

**Visiting Student Admission Policy**

**Contents**

[**1. Overview, Purpose, Scope, Approval** 3](#_Toc2957868)

[**2. Pre application cycle** 3](#_Toc2957869)

[**2. 1 Areas of responsibilities** 3](#_Toc2957870)

[**2. 2 Deadlines** 4](#_Toc2957871)

[**3. Processing applications** 4](#_Toc2957872)

[**Global Mobility Team:** 4](#_Toc2957873)

[**Schools & School Support Service:** 4](#_Toc2957874)

[**The Admissions Team & Visa & International Support:** 5](#_Toc2957875)

[**4. Post application cycle** 5](#_Toc2957876)

[**Global Mobility Team:** 5](#_Toc2957877)

[**Schools & School Support Service:** 5](#_Toc2957878)

# **1. Overview, Purpose, Scope, Approval**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1 In line with the University’s Strategy 2020 to internationalise our work, the University seeks to provide opportunities for both outgoing and incoming students to undertake a period of study overseas. This policy outlines the administrative process required to support the admission of Visiting Students (VS). Visiting Students are non-graduating students who study at the University for typically either one or two trimesters. 1.2 There are four categories of Visiting Students:* Study Abroad (via a provider with whom ENU has a contractual agreement)
* Overseas Exchange (Primarily Non EU)
* Erasmus Exchange (Primarily EU)
* Free movers – ENU does not have a formal agreement with these students’ home universities.

1.3 This policy sets out how VS applications are managed and administered by the University, thereby providing consistency and enhancing the overall VS experience. This policy has been signed off by the Institutional Mobility Forum. 1.4 The following areas of the University have responsibilities in administering this policy::* University Schools:
* School Support Service (S3)
* International Student Recruitment (ISR)
* Global Mobility Team (GMT)
* Admissions
* Information Services
* Student Systems

**2. Pre application cycle****2. 1 Areas of responsibilities** 2.1.1 The final list of all the Schools specific modules for both Trimesters is confirmed and approved by the deadline given in the table below. 2.1.2 The Global Mobility Team will sends the final list to the relevant Academic Adviser asking them to identify suitable School module offerings for the VS cohort. The final list of VS module information should be returned to the Global Mobility Team by the deadlines in the table below. 2.1.3 After the module list is submitted, the Global Mobility Team creates FMC codes for the Schools modules and link these FMCs to the module groupings provided by the Schools. The Systems Team will then input this into the system so that the modules are linked to the Module Choice website on the Visiting Student Portal. Information Services will run the tests to check if the Visiting Student Portal is operating as expected. 2.1.4 In advance of the application system going live, the Global Mobility Team will send the Guidance Notes explaining how students should select their modules to all partner universities and the providers so they can pass it on to their students.21.5 The online application is launched to students on the date in the table for each trimester  **2. 2 Deadlines**

|  |  |  |
| --- | --- | --- |
| **Action** | **Trimester 1** | **Trimester 2** |
| Schools confirm specific modules | 15 February | 15 July |
| GMT sends final list to Academic Adviser | 1 March | 1 August |
| Academic Adviser return final module list to GMT | 15 March | 15 August |
| Launch of online application  | 15 April | 15 September |
| Application processing begins | 15 April  | 15 September  |
| Closing date for applications  | 15 May | 15 October |
| Application processing completed by  | 5 June | 5 November |

**3. Processing applications** **Global Mobility Team:**3.1.1 Applications are submitted through the Visiting Student Portal (online application) and come into SITS under a dummy code W11605. 3.1.2 The Global Mobility Team will run reports and create a master *Applications* spreadsheet in which all applications for the given intake get noted and the application details including matric, first name, last name, email, nationality, home institution, home university country, all the modules student included on their application etc. are listed.3.1.3 Based on the category of student and the agreements related to them, the Global Mobility Team makes a decision and assigns applications to the relevant School for approval. Global Mobility Team regularly runs reports and check in SITS for new applications and processes them as they come. 3.1.4 If there has been no response from the School relating to the after 3 weeks the Global Mobility Team will contact the School to check on the progress. 3.1.5 If an applicant is not suited to the School and has to be transferred to another School, then it is the Global Mobility Team responsibility to liaise directly with the new School to find out if the transfer is possible and that the new module selection can be offered.3.1.6 Some applicants select modules from two different schools. One school will be their dominant School (applicant selected 2 modules from this School) and another School will be their additional School (applicant selected 1 module from this School). In this case, it is the responsibility of the Global Mobility Team to liaise directly with the additional School to check if their module can be offered to the applicant.**Schools & School Support Service:**3.2.1 The Global Mobility Team sends spreadsheets to Schools containing details of applications to be assessed. Schools typically have 3 weeks to review the applications and make a decision whether the applicants are accepted or rejected. 3.2.2 Schools/S3 will communicate directly with the applicants (visitingstudents@napier.ac.uk should always be copied in to the communication ) in the following instances:3.2.2.1 School needs more information about an applicant’s academic background in order to make a full assessment.3.2.2.2 School cannot offer an applicant all or some modules selected by an applicant and must discuss an alternative module selection.3.2.3 After the decision whether the applicants are accepted or rejected is made, the School forwards the master *Applications* spreadsheet to the Admission Team ugadmissions@napier.ac.uk to generate offers for applicants. The Schools should make sure that the whole master spreadsheet is sent to the Admissions Team otherwise, Admissions will not have enough information from the Schools about the accepted students and which can lead to incorrect offers of admissions and delays. visitingstudents@napier.ac.uk should be copied in the communication to the Admissions. **The Admissions Team & Visa & International Support:**3.3.1 Upon receipt of the completed *Applications* spreadsheet Admissions reviews the application to ensure all supporting documentation is included, then generates an email with appropriate offer details to the applicant(s). Every time the offer is sent to the applicant, Admissions must notify the relevant School that the offer has been sent.  3.3.2 Some Visiting Students need a Student Visa to be able to study at Edinburgh Napier University. Guidance on applying for a visa will be provided by our Visa & International Support team. **4. Post application cycle** **Global Mobility Team:**The Global Mobility Team will be responsible for:* providing support to students and acts as a first point of contact for non-academic matters
* issues Visiting Student communications
* keeping the Partners and Study Abroad providers well informed about the application status of their applicants
* organising and implementing the student welcome and induction events
* representing the student cohort on relevant forums – e.g. Induction and Communication Group, the Institutional Mobility Forum etc.

**Schools & School Support Service:**The School and the School Support Service will be responsible for:* acting as a first point of contact for all academic matters,
* enrolling VS cohort on their modules before they arrive at the university,
* checking if there are any timetable clashes before student cohort arrives at the university,
* signing Learning Agreements if necessary,
* organising and implementing Academic Inductions
 |