/grades relating to study abroad prior to Board of Examiners progression meeting to enable timely production of academic transcripts/progression decisions.

4.12.   Board of Studies - Visiting Student responsibilities

    4.12.1.   Approving any modules, specifically set up for Visiting Students that are shortened or amended versions of approved department modules.

    4.12.2.   With the Examinations Officer, approving any alternative assessment to be taken by a visiting student as replacement for the normal form of examination/ assessment for a particular module. For further guidance, see [Guide to Assessment Standards, Marking and Feedback](#) Section 4.13 Assessment of Visiting Students.

    4.12.3.   Signing off visiting student marks/ grades prior to Board of Examiners progression meeting to enable timely production of academic transcripts.

Examinations Office responsibilities

4.13.   Examinations Office - general responsibilities (applies to outgoing and visiting students)

    4.13.1.   Checking SITS to confirm marks/ grades have been inputted for each student.

    4.13.2.   Requesting outstanding marks/ grades from departments for transcript production.

4.14.   Examinations Office - Outgoing mobility responsibilities

    4.14.1.   Ensuring that students receive appropriate school or departmental information relating to grade conversion, progression requirements for their returning year of study and implications of unsatisfactory performance (i.e. failing the year abroad).

4.14.2. Converting host university grades into a York mark for the purposes of calculating the final degree classification.

4.15. Examinations Office - Visiting Student responsibilities

4.15.1. With the Chair of Board of Studies, approving any special assessment to be taken by a visiting student as replacement for the normal form of examination/assessment for a particular module. Approving examination arrangements for visiting students who are sitting a York examination at their home University or other approved location. For further guidance, see "Guide to Assessment Standards, Marking and Feedback" Section 4.13 Assessment of Visiting Students.

4.15.2. Producing two copies of academic transcript for each visiting student.

4.15.3. Issuing one copy of the transcript to the home address of students, and one copy to students' home university.

4.15.4. Informing the visiting student team should there be any problems in processing transcripts.

Central Admissions responsibilities

4.16. The Postgraduate Admissions team in Marketing, Recruitment, Admissions and Outreach (MRAO) have overall responsibility for processing applications, offer letters and CAS requests for the Visiting Student Programme. For further information, see MRAO's Admissions Policy.

Student Support Services responsibilities

4.17. Maintaining student records for visiting students once transferred from admissions to include changing status, duration of study period, departmental changes etc.

4.18. Confirmation and completion of CAS process with UKVI including ensuring that visas for visiting students have been checked on arrival. CAS' are issued by the Postgraduate Admissions team in MRAO.

International Student Support responsibilities

4.19. Organising an airport collection service that is accessible to Visiting Students at the beginning of the academic year.

4.20. Organising orientation for international students (including visiting student orientation at the beginning of each semester).

4.21. Offering the Immigration Advice Service for all international students, their dependants, and academic visitors (as per the policies relating to the provision of the Immigration Advice Service). This involves coordinating on-site support for

visiting students with regard to immigration.

Accommodation Services' responsibilities

4.22.   Allocation of accommodation for visiting students, in line with the intention to ensure there is sufficient and appropriate accommodation to service existing university partner agreements.

College responsibilities

4.23.   Pastoral welfare of visiting students living in college. College welfare staff should be aware of visiting students and liaise with GO and support offices as necessary.

Health, Safety and Security responsibilities

4.24.   Supporting and advising on insurance issues.

Outgoing student responsibilities

4.25.   Communication

4.25.1.   Regularly check their University of York email account during the application process and period abroad. The student's University of York email account will be used for correspondence with the University of York.

4.25.2.   Respond promptly to requests for information and documents relating to the placement abroad.

4.25.3.   Proactively follow application procedures and adhere to all deadlines, ensuring application forms are completed accurately before submission. Failure to do so may affect funding and programme eligibility.

4.25.4.   Keep in regular contact with the Department at the University of York and the Global Programmes Team.

4.25.5.   Inform the Global Programmes Team (global-programmes@york.ac.uk) and the Department/School at the University of York of any issues as soon as they happen.

4.26.   Preparation

Make appropriate preparations for the approved placement period. For example:

4.26.1.   Attend briefing sessions, workshops and orientation events for the placement abroad.

4.26.2.   Budget for all living costs.

4.26.3.   Use resources available to research accommodation and make the necessary arrangements to secure accommodation.

4.26.4. Obtain documents (e.g. visa application etc) necessary to travel to, and study/work in, the host country.

4.26.5. Organise transport and travel arrangements.

4.26.6. Complete the Travel Authorisation Process (pre-departure checklist, travel log and Travel Risk Assessment) and submit it for formal departmental approval to travel to the placement.

4.26.7. Declare any disabilities or health conditions that may affect the period abroad as early as possible to ensure appropriate assistance is provided. Students must be aware that host institutions abroad may not be able to provide the same level of assistance.

4.26.8. Notify Student Finance of the placement abroad and request signature of a course abroad form from the Global Programmes Team if necessary.

4.27. Academic requirements

4.27.1. Maintain a level of academic performance satisfactory to the school or departmental Board of Studies throughout the academic year with an average grade of 60% required for most exchanges. Failure to do so may affect programme eligibility.

4.27.2. Complete sufficient independent research into the host institution and ensure the academic subject offerings available will be appropriate to their degree programme at York.

4.27.3. Ensure they understand the academic requirements of their period abroad before departure.

4.27.4. Complete, in consultation with the Supervisor(s)/ Departmental International Officer, a Learning Agreement:

- The Learning Agreement must show the module title and the credit value for each module taken at the partner university.

- The total number of modules for the academic year must be the equivalent to 120 York credits (60 York credits per semester).

- Students must ensure the host institution confirms their module choices and that the Learning Agreement is signed by all the required parties before departure.

- Students must ensure that changes to the Learning Agreement are approved as soon as they occur throughout the placement abroad.

4.27.5. Understand how grades from the host institution will be awarded and converted for the placement abroad before departure.

4.27.6. Understand that once they have been allocated to a partner institution, it will not be possible to change to a different institution or to defer the placement abroad.

4.28. Health and Safety

4.28.1. Behave in a professional and responsible manner, with respect to staff and students, both at the University of York and at the host institution, as set out in the [University of York Ordinances and Regulations](#).

4.28.2. University of York students are ambassadors for the University and it is expected that they conduct themselves accordingly whilst abroad. Students should not engage in any activity which will damage the good reputation of the University of York.

4.28.3. Abide by the host country's laws and customs and the exchange institution/ organisation's policies and regulations.

- The exchange institution/ organisation has the right to withdraw the student at any time if, in their judgement, the student's academic work or behaviour is not appropriate.

4.29. At the end of the placement abroad

4.29.1. Complete feedback on the period abroad. This may include reports required by funding bodies and reports for the Global Programmes Team.

4.29.2. Return end of semester/ year (as applicable) paperwork as required by the Global Programmes Team and the Department/School at the University of York.

Visiting Student responsibilities

4.30. Completing the online application form and uploading required documentation.

4.31. Completing visa applications including requesting CAS issuance (if required).

4.32. Completing application or other forms for accommodation as and when required.

4.33. Working with their Supervisor and departmental administration staff to ensure that all modules are registered by the end of week three.

4.34. Checking that their You@York module and personal details record is correct prior to the end of their studies.

4.35. Ensuring that their home institution confirms their module choices and that the Learning Agreement (if required) is signed by all the concerned parties.

4.36. Ensuring that they have the correct number of credits for their home institution's requirements and that changes are approved.