Queen Mary Collaborative Provision Framework

Procedure for supporting academic study placements
(International Exchange Programme)

1. Purpose

The purpose of this procedure is to ensure that all QMUL students, accepted onto the
International Exchange Programme, for a semester or academic year, follow a study plan
that meets the programme and QMUL academic regulations. The credits taken at the
host University are an integral part of the QMUL award and the marks achieved will be
included in the degree classification calculation.

2. Scope

This procedure covers all undergraduate students across QMUL, eligible for and
accepted onto the optional International Exchange Programme. It does not cover the
compulsory year abroad programmes in SLLF which are subject to programme-specific
module selection regulations and procedures.

3. Process

Schools are requested to nominate a single Study Abroad Coordinator for outgoing
QMUL students. The coordinator will liaise with the International Partnerships Office
regarding selection of student applications for placements, advise on and approve
student study plans, and maintain contact with students whilst they are on their study
abroad placement. Students are provided with host-institution specific advice on
compiling their study plans, available on the International Partnerships Office web pages.

4. Guidance for School Study Abroad Coordinators (outgoing students):

a) As the Study Abroad Coordinator you are responsible for guiding students in
developing their study plan, and for scrutinising and approving the final plans they
take forward.

b) When you receive/discuss a draft study plan, it should be emphasised to students
that it is important to compile a module diet that meets the programme-specific
regulations and academic regulations to enable the student to progress with their
degree.

c) The academic scrutiny of the draft study plan should check:

i. That the contents of the modules are consistent with the intended learning
outcomes of the QMUL programme of study. Where the QMUL programme has a
fixed module diet, for example to meet professional body accreditation
requirements, it may be necessary to identify modules/courses that are an exact
match.

ii. That the total credit value of the modules selected equates to a full credit load for
the period abroad, usually 60 credits per semester and 120 for an academic year.
Some programmes have specific rules regarding credit-load per semester, which
should be considered, particularly where the student is studying abroad for one
semester.
iii. That the modules selected enable the student to take sufficient credits at the
required academic level, as outlined in the programme and QMUL academic
regulations. In most cases, the student will need to select and register for a full
credit load that is equivalent to QMUL academic level 5.

iv. Students are advised that they should not under or overload credits, and that if
they overload, the additional credits will not be incorporated into their QMUL
transcript. If however, there is a strong academic rationale for allowing the student
to take credits that are not at the target level, these may be taken in addition to
the full credit load (if it is a lower academic level). Or if the programme regulations
permit, they can be included in the load according to those regulations in the
context of the planned overall module diet for the programme. For example, some
QMUL programmes are structured in such a way as to allow the student to take
15 credits at any level in their second year.

v. That all modules selected are fully assessed with a grade being awarded by the
host university. Modules assessed on a pass/fail basis are not eligible to count
towards the required credit load.

vi. Where modules have pre-requisites, that the student has acquired the knowledge
from previous modules.

vii. Students are also advised to select alternative modules to their first choices, in
case of cancellations or timetable clashes. These should be checked in the same
way.

viii. When conducting the study plan scrutiny you should refer to the summary
information about the partner institutions provided in the table in Annex A, this
includes links to the partner institutions’ module/course directories. You may also
need to refer to the Programme Specification for the relevant QMUL programme
regulations, and the College’s Academic Regulations.

d) Following agreement with the student of a study plan that meets the programme and
academic regulations, you should sign the document so that it can be returned to the
International Partnerships Office. Where a deviation from the credit load and target
academic level is being proposed as in (iv) above, a rationale should be provided in the
document. The study plan will be scrutinised to ensure a full credit and academic level
load and logged by the International Partnerships Office.

e) If the student needs to make any changes to the study plan whilst at the partner
institution, due to cancellations or clashes, they will need to submit a study plan
amendment form. It is the student’s responsibility to ensure that the International
Partnerships Office is notified of any changes to the original study plan, and these should
be approved by the School Study Abroad Coordinator r (outgoing students) according to
the same criteria above.

5. Guidance for students developing a study plan for study abroad placement:

This has been drafted as generic guidance for students studying at all host institutions. It
is tailored for each institution when it is published on the International Exchange
programme web pages, and host institution specific programme details will be added.

a) In consultation with your School Study Abroad Coordinator (outgoing students) you must
ensure that your study plan satisfies your Queen Mary programme requirements and will
allow you to progress on your degree when you return to Queen Mary. The modules you select should be consistent with the learning outcomes of your Queen Mary degree i.e. the skills and attributes that it is intended you should achieve at the end of your programme of study. You can check this by referring to the programme handbook and/or programme specification.

b) These documents will also indicate the details of the modules that you would be taking if you were staying at Queen Mary - which should be a key reference point in selecting your study abroad modules. They indicate the programme regulations i.e. the number of credits and their academic level you are required to take, and they may also include any progression requirements.

c) When selecting your modules, discuss with your School Study Abroad Adviser (outgoing students) how they relate to the intended learning outcomes of your degree programme at Queen Mary. Will they enhance your degree? Are there modules related to your degree at your host university that are not available at Queen Mary?

d) The nature of your degree programme may require you to take modules with exactly the same subject matter as you would have taken at Queen Mary (this tends to be the case for degrees in science and engineering and for programmes accredited / recognised by professional bodies). If this is the case for your programme you should closely match the diet of modules that you would have taken if you were at Queen Mary.

e) Alternatively, your programme may allow a certain amount of flexibility when it comes to selecting your modules (humanities degree programmes tend to be more flexible). Please check with your School. If you do have some flexibility, you should consider with your School Study Abroad Adviser (outgoing students) if there are any available modules that will develop your knowledge of your degree that are not taught at Queen Mary? Are there any modules available that will develop your knowledge of the country you will be studying in? In doing so, you should select from the modules that are equivalent to the academic level you would be studying at Queen Mary. In the second year of your degree the target is academic level 5.

f) When selecting your modules, always make sure you choose an alternative for any first choice you wish to take. You may find upon arrival that some of your first-choice modules have been cancelled or that there are timetable constraints. You can then fall back on one of your pre-approved selection of alternative modules.

g) Some modules may have pre-requisites. Ensure that you have covered the required knowledge in your Queen Mary degree programme or at school (if school level knowledge is sufficient). If you do not have the required knowledge, do not attempt to take the module, no matter how tempting it may be to you. Your School adviser can provide you with some guidance on knowledge required if you are unsure.

h) You should use the host institution’s online module/course catalogue when compiling your study plan. This contains module descriptions, levels and credit values of all classes taught. There is a set of explanation notes, which you must read carefully as the format of the catalogue will be different to what you are used to. In order to ensure that you make selections at the right academic level for your year of study, you should usually choose from the Sophomore/Junior years modules which are marked as XXXX (to be inserted per institution) in the institution’s course catalogue).

i) If you wish to take a module outside the target academic level, you should discuss the rationale for this with your School Study Abroad Coordinator. They will consider whether
this is possible in the context of the regulations for your programme, to ensure that you are able to progress with your Queen Mary degree.

j) As US degree programmes are typically 4 years and broader in scope than a UK degree there is not a direct mapping of academic level between years. The following table can be used as a guide, however you should always check with your study abroad coordinator:

<table>
<thead>
<tr>
<th>USA Year</th>
<th>QMUL/English equivalent</th>
<th>NQF levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>First year – Freshman</td>
<td>A-level / First Year</td>
<td>3 / 4</td>
</tr>
<tr>
<td>Second Year – Sophomore</td>
<td>First Year/Second Year</td>
<td>4 / 5</td>
</tr>
<tr>
<td>Third Year – Junior</td>
<td>Second Year/ Third Year</td>
<td>5 / 6</td>
</tr>
<tr>
<td>Fourth Year – Senior</td>
<td>Third Year/Fourth Year</td>
<td>/ 6</td>
</tr>
</tbody>
</table>

k) You will not be permitted to take any classes on a pass/fail basis.

l) You may find that the relevant academic schedule has not yet been posted online at the time you are required to complete your study plan. If this is the case you should use the previous year's schedule and keep checking for the new schedule to go active so you can make any necessary changes.

m) When you have completed your study plan choices you should arrange for it to be considered for approval by your School Study Abroad Coordinator. The coordinator will scrutinise it to ensure that the module selections meet the programme and academic regulations, in terms of credit load and academic level. Your adviser may need to discuss with you alternative module choices if your selections do not meet the regulations. When your adviser is able to approve your study plan it should be submitted to the International Partnerships Office for checking.

n) Please note that submitting a study plan does not in itself guarantee you a place on specific courses. This will only happen after you have registered for classes using the instructions provided by the host university.

o) If you need to make any changes to the study plan whilst at the partner institution, due to cancellations or clashes, you will need to submit a study plan amendment form. It is your responsibility to ensure that the International Partnerships Office is notified of any changes to the original study plan, and the amendment form will need to be approved by your coordinator according to the same criteria.