

Part 5: Modular frameworks for taught courses

Section 19: Framework for study abroad and exchange students

Definition of study abroad and exchange students

Definition of exchange students

- 19.1 Outgoing exchange students are those who are initially enrolled on a University of Westminster course who then either seek an exchange with an overseas partner institution or are required as part of a validated course of study to take part in an exchange programme.
- 19.2 Incoming exchange students are those from an overseas partner institution outside the UK which the University of Westminster has an official bilateral exchange agreement agreed through the College, to register for a programme of study for academic credit. The exchange will normally take place within one particular University of Westminster College or School.

Note: Incoming exchange students are on a non-fee paying, reciprocal basis (via a bi-lateral exchange agreement).

Definition of study abroad student

- 19.3 A study abroad scheme student is defined as a student normally from outside the UK who has been admitted through the Education Abroad Team to register for a programme of study with the University of Westminster, to gain academic credit. A study abroad student will normally be able to study any agreed module across the University of Westminster and is required to pay fees to attend the University.
- 19.4 For both study abroad and exchange students, the period of attendance will normally be for one semester, one academic year or a summer period. The University of Westminster is not responsible for conveying any academic credit which has been awarded to the student's "home" institution.

Exchange students

Outgoing exchange students

- 19.5 The exchange must be with an approved University of Westminster overseas partner institution.
- Note: Where the course specific requirements allow, students can take part in an exchange that is not through an overseas partner institution but instead through an organisation or enterprise for work experience. This must be agreed by the Course Leader, Head of School (or equivalent), and Campus Registry who must notify the Outward Mobility Team. Students will be subject to the same exchange regulations.
- 19.6 Where the exchange does not form part of a validated programme of study, the Course Leader must approve the exchange.
- Note: The syllabus of the exchange programme will normally be compared against the syllabus of the student's current course of study.
- 19.7 In order to participate in an exchange programme a student must have been able to progress from their previous year of study. Course specific regulations may also apply.
- Note: If a student has a result of condoned credit, fail or defer result they *may not* be eligible to participate in an exchange. The decision will be at the discretion of the student's academic exchange coordinator and the Course Leader. Other factors,

such as language skills and academic references may be taken into account when determining eligibility to participate in an exchange programme.

- 19.8 Students may be required to meet the partner institution's admissions requirements and may reject an application that has been approved by the University of Westminster.
- 19.9 It is a student's responsibility to ensure that they have approval for both the exchange and the modules studied at the partner university. All students must ensure that they have an approved and signed Learning Agreement before participating in an exchange.
- 19.10 It is a student's responsibility to ensure that any changes made to the programme of study upon arrival at the partner institution have been approved and amended in the Learning Agreement and that the amended learning agreement is returned to the Registry and the E Outward Mobility Team within the agreed timeframe. Failure to do this may result in the modules not counting towards the final degree classification.
- 19.11 Whilst registered at the partner institution students must comply with the regulations and code of conduct of the partner. An exchange student may also be subject to disciplinary action at the University of Westminster whilst on exchange.
- 19.12 Outgoing exchange students from the University of Westminster, who are attending Semester 2 abroad, will normally be eligible for alternative assessment for any formal Semester 1 examinations (normally held at the end of the year). With the agreement of the Course Team, and Registry Manager examinations may also take place abroad (see 8.18). In determining this, relevant factors such as time zones will be taken into consideration. However, where professional body requirements are a factor, students may be required to sit for examinations in July.
- 19.13 On completion of the exchange it is the student's responsibility to submit their transcript of results to the Academic Exchange Coordinator and the Outward Mobility Team. Where applicable grades will be converted in accordance with the University grade conversion tables.

Incoming exchange students

- 19.14 An undergraduate exchange shall normally be one semester in duration, and no longer than one academic year.
- 19.15 A postgraduate exchange (Level 7) shall normally be no longer than one semester.
- 19.16 Applicants are expected to fulfil the University's standard entry requirements (see Section 3).
- 19.17 The programme of study must be approved by the home institution.
- 19.18 Exchange students must register their full module choices in accordance with the procedures and deadlines determined annually by the Academic Registrar's Department. The University of Westminster cannot guarantee students' first choices of modules; therefore, students should also indicate a second preference.
- 19.19 Students coming on exchange must take the equivalent credit load to a student on a University of Westminster Course and verify with their home institution that the modules they choose are transferable to their degree course.
- 19.20 In order to gain University of Westminster academic credit students must attempt all the assessment prescribed.
- 19.21 An incoming exchange student who is attending only the first semester at the University of Westminster (September - January), will, in the case of modules with formal examinations, be entitled to alternative assessment. Students attending semester two, or yearlong will be expected to attend examinations, if applicable, in order to gain academic credit.

19.22 Students who are enrolled on an exchange programme must abide by the University of Westminster regulations and codes of conduct. Failure to do so may mean a student is subject to disciplinary action.

Note: It is the student's responsibility to ensure they are familiar with the University of Westminster regulations.

19.23 Marks will be confirmed at a Progression and Award Board. Following this a transcript will be issued to the student's home institution or home address. Marks will appear as percentages (the University of Westminster marks may need to be converted by the student's home institution for the purpose of credit transfer).

Action in case of failure

19.24 Exchange students who fail a module will be subject to reassessment for credit in accordance with the standard University of Westminster regulations. Please refer to Section 17 Undergraduate Framework or Section 18 Postgraduate Framework.

19.25 Condonement is not permitted for exchange students.

19.26 Where an exchange student is asked to resubmit coursework(s) this can normally be done via the postal system, or electronically via blackboard, although this may not be possible for all work e.g. practical modules. Students must ensure the coursework arrives at the University of Westminster before the deadline; a guaranteed form of delivery is therefore advisable.

19.27 Where an exchange student is unable to return to the UK to sit a referred or deferred examination, the student can apply to sit the examination abroad in accordance with the regulations detailed in Section 8 Individual Examination Arrangements

Note: If an exchange student was provided an alternative assessment to an examination for semester 1, at reassessment a further alternative assessment should be provided.

Study abroad students

19.28 Standard entry requirements exist for the University of Westminster; for example, English Language qualifications. However, further College or course specific requirements may also exist. Any application must be approved by the Education Abroad Team before acceptance can be confirmed.

19.29 An undergraduate study abroad scheme shall normally be one semester, one academic year or a summer period.

19.30 A postgraduate (level 7) study abroad scheme shall normally be no longer than one semester.

19.31 Students who are enrolled on a study abroad scheme must abide by the University of Westminster regulations and codes of conduct. Failure to do so may mean a student is subject to disciplinary action.

19.32 Students must be fully enrolled by the deadline published by the Education Abroad Team. The University of Westminster cannot guarantee holding a place for a student who has not completed the enrolment process by this deadline. Any extension to the deadline must be approved by Education Abroad Team.

19.33 Study Abroad students must register their full module choices in accordance with the procedures and deadlines determined annually by the Academic Registrar's Department. The University of Westminster cannot guarantee students' first choices of modules; therefore, students should also indicate a second preference.

- 19.34 The University of Westminster is not responsible for the awarding of credit in a student's own institution. Students are responsible for checking the programme of study they have chosen will be suitable to gain academic credit in their home institution.
- 19.35 A study abroad scheme student who is attending the first semester only at the University of Westminster (September - January) will be entitled to undertake an alternative assessment, in the case of modules with formal examinations. Students attending semester two, or yearlong will be expected to attend examinations, if applicable, in order to gain academic credit.

Action in case of failure

- 19.36 Study abroad students who fail a module will be subject to re-assessment for credit in accordance with the standard University of Westminster regulations. Please refer to Section 17 Undergraduate Framework or Section 18 Postgraduate Framework.
- 19.37 Condonement is not permitted for study abroad students.
- 19.38 If a student is asked to resubmit coursework(s) this can normally be done via the postal system, or electronically via blackboard, although this may not be possible for all work e.g. practical modules. Students must ensure the coursework arrives at the University of Westminster before the deadline; a guaranteed form of delivery is therefore advisable.
- 19.39 Where a study abroad student is unable to return to the UK to sit a referred or deferred examination, the student can apply to sit the examination abroad in accordance with the regulations detailed in Section 8 Individual Examination Arrangements

Note: If a study abroad student was provided an alternative assessment to an examination for semester 1, at reassessment a further alternative assessment should be provided.