

College of Social  
Sciences and  
International Studies  
Study Abroad  
Student Handbook  
**University of Exeter**

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## Enquiries and Useful Contacts

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<p>Global Opportunities Team (Outbound)</p> <p><a href="mailto:Outbound@exeter.ac.uk">Outbound@exeter.ac.uk</a></p> <p>+44 (0) 1392 725738</p> <p><a href="https://www.exeter.ac.uk/studyabroad/outbound/contactus/team/">https://www.exeter.ac.uk/studyabroad/outbound/contactus/team/</a></p>	<p>The main points of contact for your year abroad are the Outbound team and your Academic Study Abroad Coordinator/module convenor.</p> <p>The Outbound Team are responsible for day-to day operation of the study abroad programme and administering the Erasmus+ Grant to European Study students.</p> <p>Please note that our office will not know the dates of the instalments, or the amount that you will receive until November/December.</p>
<p>Academic Study Abroad Coordinator (Module Convenor):</p> <p>SSI3999 - Dr Amy McKay <a href="mailto:A.McKay@exeter.ac.uk">A.McKay@exeter.ac.uk</a></p> <p>LAW3000/LAW3000B – Dr Karen Walsh <a href="mailto:K.Walsh@exeter.ac.uk">K.Walsh@exeter.ac.uk</a></p> <p>LAW3000 – Maitrise – Dr Frederic Rolland <a href="mailto:F.O.Rolland@exeter.ac.uk">F.O.Rolland@exeter.ac.uk</a></p>	<p>Your Academic Study Abroad Coordinator/module convenor is your main point of contact for queries related to the specific academic elements of your programme, for example approving your module choices, grade conversion.</p>

## Key Reminders

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**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 to you.

**Re-Register with University of Exeter** - You will need to re-register as a University of Exeter Student online, from early September until the beginning of October. 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.

**Stay in touch – ensure to stay in regular communication with [Outbound@exeter.ac.uk](mailto:Outbound@exeter.ac.uk)** and inform them of any issues or concerns you may have.

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

**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 Modules Spreadsheet** - All of your module choices must be approved by sending a fully completed Provisional Modules spreadsheet. If you wish to change any of your module choices, you need to gain approval from your Academic Study Abroad Coordinator.

**Any Problems – Let us know** - Keep us updated with your situation and if you encounter any problems, please let [outbound@exeter.ac.uk](mailto:outbound@exeter.ac.uk) 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 in your final year of study. The process of receiving transcripts and mark conversion is complex and lengthy and is subject to approval via exam board.

**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 emails, as failure to do so may lead to the cancellation of the student's study visa.

## Language Requirements

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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.

## Host Institution Application Process

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- The 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 on the host website 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, you will not be able to proceed with your placement.
- Exeter transcripts can be obtained from SID. Contact the Outbound team if you have any difficulties obtaining a transcript for your application
- Letters confirming your status as a University of Exeter student can be downloaded from the self-service letters section of your student record, these are digitally signed and stamped.
- 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

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- Email the Outbound team – [outbound@exeter.ac.uk](mailto:outbound@exeter.ac.uk) – and copy in your Academic Study Abroad Coordinator to let us know you have arrived safely.
- 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 Modules Spreadsheet - All students must send us a fully completed Module spreadsheet (updated if required) to your Academic Study Abroad Coordinator for approval. You must fill in all details on the Provisional Modules spreadsheet accurately, including “Previously Approved by Exeter?” and study load, and providing hyperlinks for the module descriptors.

## Transcript of Results

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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 Global Opportunities Team – Outbound

*Global Opportunities Team -  
Outbound  
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 Exam Board. 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.

## Student Support

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- It is very important to keep in touch with the Outbound team regularly.
  - There are support services at both your host institution and here at the University of Exeter.
  - Whilst you are abroad, you are still registered as a University of Exeter student. This means that you still have access to all the support services whilst you are abroad.
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- [Guild Advice Unit](#), [Click here to send them an email](#), +44 (0) 1392 723520
  - [Wellbeing \(including AccessAbility\)](#) and [Study Abroad Support](#)
  - [Chaplaincy](#)
  - [The Student Health Centre](#)

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 Outbound 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 Outbound team. We will all do our best to support you through the initial stages of your year abroad and beyond 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](http://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.

## Covid-19 Global Mobility

We are working with the relevant internal and external stakeholders to continuously develop guidance and advice for your Year Abroad and are closely monitoring advice given by the UK Foreign Office. Please be reminded that you can find a number of [frequently asked questions](#) on the Study Abroad webpages and the University's [Coronavirus \(Covid 19\) – Information and Advice](#) webpages, which are updated frequently.

## Special Requirements - AccessAbility

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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/](http://www.exeter.ac.uk/wellbeing/accessability/))

## Failing a Module

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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 Classifications

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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 2:1:4

\* 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.

In 2020/21 your year abroad will count as either:

- 1/7 of your final degree classification  
OR
- Students may opt for Pass/Fail. Pass/fail will mean that it won’t contribute to your degree beyond the programme title. The final programme grade would then be based on one-third from stage 2 and two-thirds from stage 3 (the same as three-year programmes). The credit-weighted average would therefore be 0:1:2.

Due to the unknown circumstances of 2020/21, you are not required to make this decision until the end of this academic year. You must inform your Study Abroad Coordinator by 1st July 2021 with your choice.

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.

## Second Year Performance

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You must maintain a good academic performance in your second year. If you do not perform well then your host university reserves the right to cancel your placement with them.

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

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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 4<sup>th</sup> year, when they return to Exeter. Please read the module description carefully.



## 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 your Academic Study Abroad Coordinator
- **You may not transfer credit for modules which have not been approved**
- Use the host university's 2020/21 academic information/factsheets/website as a guide to help you search for the correct module listing
- At the start of your year abroad you will have to reconfirm the modules you are taking by sending a new Provisional Modules spreadsheet
- Be aware that some modules at host institutions are only given a pass/fail mark. We strongly advise you **NOT** to take modules of this nature.
- Students will not receive credit for modules that are not approved by the Academic 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

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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 **60 ECTS** or the equivalent of 120 Exeter credits for the academic year.
- Where students take more than 60 ECTS (or equivalent) we will use the best 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: SSI3999

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

- 100% - weighted average of best 60 ECTS (or equivalent of 120 Exeter credits) from host university
- 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 provided by the SSI3999 Academic Study Abroad Coordinator

### Assessments on SSI3999

You may have heard that there is a requirement to complete some 'evaluative' or 'reflective' essays as part of your year abroad. **These assessments were removed from the module after the 2019-20 academic year, and so are no longer required.**

However, if you would like to complete something of the sort as a formative exercise, you are welcome to do so and to send your essay to the SSI3999 module convenor (the SSIS Study Abroad Academic Coordinator) for feedback.



- 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 your Academic Study Abroad Coordinator
- You may not transfer credit for modules which have not been approved
- Use the host university's academic information/factsheets/website as a guide to help you search for the correct module listing
- At the start of your year abroad you will have to reconfirm the modules you are taking by sending a new Provisional Modules spreadsheet, which has been approved by the host institution and your Academic Study Abroad Coordinator, so keep a copy.
- Be aware that some modules at host institutions are only given a pass/fail mark. 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.)