

Outward Mobility Policy

1. Introduction

As part of the University's commitment to internationalisation and creating global citizens the University has a longstanding semester abroad programme through a number of reciprocal exchange programmes with partner institutions. The University has links in the USA, Canada, Hong Kong and Malaysia. In Europe, previously developed through the Erasmus+ programme and in China through the Chinese Studies programme.

Through the new government funded international mobility schemes (e.g. Turing), there is also scope for students to spend a shorter period of time overseas.

Studying abroad provides students with valuable opportunities to develop global perspectives and enhances employability and assists students in developing a range of qualities and skills, including in cross-cultural communication. Student exchanges can reinforce existing teaching and research collaborations and assist in building strategic and sustainable research relationships whilst strengthening the University's global profile. Incoming exchange students increase the diversity of the student body, bring different perspectives, and contribute to the internationalisation of the University.

2. Purpose

This policy outlines the processes in place to safeguard the quality of the international mobility partnerships and the experience of UWTSD students taking part in an international mobility opportunity.

3. Compliance

The policy statement has been developed in the context of the expectations set out in QAA's UK Quality Code for Higher Education, and particularly Advice and Guidance: Partnerships, which encompasses study abroad. The policy also complies with relevant legislation including consumer law.

4. Relationship with other strategies and regulations

This outward mobility policy is part of the Global Education Strategy and is associated with Chapter 11 of the Academic Quality Handbook.

The University is responsible for the academic standards and quality of all awards made in its name and the following handbooks and templates are in place to safeguard the quality of the international mobility experience.

The following handbooks and templates are in place:

- Student Outward Mobility Handbook
- The Learning Agreement Template
- Grant agreement template
- Health and safety related documents for international mobility students
- Pre-departure information briefing
- Certificate of arrival
- Certificate of attendance
- Returning home leaflet

5. Scope

This policy statement **outward** international mobility opportunities for UWTSD students:

- a) The policy only applies to UWTSD students studying enrolled directly with the University on the Carmarthen, Swansea, Lampeter, London, Birmingham and Cardiff campuses. Students enrolled at partners are not included within this policy.
- b) The policy covers a wide range of outward international mobility opportunities, ranging from study abroad, internships, virtual mobility opportunities, short (summer) programmes.
- c) The duration can vary between a semester to a minimum of two weeks.
- d) This policy covers both credit bearing and non-credit bearing international mobility opportunities and both funded and non-funded opportunities.

6. The Outward Mobility Board

The **Outward Mobility Board** reports to IACPC. Terms of reference are included in chapter 2 of the AQH.

7. Developing and reviewing international mobility arrangements

The Wales Global Academy works closely with institutes to establish international mobility opportunities. While assessing any opportunities, care will be taken that the proposed opportunity:

- a) is compatible with the academic aims of their discipline and makes a clear and defined contribution to the programme learning outcomes,
- b) significantly enhances the experience of their students, and

- c) is likely to be a genuinely reciprocal partnership which is in line with the strategic aims and objectives of the Global Education Strategy and the international mobility schemes that the University is part of.

All international mobility opportunities are required to be approved centrally in advance of any students travelling abroad for a programme.

After an initial assessment as outlined above, a number of checks are completed by the Wales Global Academy which includes the checking of:

- the academic quality of the proposed partner institution;
- the suitability of the academic portfolio of the proposed partner institution;
- that facilities, resources and student support arrangements at the proposed partner institution;
- the quality and integrity of the proposed partner's arrangements for assessment and credit transfer;
- any health and safety issues;
- the Higher Education structures, methods and assumptions that operate in the partner institution / host country;

After completion of these assessment, a paper is submitted to the Outward Mobility Board to request approval of the partnership. If approved formal agreements are developed by the Wales Global Academy.

All international mobility partnerships are reviewed annually to consider their effectiveness. Student feedback will form part of such a review. Partnerships may be terminated as a result of such a review by the Wales Global Academy.

Site visits are carried out as appropriate in order to evaluate quality of learning, logistical and pastoral support and to maintain good partner relations. This site visit can be carried out by a member of academic, administrative or support staff provided that they are briefed on the requirements of the visit. The Wales Global Academy should be made aware of any site visit prior to it being undertaken. Reports of visits will come to the Outward Mobility Board.

8. Grade Conversion

Prior to departure the institute must confirm that the provisional module selection at the host institution has been approved and meets all UWTSD International Independent study module learning outcomes/credit values.

If grade conversion is being used:

- a. grade conversion methodology has been discussed with the student;
- b. the student understands the methodology behind the grade conversion and how it will be used to convert the partner institution credit back to UWTSD credit;

- c. the student understands that by agreeing to the grade conversion methodology, they will not be able to challenge its application at a later date.

The institute is responsible for applying the grade conversion methodology and for sharing information as appropriate with external examiners. Any credits and results associated with an international mobility opportunity will be taken through the relevant examining board.

The Outward Mobility Board considers annually results across institutes to reflect on the effectiveness of its programmes (e.g mark equivalence)

9. Responsibilities

Wales Global Academy:

- Assess and approve all international mobility opportunities through the Outward Mobility Board;
- Develop and draft all formal international mobility agreements;
- Sign off all formal agreements by the APVC (Global Engagement) and an authorised representative of the partner institution.
- The monitoring and management of all international partnerships at an institutional level;
- The training of new academic staff coordinating international mobility opportunities;
- Selecting appropriate candidates in liaison with the Institute;
- information on students' rights and responsibilities during study abroad, including the complaints process;
- information on student support services whilst abroad, including local sources of support;
- information on processes of assessment, rules on progression, grade conversion and credit transfer;
- Link between the Student Services in UWTSD and the partner institution to ensure that students with declared disabilities receive appropriate support while abroad.
- Review annually the profiles of students' going overseas.

Institutes:

- Overall responsibility for the academic experience of students while on an international mobility opportunity;
- Supporting the Wales Global Academy in the selection of appropriate candidates;

- Supporting any student who is no longer able to achieve the assessed outcomes in the agreed setting;
- Nominate a member of staff to coordinate the international mobility opportunity and liaise closely with the Wales Global Academy;
- Complete the learning agreement template and all other relevant templates;
- Ensure that learning agreement templates are shared with external examiners;
- Shared responsibility with the Wales Global Academy in relation to the health and safety of students while abroad;
- Promotion of international mobility opportunities to students and applicants.

Students:

- Application form to be submitted with copy of UWTSD transcript;
- Mandatory interview before going abroad;
- Pre-departure briefings to be attended;
- Health and safety pre-departure briefing and health and risk assessment to be completed;
- Learning agreement completed;
- Confirmation of travel and visa's;
- Grant agreement completed if student is awarded funding;
- Certificate of arrival submitted within two weeks of arrival;
- Certificate of attendance submitted within two weeks of departure;
- Placement review meeting.