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Section 20 Outgoing exchange (study abroad)

20.1 Definition

20.1.1 Outgoing exchange students (study abroad students) are defined as York St John University students who are admitted to study for up to one year to an approved overseas host university. Students take modules at the host university which may be recognised for credit or non-credit as part of their degree programme at York St John University.

Programme specifications state if a programme permits study abroad, and whether this can be taken for credit or non-credit.

20.2 Eligibility to access study abroad

20.2.1 Students are eligible to study abroad if their programme permits them to do so; where this is permitted this will be stated within the programme specification. Further information is available on the application process on our webpages:

- <https://www.yorks.ac.uk/international/study-abroad-and-exchange/outgoing-york-st-john-students/>

20.2.2 In order to study abroad, eligible **non-language programme** students must:

- a) Obtain a minimum credit-weighted level mark of 55 across the level (after reassessment where applicable) prior to the student going abroad for an exchange programme.
- b) Pass all modules, (this may be after reassessment where applicable).

20.2.3 For **language programmes** study abroad is an integral part of some programmes at Level 5. Students enrolled for language programmes of study must meet the progression criteria stated in the programme specification. Refer to <https://www.yorks.ac.uk/course-documents/>.

20.2.4 Students going abroad on an exchange programme must normally identify in advance the modules to be taken at the exchange institution in an Outgoing Study Plan (OSP). All modules to be taken whilst abroad should be mapped to ensure they meet the same learning outcomes that the student would have met on their programme of study at York St John University.

20.3 Early return from study abroad

20.3.1 A Standards Review must be called for students who return early after week two of the semester. The meeting will ascertain if the student is able to re-join the programme in the current academic year, or if the student needs to suspend their studies considering the amount of teaching that has been missed. The student's Study Abroad Advisor would normally attend the meeting. If necessary, additional support should be discussed. See **section 25** for information regarding Standard Reviews.

20.4 Treatment of marks following return from study abroad

20.4.1 The Study Abroad Team are required to ensure that students going on an exchange have been informed of how their marks will be treated on returning to the University, before the student departs.

20.4.2 Marks for modules are converted to university marks through a conversion process defined below.

20.5 Mark conversion process when taken for credit

- 20.5.1 All host institutions have a grade conversion scheme approved by the Quality and Standards Committee when the host institution is approved for study abroad. The grade conversion schemes are published on our webpages:
- <https://www.yorks.ac.uk/students/exams-and-assessment/study-abroad-mark-conversion/>
- The grade conversion scheme includes the number of host institution credits that map onto 20 York St John credits.
- 20.5.2 The University receives the student's official transcript directly from the host institution which provides the marks/grades achieved whilst on study abroad.
- 20.5.3 Marks/grades are converted by the Assessment Team in Registry following receipt of the official final transcript.
- 20.5.4 The marks/grades are converted onto the University scale using the conversion scale for the host institution.
- 20.5.5 The results are sorted by value, listing the highest mark/grade first.
- 20.5.6 The host institution credits are split to make 'batches' of credits equivalent to 20 York St John credits. The University does not convert each individual host university module into a separate York St John module.
- 20.5.7 The average mark for each 'batch' is calculated by credit-weighting the contributing marks.
- 20.5.8 The student record will show a single credit-weighted mark for each York St John module, calculated from the host institution credits and marks/grades.
- 20.5.9 This method ensures students' highest marks/grades are used in the conversion, to ensure students receive the best mark conversion possible.
- 20.5.10 Mark conversions are approved by the Academic Registrar or Deputy Academic Registrar on behalf of the Progress and Award Examination Panel.
- 20.5.11 The converted marks are entered onto the student's record and are available to view through e:Vision.
- 20.5.12 The student is notified by the Assessment Team in Registry that the marks are available, and the mark conversion calculation is made available to the student for information.
- 20.5.13 Students should raise any questions in relation to the conversion with their Study Abroad Advisor as soon as possible following receipt of their converted marks.
- 20.5.14 The converted marks are used when calculating progression and award.
- 20.5.15 Refer to **section 35.7.3** (Scheme A) and **section 41.5.3** (Scheme B) for details on how conditional progression is managed for returning study abroad students if the transcript from the host institution is delayed.
- 20.5.16 Refer to **section 21.5** for details on how reassessment is managed for study abroad students returning with module failure.
- 20.5.17 A worked example is given on the next page.

20.6 Conversion example

Step 1 – grades received and converted to York St John University scale

Example module titles	Host grades	Host credits	YSJU conversion
History of Country	6	6	45
Language (Intermediate)	6.5	6	52
International study skills	7.5	6	66
Language (Advanced)	6	6	45
Literature in Country	6.5	6	52

Step 2 – the results are sorted listing the highest mark first

Example module titles	Host grades	Host credits	YSJU conversion
International study skills	7.5	6	66
Language (Intermediate)	6.5	6	52
Literature in Country	6.5	6	52
History of Country	6	6	45
Language (Advanced)	6	6	45

Step 3 – the results are split into batches of 8 host credits (European conversion each equivalent of 20 YSJ credits, other credit values apply to non-European conversions – see conversion scales for more information)

Example module titles	Host grades	Host credits	YSJU conversion	Credit split batch
International study skills	7.5	6	66	6
Language (Intermediate)	6.5	6	52	2 + 4
Literature in Country	6.5	6	52	4 + 2
History of Country	6	6	45	6
Language (Advanced)	6	6	45	Not required

Step 4 – credit-weighted marks calculated

	Module 1		Module 2		Module 3	
	Weight	Mark	Weight	Mark	Weight	Mark
	6	66	4	52	2	52
	2	52	4	52	6	45
Totals	8	63	8	52	8	47

$$((6 \times 66) + (2 \times 52)) \div 8 = 63$$

e.g. $396 + 104 = 500$

e.g. $500 \div 8 = 63$

Step 5 – final York St John marks entered onto student record

YSJU module	Credits	Mark
Exchange module 1	20	63
Exchange module 2	20	52
Exchange module 3	20	47