

Policy for the Management of Student International Mobility

Contents

Purpose	1
Overview.....	1
Scope.....	3
The Policy and Procedure.....	3
1 Developing international exchange and study abroad partnerships	3
2 Outgoing Student Mobility	4
3 Incoming Student Mobility	7

Definitions

'International mobility' refers to a range of opportunities for students and staff of the University to spend a period studying and/or working in an international context for the purpose of learning, research and/or professional development. **'Exchange'** refers to an arrangement involving both outgoing and incoming students from a partner institution where students spend a period studying at the partner university but continue to pay their tuition fees to the home institution. **'Study Abroad'** refers to an arrangement where students pay tuition fees to the host institution either directly or through their home institution where a Study Abroad programme has been formally agreed between the partners. Both **'Exchange'** and **'Study Abroad'** students may be referred to as **'non-degree seeking'** students as they enrol for a part of a degree course only with their host university and are not awarded with a final qualification. Such **'non-degree seeking'** students are issued with a transcript describing the content of their period of study and the credit they have gained. A **'Student Traineeship'** refers to a work placement abroad in an enterprise or any other relevant workplace. **'Virtual mobility'**, sometimes called 'Online International Learning' (OIL) or 'Collaborative Online International Learning' (COIL), refers to collaborative study between two or more international partners where the students are engaged in joint projects synchronously using virtual classroom and other social technology.

Scope

This policy applies to all students planning a period of international exchange, study abroad, international visit for the purposes of learning, research and/or professional development, and those staff who provide advice on such opportunities or who are developing new partnerships to support international mobility.

1.4 Once the visit has taken place (see para 1.3) Schools propose the terms of an agreement and the Head of International Experience negotiates with the counterpart at the proposed partner organisation before drawing up a bilateral exchange agreement.

1.5 In order to achieve a balance of numbers for exchange, potential new international partners should offer sufficient appropriate modules taught in English to make up academic credit equivalent to the period of the exchange.

1.6 Exchange partnerships are normally institution-wide rather than subject specific. Once exchange partners have been selected, a bilateral exchange agreement needs to be negotiated by the Head of International Experience and approved and signed by the Vice Chancellor or substitute as appointed by the VC. This may be accompanied or preceded by a Memorandum of Understanding which sets out a willingness to work in partnership. The bilateral exchange agreement provides the specific details of the exchange programme.

2 Outgoing Student Mobility

Student Eligibility

2.1 For UG students, the University will normally offer only one semester long exchange, Year Abroad or international student traineeship within a three-year degree, which will usually be in Year 2 (level 5) of a three or four-year degree programme, or between Years 2 and 3 for a Third Year Abroad. Students will be

2.12 The Worcester International Mobility Co-ordinator runs regular drop-in sessions to offer guidance about Turing Scheme Funding or Erasmus + funding (until May 2023), information about partners and the application process. Students can book a session through Firstpoint and can choose whether to meet the International Mobility Co-ordinator face to face or online. Students in receipt of support from the Disability and Dyslexia Service (DDS) can seek advice from the International Mobility Co-ordinator (who can also liaise with the DDS) regarding the support available at exchange universities and the possibility of additional funding from the Turing Scheme to cover incurred costs. Student interested in international mobility can find the application form via the website [Study Abroad pages](#).

2.13 Students complete and submit the **application form** and are then guided through a process which involves an interview with the School International Co-ordinator or the Research Supervisor, the issuing of a statement stipulating suitable modules or activities to be undertaken abroad, confirmation of approval for exchange and application to the host university. When a student receives an acceptance letter from the host university, their modules are adjusted on the University of Worcester's Student Record system.

2.14 Where a student would normally be required to take one or more 30 credit modules over the whole academic year as part of their University of Worcester studies, Schools will approve and make available 15 credit (7.5 ECTS (European Credit Transfer System)) versions of 30 credit (15 ECTS) modules to be taken in semester 1 by outgoing semester 2 students, and semester 2 for outgoing semester 1 students. The process for approval of such modules, if they are not already approved, is via School Quality Committees (and may in some circumstances be undertaken by Chair's action and reported to the School Quality Committee6 (0 (er)7 es)4 (t)u es6)

3.6 Incoming exchange and fee-paying Study Abroad students will all be considered 'non-degree seeking students' and common procedures will apply for module selection, recording of credit and issue of transcripts for both sets of students.

3.7 Exchange and Study Abroad partner institutions send a list of nominated students to the University of Worcester International Mobility Co-ordinator. These students and individual applicants for Study Abroad programmes are invited to apply on a paper-based application form to be submitted electronically to Registry Admissions. Acceptance is based on the production of evidence that they are currently attending a recognised university, are performing at or above GPA (Grade Point Average) 2.8/Grade C average, have sufficient English language skills to cope with the requested level of study, meet any additional requirements for their proposed subject/s of study, and have been nominated by their home institution.

3.8 Student Records will identify modules potentially available for students planning an exchange or study abroad programme each year and institutes will adjust

Related Policies, Documents or Webpages

UUKi report on International Student Mobility: [UUKi Report](#) [accessed 16th March 2022]

[Policy for the Management of Staff International Mobility](#)

[Policy on the Management of Work-based and Placement Learning](#) [accessed 5th