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Quality Enhancement  
Support Team  
(QuEST)  
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Student Exchange  
Session 2019/20

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## **CHAPTER 5      INTERNATIONAL ACADEMIC STUDENT EXCHANGE**

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**ANY QUERIES CONCERNING THIS BOOKLET SHOULD BE RAISED IN THE FIRST INSTANCE WITH QUEST. THIS BOOKLET CAN BE PROVIDED IN OTHER FORMATS ON REQUEST.**

**THE PROCEDURES DESCRIBED WITHIN THIS BOOKLET HAVE BEEN ASSESSED FOR EQUALITY IMPACT AND CONFIRMED AS BEING AT LOW RISK OF HAVING ANY NEGATIVE IMPACT ON DIFFERENT GROUPS OF PEOPLE.**

## CHAPTER 5            INTERNATIONAL ACADEMIC STUDENT EXCHANGE

### 1            INTERNATIONAL ACADEMIC STUDENT EXCHANGE

This section of the handbook covers the approval and quality assurance arrangements for academic exchange programmes. Overseas industrial placement is covered in the University's Regulation on Work-Based Learning & Placement Learning (see [WBL Procedure](#)). In terms of quality assurance of academic student exchange where academic credit will be awarded for successful completion of the exchange, Schools should take account of:

- The potential risk to the security of the academic standards of the University of the West of Scotland award;
- The match between the level and quantity of credit deriving from the period of study at the exchange site;
- The fit with the content and learning outcomes of the programme here at the University as defined in the programme specification;
- The quality of the student experience.

More information on the process and the responsibilities of sending and receiving institutions can be found in **Appendix 1** which has been prepared by ERASMUS+ to help support institutions in completing a Learning Agreement and at **Appendix 2** for students who are undertaking a mobility period outwith the Erasmus+ programme. A Learning Agreement sets out the programme of study to be forwarded and is approved by the student as well as the sending and receiving institution (exchange host). More information is also available from the International Centre.

### 2            OUTGOING STUDENTS

Students can gain considerable benefits both academically and in terms of transferable skills from an exchange programme. These may be in terms of a trimester or academic year at another institution and allow students to undertake study leading to equivalent academic credit being achieved if an agreed programme of study is successfully completed. As part of the student's UWS programme is effectively being provided by a partner institution (the exchange host), such provision may be described as collaborative. As a registered student of UWS, students have the right to expect that this period of study at another institution is of equivalent level, standard and quality as they could expect if taking that period of study here. A number of safeguards are necessary to ensure the overall quality of the student experience overseas as well as the level and amount of credit. In addition to the arrangements set out in the University's standard collaboration agreement or the Erasmus+ Inter Institutional Agreement, the following issues should be addressed by Schools for student exchanges:

- Confirmation of the modules and the levels to be taken at the exchange host. **The Programme Leader and School Board of Examiners Chair must confirm before arrangements for the exchange are finalised that**

**these are appropriate to the learning outcomes and SCQF credits at the appropriate level in line with the approved programme specification for the award.** A Learning Agreement should be completed for all students going on exchange or coming to UWS. ECTS points (European Credit Transfer) or equivalent credit tariffs may not be associated with level so this must be established by UWS staff;

- Without the Learning Agreement, the student's programme of study cannot be confirmed and the award of the UWS may be at risk. School staff must seek to ensure the Learning Agreement is completed before the student departs. Any changes to the Learning Agreement on arrival at the host Institution must be effected within one month of studies commencing (and one month of commencing trimester two studies if participating for one academic year). The participating student will be instructed to have both forms signed by the Host Institution and themselves before immediately sending it back for ratification by the School;
- How grades will be translated to the UWS grading structure, particularly with regard to award of distinction;
- Any implication for the final award resulting from the exchange;
- The arrangements for students failing particular aspects of assessment at the exchange institution and the opportunities to resit;
- How the exchange experience will be incorporated in the UWS transcript and certificate;
- The arrangements for communication between UWS academic staff and students on exchange;
- Briefing for students on different assessment and study cultures;
- Meeting the requirements of professional bodies (where applicable);
- Students must be enrolled by Schools as UWS students prior to departure or by post during the UWS enrolment period;
- Students should receive a student exchange handbook.

It is the responsibility of the School to ensure students receive appropriate information as identified above and that the programme of study overseas is confirmed and notified to Student Administration by Schools for the production of future transcripts (refer to **Appendix 3** for guidance on recording students results). School Boards of Examiners will require such transcripts to enable them to award credit/progression at the conclusion of the exchange.

An inter-institutional agreement must be completed for all ERASMUS partnerships and the appropriate UWS documentation for all other partnerships.

An associated monitoring visit should, where possible, be made to all students during the period of mobility

A handbook for students going on exchange overseas is available from the International Centre and addresses a wide range of student needs.

### **3 INCOMING STUDENTS**

Incoming students, primarily on the ERASMUS exchange programme, may come for selected trimesters of the academic year. Students will complete the standard University admissions application procedure.

Incoming students who are at UWS in a graduating year may from time to time approach the School for consideration for the award of UWS. This is not an automatic process. In such instances, the School must provide academic counselling at the start of the academic year and ensure the incoming credit can be verified and recorded and an appropriate selection of modules made to satisfy the requirements of the programme specification relating to the named UWS award which the student is aiming for. Schools shall ensure that a Transcript of Records is duly completed for the additional modules required and that students are registered on the award not just the modules.

Recommended elements for the Transcript of Records:

- name of student;
- ID and/or contact details of the student;
- names and contacts of the Institution;
- field of study of the student and/or name of the programme;
- current year of study;
- educational components taken at the institution (with codes, credits and local grades);
- description of the institutional grading system;
- grade distribution information for the reference group identified;
- date of issue and signature of the responsible person.

Exchange students who have indicated from the outset that they intend to graduate from UWS will be given guidance by the International Centre on the application process. The Admissions Officer for the academic programme of study shall verify the credit already achieved in relation to the level of entry.

Schools should ensure appropriate information is given at the induction event for incoming ERASMUS and other exchange students to ensure such students are fully and appropriately informed.

Further information on the requirements for incoming students is available from the Admissions Office, the School Coordinators and the International Centre.

## FORM 2

Higher Education  
Learning Agreement for Studies

Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>i</sup>	Sex [M/F]	Study cycle <sup>ii</sup>	Field of education <sup>iii</sup>
Sending Institution	Name	Faculty/Department	Erasmus code <sup>iv</sup> (if applicable)	Address	Country	Contact person name <sup>v</sup> ; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

## Before the mobility

<b>Study Programme at the Receiving Institution</b>				
Planned period of the mobility: from [month/year] ..... to [month/year] .....				
Table A Before the mobility	Component <sup>vi</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>vii</sup> )	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) <sup>viii</sup> to be awarded by the Receiving Institution upon successful completion
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]				

The level of language competence<sup>ix</sup> in [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1  A2  B1  B2  C1  C2  Native speaker

<b>Recognition at the Sending Institution</b>				
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]				

**Commitment**

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Sending Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person <sup>x</sup> at the Sending Institution					
Responsible person at the Receiving Institution <sup>xi</sup>					

**During the Mobility**

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>xii</sup>	Number of ECTS credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

**After the Mobility**

Transcript of Records at the Receiving Institution					
Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....					
Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
				Total: ...	

*Transcript of Records and Recognition at the Sending Institution*

Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....

Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
			<b>Total: ...</b>	

- i **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.
- ii **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- iii **Field of education:** The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
- iv **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- v **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.
- vi An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
- vii **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning **environment** that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- viii **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for **institutions** located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- ix **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- x **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.



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<sup>xi</sup> **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

<sup>xii</sup> **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<b><i>Reasons for deleting a component</i></b>	<b><i>Reason for adding a component</i></b>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

**Higher Education  
Learning Agreement for Studies**

<b>Student</b>	Last name(s)	First name(s)	Date of birth	Nationality	Sex [M/F]	UG or PG	Degree title
<b>Sending Institution</b>	Name	School	Campus		Contact person: name, email and phone number		
<b>Host Institution</b>	Name	Faculty/ Department	Campus Address		Country	Contact person: name, email and phone number	

**Before the mobility**

<b><i>Study Programme at the Host Institution</i></b>				
Planned period of the mobility: from [month/year] ..... to [month/year] .....				
<b>Table A Before the mobility</b>	Module code (if any)	Module title at the Host Institution	Tri/Semester or Term [e.g. autumn/spring; term]	Number of credits to be awarded by the Host Institution upon successful completion of module
				Total: ...
Insert web link to the course catalogue at the Host Institution describing the learning outcomes:   www.				

<b><i>Recognition at the Sending Institution (The modules in Table A above should be mapped to equivalencies at UWS)</i></b>				
<b>Table B Before the mobility</b>	Module code (if any)	Module title at the Host Institution	Tri/Semester or Term [e.g. autumn/spring; term]	Number of credits to be awarded by the Host Institution upon successful completion of module
				Total: ...
Provisions applying if the student does not complete successfully some educational components: www.				

***In signing this document, the 3 parties commit to adhering to the conditions listed in the UWS Student Mobility Charter, shown at Appendix 1***

### ***Commitment before mobility takes place***

By signing this document, the student, the Sending Institution and the Host Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Host Institutions undertake to apply all their respective principles relating to mobility for studies (or the principles agreed in the Institutional Agreement). The Host Institution confirms that the modules listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Host Institution for the successfully completed modules and to count them towards the student's academic award, as described in Table B. The student and the Host Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period (please see below).

Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Host Institution					

## During the Mobility

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Host Institution)						
Table A2 During the mobility	Module code (if any)	Module title at the Host Institution	Deleted Module [tick if applicable]	Added Module [tick if applicable]	Reason for change (see below for acceptable reasons)	Number of credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input checked="" type="checkbox"/>		

- Add more rows if required

<b><i>Reasons for deleting a component</i></b>	<b><i>Reason for adding a component</i></b>
1. Previously selected educational module is not available at the Host Institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify)	5. Substituting a deleted module 6. Extending the mobility period 7. Other (please specify)

## Higher Education Learning Agreement for Studies



Exceptional changes to Table B( to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)						
Table B2 During the mobility	Module code (if any)	Module title at the Sending Institution	Deleted Module [tick if applicable]	Added Module [tick if applicable]	Reason for change (see below for acceptable reasons)	Number of credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input checked="" type="checkbox"/>		

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational module is not available at the Host Institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify)	5. Substituting a deleted module 6. Extending the mobility period 7. Other (please specify)

### ***Commitment to changes during mobility***

By signing this section of the document, the student, the Sending Institution and the Host Institution confirm that they approve the amended Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Host Institutions undertake to apply all the principles of the respective institutions relating to mobility for studies (or the principles agreed in the Institutional Agreement). The Host Institution confirms that the modules listed in Table A2 (and those modules still being taken by the student in Table A) are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Host Institution for the successfully completed modules and to count them towards the student's academic award as described in Table B and B2. The student and the Host Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

## UWS Student Mobility Charter

*This charter highlights your rights and obligations and informs you about what you can expect from your sending and host institution at each step of your mobility.*

### During your mobility period

- You should take full advantage of all the learning opportunities available at the host institution, while respecting its rules and regulations, and endeavor to perform to the best of your ability in all relevant examinations or other forms of assessment.
- You can request changes to the Learning Agreement only in exceptional situations and within the deadline decided by your sending and host institutions. In that case, you must ensure that these changes are validated by both the sending and host institutions within a two-week period after the request and keep copies of their approval by e-mail. Changes due to an extension of the duration of the mobility period should be made as timely as possible.
- Your host institution commits to treat you in the same way as their home students and you should make all necessary efforts to integrate into your new environment.
- Your receiving institution will not ask you to pay fees for tuition, registration, examinations, access to laboratory and library facilities, that have not been highlighted in advance, during your mobility period. Nevertheless, you may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

### After your mobility period

- You are entitled to receive full academic recognition from your sending institution for satisfactorily completed activities during your mobility period, in accordance with the Learning Agreement.
- If you are studying abroad, your host institution will give you a Transcript of Records recording your results with the credits and grades achieved (normally within five weeks of completion of your studies).
- You must complete a questionnaire to provide feedback on your mobility period to your sending and host institution.

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## Appendix 3

### Recording results for students studying overseas

The following points outline the steps which Schools should follow to record credit achieved by UWS students when studying at other institutions (e.g. as an ERASMUS exchange student.)

- 1 School ERASMUS Co-ordinators are responsible for ensuring that each student has an approved and signed Learning Agreement prior to commencing their study overseas, and that each student has been informed of the way in which grades achieved abroad will be translated and recorded on their UWS transcript.
- 2 Results from the partner institution abroad should be sent direct to the School ERASMUS Co-ordinator as soon as possible after the assessments grades have been approved by the partner institution.
- 3 On receipt of results from the partner institution, the School ERASMUS co-ordinators are responsible for ensuring that the results are translated into UWS grades (where appropriate) and recorded in an appropriate format (see below).
- 4 The results must show the academic year and the name of the institution at which the results were attained (e.g. 2018/19 at University of Grenoble).
- 5 The level and number of credits attained must be recorded using the Scottish Credit Qualifications Framework (SCQF) and not the European Credit Transfer Scheme (ECTS). As a guide, one ECTS credit is equivalent to two SCQF credits.
- 6 The actual results from study abroad may be recorded on the UWS transcripts in a variety of ways. For example,  
Total amount of credit attained  
(e.g. 90 SCQF points at Level 9 and 30 SCQF points at Level 8)  
  
or  
  
Number of points attained in individual modules  
(e.g. Analytical Chemistry 25 SCQF points at Level 9)  
  
or  
  
Actual mark achieved in an individual module (provided that there has been an agreed equivalence in marking schemes between the exchange institutions).  
(e.g. Analytical Chemistry 67%, Grade B1, 20 SCQF points at level 9)

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- 7 The information outlined above should be forwarded by the School ERASMUS co-ordinator to Student Administration for input onto the student's academic record.
  - 8 The credit attained abroad will then be recorded as Exchange Credit on the student's transcript under the section "Transferred Credit".
  - 9 Any questions relating to the recording of credit for students studying at partner institutions should be directed in the first instance to Student Administration.