

# **Study Abroad and Exchanges**

## **Staff Guide**

**2023**

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## Meet the Global Mobility and Engagement Team



Global Mobility and Engagement Manager

Areas of responsibility:

- Management of administration to support mobility activities
- Exchange agreements
- Contact for staff: [ksubasi@brookes.ac.uk](mailto:ksubasi@brookes.ac.uk)



Global Mobility and Engagement Manager

Areas of responsibility:

- Coordination of International & European exchanges, Work Placements and Study Abroad programmes,
- Contact for staff: [pnetedu@brookes.ac.uk](mailto:pnetedu@brookes.ac.uk)

## Exchange Agreements

### Erasmus+ Agreements

Please note that the UK higher education institutions will cease to be a part of Erasmus+ as of 31/05/2023, which means Brookes won't have any funds from the European Union for mobilities.

After May 2023, European partners may want to continue or for partnerships with Brookes to allocate some of their Erasmus funds to their mobilities coming to Brookes. For those requests, please direct the Partners to Global Mobility and Engagement team for necessary arrangements.

If otherwise, please see below for the guidance to set up new International Exchange Agreements

### 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 by faculty executives before forwarding to the Global Mobility and Engagement 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 Mobility and Engagement 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 of setting up a new agreement is complete once a signed agreement has been received from the partner. The original will be held in the Global Mobility and Engagement 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 Global Mobility and Engagement Team organises a range of promotional activities to market the exchange programmes throughout the academic year.

Please visit the exchanges website

<https://www.brookes.ac.uk/study/study-abroad-and-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 Saturday 18th of February 2023**

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/>

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 Global Mobility and Engagement 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 Global Mobility and Engagement Office.

Applied Languages, Nursing and Physiotherapy students have modules specific to being on exchange, which remain on the Student Information, so they 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/study/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.

	Oxford Brookes/ UK credits	ECTS credits*
One semester	60 CATS	30 ECTS
One full academic year	120 CATS	60 ECTS
One module	15 CATS	7.5 ECTS

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/study/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 programme the following semester if their module shortfall is of one Oxford Brookes module (i.e. if the total number of credits 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 Global Mobility and Engagement 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 the 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/>

## Money matters

### 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. Please note that International students studying at Brookes and opting to go on exchange are not eligible for the fee waiver.

### Turing Scheme

The [Turing Scheme](#) provides funding for students studying in the UK to undertake periods of study or work placement across the world. This enables the University to provide students with the opportunity to develop new skills, gain international experience and improve their employability. In addition, students can develop a range of soft skills, enhance their language skills and develop their intercultural awareness.

Students cannot apply directly to the Turing team for funding. Universities submit an institutional bid based on predicted mobilities for the next funding cycle. Please note that individual student funding is not guaranteed even if the University is successful in attracting funding. In cases where demand for eligible mobility placements exceeds the funding amount the University was allocated, the disbursement of funding will take place based on Widening Participation principles in line with the aims and objectives of the Turing Scheme.

Please reach out to the Global Mobility and Engagement team on [studyabroad@brookes.ac.uk](mailto:studyabroad@brookes.ac.uk) for more information on Turing funding available in any given year.

### 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.

<https://www.brookes.ac.uk/study/study-abroad-and-exchanges/going-from-brookes/exchanges/money-matters>

### **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 Exchange in the 2023/2024 academic year

- might be eligible for Turing Funding subject to a set of eligibility criteria based on Turing Scheme's Widening Access principles,
- 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)

### 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 Global Mobility and Engagement Team 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

For students studying or working in Europe after 2020, the EHIC will no longer be valid. The Government website states that travel insurance with healthcare cover should be purchased before travelling. It is important that students get travel insurance with the appropriate cover, if they have a pre-existing medical condition. It is advised for EU nationals to check the availability of the EHIC individually.

### 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 Global 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 and 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.

### **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

## 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/study/study-abroad-and-exchanges/exchange-partners/> for information about what each university has to offer.

EUROPE: Agreements with European institutions are subject specific. Some institutions have an agreement which covers a number of subject areas.

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.

### 4. How long can students go for?

Students may be able to go on exchange for a full year in their second year or for one semester only, depending on their programme of study. It may be possible to spend two semesters in different exchange locations.

### 5. Is the exchange programme part of the degree?

Yes! Most 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?

Please see our website for information about insurance

<https://www.brookes.ac.uk/study/study-abroad-and-exchanges/going-from-brookes/exchanges/insurance/>

### **9. What are other costs 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?**

Students may need a visa or permit to work or study in Europe as of 2021. Students should check the relevant country's travel advice page for information on how to get a visa or permit.

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

<https://www.brookes.ac.uk/study/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 an 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 a 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 the Global Mobility and Engagement 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 <https://www.brookes.ac.uk/study/study-abroad-and-exchanges/going-from-brookes/other-international-opportunities/>

### **18. How can students find out more about their Exchange options?**

They can make an appointment to come to the Global Mobility and Engagement Team via Koalendar appointment (<https://koalendar.com/e/meet-with-oxford-brookes-exchanges>)

### **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 – please follow the instruction on the website above.

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 250 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 contained in information packs shared with nominated students and partner universities.

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, unless they take Academic English module, or Language module, which can be added to their programme as a 5th module.

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 to 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/study/courses/free-language-modules/>

### 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 Centre for Academic Development for study advice, English language support, Maths and Statistics tutoring.
- 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 Global Mobility and Engagement Team which will allow them to log in to the online application portal.

The application deadline for Semester 1 and full year applications is around Mid-May 2023 and for Semester 2 applications Mid-November 2023

### **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 complete online enrolment prior to arrival, as well as accessing information about Arrivals Weekend and Induction week workshops.

## **Transcripts**

Students receive an automated email with a link to access their academic transcript online. They are able to share the link with their home institution, so that the transcript can be accessed by the International Office. If students are required to produce a hard copy of the transcript, the Global Mobility and Engagement Team will request this from Student Central and forward to the home university.