



Handbook for Departmental Study Abroad Officers



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INTRODUCTION

This handbook has been produced to provide guidance for Departmental Study Abroad Officers (DSAOs). Leading on the academic elements of students' study abroad periods, DSAOs play a vital role in the inbound and outbound study abroad programmes delivered by Essex Abroad. The purpose of this handbook is to provide an overview of both programmes and outline key areas of responsibility.

THE VALUE OF GOING ABROAD

The University of Essex has a rich study abroad history, offering students the chance to study for a term or full year at over 160 partner universities. We are committed to students having an international experience during their degree, whether it's a two week programme or a full year abroad; for this reason, our programme has expanded and now includes short-term non-accredited opportunities, such as summer schools, internships or volunteering activities abroad, usually taking place in the summer vacation period.

Studies show the countless benefits of going abroad. Students who go abroad build new international networks and develop transferable, global skills such as:

- Language skills
- Tolerance
- Confidence
- Independence
- Problem-solving
- Adaptability

A recent report also shows that students who are internationally mobile are:

- 19% more likely to gain a 1st in their degree compared to those who didn't go abroad
- 20% less likely to be out of work compared to those who didn't go abroad
- 10% more likely to be in graduate jobs 6 months after graduation
- 7% higher average wage earners than those who didn't go abroad

Source: Gone International: Expanding Opportunities, 2018

ESSEX ABROAD

Essex Abroad is responsible for the many different international mobility activities offered at Essex. These can be loosely grouped into four categories:

- Study abroad – *classroom based academic study at a partner university for a term or year and non-credit bearing summer schools*
- Work abroad – *internship, traineeship and work placements abroad*
- Research abroad – *supervised research activities at host partner university or approved organisation*
- Volunteer abroad – *period of extracurricular, unpaid, work abroad e.g. community development and environmental projects*

Essex Abroad is **not** responsible for providing academic advice and guidance to students and cannot make academic decisions; this is the responsibility of the DSAOs and Language Coordinators.

CONTACT US

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Essex Abroad Manager

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DEPARTMENTAL STUDY ABROAD OFFICER

At least one DSAO is appointed by each Head of Department. The DSAO is the departmental lead for both incoming and outgoing student mobility activities with the following administrative responsibilities:

- Making academic decisions relating to outgoing study abroad students, in liaison with relevant staff (Language Coordinator if dual honours language student)
- Providing academic advice to incoming and outgoing students, ensuring modules studied are appropriate to their level and area of study
- Providing administrative support through approving modules and documentation e.g.: approval and signing of learning agreements and approval of changes to modules during study abroad period
- Acting as departmental contact for consultation on new and existing study abroad agreements
- Working with Essex Abroad to enhance engagement between department, students and Essex Abroad
- Attending exam boards as invited

LANGUAGE COORDINATOR

Language coordinators from the Department of Languages & Linguistics are responsible for Modern Language and Joint Honours language degree students; they have no responsibility for incoming students. Language coordinators have the following administrative responsibilities:

- Making academic decisions relating to outgoing language students, in liaison with relevant staff (DSAO if joint honours student)
- Advising students of language requirements with regard to international mobility and progression, ensuring the Rules of Assessment for language provision are followed
- Ensuring students select an university appropriate to their CEFR language level
- Providing academic advice to outgoing students, ensuring modules studied are appropriate to their level and area of study
- Providing administrative support through approving modules and documentation e.g.: approval and signing of learning agreements, approval of changes to modules during study abroad period
- Attending exam boards as invited

OUTGOING STUDENTS

Essex students who study abroad as part of their degree programme for a term or year are referred to as 'outgoing students'.

STUDY ABROAD PROGRAMME

Essex students study on an exchange programme which means they do not pay any tuition fees to the host university abroad. Students taking part in a year abroad pay 15% of their regular tuition fee to Essex, whilst students who opt to go for one term only pay the full tuition fee for the full year. A bilateral exchange agreement must be in place, and ideally there will be balanced reciprocal movement of students.

Some students opt to study abroad through [ISEP \(International Student Exchange Programme\)](#) a US based organisation which offers access to a wider network of universities.

Study abroad eligibility criteria:

- Minimum 50% average Year 1 mark
- Maximum of 30 non-core credit fails in Year 1 and Year 2
- No serious academic or disciplinary offences (in Year 1 or Year 2)

PLANNING AND PREPARATION

Year 1 and the first term of Year 2 are key research and planning periods for students. Essex Abroad organises a variety of events and activities throughout the academic year to provide preparatory information and guidance to students.

Activity	Date	Audience	DSAO to support?
Study abroad introduction	Welcome Week	Year 1	Welcome to attend
Year 1 briefings: finance, how it works	December-March	Year 1	Welcome to attend
Year 2 departmental briefings	October-November	Year 2	Yes
Country advice briefings	October-March	Year 2	Welcome to attend
Study abroad fair	November	Year 1 & 2	Welcome to attend
Pre-departure briefing	March	Year 2	Welcome to attend

Students should attend all briefings in Year 1 and Year 2. DSAOs are encouraged to attend the Year 2 Departmental briefing to explain their role as DSAO. Essex Abroad will liaise with Departments and DSAOs to timetable an appropriate time.

Students can also book [individual 1-2-1 appointments](#) with a member of the Essex Abroad team for further guidance. Essex Abroad cannot provide academic guidance or advice; students will be referred to their DSAO for this.

Information about the universities available for students can be found on our [Exchange Finder](#). When students select their department in the search criteria, the Exchange Finder will list the universities which are available. Selecting a university opens a new page with useful resources related to that university including: language of tuition, credit load, web link to study abroad office, module catalogue, term dates, any specific requirements as well as a brief overview of the university itself.

All students must meet with their DSAO and Language Coordinator (where applicable) to present their university choices prior to submitting their application, the DSAO must approve the students' choices. Students are and asked to research the module offering for each university choice and present a preliminary selection to the DSAO/Language Coordinator. The DSAO/Language Coordinator should ensure that the universities are academically suitable.

DSAOs/Language Coordinators may wish to monitor the students they meet with; Essex Abroad will be in contact after the application period with a list of students and their allocated university asking for confirmation of the students who consulted with them.

How do DSAOs check that modules are academically suitable?

- **Check the module is a suitable level**

Students go abroad in the third year of their degree so taking a first or second year module in their current field of study is not recommended. That said, students may wish to take a first year/entry level cultural/language module.

- **Check the amount, and balance, of credits**

Students should study an equal split of modules each semester. However, sometimes a student is required to over-enrol in semester 2 if they under-enrolled in semester 1. Their full credit load requirement can be found on the [Exchange Finder](#).

- **Check that modules are credit-bearing**

Students must receive credit for the modules they study.

- **Ensure modules are not pass/fail**

Any module assessed by pass/fail cannot be counted. Modules must be assessed numerically/with a letter grade.

- **Ensure students do not repeat modules**

Students shouldn't take modules with similar content to modules they have studied during their first or second year at Essex, or compulsory modules they'll study when they return to Essex

Students on a joint degree (e.g. Law and Politics) should liaise with DSAOs from both departments. The department that 'owns' the degree, has the final decision regarding the modules a student undertakes but both DSAOs should agree on the split between subjects and any outside study options e.g. a non-discipline related module. There is no rule regarding the percentage of modules that should be undertaken in each discipline.

Students on joint modern language degrees (e.g. Art History and Modern Languages) are dealt with on a case by case basis. Regardless of which department 'owns' the degree, the Language Coordinator needs to confirm the level and amount of credits the student needs to take in order to reach a sufficient language level to proceed to the appropriate exit level when they return to Essex in Year 4. Students should first speak with their Language Coordinator to discuss

the language and destination requirements for their year abroad to enable them to begin researching university options which are suitable for both elements of their degree.

When advising students, DSAOs and Language Coordinators should:

Check the language of tuition at the host university

- Although lots of our partner universities teach in English, some don't. The language of tuition for each university is found on our Exchange Finder. The student should be aware that if the tuition language is not English, they will be required to demonstrate their language ability to the host university.

Encourage diversity in university choices

- Students can apply for a maximum of five universities, but they don't have to, and shouldn't be all in the same country (unless it is a requirement of their degree e.g. American Studies, Modern Languages etc).

Make students aware that universities have varying spaces available

- Spaces available at universities vary year on year to maintain balance. Some universities may have six places on offer, some may only have one; places are competitive. Students should be open-minded but only apply to universities they would actually be willing to go to.

Manage student expectations

- Essex Abroad allocate students to partner universities by first-year average mark; higher marks are needed to get to some more popular universities and priority is given to students on a compulsory year/term abroad. Places can be competitive so students should not get their hearts set on a particular university.

Be aware that module approvals are at the DSAOs discretion

- The DSAO is responsible for approving, questioning or rejecting students' modules abroad. Some DSAOs also allow students to study modules outside of their usual field.

Ensure modules at host university are academically suitable

- Before applying to study abroad, students must visit the DSAO to check and approve their five choices, they should come prepared with a selection of the modules at each university to ensure they are viable university choices.
- After a student is allocated to a university and preparing to go abroad, they will select their modules which the DSAO needs to check are suitable, and approve.
- Throughout their time abroad, students may make changes to the modules initially selected and approved by the DSAO. Any further changes should follow the same process of checking suitability, and approving.

APPLICATION

Students apply for their study abroad period in Year 2 and normally go out on their period of study abroad in Year 3. The application is open between December and January every year and students can select a maximum of 5 universities in order of preference.

Term Abroad

Some departments do not allow students to study abroad for one term due to the final year project students are required to undertake.

Students who are permitted to study for one term must ensure they are aware of the differing [rules of assessment](#) for the term abroad and that the institutions they apply for have:

- Term dates in line with Essex, the term must end before the start of the spring term at Essex in January when the student returns to complete their Year 3 studies
- Suitable modules which match Essex modules allowing for a special syllabus to be agreed for each student

Student and Host University details

Student's Name	DRWELL, George
Student's PRID	DRWEL12340
Academic Department	Department of Science Fiction
Term Abroad planned dates	08/08/2019 - 02/12/2019
Degree Course	Thriller Writing
Allocated University	Monash
Allocated Country	Australia
Credit requirement for term abroad (equivalent to 60 Essex credits)	5 AU credits

Part A: Related to Term Abroad Period

Module Code in Full	Module Title	Amount of credits (local credits)
ATS3401	Are you scared yet	1 AU credit
ATS3402	The secret of your success	1 AU credit
ATS3403	Things that go bump in the dark	1 AU credit
ATS3404	How to thrill your reader	1 AU credit
ATS3405	Publishing for all	1 AU credit

Part B: Related to Studies Upon Return to the University of Essex

Module Code in Full	Module Title	Amount of Credits (Essex credits)
SF123-G-SP	The Final Frontier	15 Essex credits
SF143-G-SP	Rights and Wrongs of SF writing	15 Essex credits
SF421-G-SP	Into the Darkness	15 Essex credits
SF555-G-SP	Media, Culture and Society of Thriller writing	15 Essex credits

Part C: Approvals

OFFICER	SIGNATURE	DATE
Departmental Study Abroad Officer	A.N. O'Neil	28/06/2019
Departmental Administrator	W.C. Fields	28/06/2019
Dean	J.M. Dean	28/06/2019

Students undertaking a term abroad must complete and submit a **special syllabus request** (SSR, see left). This details the modules they will take on their term abroad and at Essex in the spring/summer term. As they will miss the autumn term modules at Essex, the modules they study abroad should have comparable academic content. The DSAO should review the special syllabus request before signing it. Once signed, the SSR needs the approval of the Departmental Manager and the Dean. A student cannot commence their studies abroad unless there is a SSR in place.

Students should also be mindful that a term abroad has a higher impact on their overall degree classification compared to a year abroad. In addition, unlike the year abroad where only the best 75% of credits will be counted, term abroad students **must study and pass a full credit load**; no marks can be discounted when transferring credit back to Essex. Please refer to page 13 for a breakdown of the weighting.

ALLOCATION

After applications close, Essex Abroad allocates students to one of their university choices. This is done based on **first-year average mark**. The better the first year mark, the better chance students have at being allocated to their top choice. When allocating, priority is given to students on a compulsory year/term abroad such as American Studies, European Studies, and Modern Languages.

After all students have been allocated, they will be emailed with their university allocation and have 5 days to accept or reject their offer. In some cases, students cannot be allocated to any of their 5 choices. In this situation, students will be able to enter a **second round of applications** and apply to other universities which still have places. They must meet with their DSAO again to ensure the new universities are also suitable choices.

After students accept their allocation, Essex Abroad officially nominates the student to the university abroad. Although unlikely, the university has the right to reject the nomination. If accepted, the student will then be required to submit a separate application to the host university before being officially accepted. It is the students' responsibility to adhere to any deadlines set by the host university.

PROGRESSION FROM SECOND TO THIRD YEAR

Examination Boards make the decision on whether or not to allow a student to progress to their next period of study (going abroad) based on the Rules of Assessment. Essex Abroad **is not** responsible for making academic decisions. Should a student wish to appeal the decision of the Board, they can do so following the regular process. **Appeals cannot be made to Essex Abroad; we cannot overrule the decision of the Board.**

Every year, a number of students are required to withdraw from their year abroad due to academic failure. Students are advised to avoid, where possible, making payments for accommodation, flights and visas before second year results are published.

Although it is a students' responsibility to inform Essex Abroad if they decide to withdraw (whatever the circumstances), some students often inform their DSAO/Department and believe this is sufficient, leaving Essex Abroad unaware of their decision. If a student informs you they are withdrawing from their year/term abroad, please forward this correspondence to Essex Abroad.

Failing a non-core module in second year

Students who fail a non-core module in second year can progress to study abroad in third year providing they have not failed over 30 non-core credits. They will have the option to defer their assessment (examination only) to the following year; they must undertake the deferred assessment on their return to Essex.

If a student does not select to defer their assessment, they will be automatically withdrawn from their studies abroad.

Failing a core module in second year

Students who fail a core module in second year are not permitted to study abroad as per the rules of assessment.

All students must enrol on and attempt a full credit load; dropping modules and being subsequently under-enrolled will result in failure.

During the Mobility

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ¹	Number of ECTS credits (or equivalent)
	30221	Management of fashion companies		x	Choose an item.	6
	30482	Human Rights		x		6
	30469	Critical Approach to Arts II-module I (Television and Culture)	x		Not available	6
	90512	International Non-profit organization and Strategic Philanthropy	x		Not available	6
	30034	Management of public and not for profit organisations		x	Choose an item.	6
	30214	Sustainable Operations Management	x		Clash	6
	30208	Management delle istituzioni Culturali e Artistiche	x		Not available	6
	30297	Managing Creativity		x		
	30203	International Demography		x		6
	30382	The sustainability of local productions in a global world		x	Choose an item.	6
	30258	Innovazione e Globalizzazione	x		Not available	6

1. Student completes table (right) with added/deleted modules
2. Student sends to DSAO via email copying in Essex Abroad
3. DSAO responds via email to approve/reject/query choice copying in Essex Abroad
4. Essex Abroad saves to student's MoveON record

¹ Reasons for exceptional changes to study programme abroad (choose an item number from the table below):

Reasons for deleting a component	Reason for adding a component
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

VALIDATING MARKS

NOTE: Students can submit extenuating circumstances for their studies abroad.

After the students' studies abroad are over, the marks they achieved will be converted to Essex grades using a [conversion scale](#). An aggregate mark is then calculated to produce an overall year or term abroad mark.

Only the best **75% of credits** (rounded up to the fullest module) are taken into account when converting **year abroad** marks back to Essex marks. This gives students some leeway should they struggle academically with particular module(s) when abroad and is often a reassurance to students whilst abroad. Those who study abroad for **one term only must pass all credits** in order to pass the term abroad element of third year.

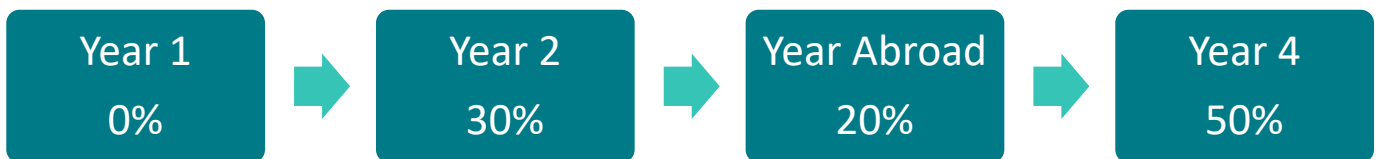
Any modules appearing on students' transcripts from their host university, which **have not** been approved by the DSAO via the student's learning agreement/during the mobility form, will result in the student receiving a fail for that module.

Marks are then Examination Board year to validate the students. The chaired by a Dean appropriate DSAOs Manager. After the marks are ratified, students are notified of their year or term abroad mark.

Exam Boards
Term abroad students: mid-February
Year abroad students: mid-September

presented at an which convenes twice a marks of returning outgoing Examination Board is and comprises of the and the Essex Abroad grids containing students'

YEAR ABROAD WEIGHTING TOWARDS DEGREE CLASSIFICATION



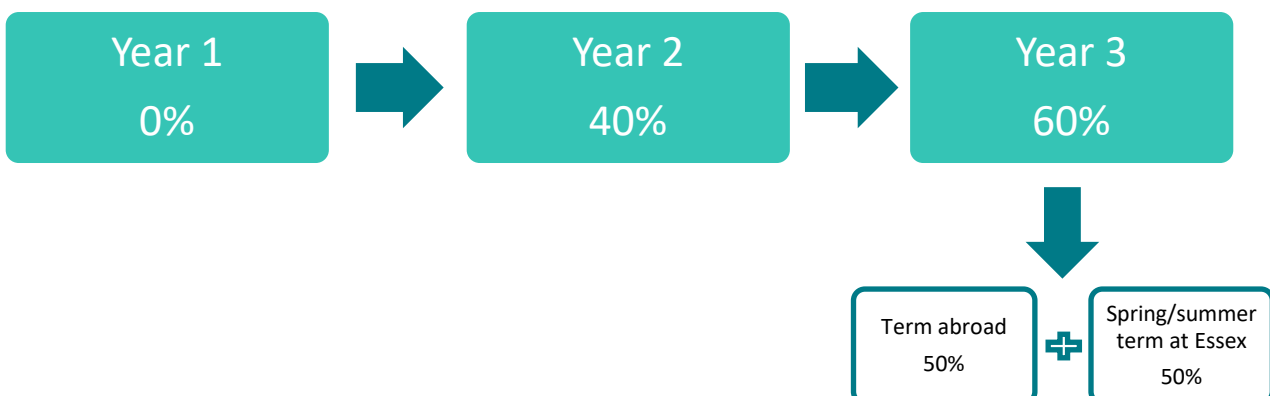
If the year abroad mark brings the students' degree classification down, they will be awarded the higher classification, but their numerical average mark will not change.

Example

Student's average degree mark is 69 with year abroad weighting included. Without the year abroad weighting, the student's average degree mark would be 71.

The student would be awarded a 1st classification, but with the numerical degree mark of 69.

TERM ABROAD WEIGHTING TOWARDS DEGREE CLASSIFICATION



INCOMING STUDENTS

The University of Essex welcomes students to study for a term or full academic year on exchange and study abroad programmes. These students are referred to as '*incoming students*'.

Exchange/Erasmus programme	Study Abroad programme
<p data-bbox="236 981 598 1014" style="text-align: center;">No tuition fees to Essex</p> <p data-bbox="92 1055 730 1196">This enables reciprocal sending and receiving of students. A bilateral agreement must be in place between Essex and the partner institution.</p> <p data-bbox="92 1236 711 1386">If a reciprocal flow of students, inbound and outbound, is not maintained, partnerships can be suspended, or in extreme cases terminated.</p>	<p data-bbox="959 981 1278 1014" style="text-align: center;">Tuition fees to Essex</p> <p data-bbox="794 1055 1430 1196">No reciprocity or bilateral agreement is required. The majority of visiting students are from China and Japan however a growing number also come from Europe and the US.</p> <p data-bbox="794 1236 1409 1346">Study abroad students contribute to diversifying income streams and increasing admissions for the University.</p>

APPLICATION

NOTE: *Students cannot currently apply through the University's general admissions system and do not have access to ENROL.*

Applications are made via our online portal which is linked to a system called MoveON. Students provide a copy of their transcript and make their preliminary module selection as part of the application. After the deadline, DSAOs will be asked to log in to MoveON in order to approve or reject students' module choices. This will happen twice a year.

In line with the University's application targets, we request a **maximum turnaround of 3 weeks** for module approvals. A quick turn round is important as students cannot receive the necessary registration, accommodation and visa information until their study plan is approved.

NOTE: [MoveON guidance and training](#) for approving modules is provided to all new DSAOs and refreshers can be requested at any time.

When approving modules and advising incoming students, DSAOs should:

Ensure the module level is appropriate to the students' level of study

- Incoming students can visit Essex at different stages during their degree; post high school (in this case students are limited to first year modules), students at any stage of their undergraduate degree and postgraduate students. It's important that they study modules in line with their academic capabilities.

Monitor the availability of modules

- When it is time for the DSAO to approve students' module selection via MoveON, occasionally modules have since been cancelled for the next academic year. Please avoid approving students on modules which are no longer running.

Ensure students are approved to study the correct module variant

- DSAOs should monitor the students length of exchange, only approving modules relevant to their period of stay e.g. AU,SP and FY modules for full year students.

In case of rejection, provide reasoning and suggest alternative module

- The DSAO should provide a reason and suggest a more suitable module.

Be aware that students are permitted study modules from any department, subject to DSAO approval

- Incoming students are not restricted to study within one department. If a student meets the pre-requisites of a module, the DSAO can approve their request to join the module regardless of their usual field of study.

Be aware that students are permitted to study postgraduate modules, subject to DSAO approval

- Some incoming students, including undergraduate students, request to study postgraduate modules. If the DSAO is satisfied the student meets the module pre-requisites and can meet the demands of the module, they can approve them to study the module whether they are undergraduate or postgraduate.

STUDIES AT ESSEX

NOTE: Essex Abroad acts as the host department for all incoming students. Students do not 'belong' to any academic department despite their field of study and can, with DSAO approval, study modules from any department, including postgraduate modules.

Essex Abroad enrolls students on the approved modules from their application. There is, however, often a need for changing modules at the start of each term for reasons such as unavailability of modules, timetable clashes and replacing modules which were not approved.

Essex Abroad organises an add/drop event before the start of each term which DSAOs are expected to attend. This allows students who may wish to request module changes, to meet a departmental representative and seek approval. **It is essential that DSAOs makes themselves available during this time to discuss academic matters and module selection with students in person.** The exact date will be shared at least 4 weeks in advance. The format of module changes is shared below:

ESSEX ABROAD MODULE CHANGE FORM

Name: **Bob Smith**
Registration number: **123456**

The modules you are currently registered for are:

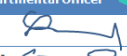

Modules
EC100-4-ZA-CO
EC114-4-ZA-CO
EC329-6-ZA-CO
EC120-5-ZA-CO

The modules I wish to **delete** from my enrolment are:

Module Code	Title	Date
EC100-4-ZA-CO	Economics for Business	03.10.19
EC120-5-ZA-CO	The World Economy in Historical Perspective	03.10.19

IT IS NOT NECESSARY TO OBTAIN A SIGNATURE FROM THE DEPARTMENT IF YOU WISH TO DELETE A MODULE.

The modules I wish to **add** to my enrolment are:

Module Code	Title	Signature of Departmental Officer	Date
EC245-5-ZA-CO	International Financial Institutions and Policy	Economics DSAO - 	03.10.19
GV120-5-ZA-CO	Politics and Economic Policies	Government DSAO - 	03.10.19

Student confirmation

Signature:  Date: 03.10.19

THIS FORM MUST BE RETURNED TO ESSEX ABROAD BY FRIDAY 18 OCTOBER 2019.

Essex Abroad does not inform your Home University of these changes and it is your responsibility to ensure they are aware of any changes to your study plan/learning agreement.

1. Student receives form with details of modules currently enrolled on
2. Student adds details of modules to delete
3. Student add details of modules to add
4. DSAO, if approves, signs form
5. Student signs and dates form
6. Form is returned to Essex Abroad to manually process module changes in ESIS

- Term-only students visiting in the **autumn** must study 60 credits and can only take **ZA modules**
- Term-only students visiting in the **spring** must study 60 credits and can only take **ZU or SP modules**
- Full-year students (**autumn and spring**) must study 120 credits and take **AU, FY and SP modules** they cannot take ZA/ZU modules as these are for term-only students

Not all modules are available for Essex Abroad students. The available modules can be found on the [Module Directory](#) by selecting the option of 'Incoming Essex Abroad modules'.

Students can request module changes within the first **two weeks** of autumn and spring terms. After the event, students may email or visit DSAO during office hours to request any additional module changes.

Students who study at Essex only for the autumn term will have exams in the first week of Christmas vacation. Students who study for the full year or spring term will have their exams during the regular examination period in the summer term.

VALIDATING MARKS

NOTE: *Students can submit extenuating circumstances if there are any situations outside of their control which affect their academic performance whilst at Essex.*

An Examination Board convenes twice a year to validate the marks of incoming students. The Examination Board is chaired by a Dean and comprises of the appropriate DSAOs and the Essex Abroad Manager. Departments are responsible for inputting marks by the deadlines set by Essex Abroad. Deadlines will be communicated to departments via email at the start of each academic year.

After the grids containing students' marks are ratified, Essex Abroad produces a transcript which is sent directly to the students' home university. **Please note that incoming students cannot be offered any reassessment.**

Exam Boards

Autumn term-only students: mid-February

Full-year and spring/summer only students: early July

EXCHANGE AGREEMENTS

The University of Essex has exchange partnerships across the globe. These allow for the reciprocal exchange of students to and from Essex each year. Some of the agreements, particularly with European partners are for exchange mobility within specific subject areas, whilst others are university-wide agreements.

REVIEWING AND RENEWING EXISTING EXCHANGE AGREEMENTS

All bilateral exchange agreements are reviewed annually for activity levels, student experience and opportunities for wider collaboration. Essex Abroad may terminate or suspend an exchange relationship where there is consecutive lack of activity, or where there is a history of poor service or support to our students. Where an agreement has a departmental focus, Essex Abroad will consult renewals or decisions (such as to suspend, terminate, limit numbers) with the DSAO. Any suspensions, limitations or terminations of partner universities will also be shared with all DSAOs.

NEW EXCHANGE AGREEMENTS

Establishing a new exchange partnership is not something that should be entered into lightly. It is a commitment to send and receive students for the duration of the agreement (typically between 3 and 5 years). Agreements should be mutually beneficial; if Essex receives more students than we send out, there is potentially a severe impact on the teaching department, university resources and teaching staff time with little return on investment for Essex.

There are numerous factors to take in to account when establishing a new exchange partnership, key considerations should include:

- How does the prospective partner fit into the departmental, faculty and University strategic and internationalisation plans?
- Are there existing areas of collaboration?
- What knowledge do we have of them (and they of us)?
- Are teaching/training visits a possibility as well as student exchange?
- Is reciprocity going to be a problem?
- Are the courses suitable? Do they teach in English?
- What pastoral/wellbeing care exists for students? Is there support for disabled students?
- What are the accommodation options? Is there campus accommodation?
- Would the accommodation meet the level of standard we would expect for our students?

HOW TO PROPOSE A NEW EXCHANGE AGREEMENT

www.essex.ac.uk/staff/essex-abroad/propose-a-new-partnership

Submit proposal form online

Must be endorsed by Head of Department and DSAO.

Application reviewed by panel

Risk assessment and due diligence checks are carried out. Queries may be referred back to the academic/department.

If approved, Essex Abroad liaise with institution abroad to initiate agreement process

All agreements must be signed by the Registrar, the University's official signatory.

Agreement is fully signed and active

Exchanges can only commence once a fully signed agreement is in place.

KEY DATES

Essex Abroad will confirm exact dates at the beginning of each academic year.

Incoming		
Month	Date	Activity
October	Welcome Week	Module changing event for full year and autumn students
October	First two weeks of term	Module approvals via email and office hours for full year and autumn students
November – December	End November Beginning December	Module approvals via MoveON for spring/summer students
January	Week before spring term starts	Module changing event for spring/summer students
January	First two weeks of spring term	Module approvals via email and office hours
January	Last Friday of January	Deadline for departments to enter marks in ESIS
February	Mid-February	Exam Board for autumn students
June – July	Deadline beginning of July	Module approvals via MoveON for full year and autumn students
July	Early-July	Exam Board for full year and spring/summer students

Outgoing		
Month	Date	Activity
Mid-September	Mid-September	Exam Board for returning students
October – November	TBC - scheduled when no mandatory year 2 teaching	Year 2 Department Briefings
July – October	Ad hoc	Semester 1 module change approvals
Mid-December		Study abroad applications open
Mid-December – Mid-January	Ad hoc	Meetings with students to approve university choices in application
January	First Friday of spring term	Study abroad applications close
January – March	Scheduled when no mandatory Year 1 teaching	Year 1 Department Briefings
Mid-February	Mid-February	Exam Board for returning term abroad students
June	First 3 weeks of June	Approve and sign learning agreements for students going abroad next academic year
July-October	Ad hoc	Semester 1 module change approvals
January – April	Ad hoc	Semester 2 module change approvals