

# THE GLASGOW SCHOOL OF ART

## COLLABORATIVE PROVISION: STUDENT EXCHANGE AGREEMENTS

### POLICY DETAILS:

Date of approval	March 2014
Approving body	Academic Council
Supersedes	
Date of EIA	
Date of next review	<i>See departmental schedule</i>
Author	Head of Student Recruitment
Responsible Executive Group area	Marketing, Communication and Strategic Planning
Related policies and documents	<ul style="list-style-type: none"> <li>• Collaborative Provision Policy</li> <li>• Collaborative Provision: The Student and Staff Experience</li> <li>• Collaborative Provision: Risk Assessment</li> <li>• Collaborative Provision: Due Diligence</li> <li>• Collaborative Provision: Formal Agreements</li> <li>• Collaborative Provision: Monitoring and Review</li> <li>• Collaborative Provision: International Articulation</li> <li>• Collaborative Provision: UK Articulation</li> <li>• Collaborative Provision: Guidance on Conflicts of Interest</li> <li>• Collaborative Provision: Anti-Bribery and Corruption Policy</li> </ul>
Benchmarking	UK Quality Code for Higher Education

## **STUDENT EXCHANGE ARRANGEMENTS**

### **1. Principles and Procedures**

Student exchanges cover all GSA outgoing exchange students and incoming taught visiting students.

The possibility of spending a period of study at another higher education institution is viewed as a positive enhancement to the programme of study. The period of study should be of a comparable duration and quality as that offered at GSA, and should form an integral part of the programme of study of which it is a part.

GSA students shall only be permitted to study part of their programme at a pre-approved institution. The process for approving, selecting and reviewing approved institutions is detailed in GSA's International Partnership Policy.

Each programme will detail at which level, in which part of the academic year, and for what duration its students may undertake a period of exchange. Requests by students to extend their period of exchange must be endorsed by the Programme Leader and approved by the appropriate Board of Studies prior to the extension commencing.

Where credit and grades are awarded by the host institution these shall be converted into GSA credits at an approved conversion rate. Each programme will be responsible for determining whether to convert grades or to accept credit on a pass/fail basis. This shall be done at programme level prior to the Examination Board and presented for ratification at the GSA Examination Board.

The student shall be responsible for ensuring, that on their return, GSA's Registry is provided with an original student transcript and the Programme Leader is provided with a copy.

The student is responsible for ensuring the credits shown on the official transcript match those that were studied abroad and those that were detailed in the Learning Agreement approved prior to the commencement of study.

Where credit is not issued abroad the student must submit the appropriate work at the appropriate time, as agreed on the Learning Agreement, to GSA for assessment.

The student must remain fully enrolled at GSA throughout their period of study abroad. The student must also provide evidence to GSA's Programme Leader/International Office of their registration at the host institution.

Throughout their period of study abroad the student remains under the rules of their GSA programme of study and all academic regulations of GSA. In addition, the student must abide by the rules governing conduct at the host institution.

### **2. Process: Outgoing Students**

The GSA International Office shall provide information on exchange possibilities to students both electronically and in person. This shall be kept as up-to-date as possible, but where partner institution

information is changed without notice from the partner, GSA shall not be held responsible.

The application for exchange will be in three stages:

1. By submission of the application form, Learning Agreement (study plan) to the programme/department for approval. Departments shall make their reasons for refusing approval clear to students, but these could include; lack of evidence of research into the partner institution; the partner not offering courses likely to benefit the student and the student's performance in previous assessments.
2. By submission to the GSA International Office in the required format, with all the required documents, by the deadline shown on the Virtual Learning Environment. Following receipt all complete applications will be reviewed and where necessary short-listed. Shortlisting for over-subscribed partner institutions will be done promptly and in accordance with the criteria provided students on the VLE.
3. Approved, short-listed applications will be sent to the partner institution by GSA's International Office. It is at the partner's discretion and time scale to accept or not the application. All decisions by partners will be communicated to students in a timely manner.

Following acceptance by the partner institution the student must return a completed Acceptance of Offer of Place on Exchange form to the GSA International Office showing that they accept the terms and conditions of their period abroad. The Programme Leader may still refuse approval of the exchange if the student does not pass or reach a pre-advised grade at the June exam diet.

The student must inform GSA's Programme Leader/International Office on the required form of their registration at the host institution and if they have made any alterations to their Learning Agreement. This must be done in a timely manner (within 5 days). Students must also inform GSA's Programme Leader immediately of any alteration in their enrolment status at the host institution, for example, any wish to return early. The Programme Leader must approve any changes and advise the student on the credit implications of their decision.

The student must complete assessment at the host institution in all courses detailed on their Learning Agreement unless prior agreement to receive assessment at GSA has been made. They must also provide evidence of their last date of enrolment at the host institution and request a transcript detailing the outcome of their study.

On their return to GSA, the student should ensure that the transcript has been delivered to Registry and report back to their studio at the earliest available study time, which is usually the beginning of the next term.

On graduation from GSA study periods and their outcomes at other institutions will be detailed on the student's Diploma Supplement.

### **3. Process: Incoming Students**

The GSA's International Office shall provide timely information, principally via its webpages, to inform students at another institution of the choices available to them if interested in spending part of their taught programme of study at GSA. This will include a guide to GSA and links to course and programme specifications and the credit structure.

Incoming students are required to submit to GSA's International Office the required documents plus an approved GSA application form for visiting students, by the advertised deadline.

GSA will only accept applications for exchange that are from recognised partner institutions and approved as the nominated exchange students up to the limits on numbers shown in the agreement or previously agreed. All other students will be treated as fee paying study abroad students. GSA does not accept EU students on study abroad or as free-movers.

Applications are assessed by the academic department for suitability. A student may be denied admission both for reasons of level and available space.

Accepted students will be provided with appropriate documentation to facilitate their enrolment at GSA. This shall include an outline Learning Agreement detailing the level and credits that will be awarded on successful conclusion of their period of study at GSA. It is the incoming student's responsibility to understand the grade and credit conversion policy of their home institution.

Upon arrival at GSA students are required to register fully. Their fee status will indicate both the fees and the period for which they have been accepted. GSA does not normally approve extensions to exchange students' enrolment.

Following concluded assessment protocols at GSA, the visiting student will be issued with a formal transcript detailing the credits and grades obtained. These are normally sent to the home institution. It shall be at the discretion of the home institution how these grades are converted into its own grading/credit system, and students wishing to appeal this should do so to their home institution.

Whilst at GSA, visiting students will be subject to GSA's regulations governing conduct and academic discipline. In addition, the student will also be subject to the rules governing their programme of study at their home institution.

### **4. Review**

During the Programme Monitoring and Annual Reporting process, partnerships and the effectiveness of the exchange process should be reviewed by the Programme Leader so that any necessary adjustments can be made.