

## Section 21 Outgoing exchange (study abroad)

### 21.1 Definition

21.1.1 Outgoing exchange students (study abroad students) are defined as York St John University students who are admitted to study for up to 1 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.

### 21.2 Eligibility to access study abroad

21.2.1 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 [Study Abroad pages](#).

21.2.2 To study abroad, eligible **non-language programme** students must:

- a) Obtain academic support from their Study Abroad Academic Advisor.
- b) Obtain a minimum credit-weighted level mark of 50 across the level (after reassessment where applicable) prior to the student going abroad for an exchange programme.
- c) Pass all modules (this may be after reassessment where applicable).
- d) Pass all placements (Primary Education).
- e) Have no outstanding debt to the University.
- f) Have no breaches of the University's [Student Disciplinary procedure](#).

21.2.3 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](#).

21.2.4 Non-language programme 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 while 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. Language programme students complete an Outgoing Study Agreement (OSA).

### 21.3 Selection of modules

21.3.1 Unless absolutely necessary, students should not be allowed to take modules that are graded on a pass/fail basis. The student's Outgoing Study Plan should identify whether the modules are marked using a full marking scale or are marked on a pass/fail basis.

21.3.2 Undergraduate students may only choose undergraduate modules, and postgraduate students may only choose postgraduate modules.

### 21.4 Early return from study abroad

21.4.1 A Support to Study Stage 4 meeting must be called for students who return early after week 2 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 26](#) for information regarding Support to Study.

## 21.5 Treatment of marks following return from study abroad

- 21.5.1 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.
- 21.5.2 Marks for modules are converted to York St John University marks through a conversion process defined below.

## 21.6 Principles of mark conversion for study abroad: outgoing students

### General principle of equity

- 21.6.1 The principles listed below form the basis of the conversion of international exchange marks and module selection for outgoing students to ensure equity of treatment.
- 21.6.2 If a student is studying a language, the expectation from the University is that the student is of the appropriate level to undertake study in that language. The University does not adjust marks due to the language of study.
- 21.6.3 The student's best credits will count towards their York St John University grades when calculating the mark conversions.

### Specific provision

- 21.6.4 To reflect the importance of the GPA in the American grading scale any student who achieves an overall GPA of 4.0 will have a discretionary 5 marks added to all their mark conversions.

### Approval and monitoring of conversion tables

- 21.6.5 The Assessment team in Registry will monitor international exchange marks and will make recommendations to the Quality and Standards Committee to exchange programmes and updates to the Conversion Table Scales to make sure it continues to be fit for purpose. For further information, please visit our [Study Abroad conversion page](#).
- 21.6.6 When any new exchange programme is being proposed the institutional marking system and conventions should be passed to Registry so they can be approved by Quality and Standards Committee and the work of adding them into the Conversion Table Scales can be completed before the students apply for this exchange. An example of a conversion shows the stages of the conversion from overseas marks onto the University scale (see [section 21.7](#)).

## 21.7 Mark conversion process when taken for credit

- 21.7.1 All host institutions have a grade conversion scheme approved by the Quality and Standards Committee when the host institution is approved for study abroad. For more information on the grade conversion schemes, please visit our [Study Abroad mark conversion webpage](#).
- 21.7.2 If it is necessary for a module to be taken at the host institution which uses an approved pass/fail marking scheme, then the average mark for the level for York St John students over the last two years will be used in the mark conversion.
- 21.7.3 The grade conversion scheme includes the number of host institution credits that map onto 20 York St John credits.
- 21.7.4 The University receives the student's official transcript directly from the host institution which provides the marks/grades achieved while on study abroad.
- 21.7.5 Marks/grades are converted by the Assessment team in Registry following receipt of the official final transcript.
- 21.7.6 The marks/grades are converted onto the University scale using the conversion scale for the host institution.
- 21.7.7 The results are sorted by value, listing the highest mark/grade first.
- 21.7.8 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.
- 21.7.9 The average mark for each 'batch' is calculated by credit-weighting the contributing marks.
- 21.7.10 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.
- 21.7.11 This method ensures students' highest marks/grades are used in the conversion, to ensure students receive the best mark conversion possible.
- 21.7.12 Mark conversions are approved by the Academic Registrar or Head of Registry on behalf of the University Assessment Board.
- 21.7.13 The converted marks are entered onto the student's record and are available to view through e:Vision.

- 21.7.14 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.
- 21.7.15 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.
- 21.7.16 The converted marks are used when calculating progression and award.
- 21.7.17 Refer to [section 36.6](#) for details on how conditional progression is managed for returning study abroad students if the transcript from the host institution is delayed.
- 21.7.18 Refer to [section 21.9](#) for details on how reassessment is managed for study abroad students returning with module failure.
- 21.7.19 A worked example is given below.

## 21.8 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
<b>Totals</b>	<b>8</b>	<b>63</b>	<b>8</b>	<b>52</b>	<b>8</b>	<b>47</b>

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

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

## 21.9 Module failures

- 21.9.1 A student who has failed one 20-credit module may be eligible to compensate this failure if the converted mark is 30 or above, provided they meet the other university progression requirements (refer to [section 36.1](#) for more details on compensation).
- 21.9.2 A student who meets the University conditional progression requirement following module failure must undertake one or more suitable alternative reassessments which will be capped at 40; the student must be offered alternative reassessments for all failed University converted modules.
- 21.9.3 A student who does not meet the University conditional progression requirement must be offered external resits for all module failures, where reassessment opportunities allow. The student will need to undertake either suitable alternative reassessments externally and/or internally resit suitable university modules. Students may not progress to the next level until they have successfully met the progression outcomes, and this may involve suspending studies for a whole or part year in order to complete reassessments. Once the student has successfully met the level progression requirements, they return to the next level of the programme at the start of the following academic year.
- 21.9.4 Refer to [section 15](#) for details on the process for approval of an alternative reassessment.