

Study Abroad/Student Exchange

Programmes:

Policy and Process

Contents

1. Introduction	4
2. Approval of Proposed Study Abroad/Exchange Programmes	4
3. Specific Considerations relating to Study Abroad/Student Exchanges	4
4. Managing the delivery of a Study Abroad/Exchange Programme	5
Before Mobility	5
Individual outgoing Brunel students	5
Individual incoming students	5
During Mobility	5
After Mobility	6
Transcripts	6
Individual outgoing Brunel students	6
Individual incoming students	6
5. Study Abroad/Exchange Programme Management	6
Renewing Agreements	6
Terminating Agreements	7

1. Introduction

All UK higher education providers, must demonstrate the following Core Practices set out in [The Revised UK Quality Code for Higher Education \(2018\)](#):

“Where a provider works in partnership with other organisations, it has in place effective arrangements to ensure that the standards of its awards are credible and secure, irrespective of where or how courses are delivered or who delivers them”

A student’s period abroad under a Study Abroad/Exchange agreement normally contributes to the student’s final award through importation of grades, and it is therefore important that the quality and standards of the student’s academic study are assured through scrutiny of the providing institution.

This document provides specific aims and objectives for staff who work with students on a Study Abroad/Exchange programme.

institution may change over time.

4. Managing the delivery of a Study Abroad/Exchange Programme

BEFORE MOBILITY

Please note that this document uses the term 'mobility' to define the time spent at a host institution.

Individual Outgoing Brunel students:

Before a student can commence their Study Abroad/Exchange programme, they must gain approval from their College and the host institution for the specific scheme of studies they will follow in the host institution within the constraints of the defined Study Abroad/Exchange programme approved by the University. This approval is formalised in a Learning Agreement for the student (signed by the student, the relevant Brunel Department/Division and the host institution):

- [Erasmus+ Exchange Learning Agreement](#)
- [Study Abroad/Exchange Learning Agreement](#)

The Learning Agreement shall include a definition of the Brunel credit equivalence of the specific modules to be taken at the host institution. Copies of the signed Learning Agreement shall be provided to the student and kept by the APO, College and host institution.

The APO must provide each student with an international [Risk Awareness Checklist](#) to complete and submit prior to the student's participation in the Study Abroad/Exchange.

Students wishing to commence an Erasmus+ exchange programme must also enter into a Grant Agreement; completion of this agreement is facilitated by the APO.

Students may not commence their mobility programme until all required documentation has been completed and submitted.

A pre-departure briefing will be provided by the College and the APO, which will include the College's (TJ) 25.1

agreement. In order to renew an agreement, a case must be made regarding the on-going viability of that agreement. The