Student Mobility

Please note that a revised Student Mobility policy is due to be published in October 2017, subject to approval by Senate.

Scope
All undergraduate and postgraduate taught programmes at City University London

Date approved/re-approved
December 2010

Date for review
To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Education and Student Committee, as required

To be read in conjunction
Programme Approval Policy in Section 3 of the Quality Manual
Student Mobility Policy

Scope

The Student Mobility policy encompasses learning undertaken at an approved institution abroad, for an agreed period, where the learning outcomes form an integral part of and clearly contribute to the overall aims of a taught or research degree programme leading to an award of City University London.

Student Mobility provision which forms part of a taught programme will either be:

- A period of study spent at an approved institution abroad which is credit-bearing and where a student’s achievement in assessment contributes to a student’s overall mark for a City award. This period of study typically replaces part of the normal programme of study at City;

or

- A period of study spent at an approved institution abroad where formal completion is a requirement of the City University London programme but where a student’s achievement in assessment does not contribute to a student’s overall mark for a City award. This period of study is typically taken in addition to the normal programme of study at City.

Student Mobility provision which forms part of a research degree programme will involve research study undertaken at an approved institution abroad which is an integral part of a City University London research degree.

For the avoidance of doubt, schemes that involve only incoming students from other institutions (known as Study Abroad schemes at City) fall outside the scope of this policy as these schemes do not lead to a City University London award.

Aims and purpose

The University, as the awarding institution, has ultimate responsibility for ensuring that the quality of learning opportunities offered through a Student Mobility scheme is of an appropriate level to enable students to achieve the academic standards required for their City University London award.

In particular, the policy aims to:

- Provide a framework for the quality and standards of our Student Mobility arrangements which will support high quality Student Mobility provision.
- Safeguard the academic standards of those awards that incorporate such provision.
- Contribute to the development of greater consistency of approach across the University.
- Provide clarity on management and governance processes of Student Mobility provision across the University.
- Ensure that students taking part in Student Mobility schemes receive appropriate support and guidance.

Approach to Student Mobility

The University’s approach to the establishment of Student Mobility provision offered within a new or an existing programme is underpinned by the following principles:
• The University is responsible for the academic standards of all awards granted in its name. The academic standards of awards which involve Student Mobility arrangements are equivalent to those delivered solely by the University. The University is ultimately responsible for ensuring that the quality of learning opportunities offered through a Student Mobility scheme is of an appropriate level to enable students to achieve the academic standards required for their City University London award.

• All Student Mobility provision is subject to the University’s quality and standards framework that is augmented as appropriate to reflect the nature of the provision.

• Participation in Student Mobility will be formally recognised through appropriate reference on a student’s transcript.

Consideration of proposals for new Student Mobility provision that will form part of a new or existing programme of study, will take account of the following:

• The rationale, aims and learning outcomes of the Student Mobility scheme, which will need to be clearly defined, and the contribution of the scheme to the overall aims of the programme.

• The mechanism for credit transfer including translation of marks (if applicable), which will need to be explicit.

• The appropriateness of the assessment strategy at the host institution to assess student attainment of the intended learning outcomes.

• The impact of failure or non-completion of a Student Mobility scheme within the overall programme and the provision of reassessment opportunities, which will need to be made explicit.

• The level of support available to students with disabilities and any additional arrangements that will be made to ensure that students with disabilities can participate in Student Mobility schemes as far as possible.

• The appropriateness of the guidance, support and information that students will receive throughout their Student Mobility scheme.

• The impact of the Student Mobility provision on any PSRB requirements.

• The appropriateness of health and safety arrangements at the host institution.

• The appropriateness of supervision and assessment of a Student Mobility scheme within a City University London research degree.

Process for establishing Student Mobility provision

The Deputy Vice-Chancellor and the Deputy Vice-Chancellor (International & Development) will consider proposals for the establishment of new Student Mobility provision within new or existing programmes in the first instance to take an institutional view on the strategic fit and educational benefit of the proposal, the suitability of the proposed host institution and whether the provision will be of a sufficient standard.

Proposals for the establishment of Student Mobility schemes within an existing City programme will then be considered at School level through the University’s procedures for amendments to programmes of study taking account of the areas to be considered for this type of provision as set out in this policy.
Proposals for the establishment of Student Mobility schemes which form part of a new programme proposal will be considered through the University’s Stage 1 and Stage 2 procedures which apply to the approval of all new programmes of study. This process will take account of the areas to be considered for Student Mobility provision as set out in this policy.

**Management and Governance**

The Vice-Chancellor, advised by the Executive Committee, has ultimate responsibility for the strategic direction of Student Mobility provision. The Deputy Vice-Chancellor has responsibility for overseeing the quality and standards of all programmes, including those involving Student Mobility. The Deputy Vice-Chancellor (International & Development) has responsibility for development and enhancement of internationalisation at the University.

Deans of Schools have responsibility for Student Mobility provision within their Schools, with Boards of Studies overseeing matters of quality and standards and School Executive Committees advising on matters of strategy and resource.

**Responsibilities of City and Host Institution**

All approved Student Mobility learning will be underpinned by a formal Memorandum of Agreement which will clearly identify the University’s and the host institution’s responsibilities and obligations. The Memorandum of Agreement will set out provisions for termination of the agreement and the University will make arrangements to safeguard the best interest of students during any termination period.

**Responsibilities of Students**

Students will be made aware of their rights and responsibilities during their Student Mobility learning prior to it commencing, including their responsibilities:

- As representatives of the University.
- For managing their learning, recording their progress and achievements and for keeping their School updated on progress.
- For alerting the host institution and the University of any problems that might prevent their progress or satisfactory completion of the Student Mobility scheme.
- In relation to health and safety issues.

**Student information, support and guidance**

Students will be provided with appropriate and timely information before, during and after their Student Mobility scheme. In all cases, students will be:

- Adequately informed about the procedures for securing and allocating Student Mobility schemes.
- Made aware of the academic requirements, content, assessment criteria, intended learning outcomes and whether marks obtained during their Student Mobility scheme will contribute to their overall degree mark.
- Made aware of support available at the host institution as well as support available from the University.
• Given contact details of the staff responsible for them during their Student Mobility scheme at both the University and the host institution.

• Made aware of complaints and extenuating circumstances procedures.

• Given appropriate induction to the host institution, including health and safety information.

• Given appropriate reorientation to reintegrate them effectively on their return to the University and assist them in reflecting on their experiences abroad.

• Made aware of insurance arrangements regarding their Student Mobility learning.

• Informed of the consequences of failure or non-completion of their Student Mobility scheme and opportunities for reassessment.

In addition, Schools are encouraged to make use of personal development planning tools, educational technologies and social media, where appropriate, to facilitate student reflection on their Student Mobility experiences and assist with communication.

**Monitoring and Evaluation**

Schools will have arrangements in place for students to provide feedback on Student Mobility schemes. Feedback from the host institution as well as University staff engaged with such provision should also be obtained.

Student Mobility provision will be subject to evaluation and review through the University’s procedures for Annual Programme Evaluation and Periodic Review.

Student Mobility arrangements can be reviewed by the University at any time for strategic viability in relation to the University's Strategic Plan or any other relevant developments.