Please complete this form fully and once signed, return to your School’s Exchange Office at [enter email address]:

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| **Student Details** |
| Student Name  |  |
| Student Number |  |
| Student Contact Details UK:Telephone / email / address |  |
| Department & School |  |
| Degree |  |
| Type of Exchange  | Sandwich Year:  | Replacement (circle one): Year or Term |
| Travel Dates | Outbound:  | Return:  |
| Period of study if one term only (circle one) | Autumn | Spring | Summer |
| Host Institution & Country | Institution:  | Country:  |

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| **Module/Credit Information***(Please add/delete rows as needed)* |
| **Required workload:**  |
| **Courses at the partner university can be viewed here (please insert link):**   |

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| **Module Code and Title at Cass** | **Equivalent Module Code and Title at Host University** | **Approved Alternative Core Modules\*** | **Credits at Host Institution** |
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| *The remaining credits will be made up of electives to be selected at the host university.* |  |  |  |

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| **Total Credits at Host** |  |
| **Total Credits at City** |  |

***\*Only to be taken if preferred core modules are not available at the host institution***

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| **Recognition of Exchange****(to be completed by City Exchange Coordinator)***Please explain how the period of study abroad will be recognised at City.*  |
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| **Partner Assessment Information** **(to be completed by City Exchange Coordinator)***Please indicate how modules are generally assessed at the partner university in terms of coursework, examinations, participation, attendance etc’* |
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| **Grade Conversion Table**  |

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| --- | --- |
| **Grade at Host Institution** | **Converted Grade (%) at City** |
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| **Arrangements for Re-sits** **(to be completed by City Exchange Coordinator)***Please outline any implications for the student in the case of academic failure whilst abroad and arrangements that will be in place for re-sit assessments. This is required information for those doing a replacement term/year\** |
| **Does your host institution offer re-sits: YES/NO****Please note that in line with City regulations, students will be permitted a maximum of one re-sit opportunity and re-sits will be capped at the module pass mark** |

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| **Checkpoint Information****(to be completed by City Exchange Coordinator)***Please list the agreed points during the term/year when the student will be contacted and the purpose (e.g. checking in; module choices for following term/year; feedback).* |
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| **Insurance Information** |
| **\***Students are required to make their own arrangements for insurance cover while they are involved in a study placement at an overseas institution. Cover should include arrangements for their travel to and from the Host Institution. |

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| **Equality and Diversity** |
| Please include any approved arrangements or reasonable adjustments that will be in place for the scheme.  |

**Programme Costs *(Fixed Statement):***

* Students will register and pay any tuition and other fees to their Home University.
* The following expenses shall be the responsibility of the students enrolling for mobility schemes: international and domestic travel, accommodation, food, medical insurance and/or medical expenses, insurances covering personal possessions, travel and personal liabilities incurred while not on the university campus, books (including text books), stationery, clothing, food and all other personal costs, as well as passport and visa costs and all debts incurred during the course of the exchange.
* Accommodation is not included, but the Host University will assist student in finding appropriate accommodation.

The University will endeavour to inform students of other costs that are specific to the institution and/or country that the student will be travelling to. This information should be sought from the Host Institution.

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| **Student Risk Assessment for Outgoing Exchange**Use this section to consider all the problems you may encounter while you are away and identify ways of dealing with them.**Please refer to** [**FCO website**](https://www.gov.uk/foreign-travel-advice) **for travel advice: www.gov.uk/foreign-travel-advice** |
| **Things to think about** | **Possible risks*****(Using this column, identify problems which may occur for each category below)*** | **Action to be taken?*****(Using this column, think about ways you may be able to resolve these problems/minimise the risk)*** |
| **Nature of Study Abroad Programme***e.g. Lectures, Laboratory in a University, work in a School, type of company working for etc.* |  |  |
| **Transport***Details of transport to be used to travel to the country but also on a day-to-day basis e.g. public transport, own vehicles, licence requirements for the country.* |  |  |
| **Cultural**Identify any cultural differences that may affect you and consider consequences of actions within the country e.g. religious differences, differences in laws, differences in food and drink, appropriate clothing, appropriate behaviour, attitudes to gender and sexuality, politically sensitive issues. |  |  |
| **Accommodation***Consider the type of accommodation you may have with respect to where you are studying / working and the neighbourhood it is in. Is it likely to be shared or privately owned?* |  |  |
| **Personal Security***Consider the potential for crime, hostility or physical / mental violence (knowledge of country / Foreign and Commonwealth Office (FCO) advice / previous incidents etc).* |  |  |
| **Individual(s)***Consider any health condition(s) (physical, mental or psychological) or any other disabilities that may require medication or specific arrangements at the destination. (See Health and Disability disclosure form). Where relevant, ensure you have enough medication and support for the time you are abroad.* |  |  |
| **Insurance***Appropriate and adequate travel, medical and repatriation insurance for destination (details). Consider specific country requirements e.g. American campus insurance. Also, where relevant, join the appropriate professional body.* |  |  |
| **Climate / Time differences***Consider differences in temperature, humidity, altitude, seasons, time differences, jet lag etc. Is acclimatisation required?* |  |  |
| **Other Considerations***Consider FCO advice, entry requirements such as Visas, specified time remaining on passports, vaccination certificates for the country. Will you be using any specialised equipment?* |  |  |
| **Destination Specific***Any other measures not already considered. This may include endemic diseases.*  |  |  |

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| **Key Contacts***(To be completed by City Exchange Coordinator)* |
| **Student Exchange Coordinator (City)** | Name:  | Phone: |
| Email:  |
| **Academic Supervisor (City)** | Name:  | Phone:  |
| Email: |
| **Host Institution Coordinator** | Name:  | Phone: |
| Email: |

**Student Declaration:** I hereby declare that:

I will abide by all the conditions of participation in the City, University of London student exchange programme and observe all City, University of London statutes, by-laws, rules and instructions.

* + - * I agree that the above approved units will be taken whilst abroad and that any changes to the above require new approval from my Academic Advisor. I acknowledge that it is my responsibility to contact the Exchange Office to arrange this.
			* I understand the information provided and will comply with the requirements set out above to take specific modules
			* I have seen and understand the grade conversion tables by which credit achieved abroad will be converted into percentage grades at City
			* I have considered the risks associated with undertaking a period of study at this particular partner institution
			* I am aware of the risks associated with this exchange
			* I am aware that I will need to take out suitable insurance for my year abroad

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**