



Staff Guide

International Partnerships: Study Abroad & Exchange

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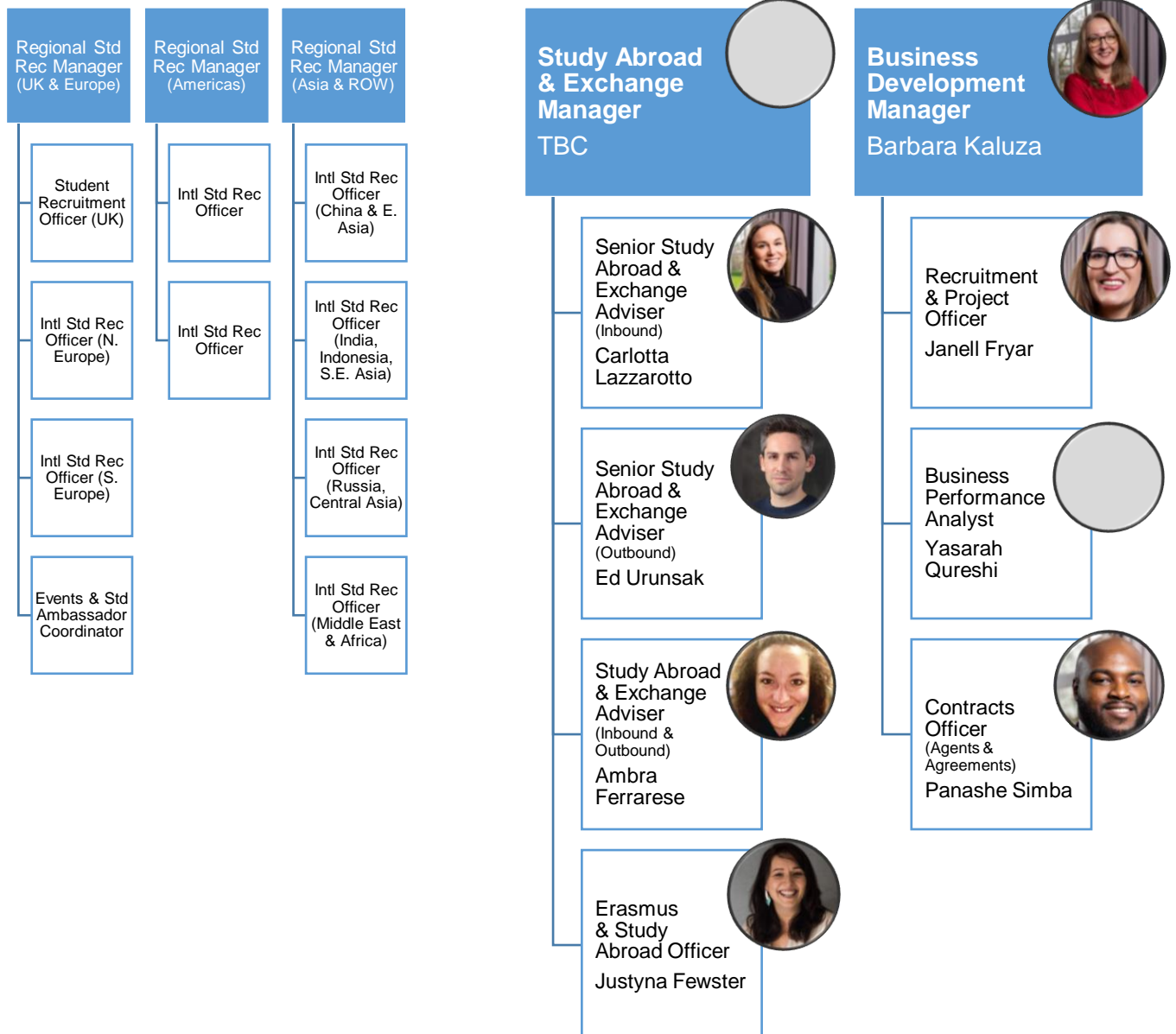
International Partnerships

The International Partnerships team, along with the Student Recruitment team, forms part of the wider Future Students & Partnerships team (FSP) at Regent's. The International Partnerships team itself

comprises of two key areas: the **Study Abroad & Exchange (Inbound and Outbound)** and the **Business Development** functions (see organisational chart below).

Director, Future Students & Partnerships

Ahmed Masoud



Internationalisation strategy

Internationalism is one of Regent's University London's core values and our global approach to higher education is one of the most distinctive aspects of the University's proposition. At Regent's we adopt an holistic approach to internationalisation that embraces student and staff mobility. The embedding of a global perspective into all aspects of our learning, teaching and research ensures that shared academic values are maintained, and student experience is consistent across our global network. Our commitment to internationalisation is also reflected in our strategic approach to partnership development with academic institutions, but also with the local community, national governments, our alumni and educational agencies. You can read the internationalisation strategy in full [here](#).

Partnership network

Regent's is proud of its international reputation and its diverse portfolio of over [120 outstanding education partners](#) across the world that share our core principles and values. These partnerships are fundamental in helping the University to meet its strategic objectives as part of the broader internationalisation strategy of the University, which aims to support Regent's mission to *'prepare tomorrow's global leaders through providing high-quality teaching and to develop internationally aware, innovative and employable graduates'*.

Regent's works in close collaboration with these partners primarily through the following frameworks:

- Outbound (non-Erasmus international student and staff exchanges)
- Inbound study abroad agreements
 - Delivered to affiliates
 - Delivered to partners
 - Delivered to independent students (free-movers)
- ERASMUS+ international student and staff exchanges
- Articulation and progression agreements
- Dual/double awards agreements

Partnership approval process

The approval process for new international partners and the information required to support the process will vary depending on the type of the proposed agreement. In general, each approval process will have the following key stages to ensure that all the necessary checks are made in advance of signing of any agreement:

1. Initial discussion – between academics, head of programme, regional manager and director of future students and partnerships
2. Early scrutiny – an early scrutiny form and due diligence report should be submitted for head of programme and/or Vice-Chancellor approval
3. Due diligence – submit a detailed collaborative partnership proposal (to include business case and risk analysis) form, along with the early scrutiny and due diligence forms

Partnerships team

Our Partnerships team can provide guidance on developing international partnerships with peer institutions as well as information on opportunities for student and staff mobility and funding. We also organise and support incoming and outgoing visits with strategic international partners in line with the aims and objectives of the internationalisation strategy. For further information provided in this guide please visit our [website](#) or contact the team on studyabroad@regents.ac.uk. For a full list of Regent's Partners, please visit our [website](#).

Study Abroad & Exchange

The Study Abroad & Exchange team is made up of two units:

- Inbound (to Regent's)
- Outbound (from Regent's)

SAE Inbound oversees all aspects of visiting students' time at Regent's (exchange or fee-paying). It also oversees the planning and execution of summer programmes and encompasses faculty-led programmes.

SAE Outbound oversees processes for full-time Regent's students who choose to go abroad as part of their degree (on exchange) as well as all other forms of outward mobility, from international internships to volunteering experiences. The Erasmus unit is also primarily part of the Outbound team.

The next two core sections of this guide cover each unit's areas of focus in more detail.

Terminology

Common terminology you may come across:

- **SPA** = Study Period Abroad (Outbound – no longer referred to in student-facing settings, but retained for admin purposes)
- **PLP** = Placement Learning Project – a full term of work experience. (Note: not to be confused with 'work placements', which are compulsory 3 blocks of 10 weeks' work experience over the summer or Christmas period)
- **S+year** = spring (term), e.g. S20
- **A+year** = autumn (term), e.g. A20
- **SU+year** = summer (term), e.g. SU20
- **HoP** = head of programme
- **AA** = academic adviser
- **CL** = course leader
- **TOR** = transcript of records
- **SAE** = Study Abroad & Exchange (the new 'IPO')

Programme acronyms

- **IB** = international business
- **GM** = global management
- **ASS** = Acting for Stage and Screen
- **FSF** = Film & Screen (Film Production)
- **FSS** = Film & Screen (Screenwriting & Producing)
- **FM** = Fashion Marketing
- **LS** = Liberal Studies



Study Abroad & Exchange: Inbound

Team responsibilities

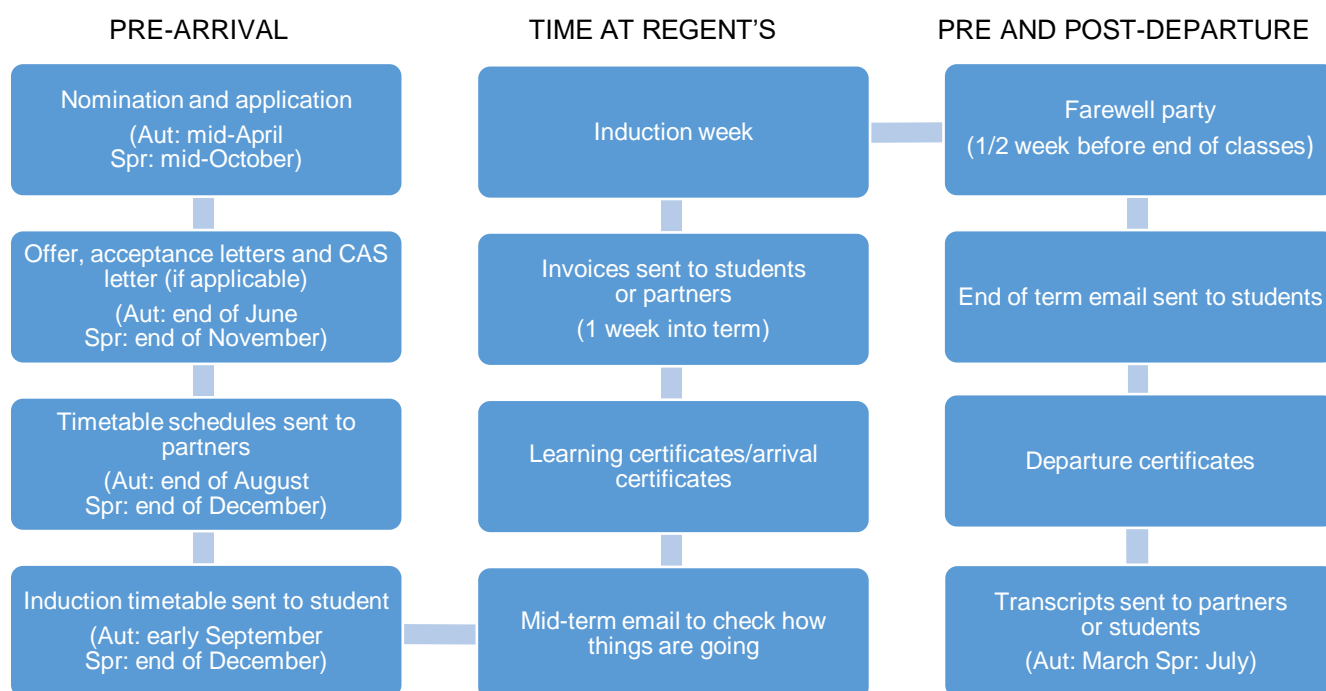
The role of the Study Abroad & Exchange Inbound team (SAE Inbound) is to manage and coordinate all areas related to the delivery, advice and support of the University inbound programmes (semester-long programme and summer school).

The main responsibilities undertaken by the Inbound team are:

Acting as the main point of contact for partner institutions and inbound students	Collecting student photos to create student ID cards
Processing applications and offer letters	Carrying out financial administration and liaising with the Finance Department in relation to invoicing, as well as preparing Inbound statistics
Student advice, general enquiries and conversion activities	Maintaining accurate data for inbound students in SITS and partners contact lists
Maintaining all marketing materials including website content, printed publications, presentations, information packs and guides	Liaise with MIS to maintain updated information in the online application form, and to update offer and acceptance letters
Marketing activities including marketing campaigns, student recruitment trips and partner visits	Issuing and dispatching academic transcripts
Maintaining and negotiating exchange numbers, in collaboration with the Outbound team	Signing learning agreements, arrival and departure certificates, and other student documents as requested
Preparing module availability lists for inbound students	Organising a Farewell event for Inbound students
Organising and coordinating Induction week for inbound programmes	Collecting and analysing students' feedback



Study Abroad & Exchange Inbound student journey - Key Stages



Communication, marketing and promotional materials

Our team is responsible for drafting communication to partners and students, and to market Regent's as a study abroad destination for exchange students, fee-paying study abroad students from partners and and free-movers.

We create and keep the following materials updated, with the help and input of Regent's Marketing, Brand & Communications team:

- Regent's [Inbound webpage](#)
- Study Abroad brochure: [Your Choice for Study Abroad](#) which is available online, and is also sent out to partners and used at recruitment fairs
- Study Abroad & Exchange [factsheet](#)
- Summer with Internship [brochure](#)
- Bi-annual nomination and application communication to be sent to partners and students
- [@studyabroadregents](#) Instagram page

We also organise the following marketing activities, some of which are covered with the help of the broader Future Students & Partnerships team:

- Marketing campaigns and webinars with agents
- Online marketing campaigns in collaboration with Regent's marketing team
- Study Abroad recruitment fairs
- Partner visits (abroad and at Regent's)
- Presentations to students
- Conferences (NAFSA & EAIE)
- Walk-ins and campus tours

Before study abroad

Application process

All exchange and study abroad students coming from a [partner institution](#) must be formally nominated by their home university. After nominations are received, exchange and study abroad students will receive an e-mail from our team with the application link and instructions.

Independent free-movers coming from a non-partner institution should be nominated by a Regent's approved agent or contact our team directly in order to obtain the application link and instructions.

The application deadline (subject to change) for the autumn term is 30 April and for the spring term is 15 October.

Application requirements

We don't ask for specific academic (GPA) and English language requirements to join our study abroad and exchange programme; however, we recommend a level of English equivalent to B2, to ensure students feel comfortable communicating in English and are able to complete their studies successfully.

Students must have the following items ready to upload in the online application:

- Copy of an official updated academic transcript in English
- Copy of passport photo page
- Personal statement – only for free-movers applying independently or via an agent
- Academic IELTS – only for students staying for two terms and who need to apply for a Tier-4 visa

For documents not issued in English language, we require both the original and an official English translation.

Offer and acceptance

Students will receive an offer letter from our team within four weeks of submitting their application, provided all documents have been received by the deadline.

To accept an unconditional offer, students must check that all information is correct, read and accept the [Future Students & Partnerships Privacy Notice](#), and agree to comply with the University's Academic Regulations.

Students who pay tuition fees directly to Regent's are also required to pay a non-refundable deposit (£1,000 or £4,000 if they need a CAS number to apply for a Tier-4 visa) at the time of acceptance.

After students accept their offers, our team can issue a formal Acceptance letter which can be used to apply for a short-term visa or to show at the UK border to obtain a short-term visa stamp in their passport. If a student needs to apply for a Tier-4 visa, we will send the required documents to the CAS team and they will follow up with the student.

Module selection

Our team works with the Student Records team and Faculty Managers to create a list of modules offered each term to study abroad and exchange students. These modules can be downloaded from our [Inbound page](#).

Students are required to choose their modules when completing their online application. The maximum credit load allowed for one term (autumn and spring) is **30 ECTS**.

Regent's Credit system

60 UK credits	30 ECTS	15 US credits*
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*It is the home university's responsibility to determine the credit equivalency.

Students can choose modules across subject areas, but it is recommended that they take modules from the same study area and same level (year) to minimise timetable clashes.

Timetables

The Inbound team works closely with the Timetabling team to create students' timetables, and to ensure all students enrol in the required number of credits.

Once students' provisional timetables are finalised, we share these with the home institution or agent approximately two weeks before the start of classes.

The home university should review each provisional timetable and ensure that all modules have been approved by the home university academic coordinator and can transfer back to the student's degree.

We allow timetable changes only by request from the home university and changes can only be made for academic reasons.

Students will be able to see their timetable online after completing their Induction activities.

Tuition fees

The standard tuition fees for one term (autumn or spring) in our study abroad programme is equivalent to half the yearly fee for the full degree programmes with two exceptions:

- Discounts apply for students applying via our [partnership network](#)
- Students coming via the exchange programme are not required to pay any tuition fees. If we are unable to offer a place on the exchange programme, we welcome them to join our fee-paying programme and our partner discount will apply

Students receive payment instructions before the start of term and payment is due within 30 days. If we have an agreement in place whereby the home university pays tuition fees on behalf of their students, the invoice will be sent directly to the home institution.

English language support

Incoming study abroad and exchange students can include an academic English module in their programme of study, which will count towards the total credit load.

English language support is also available in non-credit bearing English for Academic Purposes classes throughout the term. This service is free of charge and students can sign up during the first week of Induction.

English language classes are also available before the beginning of each term through [Regent's English Language Centre](#).

ID cards

After accepting their offer, students will be required to send a copy of a JPEG photo (headshot) to use for the creation of their Regent's student ID card. The Inbound team is responsible for collecting all pictures and sending them to the Security team to issue student cards.

The ID card is given to students after they complete registration or upon check-in if they are staying in campus accommodation.

During study abroad

Induction week

The Inbound team is responsible for organising the Induction week schedule for study abroad and exchange students. Students will be taking part in most evening events offered to degree-seeking students but all other activities (Inbound welcome talk, orientation sessions and registration process) are managed by our team.

Students are required to arrive one week before classes start to attend the compulsory Induction week. They will receive a detailed schedule of Induction events before their arrival. Please see the [academic calendars](#) for detailed dates.

Students must bring their passport to the first day of Induction (Registration day). If a student requires a visa to enter the UK, a copy of their visa or visa stamp on their passport is also required.

Students must also complete their [online enrolment](#) prior to arrival. An email with instructions will be sent around four weeks before the start of term.

Student Support services

Study abroad and exchange students have access to all the support services offered to degree-seeking students. The Student Hub should be the students' first stop for anything they need in relation to their studies at Regent's.

If students decide to disclose a disability, they should contact the [Disability Team](#).

Attendance, exams and resits

Study abroad and exchange students must follow the same academic rules as degree-seeking students throughout their term. This includes sticking to the attendance policy, exams and assignments deadlines. Study Abroad and Exchange students are allowed to re-sit if they fail a module.

The Inbound team receives a list of students that have failed modules from the Exams team at the end of term. We then contact the students to check if they wish to re-sit their exams/re-submit their assignments so that the Registry can reopen their record.

Learning agreements, arrival and departure certificates

The Inbound team is responsible for signing all learning agreements, arrival and departure certificates for study abroad and exchange students. Student should leave their documents at the Student Hub by each Friday 12 noon. We will then collect and sign the documents and return them to the Student Hub for the students to collect each Tuesday after 12 noon.

Alternatively, students can email electronic copies to studyabroad@regents.ac.uk

After study abroad

Academic transcripts

The Inbound team is responsible for issuing and dispatching transcripts for study abroad and exchange students. During busy times, we also ask the Student Hub to assist with this task.

Official transcripts can be issued when all grades are reviewed and approved by the relevant exam subject boards.

Two hard copies of transcripts are then sent directly to the student's home institution, agent or directly to the student if they applied as independent free-movers.

Electronic copies (PDF's) can be issued upon request.

Transcript dispatching dates are:

- March for students who attended the autumn term
- July for students who attended the spring term,
- August for students who attended the summer term.

Farewell event

Study abroad and exchange students are invited and encouraged to attend all events offered on campus, as well as joining the clubs and societies run by the Student Union. Our team organises a farewell event for study abroad and exchange students; we usually run this event two weeks before the end of classes. As part of this event, we give a presentation to the students to make sure they have all the important information to complete their period abroad and we also organise a quiz with prizes.

Student survey

Students will be asked to complete a survey to provide feedback about their study abroad and exchange experience. Feedback data is analysed once a year.

Alumni network

Study abroad and exchange students automatically become an 'associate' alumni upon successful completion of their programme at Regent's.

They are also able to get a 10% discount on any future Master's degree at Regent's.

Summer school

The Inbound team looks after all aspects of the summer school and we apply the same administrative steps and processes as we do for the autumn and spring terms (see above).

We offer two programmes as part of our summer school:

6-Week Summer Programme

Programme duration: 6 weeks

Modules and credits: Students have the option to choose up to two modules from a list of approximately 10 modules. Each module is worth 12 CATS, 6 ECTS or 3 US credits

Visa: Short-term student visa (if needed)

Discounts apply for students coming via our [partnerships network](#)

Accommodation: available on campus

Start date: Usually the last week of May or first week of June

12-Week Fashion Programme with Internship

Programme duration: 12 weeks

Modules and credits: A choice of two modules from the fashion modules list + professional placement. Each module is worth 12 CATS, 6 ECTS or 3 US credits, PLA501 module is worth 20 CATS, 10 ECTS or 5 US credits

Visa: Tier-4 visa for non-European nationals

Discounts apply for students coming via our [partnerships network](#)

Accommodation: available on campus

Start date: Usually the last week of May or first week of June

Summer school with internship flyer: available [here](#)

More information can be found in the [Summer school webpage](#).

Faculty-led and customised programmes

Regent's welcomes international and domestic faculty-led programmes throughout the year. While our Summer session is specifically designed to accommodate faculty-led groups, we also host the groups during fall and spring semesters.

Programme models:

- Partner faculty-led programme – delivered by faculty from home institution. Only students from partner institution can participate in the programme
- Faculty-led embedded programme – delivered in collaboration with Regent's faculty. In addition to studying modules (courses) led by faculty from partner institutions, the students have an opportunity to enrol onto Regent's modules (courses) and study alongside degree-seeking and study abroad students

We also provide customised education and training short courses to our partners, derived from our modules and created in collaboration with our faculty. These can be credit or not credit bearing, depending on our partners' specific requirements.

Our dedicated business development unit (within the Future Students & Partnership team) works closely with international partners to provide comprehensive assistance in the development (pre-arrival) and administration (on-ground) of the faculty-led programme.

For more information and to get in touch please visit our [website](#) or contact us at studyabroad@regents.ac.uk.

Study Abroad & Exchange: Outbound

The Outbound team of Study Abroad & Exchange (SAE Outbound) focuses on coordinating all outward mobility activities, primarily supporting degree-seeking students to study abroad as an exchange student at one of our 60+ exchange partners around the world.

In addition, the team works to promote student mobility and enhance the student experience through:

- Short-term outward mobility programmes (volunteering/summer programmes/virtual experiences, etc.)
- Faculty-led mobility initiatives (such as term-time study trips)
- International work experience opportunities (working closely with the CBR team)
- Utilisation and expansion of the Erasmus+ programme – funding for student and staff mobility
- External funding opportunities/bids (such as British Council projects)

The dual goal of outbound study abroad & exchange is to:

- Enhance the experience and add value to the journey of Regent's students
- Build on and expand collaboration with partners, thereby strengthening Regent's international presence and increasing student recruitment and inbound fee-paying study abroad enrolment

The Outbound team is also responsible for the institutional management of the **Erasmus+ programme**. This is funded by the European Commission and provides opportunities for students to study and train (work) abroad, and also supports teaching, research and networking opportunities for individual staff members.

We apply each year on behalf of the University for funding to support student and staff mobilities. Once the funding is awarded, we manage the project ensuring compliance with the Erasmus Charter for Higher Education (ECHE).

Part of our operations include assessment of eligibility of students and staff, providing advice on the funding available and administering all the grant payments. We also report to the UK National Agency (managing the Erasmus programme in the UK) and liaise over the funding and opportunities within the wider Erasmus+ programme.

The SAE Outbound team is always keen to connect with academic & professional colleagues about any aspect of international mobility.

Eligible programmes

The following Regent's degree programmes have either a compulsory or optional term of study abroad in level 5 (year 2) of their studies.

Programme	Length	When	Type	Notes
BA (Hons) International Business	1 term	Block 22 (term 4)	Compulsory	First intake Autumn 2020; incl. language
BA (Hons) Global Mgt + pathway	1 term	Block 22 (term 4)	Optional	First intake Autumn 2020
BA (Hons) Acting for Stage & Screen	1 term	Block 22 (term 4)	Optional	Spring term only
BA (Hons) Film & Screen	1 term	Block 22 (term 4)	Optional	Spring term only
BA (Hons) Fashion Marketing	1 term	Block 22 (term 4)	Optional	Spring term only
BA (Hons) Liberal Studies	1 term	Block 21 or 22 (terms 3 or 4)	Optional	Eligibility dependent on Major and available partners
BA (Hons) Philosophy, Politics & Economics	1 term	Block 22 (term 4)	Optional	

Academic staff and study abroad

The SAE Outbound team works closely with key academic colleagues to ensure students going abroad are fully engaged academically and the credits that they bring back are valid. Essentially, the colleagues below are responsible for reviewing and pre-approving the modules a student takes abroad, unless a pre-mapped selection of modules at a given partner university has been agreed.

Programme	Contact for study abroad module review and approval
BA (Hons) International Business	Vincent Ong, Head of Programme For those on language-specific terms abroad, module pre-approval falls to the relevant Study Abroad Academic Adviser as follows: <ul style="list-style-type: none"> • Spanish: Nuria Guasch • French: Geraldine Bourgeon • German: Renata Henkes • Italian: Anna Costantino • Chinese: Linda Li • Japanese: Toshihiko Kitagawa
BA (Hons) Global Management	Robin Dickinson, Head of Programme Pathway leaders: <ul style="list-style-type: none"> • Vicky Haji-Ghassemi (Leadership & Change) • Karuna Gomanee (Finance) • Robin Dickinson (Enterprise & Innovation) • Jenny Bratherton (Marketing) • Jeff Papis (Events & Experience Management)
BA (Hons) Acting for Stage & Screen	Anna Sullivan, Course Leader
BA (Hons) Film & Screen	Tristan Tull, Philip Hughes: Course Leaders
BA (Hons) Fashion Marketing	Jochen Braun
BA (Hons) Liberal Studies	Lawrence Philips, Head of Programme Subject Leaders: <ul style="list-style-type: none"> • Art History: Deborah Schulz • Business & Management: Maria Charalambous • English: George Yeats • Film Studies: Leslie Viney • Journalism: Leslie Viney • Public Relations: Leslie Viney • Media Communications: Leslie Viney • International Relations: Mireille Hebing • Political Science: Mireille Hebing • Psychology: Anna Cattaneo

Key stages of Outbound Study Abroad



Term 1 (student block 11)

1. Study abroad intro sessions

- Participation in the general induction schedule where required
- Dedicated introduction of Outbound Study Abroad & Exchange to new students from all eligible programmes, covering:
 - Basics of study abroad
 - Timeline
 - Establish contact and communication
- Submission process for applications to go abroad

Information on each of our exchange partners is available here:

- Partner profiles on the [Study Abroad Blackboard page](#)
- Brief intro and interactive map on the [Outbound page of the Regent's website](#)

Further resources available on Blackboard are country/city profiles, basic immigration/visa info, health insurance, accommodation, workload and passing requirement info.

2. Applying to go abroad

During the intro sessions students are shown:

- The resources they have available to research and decide on their top 4 destination choices
- How to submit their application to study abroad via an eVision integrated tool

3. Partner profiles and resources

4. Fresher's fair

Each term the Study Abroad table at Freshers' Fair highlights the international activity of the University and helps inform new degree-seeking students about their study abroad options, as well as to help answer any questions our visiting students may have. This is also a great way for staff to come and see what we do as a team and to put faces to names.

Term 2 (student block 12)

1. Study abroad allocations

Allocations are the assigning of one of the students' 4 destination choices for their term of study abroad. It is usually the first or second choice. They occur in the student's 2nd term of 1st year at Regent's and are aimed to be completed as soon as possible in the term. The allocations are entered into the student's pending SPL record on SITS and marked as 'confirmed' to ensure the student can view it on eVision.

The following criteria are taken into account when allocating students:

- Academic performance to date
- Partner university requirements
- The students' choices and preferences
- Number of available exchange spaces for the given term and the status of our overall exchange balance with given partner
- Other restrictions such as academic calendar clashes, US federal funding recipient for US citizens

Once confirmed, changes to allocations cannot occur except where there are genuine extenuating circumstances with suitable evidence. Students wishing to change their allocations must complete a request form (available via the study abroad Blackboard page) and obtain the approval of their Head of Programme. Students can request to the Outbound team directly to adjust their selections *prior* to allocations being confirmed which may be able to be accommodated on a case-by-case basis.

2. Buddy/partner programmes

- Post-allocation buddy up with inbound study abroad and exchange students from relevant institution/country/city
- Alumni partnering scheme – connection of allocated outbound students with Regent's alumni in key overseas destinations

Term 3 (student block 21)

1. Study abroad applications (to partners)

Students complete the applications to their host universities in the term before they go abroad (so in their 3rd term at Regent's)

The latest information from our partners is uploaded to the study abroad Blackboard page for reference. Students are nominated to their allocated host university by the Outbound team and the deadline for completion of the partner's exchange application process are given to students.

In addition to the partner's requirements for application, the Outbound team informs students about:

- The study abroad workload and passing requirements specific to the students' programme
- Learning agreement completion and course selection process
- Erasmus+ information where applicable

The host university may require the student to submit their application via an online portal, or to a member of the Outbound team who then submits it on their behalf.

The Outbound team is not responsible for assisting the student with any visa applications or arranging accommodation or travel. These are all the student's responsibilities, though the Outbound team can point them in the right direction and general information is available on the study abroad Blackboard page via our partners.

2. Workload and passing requirements

Students abroad are required to study the equivalent of a fulltime workload (60 UK credits) per term in whatever local credit system is applicable.

Europe	N.America	Latin America			Australia				China	Japan
30 ECTS	15 credits	Around 300 hours	20 FGV credits (Brazil)	15 UAI credits (Chile)	24 UTS credit points	48 QUT credit points	4 Deakin credit points	10 Bond credits	20 credits	University-specific

Students may take more than the equivalent of 60 UK credits but may be restricted by partner university regulations. Fewer than 60 UK credits can only be taken where there is genuine reason (i.e. partner restrictions on the number of credits exchange students can take, or in the instance that not enough modules are available). Except for those situations, students must pass and obtain at least 60 UK credits equivalent.

3. Learning agreement and module selection

For terms abroad occurring within the Erasmus+ network, an “Erasmus Learning Agreement” must be completed; those occurring elsewhere complete a “Regent’s Learning Agreement”.

The modules a student wishes to take abroad must be discussed and agreed with the relevant Regent’s academic colleague, entered into the correct section of the learning agreement and then signed and dated by all three parties (1. Student; 2. Head of Programme at Regent’s; 3. the partner university).

General criteria for module selection are as follows, though some Regent’s programmes may require more exact course-mapping in which case students will take modules from a pre-approved selection:

- Must correspond with the appropriate level of study (so roughly year 2/level 5) and represent progression
- Must not be too similar to any content already studied at Regent’s or that will be studied in the final year
- If the student is studying a compulsory language as part of their degree (BA International Business only) then a language module at the appropriate level is mandatory (study abroad Academic Advisers to confirm level)
- Must be available to exchange students and not in any restricted faculty/school/programme

If there are any changes to these pre-approved modules (which would likely occur after the student arrives, if at all) then any replacements must be communicated by the student to the relevant Regent’s academic prior to the student registering for them. A ‘final’ learning agreement is one that had been fully approved and lists the modules the student has formally been enrolled for at the partner university.

4. Pre-departure

This session is to help prepare students both practically and mentally before they go abroad. It takes place towards the end of the student’s 3rd term at Regent’s, usually after most have completed or are in the final stages of their host university applications. The format is flexible, either per programme/major or as one collective group. The session covers:

- Practical information from the Outbound team including but not limited to:
 - Workload & passing requirements
 - Documents to submit while abroad
 - General info on courses, housing, visas, insurance, etc.
 - Erasmus+ processes
 - Methods of keeping in touch
 - Info on Tier 4 compliance
 - Payment of Regent’s fees/online enrolment and other costs
 - Overview of the study abroad Blackboard page and where to find what
- Intercultural intelligence or similar themed activity to help students realise that this is a very human endeavour they are undertaking and to encourage a positive, curious mindset towards going abroad (faculty input included)
- Interaction with students who have already been abroad and visiting inbound students for a Q&A session.

Term 4 (student block 22)

1. Students abroad

The Outbound team is the main point of contact for students while they are abroad. The team checks in on all students and works with them and the partner to solve any arrival issues or delays. Students are expected to attend any orientation session and to submit to the Outbound team within three weeks of arrival a finalised learning agreement and arrival certificate. The modules on the learning agreement must be consistent with those chosen in the previous term as part of the application process. There is a flexible and open approach to communication, with the team being available to students abroad who have issues or concerns via WhatsApp, email and phone/video.

2. Emergencies

In case of major incidents (e.g. terrorism, natural disasters, health crises) and on top of existing open channels of communication, the team will be exploring options for students to independently and easily 'check in as safe', either utilising the existing MyRegent's app, MS Teams or a third-party tool.

3. Contact Points (incl. Tier 4 visa holders)

The team follows a timeline of more formal check-ins with students alongside the informal, spontaneous communication. This is visualised on the student engagement cycle available on the [study abroad Blackboard page](#). It is of particular importance for students who hold a Tier 4 visa. The Outbound team ensures a full record of the required engagement points is established as per the Tier 4 engagement policy during study abroad (also available on the study abroad Blackboard page) though it is expected that primary responsibility for Tier 4 visa compliance whilst abroad will move to the Immigration team.

4. Study abroad survey

A study abroad survey (via MS forms) is sent out to all students towards the end of their time abroad, ideally not interfering with any exam period. Completion of the survey is required, otherwise the student's transcript from their term abroad may be withheld. Survey results help to shape the study abroad offering and to inform future actions, reflecting on both the student experience abroad and academic performance. The survey findings are shared yearly as part of a study abroad report in the university committees SSEC & SLTC. It is expected that a more readily accessible format of storing study abroad data will be available via Power BI in future.

5. Photo/video competition

Every term a competition is run for each cohort of students going abroad on the theme of photo/video submission. Entries are voted on by students and staff and winning photos are displayed on campus and online. This is planned to be considerably revised and expanded from autumn 2020 in tandem with a more effective promotional campaign to increase the enrolment in outbound study abroad & exchange. Increased collaboration with the marketing and communications teams will help to showcase the experience of Regent's students abroad and promote Regent's programmes more broadly, highlighting the opportunity to study abroad as a major motivating factor for choosing to study with Regent's.

Term 5/6 (student block 31/32)

1. Transcripts

Partners provide students' transcripts to the Outbound team throughout the months after their exam period at the host university and once partners have completed their own exam board processes.

This means students results from abroad are usually confirmed at our own exam boards in the summer (June) for autumn terms abroad, and in the autumn (October) boards for spring terms abroad. This is especially important to note for colleagues in Registry as student's study abroad results are never available at the same time as for students who remained at Regent's for the same term. Any late results are 'mopped up' as required via chair's action in dedicated ad-hoc meetings between the relevant Head of Programme, Outbound

team member and Senior Assessments & Awards Officer from Registry.

Modules listed on the transcript are cross-checked against the final signed learning agreement obtained at the start of the term abroad. They should match. If they do not, this is clarified with the student/host university. If the student has taken any modules that were not approved by the relevant Regent's academic colleague then retrospective approval can be given by the Head of Programme upon review. If they are not approved, then the student would be expected to repair missing credits in a method deemed suitable by the Head of Programme.

2. Results and grade conversion

The Outbound team enters the study abroad module results via an eVision tool which converts local grades to regent's grades (listed as module 1, module 2 etc) according to the institutional grade conversion table available [here](#). The converted grades are stored and averaged for an overall result of the term abroad, and are then reviewed at the next subject board.

Each module a student took abroad is recorded in more detail locally by the Outbound team (module code, name, credit amount, ECTS and Regent's equivalent, pass/fail etc).

3. Subject boards

Students' results are confirmed at the next running subject board. This is usually in June for the previous autumn term as most transcripts will be received throughout that spring. For terms abroad that occur in the spring, they will usually be obtained throughout the summer and can therefore be confirmed at the subject boards that run in October. Any outstanding cases can be processed via chair's action.

Prior to each subject board, the Exams & Awards team will provide the Outbound team with the board reports listing students per programme relevant to study abroad to be reviewed and cross-checked. These can also include students with outstanding repairs from previously failed terms abroad. The Outbound team ensures that the status of each student is clear in advance of the board, which one of the team attends.

4. Fails and repairs

If a student is required to repair all or part of their term abroad, then a repair method is determined by the relevant Head of Programme with a deadline given. Repairs are monitored by both faculty (if language-related) and the Outbound team and updated with the Exams and Awards team in Registry as a pass (capped at 40%) when completed. This can be done ad-hoc since repairs are confirmed all at once during relevant subject boards.

Resources

1. BLACKBOARD [link](#)

Everything study abroad related in one place, from processes, policies and procedures to destination info.

2. OUTBOUND WEBPAGE [link](#)

Focuses on why go abroad, where students can go. Includes interactive map, video of student testimonials.

3. SOCIAL MEDIA

Facebook: Closed group '[Go Abroad Regent's](#)' for students to exchange advice

4. GUIDES

Students have 3 guides related to study abroad as follows, available on the [study abroad Blackboard page](#)

- **Study Abroad Intro Guide TBC**
Quick, accessible info guide covering FAQs, why study abroad, programme eligibility, timeline, contacts.
- **Study Abroad Application Guide TBC**
General guide specific to applying for a host institution (nomination, application, visa, housing, travel etc).
- **Study Abroad Pre-Departure Guide TBC**
Specific info prior to leaving and whilst abroad. Infographic video version available [here](#).

5. 1-1s WITH STUDENTS AND OUTBOUND DESK IN THE HUB

The Outbound team is ready and available throughout the term to students for 1-1/group sessions regarding their applications. Students often need in-person guidance/reassurance and this is part of the personalised service ethos of Regent's. An Outbound desk in the Student Hub is arranged as needed to be able to more directly assist with students who have queries about their study abroad, since many go directly to Hub in the first instance.

Reporting and committees

The Outbound team prepares reports for/attends the following meetings.

1. **Programme committee meetings:** to address study abroad related questions or feedback from students or representatives
2. **Outbound + Faculty meetings:** TBC

3. **SLTC (Senate Teaching Learning Committee):** yearly report of students' academic performance from their term(s) abroad.
4. **SSEC (Senate Student Experience Committee):** yearly feedback report analysing survey responses from students' term(s) abroad.



Erasmus+ for students

All Outbound students allocated to go on study abroad or work placement/PLP to one of our Erasmus partners are eligible for funding as long as the study period lasts at least three months and their PLP/work placement is at least two months in duration. Once they have been accepted by their host university/institution, our dedicated Erasmus & Study Abroad Officer contacts the students with all relevant information on how to receive the funding.

1. The Erasmus+ Online Linguistic Support (OLS)

All Erasmus students studying or working abroad in a foreign language are required to undertake a mandatory language assessment test – one before and one at the end of their time abroad. Students who score below B1 in their initial assessment test are automatically given an access to a free online language course that they can access throughout their time abroad in addition to any other language courses undertaken during this time. We offer all our Erasmus students an opportunity to access an online course and boost their language competence. Students can also be given access to a course to study or improve their competence in a local language if it differs from the language of instruction. The courses are offered via the Erasmus+ Online Linguistic Support, as e-learning offers advantages for language learning in terms of access and flexibility.

To find out more about the OLS please visit [this link](#).

2. Erasmus grants for students

Eligible students receive a grant for the duration of their study abroad or work placement/PLP. The grant is intended as a contribution towards the costs incurred while studying or working abroad. The grant is calculated using the monthly rates published by the UK National Agency each year and depends on the country students visit. Grant rates for students are detailed on the Erasmus+ website [here](#).

The grant is paid in two instalments: 70% of the calculated total grant is paid at the beginning of students' mobility once all the mandatory required documents and steps are completed and submitted. The final grant is processed once the students complete their study abroad/work placement and have returned all required documents.

There is also an additional funding available to students with special needs and participants from disadvantaged backgrounds.

We also offer **graduate traineeship** within the Erasmus+ programme. This opportunity is for any student (undergraduate or postgraduate) in their final year at Regent's. This option must be agreed in the final year of study and once agreed, student can undertake it within a year of their graduation. Minimum duration of a placement is two months (60 days) and is managed by our team as any other Erasmus mobilities.

Erasmus staff mobility

The Erasmus+ programme is the European Union's funding programme for education, training, youth and sport. It is the largest and most successful exchange programme in the world supporting student and staff mobility.

The main objectives of the programme are:

- Boosting skills and employability
- Modernising education, training and youth work across Europe
- Improving opportunities for young people

Erasmus funding comes from the European Commission and is administered by the UK National Agency which is a partnership of the British Council and Ecorys UK.

Erasmus+ at Regent's is managed by the Future Students & Partnerships team, with the dedicated

Erasmus & Study Abroad Officer to assist with any Erasmus related matters. Any enquiries should be submitted to erasmus@regents.ac.uk

Regent's University London is committed to supporting members of staff in their professional development and to promote opportunities for all staff. The Erasmus+ programme can assist with this by providing funding to support short-term staff mobility for the purposes of teaching and training at institutions across our Erasmus+ network and beyond, within wider Europe. We also welcome colleagues from our current and future partners willing to spend their Erasmus mobility at Regent's.

Our Partnership Team looks also after non-Erasmus international visits. For more information please refer to our [website](#) or contact us on studyabroad@regents.ac.uk



Outgoing staff from Regent's

All Regent's employees are encouraged to consider undertaking Erasmus+ mobility and spend at least two days abroad either teaching or training. The funding is available to both academic and professional members of staff.

The list of Erasmus Programme Countries staff can visit with the support of funding can be found on the [Erasmus+ website](#).

Staff mobility is expected to contribute to the overall priorities of Erasmus+, the EU Agenda for Modernisation of Higher Education and the individual HEI's international strategy, as summarised in the [ECHE](#) Staff mobility is therefore not solely intended to be for the benefit or career development of the individual member of staff.

Eligibility criteria

- To be eligible for funding, staff must be employed by Regent's University London and successfully passed their probation
- The minimum duration for mobility is two days and the maximum - two months
- Staff on teaching placements is expected to deliver a minimum of 8 teaching hours per week during the mobility
- Staff on training placements is expected to attend full-time
- All applications for Erasmus+ staff mobilities must be approved by line managers and Heads of Departments

Selection criteria

All applications for the Erasmus grant are assessed by the selection panel formed of Director of Future Students & Partnerships, Learning & Organisational Development Manager, and Erasmus & Study Abroad Officer against the following criteria:

- Priority is given to the first-time mobility participants who haven't benefited from the programme before, in line with equal opportunities and widening of participation
- Staff from departments underrepresented in the Erasmus+ participation will be given priority
- Priority will be also given to staff applying for funding to visit an institution of strategic importance to Regent's in line with the University Internationalisation Strategy
- Staff must be willing to contribute to the overall objectives of the Erasmus+ programme and the international strategy of Regent's University London
- Staff should try to combine the mobility with the opportunity to visit Regent's students currently on their Study Period Abroad (SPA) or work placements
- Staff should demonstrate a commitment to promoting the Erasmus+ programme to both students and other colleagues at Regent's
- Staff should demonstrate their willingness to share their experience with colleagues at Regent's and draw a plan of disseminating the learning outcomes of their mobility upon their return

There are two internal application **deadlines** for staff to apply for the Erasmus funding: January and October. We run information sessions to promote the opportunities prior to those dates but we are also happy to advise on individual cases throughout the year.

Eligible activities

- **Teaching mobility:** this activity allows Regent's teaching staff to teach at a partner institution abroad. Staff mobility for teaching can be in any subject area / academic discipline. Please refer to the list of [Regent's partners](#) when considering your teaching mobility destinations
- **Training mobility:** this activity supports the professional development of both teaching and professional services staff in the form of training abroad (e.g. international week BUT excluding conference), job shadowing, observation, attendance at workshop, courses, training at a partner institution, or at another relevant organisation abroad. This may be for transfer of knowledge and good practice, to learn from shared experience, acquire practical skills or to discover new ideas for teaching and learning. One of the websites to look at while researching your options, particularly if looking for international staff week programmes is the European Commission's [IMOTION](#)

For detailed information about the application process and to access an application form, email erasmus@regents.ac.uk.

Staff Mobility Grants

Members of staff undertaking the Erasmus+ mobility are supported by the Erasmus+ grant. The grant is made up of two parts: travel and subsistence:

- **The travel grant:**
 - Covers expenditure used to get you from your door to your accommodation in the host city (e.g. Heathrow express, taxi from airport to host city accommodation) and back again
 - Travel is calculated on the distance travelled and must be calculated using the distance calculator provided by the [European Commission](#)
 - Travel grant for 2019/20:

Travel distances*	Amount
Between 10 and 99 KM:	€20 per participant
Between 100 and 499 KM:	€180 per participant
Between 500 and 1999 KM:	€275 per participant
Between 2000 and 2999 KM:	€360 per participant
Between 3000 and 3999 KM:	€530 per participant
Between 4000 and 7999 KM:	€820 per participant
8000 KM or more:	€1500 per participant

*NB: the 'travel distance' represents the distance between the place of origin and the venue, whereas the 'amount' covers the contribution to the travel both to and from the venue.

▪ The subsistence grant:

- Covers accommodation costs, meals and any local travel that takes place during the mobility
- Grants for subsistence will depend on the country visited.
- Subsistence grant rates for 2019/20

Receiving Country	Daily subsistence rates per day in EURO
Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, UK, Liechtenstein, Norway	€180
Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	€160
Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, former Yugoslav Republic of Macedonia, Turkey	€140

Travel days are not included in the calculation of minimum duration. Staff may be paid subsistence for one travel day before the mobility period begins and one day after the period provided that this is reasonable. Both travel and accommodation are arranged and covered by Regent's prior to any staff mobility. Grants are finalised on return once mobility is completed.

Regent's University London pays against receipted expenditure on the condition that the payment is reasonable, in line with the University Expenses Policy, and does not exceed the maximum amount specified in the individual Grant Agreement. Higher education student and staff grant rates are published on the Erasmus+ website [here](#)

▪ Special Needs Grants for Staff

Additional grants are available for staff with special needs wishing to participate in Erasmus+ and where participation would not be possible without extra financial support. The allowances are offered when special needs lead to additional mobility costs which exceed the maximum grant allocations allowed and which cannot be recovered from other sources. The grant covers approved actual costs.

Invited staff

Erasmus+ funding allows also Regent's to invite staff from any public or private organisation active in the labour market or in the fields of education, training and youth to teach or deliver a training at our University. Our team manages the mobility and the grant.

Incoming staff to Regent's

Regent's University London welcome colleagues from our Erasmus partner universities planning their staff mobility with us. We are happy to accommodate any visit and training requests from our partners and can also consider requests from outside of our network. We are asking all prospective Erasmus visitors to complete the form available on the [Erasmus page](#) so that we can understand objectives of the visit, assess the individual needs, liaise with relevant colleagues across university and make the best possible arrangements that would benefit both incoming colleague and Regent's staff and students.

Resources

- Regent's [Erasmus Policy Statement](#)
- Regent's [Erasmus Charter](#)
- [Erasmus+ website](#)
- [European Commission's Erasmus+ website](#)

