Collaborations & Study Abroad

Study Abroad Coordinator Briefing

17 September 2018
Agenda

• Collaborations & Study Abroad (CSA) Overview and Strategy
• Credit and Grade Conversion
• The CSA Team
• Promotion, Application and Selection
• Responsibilities while students are abroad
• Learning Agreements
• First Abroad project
• Inbound students
• Erasmus+ Teaching Mobility
• Proposing new agreements
Collaborations & Study Abroad (CSA) Overview and Strategy

Samantha Lister
Priorities

1. Supporting development of Global St Andrews
2. Strengthening our European partnerships in preparation for Brexit
3. Development of new collaborative programmes with Melbourne and Hong Kong
4. Widening and increasing participation to Outbound mobility
5. Growing and diversifying Inbound mobility
Collaborations & Study Abroad Team – Remit

- Support for strategic development of Academic Partnerships inc. due diligence, academic liaison, proposals and approvals, institutional agreements;
- Co-ordination of all outbound mobility for credit;
- Admission and support of inbound Exchange and Study Abroad students;
- Partner relations, site visits and communications;
- Institutional agreement administration
- Central co-ordination of collaborative programmes;
- Management of Erasmus+ and associated funding.
Credit and Grade Conversion

Associate Dean, Education (Science)
Dr Jonathan Issberner
Credit and Grade Conversion

Online resources: www.st-andrews.ac.uk/studyabroad/staff/

Includes information on:
• Policy
• Conversion Tables
• Procedures

All staff enquiries to: gradeconversion@st-andrews.ac.uk

All student enquiries to: Study Abroad Co-Ordinator studyabroad@st-Andrews.ac.uk
Credit and Grade Conversion

The 5 Stages of Grade Conversion:

1. Transcript collection and submission of supporting evidence
2. Conversion
3. Submission
4. Approval
5. Reporting
Credit and Grade Conversion

1. Transcript collection and evidence submission

Collaborations & Study Abroad (CSA) posts all transcripts to Document Manager - – Coordinators should have access, if not, see Bronagh

**Evidence** – examples on Web both good and bad

- Students must submit any supporting evidence to you by the end of week 2 of S1 after their return e.g. reference, class ranking

It is expected that Schools Coordinator inform returning students about the grade conversion process and answer any questions
Credit and Grade Conversion

2. Conversion

- CSA sends Co-ordinators a student report for review and completion *(St A’s abroad its all done for you but check, Study abroad, you need to complete the form)*

- Co-ordinators convert credits and grades with reference to the Policy and the student’s Learning Agreement – this controls off topic learning for credit

- If student is Joint Hons – please ensure you consult with other Study Abroad Co-Ordinator – any unresolved issues, please see Bronagh

- Agree proposed conversions with DoT(s)

- NB Normally all approved modules should be converted back; no retrospective negotiation of credits in cases of fails or extra modules taken
2. Conversion

- Proposed conversions above the default base level must be based on evidence and academic judgement.

- You should clearly detail your reason for proposing a higher grade in the notes section of the cover form provided by CSA for consideration by the Associate Deans.

- Where appropriate, you may wish to provide copies of the evidence for consideration by the Associate Deans.

- Evidence will only be considered when the grade awarded by the partner spans more than one grade on the St Andrews 20 point scale.
Credit and Grade Conversion

2. Conversion (failed modules)

Student may request St Andrews review (where possible) of coursework, exam papers etc
• School may propose suitable pass grade based on review
• School may confirm fail

Where fail is confirmed, or where insufficient material is available for review, options may include (by arrangement) :

• Reassessment by host university
• Reassessment by St Andrews based on original syllabus
• No reassessment; fail reported and credits made up in SH

NB Usual Senate regs apply – Hons reassessed grades capped at 7.
Credit and Grade Conversion

3. Submission to CSA

Most likely mid to late October with a deadline of the 26th October

4. Approval
• Associate Deans check reports for clarity and consistency
• Reports will be returned to Schools if unclear
• All conversions are provisional until approved by the Associate Deans.

5. Reporting
• Associate Deans return final grades to Registry
• Results available to students: mid to late November
• NB 5 day appeal window will apply from publication date (16th Nov)
The Collaborations & Study Abroad Team

Bronagh Masterson
The Collaborations & Study Abroad Team

Registry, St Katharine’s West
T: 2245/ 3310
E: studyabroad@st-andrews.ac.uk

<table>
<thead>
<tr>
<th>Samantha Lister</th>
<th>Assistant Registrar (Academic Partnerships and International Experience)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronagh Masterson</td>
<td>Student Mobility Officer</td>
</tr>
<tr>
<td>Christian Harding</td>
<td>Collaborations Officer</td>
</tr>
<tr>
<td>Scott Gregory</td>
<td>Partnerships Officer</td>
</tr>
<tr>
<td>Joseph North</td>
<td>European Coordinator</td>
</tr>
<tr>
<td>Cecily Davey</td>
<td>Senior Administrator</td>
</tr>
<tr>
<td>Andrzej Hagger</td>
<td>Senior Administrator (Erasmus+)</td>
</tr>
<tr>
<td>Morag Mayes</td>
<td>Senior Administrator</td>
</tr>
<tr>
<td>Sharon Scott</td>
<td>Administrator</td>
</tr>
</tbody>
</table>

www.st-andrews.ac.uk
Student Consultation Hours

2-4pm, Monday to Friday during term time

Staff enquiries: studyabroad@st-andrews.ac.uk

Facebook: University of St Andrews Collaborations & Study Abroad
Online Resources

• Study Abroad Co-ordinator role description
• Outbound Study Abroad Strategy
• Application and selection information – inbound and outbound
• Erasmus+
• Advice on advising students abroad
• Credit and Grade Conversion
• Proposal and approval of new agreements

• University login required to access Staff pages: https://www.st-andrews.ac.uk/studyabroad/staff/
Outbound Academic Journey

Promotion, Application and Selection
Promotion

• Prospectus and Visiting Days

• Study Abroad Guide and posters issued to all Schools in September

• Subject specific promotional talks to first and second years

• Study Abroad fair for *St Andrews Abroad* programme on October 3 2018

• Student interns
Application and Selection

Types of Study Abroad Programmes:
- *St Andrews Abroad* – University wide
- School Abroad – subject specific

Deadlines:
- *St Andrews Abroad* – mid- November:
  - For 2018: Friday 9 November
- School Abroad programmes:
  - For 2018: Friday 14 December
St Andrews Abroad Programme

• 16 partners across the USA, Canada, Singapore, Hong Kong, Australia and New Zealand

• Application numbers:
  • 2015-16 - 148
  • 2016-17 - 113
  • 2017-18 – 105

• Normally around 60 places – have increased places at Auckland and Melbourne for 2019-20 due to increased demand
St Andrews Abroad Programme

Full Year only:

University of California (Academic year mis-match)
University of Pennsylvania (Scholarship attached)
Queen’s University (Scholarship attached)
Western University (Scholarship attached)
University of Toronto
St Andrews Abroad Programme

Semester or full academic year:
• University of Auckland
• Macquarie University
• University of Hong Kong
• University of Melbourne
• National University of Singapore
• University of North Carolina at Chapel Hill
• Purdue University
• University of Richmond
• University of Toronto
• University of Virginia
• Washington College
• College of William and Mary

Increase the number of participating students
Make Study Abroad more viable financially
Lessen impact on degree classification
University of California

- Schools opt out rather than opt in
- Most popular US destination
- Only 5 places available for 2019-20 (down from 7-8 in previous years)
- Full year only
- Application to the UC system (students may rank top 3 campuses)
- NB St Andrews does not determine campus allocation
- If students don’t have much flexibility, UC may not be best option
- UC application deadline in early February - time to discuss campus choices with School and complete UC application with realistic course choices
St Andrews Abroad Programme - Selection

Interviews:
• All interviews will take place on **Monday 3 December 2018** to assist students with finding accommodation the following academic year and to meet partner deadlines

Offers:

Documents required:
• Personal statement
• Academic reference
• **Letter of Permission** – email from Study Abroad Coordinator is sufficient
• Required average grade of 13.5 in intended Hons subject(s)
Selection Criteria

• Selection lead by the Pro Deans
• Selection criteria based on:
  • Academic grades
  • Knowledge and research of partner university
  • Academic motivation
  • Extracurricular activities
  • Reference letter
• Students receive a score out of 100
• Ensures compliance with Consumer Protection Legislation
• Has also been adopted by some Schools – further information available from CSA
School Programmes – Application & Selection

• Available to students in the relevant subjects
• Joint Honours students must have Permission from the other School:

  Full year abroad with 60 credits in each subject
  OR
  One semester abroad with credits in both subjects
  OR
  One semester abroad with 60 credits in subject of the exchange
School Programmes – Application & Selection

Support available from CSA:
• Help with promotion e.g. talks, online information
• Co-ordination of application process and interviews
• Support for students applying to host institutions and general preparation
• Central Pre-departure Briefing in April
• Advice to Schools re balances and numbers

School responsibility for:
• Programme information
• Selection, ensuring student meets eligibility requirements
• **Full pre-departure orientation**
• Academic liaison with host institution
• **Risk assessments for Work Placement students:**
  • NB: must happen prior to approval of placement
After Selection

CSA:
• Helps students with application to host institution
• Helps students with general preparation including visa support
• Organises Academic Culture briefing session – *St Andrews Abroad* only
• Runs the central Pre-departure Briefing in April

School:
• Helps students with draft Learning Agreement
• Pre-departure support
School Pre-Departure Briefings

We ask that Study Abroad Coordinators provide School Pre-Departure Briefings to cover local information pertinent to the programme such as:

• Academic culture
• Local laws and customs
• Safety information

We also ask that Coordinators complete our Pre-Departure Information Template to act as a reference guide for students abroad. This can be downloaded from our webpages: https://www.st-andrews.ac.uk/staff/studentadmin/study-abroad/outboundstudents/pre-departure/
Scholarships and Funding
St Andrews Abroad Programme - Scholarships

University of Pennsylvania
• Scottish student studying abroad at University of Pennsylvania
• $20,000

Canadian Robert T Jones Jr Scholarship
• All students selected for Queen’s and Western (8 students)
• Scholarship of $6,000 Canadian each
Miss Moncrieff Travelling Scholarship

- For students in the Science Faculty – *St Andrews Abroad* School programmes

- First Abroad Scholarship of £12,000 – aimed at students from an Access background e.g. those who have attended summer programmes such as Sutton Trust

- Additional scholarships ranging from £500 to £5000

- Students apply alongside Study Abroad application

- Webpage: [https://www.st-andrews.ac.uk/studyabroad/outgoingstudents/financeandscholarships/moncriefftravellingscholarship/](https://www.st-andrews.ac.uk/studyabroad/outgoingstudents/financeandscholarships/moncriefftravellingscholarship/)
Arts Abroad Scholarship

- For students in Arts and Divinity – *St Andrews Abroad* School programmes
- First Abroad Scholarship of £12,000 – aimed at students from an Access background e.g. those who have attended summer programmes such as Sutton Trust
- Additional scholarships ranging from £500 to £5000
- Students apply alongside Study Abroad application
- Webpage: [https://www.st-andrews.ac.uk/students/study-abroad/finance/](https://www.st-andrews.ac.uk/students/study-abroad/finance/)
Tuition Fees

- In most cases, students pay tuition fees to St Andrews as normal and not to partner institution.

- NB: amount student can borrow from funding body may vary, especially for Student Finance England (SFE) and US Loans.

- If students are RUK funded, please advise them to speak to CSA before applying for Study Abroad.

- Webpage: [https://www.st-andrews.ac.uk/students/study-abroad/finance/](https://www.st-andrews.ac.uk/students/study-abroad/finance/)
Responsibilities while students are abroad
Accommodation Abroad

• Students in certain destinations must live on campus

• Most Study Abroad programmes: accommodation provided but not guaranteed

• Advice on renting privately available on CSA webpages

• Students may ask for help with understanding lease agreements in other languages

• Students are responsible for organising their own accommodation
Pastoral Care Abroad

• Collective responsibility

• Regular, pro-active contact

• Recommended minimum: 4 emails

• Be aware of common ‘down’ times e.g. January

• If you are concerned, please get in touch with CSA
Key Administrative Duties

Students must:
• Complete Online Matriculation at St Andrews
• Update contact details
• Return approved Learning Agreement
• Check email at least twice per week and respond in a timely manner

The University will report the placements of international students to the UKVI.
Incidents and Emergencies Abroad

• All students abroad are obliged to update their term time address and contact details on arrival to facilitate contact in an emergency. The CSA team will check that students have done this.

• Students are encouraged to join the CSA Facebook group and to use the ‘mark yourself safe’ option in crisis situations.

• The University has a policy on how to address serious incidents abroad and the CSA team will ensure that all appropriate steps are taken.

• If a student contacts you regarding a serious incident aboard, please alert the CSA team immediately, even if this outwith normal working hours. In an emergency, please contact either Sam Lister or Bronagh Masterson
Data Protection

• Please note that under UK Data Protection Legislation, we cannot communicate with parents or guardians about a student’s placement unless we have permission from the student to do so.
• When students sign our Pre-Departure Agreement, we ask them if they are happy for us to speak with their next of kin. The CSA team can verify if we have this permission.
• If we do not have permission to speak with the parent or guardian, we can only provide general information about study abroad.
Outbound Academic Journey - Learning Agreements to Grade Conversion
CSA: General enquiries, administrative support, visas, finance, insurance, Erasmus+

Study Abroad Co-ordinator: academic guidance, host information (if School programme.)
Learning Agreements

• ‘Contract’ between student and the University – in signing the LA, you are guaranteeing that credits will be transferred

• If Erasmus+, the LA is also required for institutional audit by the British Council

Please take care when signing Agreements
Learning Agreement

- Draft agreed with School semester beforehand
- Final approved LA must be returned by student within 4 weeks of arrival at host
- Chase emails from CSA in line with individual placement dates
- CSA will print LAs and send them to you via internal mail
- Thanks for keeping on top of this
Learning Agreements

• End of week 3: reminder email from Sam Lister

• Start of week 5: warning letter from Dean

• Failure to return LA:
  – No credit recognised on return
  – Permission withdrawn for S2 (if applicable)
  – Tuition fee liability for semester abroad remains
  – Withdrawal of Erasmus+ grant (if applicable)
Learning Agreement: Load

- 120 credits for full year, 60 for one semester
- Normally, no more should be transferred
- NB Students must complete at least 50% of Honours in St Andrews
- Normal credit loads for each institution listed on CSA webpages: https://www.st-andrews.ac.uk/students/study-abroad/academic/academic-modules-credits/
- **Schools determine exact number of credits**, within range specified
- Students who overload will not have extra workload taken into account at grade conversion
Learning Agreement: Level

Enrolment in higher or lower level modules:

- Only with permission of St Andrews Co-ordinator
- One dip down (or across) may be helpful in systems where local students unlikely to do full course load in subject of their major
- Only higher level when a particular course component is essential and no other alternative exists
- Only exceptionally, and with recommendation of School to the Associate Dean, can a higher level of difficulty be taken into account during grade conversion
Learning Agreement: Module Choice

- Pass/fail modules are not normally allowed

- Language modules for international students should not count towards the credits to be transferred

- Schools may request recognition of a language module as an additional achievement on the HEAR transcript
Academic Support Abroad

- Final Learning Agreement signed off
- Academic transition
- Changes to proposed course of study
- Problems abroad
- Preparing to return to St Andrews
Academic Support Abroad

Options when students are struggling:

• Return to St Andrews until end of Week 2
• Leave of absence
• Withdrawal from a module IF host institution allows
• S coding at conversion if appropriate (may apply to one module)
Academic Support Abroad

- Flexibility where possible
- Respect for host institution’s procedures
- Clarity for students

If you need help with a case:
- CSA can advise on policy, precedent and host institution practice
- Pro Dean (Advising) on academic implications
First Abroad Project
2018
First Abroad Project 2018-19

- Two Scottish first years (one from Science and one from Arts and Divinity) will undertake a Study Abroad experience at the College of William & Mary
- Will participate in academic and social activities
- Scholars will share their experience with peers
- Scholars will undertake an internship with CSA, completion of which will be indicated as a prize on the student’s HEAR transcript
- Scholars will be guaranteed a place on a Study Abroad programme as well as a scholarship provided academic conditions are met
- Project will take place in March 2018, mostly likely during Spring Break
Inbound Study Abroad and Exchange Programmes
Admission of Exchange & Study Abroad Students

- All applications through School exchange programmes will be sent to Co-ordinator for decision
- We are unlikely to reject any student from an exchange partner

We will send you an application pack including:
- Application form
- Transcript (equivalent of GPA 14 on St Andrews scale)
- Reference
- English language qualifications (if appropriate)
- Cover sheet for your comments
- NB This applies to Erasmus+ partners as well

Students admitted through School exchange programmes are expected to do at least one module in the subject of the exchange.
Admission of Exchange & Study Abroad Students

Please check the application form for:

- GPA
- Module choice e.g. are these at the appropriate level? Are these modules like to be oversubscribed?
- English language – you may wish to set additional English language criteria e.g. that students should take an ELT module
Programme development

Scott Gregory
St Andrews Abroad: new programmes

• **Stage 1**: New institutional exchanges approved in principle

• **Stage 2**: Schools invited to opt in

• Students may only apply if School has opted in
Proposing new School abroad programmes

- Co-ordinator completes a *Bilateral Exchange Agreement Proposal*, available online

- Co-ordinator submits to CSA one electronic copy ([collabs@st-andrews.ac.uk](mailto:collabs@st-andrews.ac.uk)) and one hard copy signed by the HoS and the DoT or DoPG as appropriate.

- CSA adds comments and submits to the relevant Pro Dean(s) for approval

- Once approved, CSA arranges institutional agreement
Proposing new School abroad programmes

• Academic case & partner suitability
  
  o Strategic and academic advantages

  o Six strategic drivers:
    o A. income generation
    o B. market development
    o C. enhanced curriculum provision
    o D. research collaboration
    o E. funding opportunities
    o F. reputation

  o Existing relationship with partner institution

  o Anticipated student demand
Proposing new School abroad programmes

• **Academic programme**
  - Core curriculum provision
  - Adequate foundation for Senior Honours
  - Good choice of high quality and relevant modules

• **Partner institution due diligence**
  - Knowledge of grades and marking
  - Timing of semesters and exams
  - Accommodation information
  - Student support and safety
  - Additional costs involved
School Abroad programmes: risk assessment

No individual risk assessment required since:

- Comprehensive proposal at outset
- Institutional agreement
- Regular site visits
- Annual review including student feedback
School Abroad programmes: site visits

• At least once every three-to-five years and, where possible, combined with a pastoral visit

• Staff should complete Preparatory, Pastoral and Site Visit Report form

• Erasmus+ funding may be used to visit current, or potential, Erasmus+ partners
Annual review of agreements

• CSA sends co-ordinator:
  o *Annual bilateral agreements’ report*, complete with data on balances
  o Relevant student report forms for previous year
  o Copy of exchange agreement

• Co-ordinators return to CSA ([collabs@st-andrews.ac.uk](mailto:collabs@st-andrews.ac.uk)) by **Friday of week 6**

• CSA collates results for the Academic Monitoring Group and receives feedback

• CSA takes forward any agreement amendments / cancellations, etc.
Erasmus+

Christian Harding
Erasmus+

• Erasmus Charter for Higher Education
• Erasmus+ Policy Statement
• UK National Agency is still the British Council
• British Council may undertake an audit of our Erasmus+ activities at any time
• UK withdrawal from the EU and the end of the current project in 2020 leaves us uncertain re. future participation

Three types of funding:
• Student Mobility (Study and Training/Work)
• Staff Mobility (Teaching and Training)
• Organisational Mobility (e.g. Site Visits)
Erasmus+ Student Funding

• Registered student at St Andrews
• Minimum 3 month placement for Study
• Minimum 2 month placement for work
• EU (not UK or Switzerland) plus Iceland, Liechtenstein and Norway
• Exchange partner or approved work placement
• Credit-bearing
• Restrictions related to prior Erasmus+ funding, and total duration of mobility
• Between 300-450 Euros per month dependent on placement and location
• Supplementary and special needs funding available
Erasmus+ Student Funding

- Switzerland no longer participating (SEMP)
- Changes in country-specific grant bandings
- Specific Work Placement Agreement for Language Assistants in Germany
- Language assessments before and after placement, including course availability
- Given funding predictions, we need to develop selection procedures
- Downturn in student participation means we’re investigating new types of mobility
- Early return means recalculation of grant and may require reclaim
Erasmus+ Student Funding: Tuition Fees

Tuition fees
- One semester students will be liable for their normal St Andrews tuition fee
- Full year students who are subject to the UK student support arrangements will not be personally liable for their tuition fees:
  - Overseas students will pay their regular fees to St Andrews
  - St Andrews will claim for Erasmus+ fee funding from SAAS and SLC
Erasmus+ Teaching and Staff Mobility

• Applications are live – first round of applications due by 19 October
• Maximum 12 placements this year
• A number of new relationships established
• NB Having an institutional agreement does not guarantee funding available in a given year
• If we receive more applications than we can fund, we will need a selection process
• Second round of applications in January but no guarantee on availability
• British Council expects us to give priority to new applicants
Erasmus+ Teaching and Staff Mobility

Documents:

Pre-departure
• Application
• Mobility Contract
• Teaching or staff Mobility Agreement (Work Plan)

On return
• Teaching or staff Mobility Certificate
• EU Survey – feedback report
• Summary report for CSA
• Expenses claim via CSA
• Acknowledgement of Receipt of Grant
Erasmus+ Teaching and Staff Mobility: Details

• At least 8 hours of teaching/week (formerly 5)
• 2 days to 2 months exc. travel (formerly 5 days to 6 weeks) – likely only 1 week per mobility
• After day 14 of mobility recipient receives 70% of daily grant rate
• Subsistence rates dependent on country, from €140 to €180 per day
• Travel grants paid according to distance travelled. Most European destinations around €275 per participant
Erasmus+ Organisational Mobility

• Contribution to the costs of organising mobility
• Funding available to assist with site visits or other School initiatives
• OM School Bid form on CSA web

Funding expectations:
• Use of Erasmus+ logo on School website
• Completion of report for any site or pastoral visit
• Underspend may be retained but should be used for Erasmus+ promotion or related activity
Thank You

Questions?