

Code of Practice for Residence Abroad

Code of Practice for Residence Abroad Regent University College of Science and Technology

0. Scope

This Code of Practice is intended as a set of general guidelines for all courses in the Regent University College of Science and Technology which include a period of Residence Abroad. Part A outlines University and Departmental regulations and government. Part B explains the duties and responsibilities of Residence Abroad Tutors and students. The term 'Placement' throughout this document refers to work or study placements.

PART A

1. University Regulations

1.1 Requirement

Honours students are required to spend one or two semesters abroad, unless exempted. It is ultimately **the students' responsibility** to make sure that they satisfy the University's regulations in respect of Residence Abroad.

1.2 Completion

Satisfactory completion of Residence Abroad and the associated assignments are a prerequisite for entry into the final part of the degree programme.

2. Government of Residence Abroad in the Regent University College of Science and Technology

Residence Abroad Committee and Tutors

Residence Abroad is governed in the University by a Residence Abroad Committee which comprises the Chair, all the Residence Abroad Tutors and the University Partnership Co-ordinator. All policy decisions taken by the Committee are ratified by the Faculty Board.

Each Academic Programme provides at least one Residence Abroad Tutor. In the case of those programmes with more than one tutor, one will be designated Coordinating Tutor.

There is a Residence Abroad Administrator, who is students' first point of contact for queries on Residence Abroad.

PART B

3. Pre-Residence Abroad

3.1 Selection process and offer of placement

Residence Abroad Tutors will:

- inform students of the types of placement available using one or more of the following means: meetings with Residence Abroad Tutor, interviews, printed or electronic documentation, meetings with students. This process will normally start during the second semester of the first year and continue until departure;
- **either** communicate a student's placement in writing with the relevant details of the placement including name and address of the placement, name of supervisor/contact person, commencement date, contact details of the previous student where applicable **or** ask foreign institutions to contact the student directly with similar or complementary information;
- give advice, guidance and assistance on accommodation and other matters such as health and safety, banking, insurance, travel, etc;
- bearing in mind students' requests and preferences, as well as companies' requirements, make the final selection of a suitable placement for each student.

Students will:

- submit all information requested by the Residence Abroad Tutors by the deadlines indicated and attend all meetings and briefings called by the Residence Abroad Tutors;
- **normally accept the placement offered;**
- **not contact** the placement before being given permission by the Residence Abroad Tutor;
- if the offer made is rejected, be responsible for organising their own placement and seeking approval for the same from the relevant Residence Abroad Tutor;
- make their own arrangements with regard to accommodation, banking and the transfer of funds abroad, as well as for obtaining passports, visas, work permits, medical certificates and all other documents required;
- read all documentation provided carefully before departing.

The Residence Abroad Committee will:

- announce the allocation of countries and periods for each student on departmental notice boards. Changes to this schedule may only be made at the discretion of the Residence Abroad Committee. Students will be kept informed;
- adjudicate on exemption and related matters.

The School will:

- offer every student a structured activity in each country. This may be either a paid or unpaid placement or study in a foreign institution. **No guarantee** can be given that **specific paid work placements** will be available;
- provide students with a copy of the Code of Practice and a more detailed booklet on Residence Abroad including objectives and the assessment process;

3.2 Approval of activity organised by the student

If students wish to arrange their own Residence Abroad placement **they will**:

- submit a proposal in writing to the relevant Residence Abroad Tutor for approval. Students are reminded that finding their own placement also involves ensuring that there is a suitable supervisor responsible for submitting an assessment of the student's performance

The **Residence Abroad Tutor** from the appropriate programme department **will**:

- make the final decision about each period of residence abroad and communicate his/her decision promptly.

3.3 Exemption

In the case of language studies, exemption is normally only granted to: native speakers of a language; certain bilingual students, or those having lived in the country in question for a period of years. In exceptional circumstances exemption may be granted on medical grounds. If students wish to apply for exemption from a period of Residence Abroad **they will**:

- apply to the relevant Residence Abroad Tutor outlining the grounds on which exemption is sought.

The Residence Abroad Tutor will:

- put the case before the Residence Abroad Committee.

The Residence Abroad Committee will:

- communicate the Committee's decision with an indication, where appropriate, of the reasons for refusal;
- make suitable alternative arrangements for students exempted from a period of Residence Abroad.

4. Whilst Abroad

4.1 Regulations

While on Residence Abroad students are subject to the normal regulations regarding attendance, course work and general discipline in force in this University, or such regulations of foreign institutions approved by the University. For this purpose the School may delegate disciplinary authority to foreign institutions, in which case students will be informed.

Students must adhere to the host institution's codes of practice, with regard to such matters as behaviour, appearance, dress code, etc.

4.2 Modifications

During Residence Abroad, students may **not**:

- modify their course of study, nor their place of study,
- leave their employment,
- alter the dates of their residence,

without the prior written consent of the appropriate Residence Abroad Tutor.

4.3 Notifications

Students will notify the School of:

- their address, telephone number, fax, e-mail, etc, where appropriate, together with details of availability and other relevant contact details **no later than three weeks after arrival**;
- any change of address, availability, etc **immediately**.

The School will notify students of:

- information concerning the current year of study such as: examination results, any resit requirements, ie. details of resit examinations and/or work to be submitted;
- information concerning study on return such as: module availability, deadlines for modules choices, registration etc.

4.4 Monitoring and Supervision

The Residence Abroad Tutor will:

- monitor students' progress by
 - **either** visiting them personally (in which case students will be informed of this visit in advance and should make every attempt to make themselves available),
 - **or** contacting them by telephone, fax, e-mail etc.
- keep records of all contact.

Students will:

- communicate any difficulties, problems and seek solutions firstly with their supervisor/contact person and via the local 'chain of command'. If the problem cannot be resolved in this manner, students should then contact the Residence Abroad Administrator without delay, who will liaise with the relevant Residence Abroad Tutor as appropriate;
- if following a course of study, inform the Residence Abroad Tutor of the details of the course via the Residence Abroad Administrator;
- complete all reports and, where applicable, other academic work required;
- before leaving, ensure that all outstanding payments have been cleared. Failure to do so will affect students' assessment and may have an adverse effect on students' overall marks.

The School will:

- acknowledge promptly any reasonable queries from students (i.e. those not covered in the documentation provided) addressed to the Residence Abroad Administrator and ensure that they are answered by the relevant authority;
- in the interests of confidentiality, discuss Residence Abroad issues only with the student involved. Students are asked to remember that the School may not discuss or disclose any information pertaining to a student with a third party (even if related to the student), as it may be deemed confidential.

5. On Return

The Residence Abroad Tutor will:

- organise students' personal de-briefing and evaluation sessions during the first semester after their return;
- give each student an indication of how his/her Residence Abroad grade will be calculated;
- communicate each student's Residence Abroad grade in the form of degree category when the Residence Abroad assessment process has been finalised.

Students will:

- submit Residence Abroad reports on time. Late submission will incur the usual penalty (i.e. a maximum mark of 40% for that element of the course);
- attend de-briefing sessions as these form part of the assessment process. Failure to do so will affect a student's assessment.