



UNIVERSITY<sub>OF</sub>  
WINCHESTER

## **STUDENT GLOBAL MOBILITY PROCEDURES**

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| <b>Summary:</b><br><br>These procedures apply to all undergraduate students planning on undertaking a period of international exchange, study abroad or international visit for the purposes of learning, research and/or professional development and those staff who provide advice and support and undertake the administration of such opportunities, including the development of new partnerships to support global mobility. |   |

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## 1. Introduction

This document is intended for all University staff involved with the operational and administrative responsibilities related to student global mobility opportunities, this includes:

- Partnership development for global mobility
- Outgoing student mobility
- Incoming student mobility
- Virtual mobility (Internationalisation abroad and at home)

The following approved procedures should be read in conjunction with the online Quality Assurance [resources](#) and all other relevant University regulations, policies and guidelines where relevant.

## 2. Definitions

**‘Global mobility’** refers to a range of opportunities for students and staff of the University to spend a period studying and/or working in an international context for the purpose of learning, research and/or professional development. This document focuses solely on student global mobility.

**‘Student Exchange’** refers to an arrangement involving both outgoing and incoming students from a partner institution where students spend a period studying at the partner university but continue to pay their tuition fees to the home institution. All partner institutions will be issued and adhere to a Memorandum of Understanding or Memorandum of Agreement.

**‘Study Abroad’** refers to an arrangement where students pay tuition fees to the host institution either directly or through their home institution where a Study Abroad programme has been formally agreed between the partners.

**‘Short Term Study Abroad’** colloquially known at the University by terms such as “field trips” may be organised by programmes directly or through a private provider such as an academic tour company. Field Trips normally take place outside the teaching semesters, either in vacation periods or during Progress Weeks. This would also cover mobilities funded under the ‘Turing Scheme’.

**‘Memorandum of Understanding’** also known as a MoU, is a document that does not commit either university to undertake any activity but is a first expression of mutual confidence. This allows a variety of activities to take with the aim of a possible long-term partnership.

**‘Memorandum of Agreement’** also known as a MoA, is a legally binding contract between the two universities. The MoA outlines terms and conditions for the exchange of students.

**‘Virtual mobility’** also refers to collaborative study where students take part in joint projects online/ virtually. This approach is also known as ‘Online International Learning’ (OIL) or ‘Collaborative Online International Learning’ (COIL).

### 3. New Partner Institutions

- 3.1 New global mobility partnerships are initiated by International Student Success and/or by Deans of Faculty within the context of the University Strategy.
- 3.2 The Head of International Student Success, alongside relevant Programme Leaders will confirm on the suitability of a partner institution for exchange or incoming study partners.
- 3.3 The following criteria will be considered:
  - The reputation of the partner as a well-established, well-regarded institution (public or private), with evident indices of esteem;
  - The experience of the partner with exchange programmes and their capability in offering support to incoming students;
  - The degree provision provided at the partner fits with the University's portfolio, mission and values;
  - The fit of the degree provision with the University, either broadly or with specific programmes only (the agreement may be prompted by a programme specific partnership);
  - The suitability of the location and University to support Winchester students, including accommodation, travel links, services and cost of living;
  - That sufficient classes are available at the appropriate level for the proposed exchange;
  - That sufficient of these classes are taught in English.
- 3.4 Should the above criteria be met, the Head of International Student Success will draft a MoU/MoA in agreement with the partner institution.
- 3.5 The MoA/MoU is submitted for approval to ELT and is accompanied by a Rationale.
- 3.6 The Rationale will confirm the basis for the proposed partnership. This includes identifying the strengths of the potential partner and how the partnership will fit with the strategic aims of the University. It will also highlight risks associated with the potential partnership (detailing any contingency planning) and recommend approval. The Rationale will include notice that the Head of International Student Success or the Global Mobility and International Experience Officer (or other approved member of University staff) has made a site visit, where appropriate, and deems the partner suitable wherever possible.
- 3.7 All documentation must be approved by the Head of International Student Success before proceeding to the Executive Leadership Team (ELT).
- 3.8 Approval can only be granted by ELT and is recognised by the signature of the Vice-Chancellor or the Pro Vice Chancellor, in addition to the exchange of completed and mutually signed MoA/MoUs.

### 4. Memoranda

- 4.1 The University will choose to enter into a MoU or a MoA as deemed appropriate by the Head of International Student Success and the Deans of Faculty.
- 4.2 The MoU will follow a regular template and will set the arrangement between the two universities, this includes:
  - The length of the MoU
  - Intention and considerations of the two universities
  - Details of the student exchange or short-term visit, this includes housing and pastoral support, any pre- enrolment requisites, i.e. Office for Students requirements of registration, such as E6

- Details of the staff exchange or short-term visit
  - Period of notice
  - Review and renewal date
- 4.3 The MoA will follow a regular template and will set the agreement between the two universities, this includes:
- The length of the MoA
  - The agreed common objective of the partnership
  - Details of the student exchange or short-term visit, this includes housing and pastoral support, any pre- enrolment requisites, i.e. Office for Students requirements of registration, such as E6
  - Details of the staff exchange or short-term visit
  - The minimum/ maximum number of credits to be studies during the period of exchange (both for the University of Winchester and the partner institution)
  - Fee paying students
  - Period of notice
  - Review and renewal date
- 4.4 On occasion when it is judged appropriate, the University may move to a MoA for a student exchange without an MoU. This would apply for instance when a partner has a long-standing agreement by which students can study at the University for a semester as visiting fee-payers and the universities both desire to transform it into an exchange partnership
- 4.5 The Global Mobility and International Experience Officer will be responsible for ensuring that MoU/MoAs are maintained, renewed in time and up to date.

## 5. Current Partner Institutions

- 5.1 Current Exchange and Study Abroad approved partner institutions will be published on the Intranet and the University of Winchester's [external webpage](#).
- 5.2 The list of published approved partner institutions will be kept up to date by the Global Mobility and International Experience Officer.
- 5.3 Regular contact with partner institutions will be maintained and managed by the Global Mobilities and International Experience Office.
- 5.4 Any amendments to the MoA/MoUs, whether in contract or outside of the contractual period will be led by the Head of International Student Success.
- 5.5 MoU/ MoA renewals must be submitted for approval to ELT and accompanied by a Rationale.
- 5.6 The Rationale for renewal must address the extent and past performance of the exchange and any changes in the status or esteem of the partner institution.
- 5.7 The University has the right to re-negotiate any agreement should there be a change of ownership or governance at the partner institution, or if there are any concerns about other aspects of the relationship such as the management of academic standards and quality.
- 5.8 All agreements may be cancelled with a period of notice, but that period must encompass any students set to take part in an exchange in the forthcoming academic year.
- 5.9 The Head of International Student Success will lead on operational, administrative and legal procedures should the university wish to re-negotiate their agreement or cancel an exchange.

## 6. Outgoing Student Mobility

Outgoing student mobility can take place in form of an Exchange, Study Abroad (including a Short-Term Study Abroad) and in virtual learning environment.

The Global Mobility and International Experience Officer will be the first point of contact for outgoing Exchange, Study Abroad (including opportunities via the Turing Scheme) and Short-Term Study Abroad.

If the field trip is organised by the Faculty, it is recommended that the ratio of staff to students participating should be at least 1:10 in order to ensure the quality of the experience.

If the field trip takes place during a teaching term, programmes must ensure that student attendance and learning in other modules is not disrupted. If it takes place during the Progress Weeks, programmes must ensure that assessments for other modules are not disrupted. Where a student will miss monitored teaching sessions due to a field trip, an exemption must be placed on the Academic Engagement Dashboard.

### 6.1 Eligibility

- 6.1.1 Students wishing to undertake an outgoing student mobility, including a student exchange, field trip or an opportunity via the Turing Scheme will be responsible for carefully reading the eligibility requirements.
- 6.1.2 Eligibility requirements may vary by opportunity and may include the following conditions:
  - Completion of all current modules with a minimum pass grade
  - Up to date with tuition fee payments
  - A clear university disciplinary record
- 6.1.3 All adverts for outgoing student mobilities will have a key contact to discuss any queries regarding the eligibility criteria. This would generally be the Global Mobility and International Experience Officer.
- 6.1.4 To ensure students are fully supported abroad, the Global Mobility and International Experience Officer Global will organise regular mandatory 'check-ins' with the student. The frequency of the 'check-ins' may vary according to the length of the opportunity but will be advertised clearly beforehand, so the student is aware of their responsibilities.

### 6.2 Application

- 6.2.1 Where appropriate the student will be asked to attend an interview with panel members relevant to the opportunity. This may include (and is not limited to) a Programme Leader, the Head of International Student Success or the Global Mobility and International Experience Officer.
- 6.2.2 The interview will be organised by Global Mobility and International Experience Officer and will be used to determine suitability. The interview panel will be given a marking matrix tailored to each outgoing student mobility and will score accordingly.
- 6.2.3 Should the student be successful, they will be communicated with via email and next steps outlined, this may include completion of a variety of documentation.

- 6.2.4 Should the student be unsuccessful, they will be communicated to via email and given feedback. If appropriate, other outgoing student mobility opportunities may be presented to the student as an alternative.
- 6.2.5 For student exchanges, the Global Mobility and International Experience Officer will inform the partner institution and allocate the mobility to the most appropriate partner.
- 6.2.6 Should an international Student Route visa holder wish to study abroad or be part of an exchange, the Global Mobility and International Experience Officer will inform Visa Compliance so that the university can continue to maintain an up-to-date and compliant record of the student's activities and engagement.
- 6.2.7 The Student Route visa holder will adhere to the terms and conditions drafted in the MoA/ MoU and any non-engagement and attendance will be reported from the partner institution to the Global Mobility and International Experience Officer who will action appropriately.
- 6.2.8 Should UK students wish to study abroad or be part of an exchange, it will be their responsibility to inform Student Finance England (SFE), or other funding body, if appropriate.
- 6.2.9 Should the student be in receipt of US Federal Loans, they will need to inform the International Student Journey Coordinator so that their record can be updated accordingly.

### **6.3 General Costs, Tuition Fees and Financial Support**

- 6.3.1 All costs for outgoing student mobility opportunities (including the Turing Scheme and Internationalisation Fund) will be advertised in advance and with clarity so that students are able to make a realistic and informed decision around affordability. This will be done in line with requirements from the Competition and Markets Authority.
- 6.3.2 Eligibility for grants and subsidies will clearly be outlined via the outgoing student mobility advert. Students will also be reminded of the financial support available by the Global Mobility and International Experience Officer.
- 6.3.3. The number and amount of grants may vary per year. The University of Winchester may apply for the Turing Scheme annually as long as funding is available.
- 6.3.4 Should the student be undertaking a Study Abroad, the Global Mobility and International Experience Officer will inform the student regarding the tuition fee payment and how it is made to the partner institution.
- 6.3.5 The student will be responsible for completing any documentation related to costs and fees in a timely manner. Should these not be completed, the Global Mobility and International Experience Officer may terminate the process and allocate the opportunity to another student.
- 6.3.6 Travel and lodging costs of staff should never be subsidised by over-rating the cost to students, such costs should be met by the University.
- 6.3.7 Whenever possible, flights should be booked via the University's approved travel agent (currently Clarity) and therefore paid for by a Purchase Order.



- 6.3.8 All students are governed by fee liabilities as defined within the Student Terms & Conditions and Payment of University Fees Regulations.

#### **6.4 Support and Wellbeing**

- 6.4.1 Students undertaking an outgoing student mobility will be provided with a compulsory 'Pre-departure Briefing' organised by the Global Mobility and International Experience Officer. The Briefing will be tailored to the relevant outgoing student mobility (i.e. presentation/ workshop) and may take place online or in person.
- 6.4.2 The 'Pre-departure Briefings' will act as a supportive measure and cover a variety of topics including and not limited to; cultural and welfare advice, visa information (where appropriate), particulars of the education system at the partner institution, homesickness, etc.
- 6.4.3 Should the student require further support either for academic purposes, i.e. a Learning Agreement or for non-academic purposes, the Global Mobility and International Experience Officer will contact the student for a separate meeting to ensure reasonable adjustments are in place throughout the opportunity.
- 6.4.4 The Global Mobility and International Experience Officer is responsible for communicating any reasonable adjustments to the partner institution or organisation.
- 6.4.5 If on an exchange or study abroad, the partner institution will be responsible for pastoral and welfare support as indicated in the MoU/MoA. This includes organising an orientation on arrival and identifying key contacts.
- 6.4.6 In addition to 5.4.5, the Global Mobility and International Experience Officer will hold regular 'check-ins' with the student to ensure the student feels supported, both professionally and personally.
- 6.4.7 Should the student miss a 'check-in' more than twice, the Global Mobility and International Experience Officer will contact the partner institution.
- 6.4.8 If no further contact is established by the University of Winchester or the partner after 5 additional working days of when the partner institution made contact with the student, and/or where a cause for concern has been raised, the student should be treated as 'missing' as per University of Winchester's Missing Student Protocol and the partner institution's protocol as outlined in the MoU/MoA.
- 6.4.9 In the event of personal or external factors that cause a student's exchange or study abroad to be cut short and force a return to the UK, the Head of International Student Success should be immediately informed so as to organise suitable arrangements in accordance with University of Winchester regulations, policies and procedures.

#### **6.5 Credit/ Grade transfer**

For a student exchange and study abroad, the MoA will specify the number of credits the student is required to take. This can in the following forms:

##### **6.5.1 Student Exchange: Semester Long (Credit Bearing)**

Exchanges normally take place during the second year of a student's undergraduate study; however, this can vary by course. It is not recommended that students undertake an exchange in their first year of undergraduate study. The decision about which term a student exchange can take place will be made by the Programme leader. The default is term one.

- 6.5.2 For termly exchanges and study abroad, credit and grades are translated back into the Credit Accumulation Transfer Scheme (CATS) and into the University's grading system.
- 6.5.3 All exchange grades are reported to the relevant Faculty Progression and Award Board/s and form part of the student's profile for progression/award.
- 6.5.4 Students will be made aware that credits and grades will be converted accordingly, using the grade conversion scale approved by the University. The Global Mobility and International Experience Officer will issue the student with The Global Mobility – Student Exchange and Study Abroad Agreement Form which requires the student's signature to acknowledge their understanding of this.
- 6.5.5 When a student transcript is received from the partner, the Global Mobility and International Experience Officer will convert the grades/credits as appropriate and will input the details into SITS.
- 6.5.6 Participating students studying for a University award can import credit to the equivalent of 60 CATS credits only (or 25% of 240 credits at Levels 5 and 6), an individual student is only permitted to take part in one term of exchange.
- 6.5.7 Students taking part in a termly abroad programme, where academic credit would contribute to the final degree calculation and award, they would select sufficient and suitable modules (classes) for their needs from the catalogues available on the website of the partner institution.
- 6.5.8 Programme Leader/s are responsible for approving the selection, based on their appropriateness in terms of level of study and ensuring that there is equivalence in terms of programme learning outcomes (including PSRB related requirements).
- 6.5.9 When approving modules, particular consideration will be given to the content of the module, the credit value, the congruence with their programme and its learning outcomes, the level and the assessments.
- 6.5.10 It is recommended that that Programme Leaders are aware of how the University of Winchester categorises its modules. These are outlined below:
- 6.5.11 **An Optional module** will allow students to choose depending modules depending on availability, timetabling and their own interests. If a programme has Optional modules, the modules selected must be at the appropriate level and must generally fit with the programme learning outcomes of the level.  
  
**A Mandatory module** requires the Programme Leader to find a class at the partner institution which is considered to supply equivalent (not necessarily identical) learning outcomes. Mandatory modules must be taken.
- 6.5.12 If a programme has Mandatory modules running in the semester and the student wishes to go on an exchange, the Programme Leader will need to ensure that the

curriculum of the partner institution is applicable and take into consideration any PSRB regulations and restrictions.

- 6.5.13 If meeting the learning outcomes are reliant on taking specific modules at the partner institution, it is necessary to ensure that the student is aware specific and that the partner institution can guarantee both that these modules will run and that space will be guaranteed to students.
- 6.5.14 If University programmes have 30 credit modules running across the year, regulations allow them to be split and individual or replacement assignments set. See Appendix 3 of the *Assessment Regulations* for details.
- 6.5.15 If a programme has a 30 credit Mandatory module, it may be possible to arrange assessments so that students can meet the module's learning outcomes before or after they undertake the exchange. Advice should be sought from the Academic Registrar before participation on a study abroad programme has been approved.
- 6.5.16 Short-Term Study Abroad which are typically one or two weeks can be credit bearing and assessed but this is not mandatory.
- 6.5.17 Credit bearing short-term Study Abroad modules may bear credit for an entire 15 credit module (a "field trip module") or for a portion of a module. If for a portion of a module, care must be taken to make sure that the assignments relating to the time spent on the trip fit the learning outcomes of the module.
- 6.5.18 If the activity is not credit bearing, it should nevertheless relate to the overall learning outcomes of the programme.

## **6.6 Failure and Second Attempts**

- 6.6.1 If on receipt of their transcript a student is found to have failed a module while on exchange, the Global Mobility and International Student Officer will organise a meeting with the student and the Programme Leader. This could be online or in person.
- 6.6.2 Partner institutions may not allow second attempts and if they do, it could be rendered impractical by distance. Should this be the case, the Programme Leader will need to offer an alternative assessment in order to allow the student to make up a deficit in credit for modules.
- 6.6.3 It will be the responsibility of the student to demonstrate any completed (and failed) coursework, or samples of exam papers, etc. to the Programme Leader so that an equivalent learning outcome can be reached via the second attempt.
- 6.6.4 Should the student not be able to demonstrate this, it will be at the discretion of the of the Head of the relevant School/Department and Academic Registrar as to whether they will be able to engage in second attempts.
- 6.6.5 Should the student fail credits where either alternative assessments or second attempts are not available before the final Progression and award Board, or do not meet the requirements for continuation to the next level of study a meeting will be held with the Global Mobility and International Student Officer, the Head of the

relevant School/Department and Programme Leader to discuss the option of trail credit or repeating the year.

## **6.7 Health and Safety, Risk Assessment and Travel Cover**

- 6.7.1 The Health and Safety Business Continuity Manager is responsible and the first point of call for all matters related to health and safety, including queries on risk assessments and general travel cover.
- 6.7.2 Students and staff engaging in outgoing global mobility are required to complete an online Confidential Medical Details Form before they travel. This will be processed by Health and Safety. This ensures that the University provides proper insurance cover for all those taking part in the activity.
- 6.7.3 For Short-Term Study Abroad opportunities, the member of staff leading the opportunity is required to prepare and submit a FW4 Risk Assessment Form to the Health, Safety and Continuity Manager.
- 6.7.4 If there are factors deemed unsafe by the Health, Safety and Continuity Manager, recommendations will be made and changes will need to be actioned accordingly. Should these changes not be made, travel cannot take place.
- 6.7.5 If the student/staff member is travelling to a destination which the Foreign and Commonwealth and Development Office does not deem safe, the travel will not be permitted to take place.
- 6.7.6 All staff should follow current institutional policies and procedures in relation to international travel.
- 6.7.7 Via Universities Mutual Association Limited (UMAL), the University provides travel and emergency medical cover for staff and students taking part in authorised outgoing global mobility activities.
- 6.7.8 The Planning Officer in the Planning Department is responsible for the administration of claims and assessments of liability.

## **7. Incoming Student Mobility**

### **7.1 Application**

- 7.1.1 The Global Mobility and International Student Officer will update the University of Winchester websites in a timely manner opportunities available for incoming exchange students, clearly outlining the eligibility criteria, deadlines and the application process.
- 7.1.2 It is expected that incoming exchange students have a 2.8 GPA or above.
- 7.1.3 The Global Mobility and International Student Officer will also make contact with partner institutions once module catalogues have been confirmed for incoming exchange and tuition fee paying opportunities.

- 7.1.4 The partner institution will contact the Global Mobility and International Student Officer regarding students interested/ nominated in undertaking an exchange/ study abroad at the University of Winchester.
- 7.1.5 The partner institution will undertake an independent application process before nominating students to attend the study at the University of Winchester.
- 7.1.6 The Global Mobility and International Officer will be responsible for processing the UOW Application Form (which includes a Personal Statement, Academic Transcript and a Reference). In addition to the Module Selection Form.
- 7.1.7 Should the Global Mobility and International Student Officer Global have any concerns with the UOW Application Form, it will be escalated to the Head of International Student Success and with the partner institution.
- 7.1.8 Once the UOW Application Form is processed, the incoming exchange student will be sent an Acceptance Letter which needs to be signed and dated before their arrival.
- 7.1.9 The Acceptance Letter will additionally state any pre-requirements, this includes completion of any compulsory enrolment modules.
- 7.1.10 It is the responsibility of the partner institution to ensure that they have conducted their own Health and Safety and Risk Assessments as well as communicating any travel cover for the student.

## **7.2 General Costs, Tuition Fees and Financial Support**

- 7.2.1 No immediate upfront fees will be required from the incoming exchange student or partner institution.
- 7.2.2 If the student is fee paying and not on an exchange, tuition fees will be clearly communicated in writing, alongside process of payment.
- 7.2.3 The University of Winchester will invoice the student/ partner institution accordingly.
- 7.2.4 A general estimate of costs in the UK will be communicated to the incoming exchange students in writing and via pre-arrival webinars so that they can make a fully informed decision about studying at the University of Winchester.
- 7.2.5 Incoming exchange student and incoming fee-paying students will not be eligible to apply for the University's Learning Support Fund.
- 7.2.6 Should the student wish to work whilst studying in the UK, they will need to adhere to the permissions of their current visa.
- 7.2.7 Should the student be in receipt of US Federal Loans, they will need to inform the International Student Journey Coordinator so that their record can be updated accordingly.
- 7.2.8 All students are governed by fee liabilities as defined within the Student Terms & Conditions and Payment of University Fees Regulations.

### **7.3 Monitoring**

- 7.3.1 Incoming exchange students will be subject to the same attendance and engagement conditions as other University of Winchester students, requirements are outlined in the Attendance Policy.
- 7.3.2 To ensure incoming students are fully supported, the Global Mobility and International Experience Officer will organise regular mandatory 'check-ins'. The frequency of the 'check-ins' may vary according to the length of the study.
- 7.3.3 Should the student fail to attend and engage, the relevant section of the Attendance Policy will be triggered. The Global Mobility and International Experience Officer will additionally make contact with the student and the partner institution.
- 7.3.4 If no further contact is established with the student by the University of Winchester and the partner institution after 5 days of the last point of contact and/or where a cause for concern has been raised, the student should be treated as 'missing' as per the Missing Student Protocol.

### **7.4 Support**

- 7.4.1 All incoming students will be given a mandatory Welcome/ Induction to the University of Winchester. This is organised by the Global Mobility and International Experience Officer and will cover a variety of topics including and not limited to; cultural and welfare advice, visa information (where appropriate), particulars of the UK education system, homesickness, etc.
- 7.4.2 Should the student require further support either for academic purposes, i.e. a Learning Agreement or for non-academic purposes, the Global Mobility and International Experience Officer will contact the student for a separate meeting to ensure reasonable adjustments are in place throughout their study.
- 7.4.3 University of Winchester will be responsible for the student's pastoral and welfare support as indicated in the MoU/MoA.

### **7.5 Results**

- 7.5.1 The Global Mobility and International Experience Officer will be responsible for communicating the student's results and distribution of transcript to the partner institution.
- 7.5.2 The student will be informed of module/ credit completion as per the same procedures as current University of Winchester students.
- 7.5.3 Should the student fail or require a second attempt, the Global Mobility and International Experience Officer will liaise with the partner institution. It will be the partner's institution's responsibility to ensure the student is given alternative assessments.

## 7.6 Evaluation and Improvement

- 7.6.1 All students that engage in a Global Mobility opportunity will be required to complete to complete a Global Mobility Evaluation Form. This includes both general questions about the processes and questions about specifics of their experience.
- 7.6.2 The results are processed by the Global Mobility and International Experience Officer, and any issues arising are discussed with the Director of Student Support and Success, Head of International Student Success, Programme Leaders and other appropriate staff in the University with a view to enhancing provision.
- 7.6.3 The qualitative and quantitative data gathered from these evaluations (where appropriate) will direct any process, administrative or operational improvements. They will also be used to create a bank of case studies for recruitment and advertisements purposes with student consent where needed.

## 8. Complaints and Appeals

- 8.1 Complaints related to the delivery, assessment or any other matters relevant to the time on exchange or study abroad must be addressed to the partner institution if the student is on an outgoing student mobility.
- 8.2 Students cannot appeal to the University of Winchester about an academic decision taken by a partner institution.
- 8.3 Complaints related to the process of the global mobility application process or other matters where the University of Winchester has or shares jurisdiction, should be made via the University's Student Complaints policy. This can be found on the main University Regulations web page: [Policies and Regulations - University of Winchester.](#)

## 9. Termination/ cancellation

- 9.1 In the event of personal or external factors that cause a student's exchange or study abroad to be cut short and force a return to the UK, the Head of International Student Success should be immediately informed and will organise suitable arrangements in accordance with University of Winchester regulations, policies and procedures.
- 9.2 The University of Winchester is responsible for anticipating catastrophes that can hazard or curtail a global mobility experience. These can include the closure of the partner institution due to natural disaster or other circumstances. In these circumstances the Director of Student Support and Success, Head of International Student Success, the Health and the Executive Leadership Team would work with the partner institution to grant concessions to students on exchange or to facilitate an early return by all students at the partner.
- 9.3 During times of uncertainty relating to travel restrictions/availability (for example during COVID-19) when planning, recruiting and preparing students for study abroad, students' will be kept informed by the University on a regular basis regarding the status of their upcoming exchange/field trips. The University will make clear to all participating students that all exchanges/ field trips planned are subject to



international and UK Government travel advice/restrictions, and that those same excursions may have to be cancelled if travel is restricted due to external factors.

- 9.4 The University will always inform students in reasonable time and take steps to ensure students are not substantially negatively impacted financially. For a term or academic year long exchange, students will be given at least three months' notice on the cancellation of an exchange. For shorter visits (such as week-long fieldwork excursions), students will be given at least two weeks' notice of any cancellation due to external factors.

| <b>Equality Impact Assessment</b>   |  |
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| <b>Summary of process undertaken to determine equality impacts:</b>   | <p><b>Assurance of access, equity and inclusivity and that no process or required procedure places an unfair advantage or disadvantage for any person possessing, associated with or perceived to be possessing any of the protected characteristics as defined in the Equalities Act 2010.</b></p> <p><b>Advice and guidance will be sought and provided to all outgoing students whomay wish to study in countries or regions whose domestic legislation or statutory protections differ from those governed by UK legislation so that they are aware of any differences and/or incompatibilities. Guidance on foreign travel can be sought from the UK Foreign Office: <a href="https://gov.uk/foreign-travel-advice">Foreign travel advice - GOV.UK</a></b></p> <p><b>To also ensure that UKVI regulations and sponsor guidance are followed for Student Route Visa holders and those on other visa sponsorship (where appropriate).</b></p> |
| <b>University Committee (name/ date) where equality impacts discussed (may be Committee of approval, or another):</b>   | <b>Academic Regulations Policies and Procedures Committee and Senate</b>   |
| <b>Identified equality impact(s) on colleagues and students (i.e. any specific impacts related to this policy that may cause disadvantage for people due to one or more particular protective characteristic)</b> |  |
| <b>Protected Characteristic</b>   | <b>Impact(s) identified and any action(s)/mitigation(s) to address these impact(s), as necessary.</b>  |
| <b>Age</b>  | <b>No impacts identified.</b>  |
| <b>Disability</b>   | <b>Ensure students that have disclosed a disability are supported throughout the different stages of the Student Exchange and Turing Scheme (this includes application, throughout their period of exchange/ volunteering opportunity and on their return).</b>  |



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|                                   | <p>Ensure that partner institutions/ opportunities are inclusive and have in place adjustments to support our students.</p> <p>This Policy has a positive benefit in relation to this characteristic.</p>  |
| <b>Gender Identity</b>            | <p>Ensure that partner institutions/ opportunities are inclusive and have in place policies and procedures to support our students.</p> <p>This Policy has a positive benefit in relation to this characteristic.</p>  |
| <b>Marriage/Civil Partnership</b> | No impacts identified.   |
| <b>Pregnancy and Maternity</b>    | <p>We want to ensure that Student Exchanges/ opportunities take into consideration the needs and support for students that are pregnant and/ or have parental leave.</p> <p>This Policy has a positive benefit in relation to this characteristic.</p>   |
| <b>Race (incl. nationality)</b>   | <p>Ensure that all students from all racial backgrounds are supported throughout the different stages of the Student Exchange and Turing Scheme (this includes application, throughout their period of exchange/ volunteering opportunity and on their return).</p> <p>Ensure that partner institutions/ opportunities are inclusive and have in place policies and procedures to support our students.</p> <p>This Policy has a positive benefit in relation to this characteristic.</p>  |
| <b>Religion and Belief</b>        | <p>Ensure that all students of all religious and beliefs are supported throughout the different stages of the Student Exchange and Turing Scheme (this includes application, throughout their period of exchange/ volunteering opportunity and on their return).</p> <p>Ensure that partner institutions/ opportunities are inclusive and have in place policies and procedures to support our students.</p> <p>This Policy has a positive benefit in relation to this characteristic.</p> |
| <b>Sex</b>                        | <p>Ensure that all students regardless of their sex are supported throughout the different stages of the Student Exchange and Turing Scheme (this includes application, throughout their period of</p>   |

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|                           | <p>exchange/ volunteering opportunity and on their return).</p> <p>Ensure that partner institutions/ opportunities are inclusive and have in place policies and procedures to support our students.</p> <p>This Policy has a positive benefit in relation to this characteristic.</p>  |
| <b>Sexual Orientation</b> | <p>Ensure that all students regardless of their sexual orientation are supported throughout the different stages of the Student Exchange and Turing Scheme (this includes application, throughout their period of exchange/ volunteering opportunity and on their return).</p> <p>Ensure that partner institutions/ opportunities are inclusive and have in place policies and procedures to support our students.</p> <p>This Policy has a positive benefit in relation to this characteristic.</p> |