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Enquiries and Useful Contacts

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<tr>
<th>College of Social Sciences and International Studies Study Abroad, College Office, Amory Building</th>
<th>The Study Abroad Team is your initial contact during your time abroad. Any queries regarding the academic side of your year abroad should be sent to the study abroad team in the first instance.</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:ssis-studyabroad@exeter.ac.uk">ssis-studyabroad@exeter.ac.uk</a></td>
<td>It is essential that you keep in contact with us, and you are required to send an email at least once a month to <a href="mailto:ssis-studyabroad@exeter.ac.uk">ssis-studyabroad@exeter.ac.uk</a></td>
</tr>
<tr>
<td>+44(0)1392 727050</td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>University of Exeter Central Study Abroad Team</th>
<th>The Central Study Abroad Team may be in contact with you during your year abroad. The Central Outbound Team are also responsible for administering the Erasmus+ Grant to European Study students.</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Outbound@exeter.ac.uk">Outbound@exeter.ac.uk</a></td>
<td>Any queries relating to the Erasmus+ grant should be directed to <a href="mailto:outbound@exeter.ac.uk">outbound@exeter.ac.uk</a>.</td>
</tr>
<tr>
<td>+44(0)1392 723841</td>
<td>Please note that our office will not know the dates of the instalments, or the amount that you will receive until November/December</td>
</tr>
</tbody>
</table>

Key Reminders

**Study Abroad Details on iExeter** - All students must update iExeter with details of their year abroad before the end of their 2nd year in early May. Please follow the instructions SID will email you with in May 2019.

**Re-Register with University of Exeter** - You will need to re-register as a University of Exeter Student online, from early September 2019 until the beginning of October 2019. Failure to do so will result in a fine and ultimately your deregistration as a University of Exeter student.

**Tuition Fees** - If there is an error with your tuition fees in the Exeter online registration process, please follow the online instructions.

**One Email Every Month to ssis-studyabroad@exeter.ac.uk** - You must send an email to the study abroad team every month, however brief.

**Check your Exeter Email Address** - You must check your Exeter email account regularly; this will be the only email address we contact you on.

**Update your Contact Details on iExeter** - You must update your iExeter with your new contact details and keep it updated throughout your time abroad.
Modules Must Be Approved Using the Provisional Learning Agreement Spreadsheet - All of your module choices must be approved by sending a fully completed Provisional Learning Agreement spreadsheet. If you wish to change any of your module choices, you need to gain approval using the Provisional Learning Agreement spreadsheet.

Any Problems – Let us know - Keep us updated with your situation and if you encounter any problems, please let us know so that we can do our best to help you.

Release of Year Abroad Marks - We expect all provisional year abroad marks to be released by January in your final year of study.

Tier-4 visa holders - International students on UK tier-four student visas should remember that the terms and requirements of this visa will still apply while they are on their year abroad. These students will receive regular contact from the College Office with the purpose of demonstrating that they continue to actively engage in their studies. It is essential that students respond promptly to these, as failure to do so may lead to the cancellation of the student’s study visa.

Language Requirements

All students are strongly encouraged to partake in any pre-sessional language courses run or endorsed by the host university.

All students who will be studying in a country where the local language is not English, and particularly those where the teaching will not be in English, are strongly encouraged to do a significant amount of self-study before their departure to be as prepared as possible.

Application Procedure

Host Institution Application Process

- The SSIS Study Abroad Team/Outbound team will nominate you to your host institution and will inform you once this has been done.
- Please research the exchange student-specific application procedure as much as possible beforehand, but remember to wait until you have been notified of your nomination before you apply.
- It is your responsibility to meet all the requirements and deadlines
- Follow all of the application instructions from your host university carefully.
- If you miss your deadlines, or fail to provide any of the supporting documentation in time, there is nothing we can do!
- Exeter transcripts can be obtained from SID. Contact SSIS Study Abroad if you have any difficulties obtaining a transcript for your application
- Letters confirming your status as a University of Exeter student can be requested via sid@exeter.ac.uk
- Do not leave providing supporting documents until the last minute.
- You may be required to provide evidence of your finances, medical history, your birth certificate, academic references, or a supporting statement.
Upon Arrival

- Email SSIS Study Abroad Team - Email (ssis-studyabroad@exeter.ac.uk) to let us know you have arrived safely.

- All students must email the SSIS Study Abroad Team at least once a month

- Re-Register - Make sure you have successfully re-registered through the University of Exeter website.

- Update Contact Details - Update your contact details on iExeter to show your contact details in your host country. Please keep this updated throughout the year.

- Host University Study Abroad Office / Team - Visit the Study Abroad / International Office of your host university. Make sure that you have fulfilled all of their administrative requirements.

- Research Modules - Find out the most up to date information on modules and lectures.

- Provisional Learning Agreement Spreadsheet - All students must send us a fully completed PLA spreadsheet (updated if required) to the Study Abroad Team for approval: ssis-studyabroad@exeter.ac.uk - You must fill in all details on the Provisional Learning Agreement spreadsheet accurately, including “Previously Approved by Exeter?” and study load, and providing hyperlinks for the module descriptors.

Transcript of Records/Results

It is your responsibility to collect your results and transcripts from your year abroad. It is also your responsibility to ensure that your final transcript and module results are sent to the Central Study Abroad Team:

Outbound Study Abroad Team,
Floor 2 Innovation Centre,
University of Exeter,
Exeter, Devon,
EX4 4RN

Be sure to make copies wherever possible of any results you get during your studies and keep a record of all these results so you can check your final transcript.

Be aware your host university will only release your academic transcript if you have paid all of your bills, including accommodation and medical costs etc. It is your responsibility to ensure that we receive a copy of your academic transcript.

Marks for the year abroad are provisional until approved by the discipline Exam Board in the summer of the academic year following the year abroad. The final year abroad marks will be released to students following this Exam Board, although interim results may be released sooner.
When a student fails the year abroad, they will be required to transfer to the equivalent three-year degree which does not include the year abroad. The year abroad mark will remain on their final transcript (diploma supplement), but will not count towards their degree award.

Student Support

- It is very important to keep in touch with the SSIS Study Abroad Team.
- You are required to email ssis-studyabroad@exeter.ac.uk at least once a month, however brief.
- There are support services at both your host institution and here at the University of Exeter.
- Whilst you are abroad, you are a still registered as a University of Exeter student. This means that you still have access to all the support services whilst you are abroad.

- [Guild Advice Unit](#), Click here to send them an email, +44 (0) 1392 723520
- [Wellbeing (Including AccessAbility)](#)
- [Chaplaincy](#)
- [The Student Health Centre](#)
- [International Student Support](#)

A comprehensive list of support services can be [found here](#).

- If you experience any difficulties or issues during your year abroad, use your host university’s facilities, services, and resources to try and solve these in the first instance.
- If you are experiencing problems or issues that are not being resolved by your host university, or cannot be resolved by your host university, please let the Study Abroad Team know.

Studies affected by circumstances beyond your control

You will be registered as a full time exchange student at your host university, and as such you will need to abide by all of their regulations and procedures. In the event of illness or other factors affecting your studies, you should inform your host university immediately. Please note that there is no guarantee that your host university will offer mitigating circumstances in the same way as the University of Exeter. Please keep us informed with regular updates on the progress of resolving any issues.

Returning Home

Should you need to return home, you cannot enter your third year of study at Exeter unless you return by the start of the academic year in time for the first week of term at Exeter. If you do need to return, you must first discuss it with your host university and with the SSIS Study Abroad Team. We will all do our best to support you through the initial stages of your year abroad and are sympathetic to homesickness and culture shock. However, we do expect students to have patience with themselves and the experience and to allow several weeks minimum to settle in. If you return later than the first week of the new academic year at Exeter, you will be required to interrupt your studies for a year.
Repatriation

In extremely rare circumstances it may be necessary for students to return home, for example if there is a significant change to your living arrangements, studies or level of personal safety due to external events (e.g. a natural disaster). The University will base its advice in such situations on UK Foreign Office travel advice (www.gov.uk/foreign-travel-advice) and information from the partner institution. Students should also consult their own insurers for advice and to ensure that coverage still applies. While the decision to return home is a personal one, the University will decide on a case-by-case basis if mitigating circumstances can be applied. This will be communicated promptly. Students should not assume that mitigating circumstances will be applied and are expected to complete their studies unless otherwise notified.

Special Requirements - AccessAbility

If you have a disability, already have an Independent Learning Plan and/or are likely to require particular support or special dispensation with your learning during your year abroad, it is your responsibility to contact your host university and inform them of any special provisions that you receive here at Exeter and see if there is any additional support they can offer.

Please be aware that the level of support varies quite considerably across different countries and institutions and there is no guarantee that your host university will be able to provide the same level of support you currently receive.

If there is any assistance that we at Exeter can provide, please do let us know. Equally, you may wish to discuss your year abroad with AccessAbility (www.exeter.ac.uk/wellbeing/accessability/)

Failing a Module

Module Failure

If you fail credits abroad, you must follow the host university’s rules regarding reassessment.

There are no guarantees that your host university will allow any form of reassessment for a failed module. Make sure you are aware your host university’s regulations and act accordingly.

If you failed credits in the 1st semester, there may be the opportunity to take additional credits in the 2nd semester, but please ensure that you liaise with us for advice. In some instances your host university will offer more than 1 re-sit opportunity.

It is your responsibility to find out about this possibility with your host university, and any associated implications of re-sitting.
Degree Classification

Below is an extract from the University of Exeter Teaching Quality Assurance Manual regarding assessment procedures:

| Four year undergraduate programmes with year out in stage 3 * | The credit-weighted mean of the second, third and fourth stages weighted 4:2:8 |
---|---|

* The term “year out” here includes a year abroad and other forms of study outside the University, such as industrial placements.

Therefore, your year abroad is obviously an important part of your studies and will influence your final degree classification. Be aware that your performance in your 2nd year and particularly your 4th year will have a greater impact than your year abroad. Your year abroad will count as 1/7 of your final degree classification – it is not an optional component.

Remember you cannot voluntarily drop ‘With Study Abroad’ if you are unhappy with your final Year Abroad mark. When a student fails the year abroad, they will be required to transfer to the equivalent three-year degree which does not include the year abroad. The year abroad mark will remain on their final transcript (diploma supplement), but will not count towards their degree award.

2nd Year Performance

You must maintain a good academic performance in your second year. If you fail any modules, you will not be able to study abroad.

If you are referred or deferred/applied for any mitigation for any of your 2nd year examinations, you must let us know immediately.
LAW3000 and LAW3000B

The following pages are for students studying abroad on the LAW3000 (Law with European Study) and LAW3000B (Law with International Study)

Year Abroad Academic Perspective: Law

Be aware of different...

- Durations and timetables
- Module selection and registration processes
- Class sizes
- Attendance requirements (sometimes part of assessment)
- Delivery formats
- Assessment methods
- Possibly more frequent use of formative assessment

Year Abroad Study Load

- All students will be enrolled on either LAW3000 (With European Study) and LAW3000B (With International Study)
- Students will be expected to study a full course load equivalent to 120 Exeter credits/60 ECTS
- Some partner universities may have certain requirements for exchange students. It is your responsibility to ensure you comply with the host university requirements.

Year Abroad Assessment: Law

- The Year Abroad Mark is a weighted average of the results of your study at your host university
- The marks you obtain at your host university require a conversion to our Exeter marking scale which will usually be via ECTS grades.
- Guidance for institutional mark conversion can be found on the Year Abroad module ELE page.
- Please note that there is a compulsory dissertation module (LAW3047A) for all students who are on the Law with International Study (LAW3000B) programme. They must take this module in their 4th year, when they return to Exeter. Please read the module description carefully: [http://socialsciences.exeter.ac.uk/law/modules/law3000b/description/](http://socialsciences.exeter.ac.uk/law/modules/law3000b/description/)
Academic Approval of Module Choices: Law

- Students will be expected to fill out a spreadsheet of their module choices before arrival at their host university for approval from Exeter.

- If these modules change, this spreadsheet will need to be updated and sent to ssis-studyabroad@exeter.ac.uk for approval.

- Modules should largely be based in, or related to your degree programme here at Exeter. A minimum of 75% of the year’s study workload should be ‘Degree Programme related’. For Combined Honours students, this relates to your SSIS subject (e.g. PPE students must take their 75% in Politics and Philosophy).

- Normally the majority of your modules should be at Year 3/Advanced Bachelor.

- Any changes to your originally agreed Provisional Learning Agreement **MUST** be approved by both the host institution and Exeter.

- When marks are converted, they will be weighted according to their module value at the host university. No additional weighting will be applied (e.g. for academic level etc.)

Provisional Learning Agreement

The Provisional Learning Agreement (PLA) must be fully filled in when sent through to Exeter, including the link to module descriptions.

<table>
<thead>
<tr>
<th>University of Exeter College of Social Sciences and International Studies Provisional Learning Agreement for 2023/24</th>
<th>Details of course/Module choices at host university</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institute:</strong></td>
<td>Course chosen (likely to meet)</td>
</tr>
<tr>
<td><strong>Host Name:</strong></td>
<td>Semester one start date:</td>
</tr>
<tr>
<td><strong>Degree of Exeter:</strong></td>
<td>Semester one end date:</td>
</tr>
<tr>
<td><strong>Host University:</strong></td>
<td>Semester two start date:</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td>Semester two end date:</td>
</tr>
</tbody>
</table>

Please note: This is provisional learning agreement and any changes to your proposed study plan must be approved by the Study Abroad Team before you register for your modules at your host institution.

<table>
<thead>
<tr>
<th>Module code</th>
<th>Module title</th>
<th>Translated module title</th>
<th>Level credit value</th>
<th>ICTs credit value</th>
<th>Language of instruction</th>
<th>Method of assessment</th>
<th>Module level (I/USA etc)</th>
<th>Semester</th>
<th>Previously approved by Exeter? (Y/N)</th>
<th>Link for module descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>
Guidance on Module Choices

- You cannot choose modules that you have already studied in your first two years here in Exeter
- You cannot choose a module that you intend to study in your 4th Year here at Exeter
- All students are encouraged to include foreign language studies in their programme, even if they are otherwise taught in English
- Broaden your academic horizons with up to 25% of the year’s study load in non-programme related modules

Module Selection Procedure

- Any changes need to be approved by the SSIS Study Abroad Team
- **You may not transfer credit for modules which have not been approved**
- Use the host university’s 2018/19 academic information/factsheets as a guide
- At the start of your year abroad you will have to reconfirm the modules you are taking by sending a new Provisional Learning Agreement spreadsheet
- Be aware that some modules at host institutions are only given a pass/fail mark. When converted to Exeter mark scales a pass can only be converted to 40%. We strongly advise you NOT to take modules of this nature.
- Students will not receive credit for modules that are not approved by the Study Abroad coordinator. If a student takes a module that does not have approval, then this number of credits will count as zero when the marks are converted back to Exeter marks.
- If a student has taken more than the required number of credits, then only the best marks will be used, up to the required number of credits.
- When marks are converted, they will be weighted according to their module value at the host university. No additional weighting will be applied (e.g. for academic level etc.)
SSI3999

The following pages are for students studying abroad on the module SSI3999 (students studying politics, international relations, criminology sociology, philosophy, and anthropology)

Year Abroad Academic Perspective: SSI3999

Be aware of different...

- Durations and timetables
- Module selection and registration processes
- Class sizes
- Attendance requirements (sometimes part of assessment)
- Delivery formats
- Assessment methods
- Possibly more frequent use of formative assessment

Year Abroad Study Load

- All students will be enrolled on the module SSI3999
- Students will be expected to study a minimum of 45 ECTS (90 Exeter credits or equivalent) for the academic year, however, some partners will expect students to study 60 ECTS
- Where students take more than 45 ECTS (or equivalent) we will use the best 45 ECTS.
- Some students will be expected to study the equivalent of 120 Exeter credits due to visa restrictions
- Some partner universities may have certain requirements for exchange students. It is your responsibility to ensure you comply with the host university requirements.

Year Abroad Assessment: SSI3999

The Year Abroad Mark is a weighted average of the results of:

- 75% - weighted average of best 45 ECTS (90 Exeter credits) from host university
- 10% evaluative essay due March 2020
- 15% reflective essay due October 2020

- The marks you obtain at your host university requires a conversion to our Exeter marking scale which usually will be via ECTS grades.
- Guidance for institutional mark conversion can be found on the SSI3999 Year Abroad module ELE page.
Essay Guidance

You are required to write two essays for Exeter whilst on your year abroad

- Your evaluative essay is due in March 2020 (date tbc) and your reflective essay is due in October 2020 (date tbc)

- Together these count for the equivalent of a 30 Exeter credit module (15 ECTS credits), and therefore mean that you are only required to take the equivalent of 90 Exeter credits (45 ECTS) while you are abroad (unless the host university or your visa requirements means you need to take more).

- They are a compulsory part of your year abroad.

- The essays will be submitted through eBART AND Turnitin

- These assignments require you to write critically and reflectively

Evaluative Essay

- One 2500 word essay which is worth the equivalent of 12 Exeter credits, and makes up 10% of the overall year abroad module mark.
- Due: March 2020

**Question**: How does the student experience and the treatment of your discipline at your host university compare with that at Exeter?

- How did your expectations (hopes, worries etc) compare to your experiences on arrival?
- How does the university compare with Exeter or other universities?
- How does the study of your academic discipline compare?

Reflective Essay

- One 4500 word essay reflecting on your experience of the year abroad and providing advice for future students considering a year abroad.
- This is worth the equivalent of 18 Exeter credits, and makes up 15% of the overall year abroad module mark.
- Due: October 2020

**Question**: Reflection on the student’s period abroad and what they have gained from it, together with a guide for other students visiting the same institution

- This is a chance to revisit areas you might have raised before, but in greater depth, enabling you to really explore aspects that interest you.
  - How has your year gone? What have you learnt from your experiences?
  - What do you wish you’d known before you went?

Further guidance/markng criteria for these two essays available on ELE
Academic Approval of Module Choices: SSI3999

- Students will be expected to fill out a spreadsheet of their module choices before arrival at their host university for approval from Exeter.
- If these modules change, this spreadsheet will need to be updated and sent to ssis-studyabroad@exeter.ac.uk for approval.
- Modules should largely be based in, or related to your degree programme here at Exeter. A minimum of 75% of the year’s study workload should be ‘Degree Programme related’.
- Normally the majority of your modules should be at Year 3/Advanced Bachelor.
- Any changes to your originally agreed Provisional Learning Agreement MUST be approved by both the host institution and Exeter.
- When marks are converted, they will be weighted according to their module value at the host university. No additional weighting will be applied (e.g. for academic level etc.)

Provisional Learning Agreement

The Provisional Learning Agreement (PLA) must be fully filled in when sent through to Exeter, including the link to module descriptions.

Guidance on Module Choices

- You cannot choose modules that you have already studied in your first two years here in Exeter
- You cannot choose a module that you intend to study in your 4th Year here at Exeter
- All students are encouraged to include foreign language studies in their programme, even if they are otherwise taught in English
- Broaden your academic horizons with up to 25% of the year’s study load in non-programme related modules

**Module Selection Procedure**

- Any changes need to be approved by the SSIS Study Abroad Team
- **You may not transfer credit for modules which have not been approved**
- Use the host university’s 2018/19 academic information/factsheets as a guide
- At the start of your year abroad you will have to reconfirm the modules you are taking by sending a new Provisional Learning Agreement spreadsheet, which has been approved by the host institution and Exeter, so keep a copy
- Be aware that some modules at host institutions are only given a pass/fail mark. When converted to Exeter mark scales a pass can only be converted to 40%. We strongly advise you NOT to take modules of this nature.
- Students will not receive credit for modules that are not approved by the Study Abroad coordinator. If a student takes a module that does not have approval, then this number of credits will count as zero when the marks are converted back to Exeter marks.
- If a student has taken more than the required number of credits, then only the best marks will be used, up to the required number of credits.
- When marks are converted, they will be weighted according to their module value at the host university. No additional weighting will be applied (e.g. for academic level etc.)