

Student Exchange Policy (approved July 2017)

1. Introduction

- 1.1 The Arts University Bournemouth recognises that the opportunity to study overseas for part of a course of study can be extremely rewarding, and of great benefit to students. It can boost your confidence and provide an experience of working in another culture which is highly valued by employers. Whilst it can be academically and personally challenging, it consequently brings about maturity and increased self-reliance. It also offers the chance to develop an international network of contacts for your future career.
- 1.2 The Arts University Bournemouth has therefore established formal agreements with partner institutions both within Europe and throughout the world to provide study opportunities. These institutions have been carefully selected based on their compatibility with the courses offered by the Arts University Bournemouth, and their reputation for the provision of high-quality education. The register of approved partner institutions is maintained by the International Office and is reviewed from time to time¹.
- 1.3 Exchanges to institutions which are not on the register will not normally be approved.
- 1.4 Most exchanges will be for a period of 3-5 months, or for a full year. The timing of all exchanges are subject to negotiation with the course team, to ensure that you are not disadvantaged on your main course of study. For most students, exchanges will take place during study at Level 5, although exceptionally it may be possible to arrange an exchange for the first term of Level 6; you should ask your Course Leader about this.
- 1.5 For courses with professional accreditation requirements' we will ensure that students participating in student exchanges/study abroad identify and obtain the necessary learning outcomes and professional accreditation criteria within their learning agreement.

2. Financial information

- 2.1 Students who are undertaking an exchange continue to be enrolled as a student of the Arts University Bournemouth. You will continue to pay tuition fees to the University in the same way as other students, and your fee status will not be affected; any bursary support you receive will also be unaffected. As part of our agreement with partner institutions, exchange students do not pay tuition fees to the partner institution.
- 2.2 The Charitable Foundation of the Arts University Bournemouth has established an Academic Travel and Exchange Bursaries Fund to provide some financial support to students on an approved exchange. You will be entitled to bid for a grant towards your travel costs, and also towards your maintenance costs, to a maximum figure which is agreed annually. Details are available from the International Office.

¹ The process of approval, and periodic review, of partners, is well established, and will be included as an appendix. No institution will be included on the register unless a visit has been undertaken by members of the Arts University Bournemouth academic staff, to confirm that the arrangements (including resources) are suitable, and commensurate with expectation.

2.3 You will need to ensure that you are able to meet your remaining costs throughout your time abroad, as there is no further support available from the University.

3. Assessment

3.1 Before a study visit is formally approved by the University, agreement must be reached on the programme of study to be followed, and the way in which this will contribute to the main course of study, including how it will contribute to the calculation of your final degree classification.

3.2 Many countries, within Europe and beyond, operate a credit accumulation system. However, in practice credit and assessment arrangements can vary significantly, both in terms of what credit is awarded for, and how much is awarded for different activities. Marking criteria and expectations also differ between countries.

3.3 Therefore the University does not use credits awarded by a partner institution in its decisions about your performance.

3.4 Before you start your exchange, you must agree with your Course Leader the package of work that you will undertake whilst away from the University. In rare cases, it may be that you will be able to submit work for the units which are being delivered on your course at the same time (for instance, if your period away coincides with a project unit for which the assessment components can be equally well devised at the partner institution). However, in most cases you will need to confirm your intended package of work in a Learning Agreement.

3.5 The University has created two units, the Exchange Study Unit (20 credits) and Extended Exchange Study Unit (40 credits). In effect these are independent study units in which a plan of activity is mapped out within a formal Learning Agreement. Many exchange students take 60 credits away from the University, which means you will need to complete both units.

3.6 There are different ways in which you can approach your Learning Agreement(s).

- i) You may agree to undertake specific assessment tasks during your time on exchange which will enable you to meet the learning outcomes identified by you and your course team. These learning outcomes must be equivalent to the learning which you will be missing at AUB but need not be identical. The work will be submitted by an agreed deadline and marked by the course team; and the mark for the exchange unit(s) will be included on your transcript, and in calculating your overall degree classification. Your experience on exchange will inform your response to the project and give you new ideas as well as any formal classes you take. If you are referred in your work, the normal AUB reassessment regulations will apply.
- ii) You may agree to take certain identified units at your exchange institution, submitting work for assessment to them. It is important to note that these marks will not be used to give a mark at AUB. If you pass these units at your exchange institution, this will constitute meeting the terms of your Learning Agreement, and you will be awarded the credit associated with the Exchange Study Unit(s) you have undertaken (which should be the same as the credit being delivered on your course while you are away). You should note you will not be given a mark by AUB, although you will be given a transcript of marks by the exchange institution which you need to bring back with you. If you do not pass the agreed units, your course team will set you referral work to be completed once you have returned to the University, which is equivalent to the terms of your Learning Agreement.

- 3.7 There may be occasions where you are unable to be specific about your proposed studies when you make your application, because the exchange institution may not have confirmed its arrangements for the coming year. In these circumstances, you should complete an outline agreement with the course team, to be updated as soon as your plans become clear. You must confirm your Learning Agreement within one week of commencing your exchange; and any changes must be negotiated with the Course Leader.
- 3.8 It is imperative that you remain in touch with the course team throughout your period of exchange. The University would normally expect some form of communication (by skype, telephone or email) at least every fortnight, to confirm that there are no concerns about your learning opportunities.
- 3.9 For further information and advice about the assessment of your exchange, you should contact the International Office in the first instance.

All members of the University's community including staff, students, visitors and contractors have a responsibility to treat others fairly and respectfully regardless of the characteristics which may define their identity. These include the legally protected characteristics which are: Age, Disability, Gender reassignment, Marriage and Civil partnership, Pregnancy and maternity, Race, Religion or belief (including lack of belief), Sex and Sexual orientation. The University has committed to provide a working and learning environment founded on dignity, respect and equity where discrimination of any kind is treated with the utmost seriousness.

This policy has been subject to an equality analysis to ensure consideration with regard to the provisions of the Equality Act 2010.

Date of last Equality Analysis review: Oct 2016

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