

# Outgoing Exchange Student Policy and Procedure

## Contents

1. Background .....	4
2. Summary of changes.....	4
3. Forcible withdrawal of mobility periods.....	5
4. Funding your exchange.....	5
5. Applying for an exchange .....	6
<b>Selection and Allocation Criteria.....</b>	<b>7</b>
<b>Completing the application form .....</b>	<b>8</b>
<b>Academic aspects of your exchange .....</b>	<b>9</b>
Credit.....	9
Module choices .....	9
Students carrying fails .....	9
Exchange periods.....	9
Direct entrants .....	10
Exchange Clearing.....	10
6. Before the exchange .....	10
<b>Nomination and application to host university.....</b>	<b>10</b>
<b>Preparing for your exchange .....</b>	<b>11</b>
<b>Exchange documentation.....</b>	<b>11</b>
<b>Accommodation.....</b>	<b>12</b>
<b>Visa requirements .....</b>	<b>12</b>
<b>Tier 4/Student Route requirements .....</b>	<b>12</b>
<b>Maintaining eligibility for study abroad.....</b>	<b>12</b>
<b>Matriculating at ENU .....</b>	<b>13</b>
<b>Insurance and Risk.....</b>	<b>13</b>
<b>Withdrawing before exchange.....</b>	<b>13</b>
7. During the exchange .....	14
<b>Attendance at Host Institution induction.....</b>	<b>14</b>
<b>Changes to module selection.....</b>	<b>14</b>
<b>Changing the duration of exchange.....</b>	<b>14</b>
Extending.....	14
Reducing from full year exchange to single semester .....	14
<b>Withdrawing during exchange.....</b>	<b>15</b>

<b>Safety and emergency whilst on exchange.....</b>	<b>15</b>
<b>Personal details, emergency contacts, and reporting problems.....</b>	<b>15</b>
<b>Insurance .....</b>	<b>15</b>
<b>Adhering to laws, requirements and customs.....</b>	<b>16</b>
<b>Assessment on exchange .....</b>	<b>16</b>
<b>8. After the exchange.....</b>	<b>16</b>
<b>Transcripts.....</b>	<b>16</b>
<b>Financial responsibilities .....</b>	<b>17</b>
<b>Promoting exchanges to future ENU cohorts.....</b>	<b>17</b>

# 1. Background

This document outlines policy relating to Edinburgh Napier students undertaking a one semester or full year exchange abroad as part of their Edinburgh Napier University (ENU) degree. Specifically, it refers to study placements at one of the University's identified exchange partners (or another institution via the International Student Exchange Programme).

It is intended as the key reference point on guidelines, requirements and responsibilities of students and staff involved in student mobility at Edinburgh Napier. It should be referred to by students considering or currently on an exchange, and staff involved in guidance and support to such students. Any queries regarding the content or interpretation of this should be addressed to the Global Mobility Team.

A list of key contacts is given at the end of the document.

Action	Date	Unit/Person
Originally established	16 October 2018	Institutional Mobility Forum (IMF)
Annual review	18 October 2019	Louise McClure, for approval by IMF
Annual review	16 September 2020	Sharyn Bennett, for approval by IMF
<u>Annual review</u>	<u>22 September 2021</u>	<u>Sharyn Bennett, for approval by IMF</u>
Annual review	24 August 2022	Sharyn Bennett, for approval by IMF

## 2. Summary of changes

### Annual review 24 August 2022

- **Minor changes throughout document to provide currency and clarity regarding Turing and other funding options**
- **Removal of all references in relation to the administration of Languages/with Languages programmes**
- **Updated Insurance section with new title 'Insurance and Risk' and details regarding requirement of registering trips on GardaWorld and downloading the Crisis 24 app prior to travel. Also added stronger language about the implications of non-compliance with the risk and safety requirements, including implications for funding eligibility.**

### 3. Forcible withdrawal of mobility periods

Edinburgh Napier University and its partner institutions reserve the right to modify, withdraw or cancel student exchanges and other mobility periods in extraordinary circumstances. This will only occur with due consideration of student safety, equality and academic progression matters.

These include, but are not limited to:

- War, civil unrest, terrorist or other such activity likely to endanger students or staff members
- Health crises/pandemics
- Travel guidance and restrictions issued by the UK Government, public health bodies, and similar determinations made by partner institutions/organisations and/or host country governments.

In a scenario such as this, all efforts will be made to communicate a decision at the earliest opportunity, along with any academic mitigation measures to support, as much as possible, student learning outcomes and experiences.

Additionally, it should be noted that students undertaking an ENU programme involving a compulsory period of mobility will be prioritised for places in the rare event that these students become displaced. This, in exceptional circumstances only, may require the cancellation of non-compulsory exchange placements.

### 4. Funding your exchange

Students should carefully consider the broad costs associated with their preferred exchange destinations prior to completing the study abroad application. Guidance is available at: <https://my.napier.ac.uk/your-studies/study-abroad/exchange-costs-and-funding> though students should also do their own research as costs can vary greatly depending on personal circumstances and specific locations. Students need to be aware that some destinations require evidence that the student is able to support themselves financially whilst on exchange – this is normally a requirement of the HI in order to act as an immigration ‘sponsor’.

#### **Erasmus**

Students wishing to study at a HI in the EU/EEA should be aware that Erasmus funding is no longer available

#### **Turing**

The UK Government’s Turing Scheme seeks to provide grants to students undertaking international mobility activities to a range of destinations. At the time of publishing, it is not known how the Turing Scheme may be delivered for students going on exchange in academic year 2023/24, and which students will be eligible. Turing funding levels are unlikely to be sufficient to provide funding for all students and

therefore students should apply for exchange on the basis that they must self-fund or source other funding options.

Information about potential Turing grants and other funding opportunities will be communicated by the Global Mobility Team on the MyNapier link above, on the Study Abroad Moodle page, and sent directly via email to exchange applicants after allocations are complete.

## 5. Applying for an exchange

Students are required to undertake their own detailed research well in advance of the application deadline, including identifying preferred institutions/destinations, costs, academic modules, semester dates, etc.

The '[Study Abroad](#)' section on MyNapier contains most general information, and the Global Mobility team (GMT) and ENU Schools run information sessions in the lead up to the application round. The GMT also runs bookable appointments for students requiring individual guidance.

**Three easy steps to Study Abroad:**

1. Apply online

2. Programmed Leader assessment

3. Global Mobility Team allocation

1. Complete and submit the online Study Abroad Application which can be accessed via: <https://my.napier.ac.uk/your-studies/study-abroad/application-process>

2. Applications received by the deadline are considered for exchange by the designated Programme Leader (PL). The PL is responsible for fully reviewing applications against academic and ambassadorial (personal statement) criteria for exchange.
3. Applications approved by PLs are then allocated to host institutions by the GMT. Allocations are solely based on grades at the point of application (after the most recent trimester of study results are published), with places allocated in line with student preferences and the number of places available at each host institution (HI).
4. The GMT nominates students to the relevant HI, after which the student must apply directly to the HI by the HIs deadlines. The HI retains the overarching right to accept or decline applications in line with their own entrance requirements (i.e. portfolios, language, study area).

## Selection and Allocation Criteria

Places will only be allocated to students who have been approved by their programme leader. As part of your application you need to give evidence of your suitability for exchange by demonstrating why you would be a positive ambassador and details of any research you have taken into your selected destination(s).

### **Allocations will primarily be made based on:**

- A student's academic average at the point of application (after results from the most recent trimester are published).
- Linguistic ability (if relevant to your destination)

### **Where there is competition for places additional selection criteria will be applied:**

- **Compulsory or optional study abroad period.** Places will be prioritised for students studying on courses that carry a compulsory study period abroad however specific locations will not be ringfenced for any courses
- **Year of study.** Year 2 students studying courses which do not allow a period of study abroad in third year, will be prioritised over Year 1 students applying to go on exchange in Year 2.

## Completing the application form

Applications must be completed in full and submitted by the advertised deadline (mid-November of the year prior to exchange). Late applications will not normally be permitted and will be at the discretion of the Global Mobility team.

Students must research host institution options fully prior to applying as it is not possible to change preferences or request additional preferences once applications are submitted. Up to three HI's can be selected on the application form and should be listed in order of preference.

The GMT reserves the right to offer additional options not listed as a preference in the event that the first three preferences are not available. It should be noted that students who are offered alternative destinations will have a very short timeline to consider alternatives.

Students not approved by their PL for exchange, or who are unable to be allocated to a preferred institution, are welcome to consider applying again through the Exchange Clearing round (normally April), or the following year (if possible within Programme structures).

ENU encourages all students to consider undertaking an international experience during their studies. Students with special needs resulting from physical or mental health concerns are strongly encouraged to declare this fully in the application. This is to ensure that students have considered the implications specific to their circumstances, but importantly will allow GMT to work with the student, HI and ENU Wellbeing and Inclusion team to identify and work together to ensure that the exchange will be suitable for the student's needs. It must be recognised that HIs are required to provide exchange students with support equivalent to that offered to their own students, but cannot guarantee an identical support structure as is offered at ENU. Therefore, early and full declaration of additional support needs is crucial.

The GMT/Schools cannot provide expert advice with regard to special needs. The Wellbeing and Inclusion team should be contacted directly if students wish to discuss their specific needs prior to applying for exchange.

In selecting HI preferences, students should consider personal circumstances related to equality and societal norms in a potential host country. Concerns regarding equality and diversity scenarios should be raised with the GMT prior to applying so that guidance can be provided.

All students completing an exchange application are agreeing to the retention and use of their personal data for the express purpose of managing the exchange, from application through to reporting and record-keeping. Standard General Data Protection Regulations apply, however it must be recognised that retention and use of data is subject to ENU policy, and may also entail your data being held by the



HI and funding bodies. This means that identifiable data related to the exchange may be retained for up to seven years after the exchange period.

### **ISEP**

Students applying to undertake an exchange through ISEP (<https://www.isepstudyabroad.org/>) must still complete the application to study abroad through ENU. Students are not permitted to study abroad through ISEP to one of ENUs direct exchange partner HIs.

## **Academic aspects of your exchange**

### **Credit**

Schools are responsible for determining and publishing credit/grade conversion models to students prior to the exchange period. Credit from exchange will be transferred in line with this to the ENU degree. Any queries/concerns related to credit should be directed to the nominated PL in the first instance.

### **Module choices**

The relevant PL is responsible for guiding students on making suitable exchange module selections before and during the exchange, and assisting with reintroduction back to the ENU programme after the exchange period.

### **Students carrying fails**

Applications for students carrying fails at the point of application will be referred directly to the programme leader prior to the assessment process for approval.

If your academic failure occurs after you have been allocated a study abroad place, your Programme Leaders will be required to approve whether you are permitted to go.

**It will be at the discretion of the programme leader whether students with failed modules can be considered for a study abroad period.**

### **Exchange periods**

Timing and duration of an exchange is at the discretion of the PL, in line with programme structures. Students should seek guidance from their PL well in advance to start planning their exchange.

## **Direct entrants**

Access to exchanges for direct entrants is at the discretion of the PL. Schools should contact GMT to discuss this well in advance of each intake. Approved placements for direct entrants will be conditional on satisfactory academic progress leading up to the exchange period.

## **Exchange Clearing**

The Exchange Clearing application round normally opens in April. This round is only for Trimester 2 exchanges and exchange destination options are limited to the small number of places remaining unfilled during the initial application round. Clearing places are only available to students who do not have an active application from the main application round. Places available through Clearing are very limited and may not offer opportunities for students from all ENU disciplines.

The only exception to this is students of Product Design. Product Design students planning to undertake an exchange in Trimester 2 of the following academic year may apply during the clearing period as long as the intended HI is a Product Design-specific partner institution. Product Design students do not have to apply during the main application round (October-December) unless they wish to study at a HI in competition with ENU students from other disciplines.

On rare occasions, new exchange partnerships may be created mid-year. Places on these exchanges are only available to Clearing applicants.

Students already allocated to a HI in the main exchange application round will not be permitted to cancel their current place in favour of re-applying for another in the Clearing round.

# **6. Before the exchange**

## **Nomination and application to host university**

After a student has been approved by their PL for exchange, the GMT will review and allocate students to places at HIs. Students will be notified of their allocated institution via email.

It is the students' responsibility to follow the HI's direct application instructions and adhere to their deadlines.

## **Preparing for your exchange**

It is essential that students are adequately prepared for their exchange period. After allocations are completed, students will be given access to the Student Exchange e:Vision system and the Study Abroad Moodle page community site. Attendance at 'Get Ready to Go' pre-departure sessions run by the GMT is compulsory. Students will receive invitations to these sessions.

The Study Abroad Moodle site provides a high level of detail and further support for students to refer to before and during their mobility.

The e:Vision system will support students in working through many of the operational requirements of the exchange process.

Students must also access their ENU student email account regularly to ensure that they are aware of key information, and action any requirements before, during and after their exchange.

## **Exchange documentation**

Students going on exchange (regardless of destination) are required to complete several documents to ensure adequate academic recognition and experiential support.

- Learning Agreement (Before the Mobility)
- ENU Travel Risk Assessment
- Certificate of Arrival
- Learning Agreement (During the Mobility) – if relevant
- Certificate of Departure form
- ENU study abroad feedback questionnaire(s)

The GMT will issue all documentation, or links to these, together with full guidance notes, at the appropriate points before, during and after the exchange.

The above list is not comprehensive – students may subsequently be required to complete additional tasks and documents, especially related to funding.

Students going to European destinations also need to apply for the Study GHIC card (see Insurance section for information).

## **Accommodation**

With the exception of ISEP exchanges (these are offered through the ISEP organisation rather than directly between ENU and the partner institution), accommodation is not part of the ENU exchange offer. Students are responsible for sourcing, arranging and paying for accommodation on exchange. HIs will normally provide guidance on options, however students are ultimately responsible for their own accommodation arrangements. ENU cannot source accommodation, act as a guarantor, nor provide assistance in the event of disputes between the student and the leasor.

## **Visa requirements**

The HI will normally provide guidance on visa categories and requirements, however it is the students' responsibility to investigate any visa requirements for their chosen destination and complete all necessary paperwork and payments in a timely fashion. Some visa processes are quite rigorous and may require undertaking immigration appointments from a location outside Edinburgh at the student's own expense.

Visas for the EU:

Entry to the EU for exchange/work placement purposes will likely require UK and non-EU students to apply for visas or other entry permit. Requirements vary from country to country and it is up to the HI to provide guidance on the requirements, and students should also research host country immigration requirements via the relevant country visa websites

## **Tier 4/Student Route requirements**

Students studying at ENU on a Tier 4 or Student Route visa are required to adhere to attendance requirements whilst on exchange, which includes regular face-to-face monitoring. The GMT is responsible for liaising with the HI prior to the exchange period to agree how the attendance monitoring will be managed. Visa monitoring is undertaken under the auspices of ENUs Visa and International Student Support team. Failure to fulfil attendance checks will have significant impact on ENUs sponsorship license and may invalidate a student's eligibility to remain in the UK/on exchange.

## **Maintaining eligibility for study abroad**

Students must remain in good standing in the lead up to the exchange. This includes ensuring that academic and ambassador standards are maintained. In the instance of fails or disciplinary proceedings being brought forward in the lead up to the exchange, it will be at the discretion of the PL whether to withdraw the applicant, bearing in mind any financial outlay already made by the student, and impact to

academic standing. Students must not depart for their exchange with outstanding assessments/credits without the express consent of their PL.

## **Matriculating at ENU**

Exchange students remain ENU students whilst studying abroad and therefore still need to matriculate at ENU while on exchange.

## **Insurance and Risk**

All students going on an ENU exchange must have insurance cover and must complete an online Travel Risk Assessment (TRA) prior to departure. Students who complete the Travel Risk Assessment and are not travelling against medical or FCDO advice are covered by ENU's travel and medical policy, but the onus is on each student to check the coverage against personal circumstances to decide whether the level of cover is suitable to individual needs. For the majority of non-European (overseas exchange partners), students are required to purchase insurance approved by the host institution at their own expense.

After the Travel Risk Assessment is approved, students are required to register their trip on GardaWorld and download the Crisis24 Messenger app which provides 'real time' warnings and emergency support whilst on exchange. Students who depart for exchange without completing these requirements will be considered to be in contravention of their obligations and will be forcibly withdrawn from exchange. Any financial implications of this outcome will be solely the student's responsibility. Any funding offered/provided to students in this position will need to be repaid in full.

Health cover for the EU:

Students should obtain the student specific Global Health Insurance Card (GHIC) through the NHS prior to departing for exchange. This covers students for the extended period of their exchange unlike the GHIC card available for vacation purposes. The GMT will provide a letter which students can use to support their application for the Study GHIC.

## **Withdrawing before exchange**

Students are expected to apply in good faith and with the intention of realising their exchange. Students should note that withdrawal at any point presents an unfair impact on other students who may have wanted a place at a particular HI, so withdrawing should only be requested in extraordinary circumstances and with clear reason. Notification of intention to withdraw must be sent to GMT *at the latest* by the end of March for the main application round, and the end of August for clearing applicants.

Any student withdrawing from a confirmed study exchange placement may be deemed ineligible for other ENU supported international mobility activities.

## **7. During the exchange**

### **Attendance at Host Institution induction**

Most HIs hold a compulsory induction and students are expected to arrive at their exchange destination in time for this, or any other compulsory activities on request from the HI. If no separate induction is offered, students must arrive in time for the start of classes. Missing induction/classes has a significant negative impact on the exchange experience and ENU therefore will not support this. Any permission to arrive late to the HI is at the discretion of the HI.

### **Changes to module selection**

Any changes to the module selection must be approved by the ENU PL as well as the HI, and accurately documented in the relevant Learning Agreement. This must be done as early as possible and always within the ENU/HI regulations. Any questions regarding module selection/changes need to be discussed directly with the PL. The GMT cannot provide assistance with module selections.

### **Changing the duration of exchange**

#### **Extending**

Requests to extend an exchange from a single trimester to full academic year can rarely be accommodated, and must be requested as early as possible. Students must contact GMT for advice and initial approval in the first instance. If GMT provides approval to extend in principle, permission must then be sought from the PL. Students may only seek approval from the HI to extend following the agreement from both the GMT and the PL.

#### **Reducing from full year exchange to single semester**

It is not normally permitted to shorten an exchange period, as an exchange is a commitment which should have been carefully considered prior to applying in the first place. Students experiencing issues on exchange should first speak to a member of the GMT who is experienced in helping students navigate through a variety of issues related to studying overseas. If the concerns are academic-related, they

should be discussed with the PL. If a student returns from a full year exchange after only one semester, it should be noted that there might be financial and/or academic implications and early notification to ENU and the HI of problems will allow staff to offer assistance, which may help to resolve the situation and avoid such repercussions.

## **Withdrawing during exchange**

Withdrawing after starting (but not completing) an exchange has serious implications. Students must inform the GMT, HI, and PL immediately to allow for measures to try to resolve any issues. Withdrawing from exchange without completing an academic period may have significant financial, academic and possibly visa implications.

## **Safety and emergency whilst on exchange**

### **Personal details, emergency contacts, and reporting problems**

Students must update their contact details as soon as possible on arrival on exchange through the eStudent record, and must check their ENU student email at least once per week, actioning any requests timeously. All correspondence with ENU must be through the student's ENU email account.

The GMT will contact students periodically with updates and reminders via email and announcements on the Study Abroad Moodle page. The PL should also be in contact with students at least twice per semester. Students must notify the GMT and the host institution immediately if any incidents occur that impact personal safety/wellbeing. If they are struggling academically, they must let their PL know.

The GMT reserves the right to use emergency contacts from the Travel Risk Assessment/GardaWorld/eStudent records if there is any concern regarding a student's wellbeing. This may include sharing personal details in the best interests of the student, in line with ENU safeguarding imperatives.

### **Insurance**

Students must be covered by appropriate insurance during the exchange period and are required to carry Insurance and ENU emergency contact details on their person at all times. Please see 'Before the exchange' 'Insurance and Risk' section for further information

If students undertake personal travel before, during or after the exchange period they may not be covered for this by standard insurance. It is a students' responsibility to ensure that insurance is arranged to provide any additional cover needed for these activities. Personal travel is at a student's

discretion, and students are strongly encouraged to let family/friends know of any itineraries and contact details.

### **Adhering to laws, requirements and customs**

Students need to adhere to the laws of their host country and the policies of their host institution. It is their responsibility to research these in advance and understand them.

In extraordinary circumstances, if students do not fully engage with the academic expectations of the exchange their case will be escalated within their School and the student may be withdrawn from the exchange and/or degree programme.

While on exchange, students are members of both the HI and ENU and therefore are subject to the disciplinary procedures of both institutions, as appropriate.

Where standards are not met by the student, the GMT reserves the right to withdraw a student's eligibility for funding (where relevant), and to request repayment of any grant monies already received.

### **Assessment on exchange**

Students must complete all assessments required of the HI academic programme before returning and must not book return travel until final assessment dates are confirmed. Students will be responsible for the financial and academic consequences resulting from fails. Students are strongly urged to contact their PL at the earliest opportunity to discuss and resolve academic concerns.

## **8. After the exchange**

### **Transcripts**

The student must forward transcripts to GMT if sent directly to them. Upon receipt of the transcript, the ENU School will calculate and communicate the credit achieved from exchange, in line with individual School credit conversion and programme requirements.

\*Students should be aware that if they go abroad in 3rd year, some or all of the marks gained while abroad may count towards their final degree classification.



## **Financial responsibilities**

In the event that a student returns owing money to the HI (or affiliate party) from their exchange, the debt must be repaid as quickly as possible. Failure to do so may impact the progression of the student's degree and eligibility for graduation.

## **Promoting exchanges to future ENU cohorts**

As ambassadors, students are expected to participate in promotional activities at the host institution and upon return to ENU, including completing compulsory feedback questionnaires and assisting at events for prospective exchange students.