

## Section 16 Incoming study abroad and exchange students

### 16.1 Definition

- 16.1.1 Incoming study abroad and exchange students are defined as students from another overseas university who are admitted for up to 1 year to take modules at York St John University which are normally recognised for credits as part of the degree programme at their home institution.

### 16.2 Module enrolment

- 16.2.1 Incoming students will have submitted the modules they wish to take while at York St John University prior to their arrival. Timetables are confirmed to students by the end of Welcome Week. Should a student wish to change modules once they arrive at the University, they can do so up to the **end of week 2** by contacting the Study Abroad team via the [Student Hub](#). Any changes after the end of week 2 are not normally permitted (refer to [section 4](#)).
- 16.2.2 There is an approved list of modules for each academic year which will be offered to incoming students. Schools are responsible for providing the Study Abroad team with the list of their available modules. The Study Abroad team is responsible for maintaining the list with this information. For more information, please refer to the Study Abroad [information page](#).
- 16.2.3 All incoming students are classed as full time and are expected to take 60 credits for each semester or 120 credits a year.
- a) Students cannot register for or audit additional modules.
  - b) Students studying for a year must maintain a full time credit load throughout their studies due to visa rules. Students cannot change modules or cease attending modules without formal approval from the University. Students studying for 1 semester may, as an exception, study 40 credits per semester, on approval by their home institution.
  - c) Students are not permitted to withdraw from a module after the end of week 2 to avoid completion of the module's assessment.
- 16.2.4 Once enrolled for modules, incoming students will be required to submit all components of the module and attend examinations (or other timed assessments, for example, presentations etc.) as necessary for the completion of the modules on which they are enrolled. Should students not submit for any component of a module, they will receive a mark of zero and a non-submission grade.
- 16.2.5 It is not the University's expectation that an incoming exchange student studying on-campus can be taught remotely.
- 16.2.6 If a student has taken the decision to withdraw, for whatever reason, it is for their home institution to make arrangements for any subsequently missed credit that would have been taken at the University. The University would issue a transcript showing any completed York St John credit in these cases.

## 16.3 Assessment

- 16.3.1 Incoming exchange students will study alongside university degree students and will usually complete the same assessments.
- 16.3.2 Should incoming students experience a short-term unforeseen circumstance that prevents them from submitting their work by the published deadline, the exceptional circumstances process should be followed (refer to [section 13](#)).
- 16.3.3 In exceptional cases, it may be necessary for incoming students to return home. If this is necessary students must notify their home university and all relevant teams at York St John University (Study Abroad team, Programme Administration and Support Service (PASS) team, Registry, Visa and Compliance team) before leaving so appropriate processes can be followed to report any amendments required for visas, attendance monitoring, assessment changes etc.

## 16.4 Alternative assessments for examinations

- 16.4.1 For incoming students who attend the University for Semester 1 in the academic year (September to January), there may be written agreements in place that permit a return prior to the end of the semester. Where this is the case for a module involving an examination, alternative assessments for incoming exchange students must be approved by the School Quality Panel (refer to [section 11](#)). In all other cases it is usually expected that the incoming exchange students will complete all assessments within the same timeframes as other students.
- 16.4.2 The Study Abroad team will email academic tutors and PASS teams and will highlight those students who will be leaving early and may require an alternative assessment. The Assessment team in Registry is notified of the students and will identify any examinations that require alternative assessments. A collated list of students will then be sent by the Study Abroad team to the academic advisors and Module Directors/Leads to confirm that an alternative assessment needs to be put in place.
- 16.4.3 The alternative assessment can be internally approved by the School Quality Panel, and the Independent Learning Unit (ILU) process does not need to be followed for this. The Schools are required to send confirmation to the Assessment team in Registry once an alternative assessment is in place for examinations; these exchange students are then exempted from being included for any examinations in January.
- 16.4.4 Students who request to leave their study at the University early, with whom the Study Abroad team does not have an agreement in place with their home institution, should contact the Study Abroad team. Students cannot submit a request to their Module Director/Lead to request an alternative assessment. Only those students confirmed by the Study Abroad team and the Assessment team in Registry should have an alternative assessment put in place.

## 16.5 Notification of results

- 16.5.1 Incoming students will receive notification of their results, following the last School Assessment Board by email to their university email account and through e:Vision.
- 16.5.2 Those students who have passed all modules will have their records completed and a full and complete transcript of results will be produced. The Study Abroad team will pass the transcripts onto the partner institution if there is no current debt to the University. Should a student require additional copies, they can request these from the Student Records team in Registry by submitting a case via the [Student Hub](#).
- 16.5.3 The University transcript includes the York St John University and ECTS credit values for each module but does not provide a conversion to other institutions' credit schemes. The home institution is responsible for the conversion of the marks/grades to their institution's mark scheme.

## 16.6 Reassessment

- 16.6.1 If incoming students have a resit opportunity, their record will be left open and they will be notified, via their York St John University email account, of their failure and directed to where to find resit information on Moodle.
- 16.6.2 If the student takes the decision not to complete the reassessment(s) and therefore fail the module overall, they will not gain the credit for that module(s).
- 16.6.3 If the reassessment opportunity is for an examination component or a practical assessment that poses logistical difficulties if completed at distance and the student has returned to their home institution, an alternative reassessment will need to be organised by the School. The Study Abroad team will confirm with Module Directors/Leads which students have resit examinations once results have been communicated to students.