Staff Guide
Study Abroad and Exchange 2019-20
Table of Contents

Meet the Exchanges Team................................................................. 3
European and International Exchanges........................................... 4
Exchange Agreements........................................................................ 4
  Setting up new Erasmus+ agreements ........................................... 4
  Setting up new International exchange agreements ..................... 5
Your role as Exchange/Subject Coordinator.................................... 5
Outgoing Student Mobility................................................................ 6
  Recruitment of outgoing students ................................................ 6
  Events for 2017/18 ........................................................................ 6
  Approval of study programmes for outgoing exchange students ....... 7
Credit transfer....................................................................................... 8
Degree classification.......................................................................... 8
Erasmus+ language support............................................................... 9
Money matters..................................................................................... 9
Insurance for students ...................................................................... 11
Frequently asked questions.............................................................. 13
Troubleshooting................................................................................ 15
Incoming Student Mobility................................................................ 15
  Approval of learning programmes for incoming students ............. 15
Your role as Academic Adviser......................................................... 16
Application requirements................................................................. 17
Accommodation.................................................................................. 17
Arrival and induction......................................................................... 17
Academic Transcripts........................................................................ 17
Procedures for incoming research/internship students .................... 18
Staff Mobility....................................................................................... 18
  Staff teaching visits ...................................................................... 18
  Staff training visits ...................................................................... 18
  Staff mobility grants .................................................................... 19
Organisational Support funding......................................................... 19
Application and reimbursement procedure...................................... 20
Pre-departure...................................................................................... 20
On your return.................................................................................... 20
Recognition of staff mobility ............................................................. 20
Meet the Exchanges Team

Sally Tait
Global Exchanges Manager (Europe)

Areas of responsibility:
- International exchanges, Erasmus+ exchanges and work placements and Study Abroad programmes
- Erasmus+ teaching and staff training mobility
- International exchange agreements and Erasmus+ bilateral agreements
- Management of administration to support exchange activities
- Contact for staff
T: + 44 1865 484706
Email for staff: stait@brookes.ac.uk

Guenievre Laurent
International Exchange & Erasmus Administrator (Outgoing)

Areas of responsibility:
- Administrative support for Exchanges and Study Abroad (outgoing student activity)
- Exchange events and official visits of partner institutions
T: + 44 1865 484949
Email for staff: glaurent@brookes.ac.uk

Position currently being recruited
International Exchange & Erasmus Administrator (Incoming)

Students wishing to make an appointment with a member of the Exchanges team should refer to the information on our website.
http://www.brookes.ac.uk/international/study-abroad-and-exchanges/going-from-brookes/
European and International Exchanges

Oxford Brookes University has been running exchange programmes for over 20 years. The University has in excess of 150 agreements worldwide to promote student and staff mobility with a view to enhancing student experience and making them more employable in the global employment market. The University welcomes four distinct groups of students for study in Oxford: Erasmus+ (European exchange), International exchange, European Study Abroad (European fee-paying) and International Study Abroad (fee-paying).

Undergraduate (and some postgraduate) students can take part in our exchange programmes as specified in the institutional agreements. Students can go on exchange for up to two semesters (they can even do one semester in Europe and one international semester if eligible).

IMPORTANT: ALL nationalities are eligible to apply for both Erasmus+ (exchanges and work placements) and International exchanges. Please find below the Erasmus+ participating countries;

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Turkey, and former Yugoslav Republic of Macedonia

Exchange Agreements

Both Erasmus and International exchanges rely on partnerships between Oxford Brookes University and European or International Higher Education institutions. These inter-institutional agreements provide the framework for student and staff mobility, and specify incoming and outgoing numbers, as well as the subject area (not for institutional links) and level of study.

Setting up new Erasmus+ Agreements

Mobility between universities must happen as part of an inter-institutional (Erasmus+) agreement. The Erasmus+ Agreement specifies:
- Duration of the Agreement
- Names and contact details of the co-ordinators in each institution
- Details of incoming and outgoing student mobility and/or
- Details of incoming and outgoing staff mobility
- English Language requirements and any additional academic requirements
- Contact details/information about insurance, accommodation, visas

In order to be validated the agreement must be stamped and signed by both institutions.

Procedure for setting up new agreements
- Complete a proposal form – to be approved at faculty executive level before forwarding to the Global Exchanges Manager for approval by the Director of International Recruitment.

1 For example MA in International Business and Intercultural Communication.
• A copy of the form signed by the Director of International Recruitment will be returned to the academic contact in the Faculty, once approved.
• The Global Exchanges Manager will generate an Erasmus+ Agreement which will be forwarded to the partner for signature.

The process is complete once a signed a stamped agreement has been received from the partner. The original will be held in the Exchanges Office and a copy will be sent to the relevant faculty for its records.

**Setting up new International Exchange Agreements**

Mobility between universities must happen as part of an inter-institutional agreement. The Agreement specifies:
• Duration of the Agreement
• Names and contact details of the co-ordinators in each institution
• Details of incoming and outgoing student mobility and/or
• English Language requirements and any additional academic requirements
• Information about insurance, accommodation, visas

In order to be validated the agreement must be stamped and signed by both institutions.

Procedure for setting up new agreements
• Complete a proposal form – to be approved at faculty executive level before forwarding to the Global Exchanges Manager for approval by the Head of Global Partnerships.
• A copy of the form signed by the Head of Global Partnerships will be returned to the academic contact in the Faculty, once approved.
• The Global Exchanges Manager will work with Legal Services to generate an Exchange Agreement which will be forwarded to the partner for signature once the content has been agreed and finalised.

The process is complete once a signed a stamped agreement has been received from the partner. The original will be held in the Exchanges Office and a copy will be sent to the relevant Faculty for its records.

**Your role as Exchange/Subject Coordinator**

The role of the Exchange/Subject Coordinator is a vital part of the process for ensuring that the exchange experience of our students is a positive one. The provision of high quality information, advice and guidance is a key part of the preparation for undertaking an exchange programme and we rely on you as an Exchange/Subject Coordinator to support this process by:
• Acting as the main point of contact in the department/subject area for all exchange matters
• Promoting exchanges within the department (staff and students)
• Maintaining a good working knowledge of partner institutions
• Dealing with academic queries concerning module choices and accreditation
• Checking and approving outgoing applications for exchange programmes
Outgoing Student Mobility

Recruitment of outgoing students

The Exchanges Team organises a range of marketing activities to promote the exchange programmes throughout the academic year. We work closely with International Exchange Erasmus Student Network (ESN), which helps to staff these events and actively promotes the exchange experience to the student population of the University. In addition to our programme of promotional activities, we also participate in information, advice and guidance sessions organised by some departments within the University.

Events for 2019/20

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/09/2019</td>
<td></td>
<td>Freshers Fair</td>
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</tr>
<tr>
<td>02/10/2019</td>
<td>16:00 - 17:30</td>
<td>Afternoon Tea</td>
<td>Taylor's Yard</td>
</tr>
<tr>
<td>October</td>
<td></td>
<td>Lecture Visits</td>
<td></td>
</tr>
<tr>
<td>05/11/2019</td>
<td>12:15 - 13:00</td>
<td>Information Session General</td>
<td>Clerici Learning Studio</td>
</tr>
<tr>
<td>07/11/2019</td>
<td>16:15 - 17:00</td>
<td>Information Session General</td>
<td>JHB 202</td>
</tr>
<tr>
<td>12/11/2019</td>
<td>12:15 - 13:00</td>
<td>Information Session Europe</td>
<td>JHB 204</td>
</tr>
<tr>
<td>13/11/2019</td>
<td>16:15 - 17:00</td>
<td>Information Session North America</td>
<td>SKW Hall Tiered Lecture</td>
</tr>
<tr>
<td>14/11/2019</td>
<td>12:15 - 13:00</td>
<td>Information Session Oceania &amp; Asia</td>
<td>JHB 208</td>
</tr>
<tr>
<td>02/12/19</td>
<td>17:30 - 19:00</td>
<td>Go Global Fair</td>
<td>The Terrace</td>
</tr>
<tr>
<td>December/January</td>
<td>TBC</td>
<td>Hot-Desks Forum</td>
<td></td>
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<tr>
<td>December/January</td>
<td>TBC</td>
<td>Hot-Desks Clerici</td>
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Please visit the exchanges website [http://www.brookes.ac.uk/international/study-abroad-and-exchanges/going-from-brookes/exchanges](http://www.brookes.ac.uk/international/study-abroad-and-exchanges/going-from-brookes/exchanges) for the latest information about events.

Approval of study programmes for outgoing exchange students

Subject/Exchange Coordinators are generally responsible for approving students’ applications (see ‘How to apply’ pages of website), however before approving the application, they should check that the proposed university of destination offers suitable modules. Students apply through our online application system and will be required to upload a faculty approval document as part of their application.

Please note that the deadline for outgoing student applications is Thursday, 6 February 2020.

It is the students’ responsibility to check modules from our partners’ websites in detail and present them to their Subject/Exchange Coordinator for approval. Once approved, the modules must be added to the students’ learning agreement. The documents and guidance notes for the Erasmus+ Learning Agreement can be found in the staff section of the study abroad and exchange web pages. [http://www.brookes.ac.uk/international/study-abroad-and-exchanges/](http://www.brookes.ac.uk/international/study-abroad-and-exchanges/)
Joint degree students require the signature of both Subject/Exchange Coordinators, even if both subjects are not going to be followed at the host institution.

Please note that at the time of application, our partners might not be able to provide us with their most up to date course catalogue, therefore students should always choose additional modules as back up. The Exchanges Team is also happy to establish a link between the Subject/Exchange Coordinator and their counterpart at the partner institution in order to facilitate discussion regarding module choices.

Subject/Exchange Coordinators should be aware that compulsory modules can be taken abroad as long as equivalent modules are available at our partner universities. It is also possible to take some honours modules at the host university (see regulations as per link below).

https://www.brookes.ac.uk/regulations/current/specific/b2/b2-14/

Please visit our website http://www.brookes.ac.uk/international/study-abroad-and-exchanges/ for the students’ application process and get to know our partners institutions http://www.brookes.ac.uk/international/study-abroad-and-exchanges/exchange-partners/

After enrolling at their exchange university, the student might be required to make changes to their original Learning Agreement. Any module change must be approved by the Subject/Exchange Coordinator and an email record of the agreement of all parties should be retained.

‘On Exchange’ module

Most students must add module “EXCH0000 On Exchange” to their Student Information prior to departure, using the M100EX form now available on Moodle and no longer requiring approval of the Subject/Exchange Coordinator. This module provides a structure for students choosing to complete between four (one semester) to eight modules (two semesters) abroad to obtain credit within their Brookes qualification. As well as successful completion of their courses overseas, students will also be asked to submit a reflective student report of their academic/professional and cultural learning to the Exchanges Office, Oxford Brookes International (International Exchanges), or direct to the European Union (Erasmus+).

French Studies, Nursing and Physiotherapy students have modules specific to being on exchange, which remain on the Student Information, so are not required to complete the M100EX form.

Please note the pre-requisite for module “EXCH0000 On Exchange” is that students should have completed Stage I of their course and be of good academic standing, i.e. have passed at least 6 module credits in the previous two semesters and have a GPA of at least 2.5. If a student has double modules during the first year running until May, we need written confirmation from the relevant module leaders stating current results.

For specific information on non-European countries’ credit systems, please refer to https://www.brookes.ac.uk/international/study-abroad-and-exchanges/going-from-brookes/exchanges/modules-and-credits/credits-equivalences/
Credit transfer

Students are required to enrol for the equivalent of 30 ECTS credits for one semester or 60 ECTS for a whole academic year. Each Oxford Brookes module is worth 7.5 ECTS credits (15 CATS), therefore 4 Oxford Brookes modules equals 30 ECTS credits.

<table>
<thead>
<tr>
<th></th>
<th>Oxford Brookes/ UK credits</th>
<th>ECTS credits*</th>
</tr>
</thead>
<tbody>
<tr>
<td>One semester</td>
<td>60 CATS</td>
<td>30 ECTS</td>
</tr>
<tr>
<td>One full academic year</td>
<td>120 CATS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>One module</td>
<td>15 CATS</td>
<td>7.5 ECTS</td>
</tr>
</tbody>
</table>

Explain to your students that 30 ECTS credits abroad might be equivalent to 3, 4, 5, or 6 modules as the credit value for each module abroad is calculated based on contact hours. What really matters is the total number of credits and not the number of actual modules.

For example, one module might be worth 10 ECTS credits, another one 8 ECTS credits, so it is a matter of calculating the total amount of ECTS credits for a semester's workload of 30 ECTS.

Additional information on the equivalence of non-European credits into ECTS can be found on the link below; https://www.brookes.ac.uk/international/study-abroad-and-exchanges/going-from-brookes/exchanges/modules-and-credits/credits-equivalences/

Please advise students that failure to bring back 30 ECTS or 60 ECTS credits to Oxford Brookes will result in them having to:

Either:
Add an additional module to their following semester if their module shortfall is of one Oxford Brookes module (i.e. if the total number of credit is between 22.5 – 29.5 ECTS credits). Therefore the student will have to enrol and pay for a 5th module the semester following their exchange to fulfil their course requirements.

Or:
Extend their degree by one semester to make up for the number of outstanding credits. This means that they will have to extend their completion date (graduation) and pay tuition fees for an additional semester.

The Exchanges Team send the students’ transcripts to Subject/Exchange Coordinators (or in some cases to another assigned staff member) for the Credit Transfer process. Please see Staff Guide to Exchange Credit Transfer, which can be found in the staff section of the study abroad and exchange web pages. http://www.brookes.ac.uk/international/study-abroad-and-exchanges/information-for-staff/

Degree Classification

After spending one semester abroad (and bringing back 30 ECTS/60 UK credits):
Subject to the modules that the students have already passed, they would normally be in a position where they need to complete 12 acceptable module credits at Brookes including six level 6 honours modules.
After spending one year abroad (and bringing back 60 ECTS/120 UK credits): Subject to the modules that the students have already passed, they would normally be in a position where they need to complete 8 acceptable module credits at Brookes including six level 6 honours modules.

http://www.brookes.ac.uk/regulations/current-specific/b2/

**Erasmus+ Language Support**

If a student is undertaking an exchange, or work placement through the Erasmus+ programme, it will be mandatory to take a language assessment prior to departure, unless their native language is the language of study or work. Prior to the Erasmus+ mobility they will be contacted via email with information about how to access the language assessment.

Once the initial assessment of their language level has been made, they will automatically be allocated a licence for an online linguistic course, if their result is B1 or below.

Students with a level between B2 and C2 will have the option of following an online course in the language of instruction or work, assuming that the language is one of those available in the tool. The OLS language courses provide a combination of self-paced activities and interactive features. They can personalise their learning to meet their own needs and preferences, for example they can skip content in which they are already proficient. They can also benefit from interactive live sessions, such as a forum, moderated by native speaker tutors, where they can exchange experiences with other Erasmus+ students and tutoring sessions with an online tutor.

At the end of their exchange or work placement, the student will take a final language assessment, which will quantify the progress they made and they will receive a detailed notification confirming their new language level.

There is no charge for this language development provision. Further information can be found on the OLS website [http://erasmusplusols.eu/](http://erasmusplusols.eu/).

**Money matters**

1. **Tuition fees**

   **One semester exchange**
   There is a direct exchange of tuition fees. Oxford Brookes students continue to pay their tuition fees to Oxford Brookes as incoming students pay tuition fees to their home institution, therefore it is a simple “swap”.

   **Two semester exchange**
   Eligible students paying fees of £9250 per academic year will receive a fee waiver of 85%, paying fees of £1380 to Brookes for the academic year during which they go on exchange. They will be able to access a student loan for this (if eligible) and those undertaking work placements, study or Language assistant roles in Europe will eligible for Erasmus+ funding. Please note that International students studying at Brookes and opting to go on exchange are not eligible for the fee waiver.
2. **Erasmus+ funding**

All students studying for an Oxford Brookes award (European exchanges) are eligible to receive Erasmus+ funding to offset their mobility costs in addition to their student loans. The grant allocation varies from year to year and for 2019/20 will be determined according to the country of destination.

The Erasmus+ grant is not a maintenance grant, so students should not expect it to fully cover all their living costs while abroad. Students will also be entitled to Erasmus+ funding even if they are in receipt of financial support from the Student Loans Company. Students are credited their Erasmus+ grant once they return their Grant Agreement, learning agreement and certificate of arrival to the Exchange Office and not before.

Students are eligible for a total of 12 months’ exchange and/or work placement (funded or unfunded) during each cycle of higher education (undergraduate/master’s/doctorate). In order to work out the funding allocation for the period of exchange, please see the table below (2019/20 funding) and note that whilst the table specifies funding in Euros, students will receive payment in pounds.

<table>
<thead>
<tr>
<th>Country</th>
<th>Study per month 2019/20</th>
<th>Work Placement per month 2019/20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group 1</strong> countries (high cost of living) Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Liechtenstein, Norway</td>
<td>€420</td>
<td>€520</td>
</tr>
<tr>
<td><strong>Group 2</strong> countries (medium cost of living) Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal</td>
<td>€370</td>
<td>€470</td>
</tr>
<tr>
<td><strong>Group 3</strong> Countries (low cost of living) Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, former Yugoslav republic of Macedonia, Turkey</td>
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</tr>
</tbody>
</table>

Students with a low household income who are in receipt of a Brookes’ bursary may also be entitled to a monthly supplement of €120 if they are studying in Europe and €20 if they are working Europe.

3. **Student Finance England Travel Grants and Maintenance Grants**

If the student’s finance is based on household income he/she may qualify for a travel grant from Student Finance England. Students studying abroad may also be eligible for the study abroad rate of maintenance loan. Further information is available in the relevant Student Finance England fact sheets, which can be found in the Money Matters section of our website pages.

http://www.brookes.ac.uk/international/study-abroad-and-exchanges/going-from-brookes/exchanges/money-matters/

http://www.brookes.ac.uk/international/study-abroad-and-exchanges/going-from-brookes/european-work-placements/funding-for-erasmus-work-placements/

4. **Santander Student Awards** – currently under review, but will be open to applicants from widening participation backgrounds.
5. **BUTEX Scholarships** - each year BUTEX awards a number of scholarships to students going on non-Erasmus+ international exchanges for either a semester or whole academic year.

In summary:

**Students going on Erasmus+ exchange 2020/21 academic year**

- will receive an Erasmus+ grant
- will receive their funding from the Student Loans Company, if entitled to
- will have up to 85% of their tuition fee waived when on a full year UG exchange (if eligible)

**Students going on International exchange 2020/21 academic year**

- will receive their funding from the Student Loans Company, if entitled to
- will have up to 85% of their tuition fee waived when on a full year UG exchange (if eligible)
- can apply for Santander funding can apply for a BUTEX Scholarship

**Students going on Erasmus+ exchange for one semester plus International exchange for one semester 2020/21 academic year**

- will receive an Erasmus+ grant for the semester they are on exchange in Europe
- will receive their funding from the Student Loans Company, if entitled to
- will have up to 85% of their tuition fee waived when on a full year UG exchange (if eligible)
- can apply for Santander funding for the non-European semester can apply for a BUTEX Scholarship for the non-European semester

[http://www.brookes.ac.uk/international/study-abroad-and-exchanges/going-from-brookes/exchanges/money-matters/](http://www.brookes.ac.uk/international/study-abroad-and-exchanges/going-from-brookes/exchanges/money-matters/)

**Insurance for students**

The Oxford Brookes Travel Insurance Policy provides cover for Oxford Brookes students who undertake journeys as part of their course of study (e.g. field trips, work placements, research). Please note the following:

- The policy covers the duration of
  - The exchange which is defined as until the end of the semester plus up to an additional 7 days if required to complete studies and/or to arrange to return home/move out of halls of residence etc.
  - Or
  - The work placement which is defined as the agreed placement end date plus up to an additional 7 days if required to complete studies and/or to arrange to return home/move out of halls of residence etc.

- Please note, that the Oxford Brookes University Insurance does not cover personal/leisure journeys outside the country of study during time abroad or holidays after the completion of studies. Students will therefore need to ensure that they have arranged adequate insurance cover for those periods.
The Exchanges Office notifies the Finance Officer in each faculty of those students who will be undertaking study or work placements abroad. The Finance Officer is responsible for contacting students with a summary of the insurance cover provided.

**Studying in Europe**

Students planning to study in Europe should apply for the free European Health Insurance Card (EHIC), which gives them the right to access state-provided healthcare during a temporary stay in another European Economic Area (EEA) country or Switzerland.

**Studying outside Europe**

- Australian exchange universities require that ALL exchange students take out the Overseas Student Health Insurance (OSHC). They will only be issued the Confirmation of Enrolment (CoE) number that they will need to apply for your visa once the relevant insurance provider receives their OSHC payment. Details on how to pay for this will be on the acceptance letter from their host university.
- The North-American health care system is one of the best (and most expensive) in the world. Most Canadian and US universities have their own health insurance plans for students. Participation in the plan is often mandatory, especially for non-U.S. visiting students. Currently hardly any of our North-American partners accept Oxford Brookes insurance policy. A number of private companies offer insurance plans specifically designed for international students. The quality of these programs varies, so students request advice from their host university's exchanges team before purchasing any policy. Many Brookes students choose to buy the host university policy to avoid any complications later.
- Our other partner universities have different requirements regarding health insurance. Students should discuss the required insurance cover with their host university early in the application process. Some require the purchase of their own health insurance policy, others accept other insurance policies. Only a few of our international partners accept the Oxford Brookes policy.

Please note that students eligible for Student Finance England’s Travel Grants (see Money Matters page), might get some of their health insurance costs reimbursed.

**Working in Europe**

The student’s work placement company should provide information about their employers’ liability and public liability policies to meet their legal liabilities towards. However, not all countries have the equivalent to the UK’s employers’ or public liability, some having voluntary or statutory workman’s compensation schemes run by the state, which do not always offer protection to placement students.

If the placement company is unable to insure the student’s legal liability as an employee, the University’s public liability cover will automatically extend to include this risk but this must be confirmed with the relevant faculty. Please note that this does not extend to insuring the host’s own liability to the student, so students are advised to obtain a personal accident policy to provide this cover. Details of the insurance policy provider and policy number should be notified to the relevant individual in the faculty (see below), copied to Erasmus@brookes.ac.uk and recorded on the student’s Training Agreement.
Medical work placements

Please note that only limited cover is available for medical malpractice insurance under the University’s public liability cover. Therefore, if the host organisation does not provide under their liability insurance, the student will need to ensure that they take out indemnity/medical malpractice insurance in their own name.

Frequently asked questions

1. Why go on Exchange?
   International Exchanges broaden students’ minds, make them more independent and self-confident, improve language skills, and allows them to see the world, look impressive on a CV and increase employability. Plus, they are an amazing once in a lifetime opportunity to go live somewhere entirely new and exciting!

2. Can everyone go on Exchange?
   Most undergraduate students can apply to go on exchange with their academic department’s approval. Students should have completed the first year of their course successfully and be of good academic standing, i.e. have a GPA of 2.5.

3. Where can students go?
   Please visit our Exchange Partners page https://www.brookes.ac.uk/international/study-abroad-and-exchanges/exchange-partners/ for information about what each university has to offer.

   **EUROPE:** European institutions with which Oxford Brookes has exchange agreements https://www.brookes.ac.uk/international/study-abroad-and-exchanges/exchange-partners/european-partners/. Agreements are listed by subject within faculties.

   **OUTSIDE EUROPE:** Oxford Brookes has exchange agreements with institutions in Australia, Canada, Hong Kong, Japan, Kazakhstan, New Zealand, Thailand, Uruguay, the United States, and Vietnam. Some of the institutions in these countries are open to most subjects. Where the link is subject specific, it will be specified under the name of the university. Please note, that all Japanese exchanges are only open to BA/BSc Japanese Studies students aside from Ritsumeikan Asia Pacific University which is also open for students studying International Relations, Sociology, and Communication, Media and Culture or some Business degrees. https://www.brookes.ac.uk/international/study-abroad-and-exchanges/exchange-partners/international-partners/

4. How long can students go for?
   Students can go on exchange for a full year in their second year or for one semester only. It may be possible to spend two semesters in different exchange locations.

5. Is the exchange programme part of the degree?
   Yes! All exchange students gain credits (not grades/marks) which count towards their Brookes degree.

6. When do students need to start applying?
   Most students study abroad during year 2 of their degree. The main application deadline is in February of the first year and so students will need to start planning an exchange right from the beginning of year one.
7. Do they have to pay fees?
Before they leave, they will need to pay their tuition fees to Oxford Brookes or to confirm with Oxford Brookes that the Student Loans Company will contribute towards the fees as usual. **Tuition fees are not paid to the host university.**

8. Do students need to get insurance?
For Erasmus exchanges students may not need to get additional insurance beyond the Brookes insurance, but should check the most current guidance on our website. For international exchanges students need to follow the instructions of the host institution regarding their insurance requirements. Most non-European partner institutions require students to purchase additional cover. **Please see our website for further information about insurance**
https://www.brookes.ac.uk/international/study-abroad-and-exchanges/going-from-brookes/exchanges/insurance/

9. What are other costs do students need to consider?
Students will be responsible for costs such as purchasing airfares, travel and accommodation. Other costs to be considered are health insurance and visas. However, students are able to apply for Student Finance England travel grants to cover for some of these costs.

10. Do students need to get a visa?
If he/she is an EU citizen and going abroad to an EU member nation, a visa will not be required. If going internationally to a non-EU nation and not a passport-holder from that country, students will need to check their specific visa information, as some might not require a visa for only a semester, while some are quite strict.

11. Joint/combined degree- can students still go on exchange abroad?
It may be possible for students doing combined degrees to go on exchange to one or two of our partner institutions, as long as the academic departments approve those choices.

12. If students don’t speak any other languages than English, can they still go to non-English speaking countries on exchange?
Check whether or not those institutions in countries where English is not the official language, teach in English. In some cases (Europe) may be essential to have a good knowledge of the language of the country. The European programme offers intensive language courses outside the normal study programme. Students can also take one language module during both 1st year semesters at Brookes in addition to their degree modules. All non-European partners except for Latin American and Japanese institutions (aside from Ritsumeikan Asia Pacific) teach in English.

13. How do students know what courses they need to take while abroad?
This will need to be discussed with the relevant academic in the department prior to undertaking an exchange. More about modules and credits http://www.brookes.ac.uk/international/study-abroad-and-exchanges/going-from-brookes/exchanges/modules-and-credits/

14. Can the student go with a friend?
Though it may be possible to go with a friend, we highly recommend that they make their own independent decision because we cannot guarantee that friends will be able to get a nomination to study at the same institution.

15. How are places allocated?
As there are set number of places at each exchange institution each year, Oxford Brookes will allocate places based on students’ suitability for the programmes and nominate them for study in one of their chosen institutions. The decisions are based on academic standing, personal statements, and in some specific cases, academic programme requirements.
16. What about accommodation at Brookes?  
It may be possible to arrange to stay in halls for only one semester of the year if students need to do so. This is done on a first come, first serve basis and Oxford Brookes Exchanges team in liaison with the Accommodation Bureau will inform all nominated students about the process.

17. Are there any short-term options?  
There are no exchange programmes at Oxford Brookes that are shorter than a semester however; we also have other international options available that can be found at http://www.brookes.ac.uk/international/study-abroad-and-exchanges going from brookes/other-international-opportunities/

18. How can students find out more about my Exchange options?  
They can make an appointment to come to the Exchanges Office, or can attend any of our upcoming events to ask questions and get information! https://www.brookes.ac.uk/international/study-abroad-and-exchanges going from brookes/contact-us-outgoing/

**Troubleshooting**

If a student makes contact saying that they are having difficulties whilst on their period of exchange please ask them to make contact with their Student Support Coordinators or the Programme Support Team in Student Central. programmesupport@brookes.ac.uk

An option available to all students is to take a period of temporary withdrawal from their course. The link below provides information on temporary withdrawal: http://www.brookes.ac.uk/students/your-studies/programme-advice-and-support time-out/

**Important Deadlines:**
Friday of week 7 – deadline for an on time temporary withdrawal request (M201).  
After this a request is late and a student will need to complete a late request (M201L).  
No request can be made after Wednesday (week 13) of the semester.

**Limitation on Modules taken - “The 22 Rule”**

A candidate for Honours degree is not able to take more than 22 acceptable module credits, therefore, is unable to fail more than 6 acceptable module credits. http://www.brookes.ac.uk/regulations/current/specific/b2/b2-7/

If a student is on exchange for a full year, they could potentially come back to Brookes with 8 advanced acceptable failed credits. This would mean that they would have lost their eligibility for Honours. It is, therefore, important for student to keep the University up to date of any changes to the modules they are taking whilst abroad. If they want to leave the exchange study completely they need to request temporary withdrawal.

**Incoming Student Mobility**

**Approval of learning programmes for incoming students**

Oxford Brookes University welcomes over 400 European and International exchange and study abroad students every year.
The onus for ensuring suitability of module selection is the responsibility of the home institution. Detailed guidance about selecting modules is available on our website and guidance is circulated to partners with a view to minimising the number of module issues that Academic Advisers will need to address with their advisees on their arrival at the University.

If incoming students select one or more modules outside your faculty/department/subject, please discuss the application with the relevant Module Leader straight away and before confirming the programme to the student. In general, students should not choose more than one module outside their main subject area and it is important to check that there are no timetable clashes, that students have met any pre-requisites and that they don’t have more 30 ECTS per semester.

Please note the following:
- Incoming students may opt to take level 4 modules as part of their programme of study and this is acceptable, if approved by their home university.
- If an incoming student wishes to take a level 4 module, or level 5 module without pre-requisites and restrictions, the academic adviser does not need to check with the module leader and can proceed with registering the student.
- Students coming for a full year have to take 45 ECTS minimum.
- Incoming students are able take a mixture of different level modules.

As an Academic Adviser, you will need to meet with incoming students during week 0 (see below for guidance as to what should be covered during this meeting) and we encourage you to meet with them during the mid-semester to check that their exchange is progressing satisfactorily.

**English Language Support**

Incoming exchange students can continue to develop their language skills whilst at Brookes by including an academic English module in their programme of study, either as one module out of their initial module selection, or as an additional fifth module. For some students one of the Applied Languages modules might be more appropriate, specifically the level 5 English Language 2: Professional Communication.

Further information about the language support available can be found on the website https://www.brookes.ac.uk/students/support-services/english-language-support/

**Your role as Academic Adviser**

The role of the Academic Adviser is a vital part of the process for ensuring that the exchange experience of our incoming exchange students is a positive one. The provision of high quality information, advice and guidance is a key part of the support the University provides and we rely on you in your role as Academic Adviser to support this process by:
- Acting as the main point of contact for the department for all academic matters
- Dealing with academic queries concerning module choices on the students’ arrival at Brookes
- Providing information as part of any initial meeting with the student to ensure that he/she is able to effectively engage with their academic programme at Brookes
- Ensuring that the student knows where to go for support whilst studying at the University, for example the Upgrade service for study advice, or English language support for continued development of their English Language skills etc
- Making the student aware of key dates, key documents etc relating to their academic studies
**Application requirements**

- Incoming students are expected to have attained a GPA of 2.8 in order for their application to be accepted. If this is not the case, you may be contacted and asked to make a judgement about acceptance of the application based on the academic transcript supplied by the student.
- Incoming students must demonstrate how they meet the English Language requirements of Oxford Brookes. Further information about the requirements is available on our web pages.

**Application process**

Before students can apply for an exchange at Oxford Brookes University, they must first be nominated by their home university. Once we have received the nomination, the student will be sent an email from the Exchanges Team which will allow them to log in to the online application portal.

Further information about the portal can be found in the Applicant Guide.

**The application deadline for Semester 1 and full year applications is 15 May 2020 and for Semester 2 applications 16 October 2020.**

**Accommodation**

All exchange and study abroad students need to apply for accommodation whether they are in Oxford for one or two semesters. After students have been accepted to Oxford Brookes, they will be sent an email by the Accommodation Bureau with details of how to apply online and the deadline for doing so.

**Students who will be in Oxford for one semester** will be allocated to non-en suite accommodation close to the Headington Campus such as Warneford Hall or Clive Booth Student Village.

**Students who will be in Oxford for two semesters** will have a full range of halls available to choose from, and will be allocated to accommodation based on their application.

**Arrival and induction**

Students are sent information about travelling to Oxford and where to go when they arrive at the University. They are invited to attend our welcome meeting in Week 0 and are made aware of the wealth of information available on the new student website which contains detailed induction schedules for each Faculty. Students can also compete on line enrolment prior to arrival, as well as accessing information about Arrivals Weekend and Induction week workshops.

**Transcripts**

Academic transcripts are automatically generated for all incoming students by Student Central and will be sent to their home address. It is therefore important to remind them to ensure that their Student Information is amended (if required) before leaving Brookes to show the address to which they wish their transcript to be sent. In addition, the Exchanges Office receives a second transcript, which is sent to the home institution, (if this requirement has been registered).
Procedures for incoming research/internship students

If you are intending to host an Erasmus+ research/work placement student, or have been approached to do so, please make contact with the Global Exchanges Manager erasmus@brookes.ac.uk for advice on the application process.

Staff Mobility

Erasmus+ staff mobility can be undertaken by both teaching and support staff. Funding is available for staff to teach or train in Europe, with a view to:

- Giving a career boost
- Exchanging expertise and generating new ideas
- Developing international networks

In addition to benefiting, or adding to the career development of the individual member of staff, the period of mobility is expected to contribute to the:

- overall priorities of Erasmus+
- EU Agenda for Modernisation of Higher Education
- international strategy of the University

Previously funding has been allocated to staff undertaking teaching visits to a number of our European partners. Non-teaching mobilities have included partner visits to exchange best practice, project management training and participation in international weeks run by other European universities.

Staff Teaching Visits

Teaching staff employed by the University may apply for funding to undertake staff mobility for teaching. The teaching period must take place at a partner HEI, which must have an ECHE (Erasmus Charter for Higher Education) and an inter-institutional agreement with Oxford Brookes University. Erasmus+ Partner Listing

Mobility for teaching may be from two days to two months, excluding travel time. You must deliver at least eight hours of teaching per week or part of a week. Prior to departure, a teaching programme must be formally agreed by Brookes and the host university, using the Staff Mobility Agreement. This can be completed electronically. Any amendments must also be agreed and retained.

Staff Training Visits

Erasmus+ training periods support the professional development of university staff, both teaching and non-teaching. The training period may be in another university or any other appropriate organisation and can last from two days to two months, excluding travel time. A host university for staff training does not need to have an inter-institutional agreement with the home university.

Staff can apply for training events abroad including job shadowing, observation, attendance at workshops and courses, with the purpose of:
- transferring of knowledge and good practice
- learning from shared experience
- acquiring practical skills or discovering new ideas for teaching and learning.

Attendance at conferences cannot generally be funded, but may occasionally be allowed if the purpose is to acquire new skills and knowledge for the modernisation of the university (this will need to be evidenced). Attendance at conferences is never allowed solely to enhance the individual’s career within a single field of study.

Prior to departure, a training programme must be formally agreed in writing by Brookes and the host university/organisation. Before the mobility commences, you must ensure that you have signed the Staff Mobility Agreement formally accepting the grant and acknowledging the obligations associated with its acceptance. This can be completed electronically. Any amendments must also be agreed and retained.

**Staff Mobility Grants**

Please note that the mobility grant is provided as a contribution towards subsistence and travel. Any additional expenditure over and above the grant total must be met by the relevant department.

Staff subsistence and travel costs are paid as flat rates. Any **reasonable** costs for one travel day before the teaching period begins and one day after the period can also be included.

Mobility grants are based on receipted expenditure and will not be disbursed until your return. Visits should be funded in the first instance as follows:

- Faculty staff advance (preferred option)
- Personal cash
- Brookes Business visa card
- Personal credit/debit card

It is your responsibility to make the necessary arrangements with your Faculty Finance Officer.

**Organisational Support Funding**

In addition to funding for staff teaching and staff training mobility, the University receives funding for organisation support, which can be used to fund activities which support student and staff mobility, for example:

- Preparatory visits to prospective Erasmus+ partners.
- Marketing activities or materials for staff and students
- Student placement visits
- Mentoring and supervision visits for outgoing exchange students
- Language preparation/training for languages not provided for by an EC online course
- Integration activities for incoming exchange students
- Quality assurance visits to student work placements
- Re-integration of mobile participants and building on their acquired new competences for the benefit of the university and their peers

If you are interested in applying for Organisational Support funding, please submit the relevant application form to the Global Exchanges Manager.
Application and reimbursement procedure

Please complete the relevant application form and return it to the Global Exchanges Manager erasmus@brookes.ac.uk for approval. Please note that forms can be scanned and emailed. The deadline for applications for funding for 2019/20 academic year is 28 February 2020.

Funding will be allocated according to the guidelines set down by the British Council and staff members will be notified if their applications for funding have been successful. (Priority will be given to staff members who have not previously participated in the programme.) The notification will include links to the remaining documentation you are required to complete.

Pre-departure

Prior to departure the following documents should have been completed, signed by all parties stipulated and forwarded to the Global Exchanges Manager: Erasmus+ Grant Agreement and Erasmus+ Teaching/Training Agreement.

On your return

1. Travel and accommodation should be booked through Key Travel using the cost centre 2264 and activity code A210026. Please ensure that the order clearly specifies your name for approval purposes. You should also forward a copy of your Key Travel booking to erasmus@brookes.ac.uk.
2. Additional expenditure (daily subsistence) can be claimed through Access using the same codes. Please ensure that you provide detail as to why you incurred the expense in the Business Reason free-text field. If claiming for other individuals, for example a meal for other University staff, you should list the all those included in the claim.
3. Expenditure will not be approved without receipt of the supporting documentation, which should be uploaded with your expense claim.
4. Your claim should not exceed the allocated funding and any overspend will not be met through Erasmus funding, so will have to be covered by your faculty/directorate.

Recognition of Staff Mobility

Your period of mobility should be formally recognised through the University’s PDR process. You should disseminate learning to your colleagues at the appropriate level within your department, as previously agreed with your line manager.

Other sources of funding

International Credit Mobility

UK higher education institutions holding the Erasmus Charter for Higher Education (ECHE) can now apply for Erasmus+ funding to send and receive students and staff to and from countries beyond the European Union (EU). The programme supports the international exchange of students and academics between institutions and comprises of four funding strands called ‘instruments’ which provide the available budget for different areas of the world. For further information, please see the link below, or contact the Global Exchanges Manager.

https://www.erasmusplus.org.uk/apply-for-international-credit-mobility