

2021/22 SEMESTER or YEAR STUDY ABROAD AGREEMENT

This Agreement relates to the undergraduate Study Abroad procedure and must be read in conjunction with Appendix A - Lancaster University Study Abroad Programme: Essential Information and Appendix B - Consent for sharing of information.

Please note: The situation regarding your overseas placement because of the ongoing Covid-19 pandemic is dynamic and study in the 2021-2022 academic year may be affected because of this. You will be expected to develop a contingency plan should your plans be affected later in the year.

Eligibility for Study Abroad

Students must be registered at Lancaster University at the time of application to study abroad. The University reserves the right in its absolute discretion to withdraw a student from studying abroad if they do not achieve the required academic level in the year prior to studying abroad.

Studies undertaken abroad must have prior approval from the University in order to be eligible towards academic credit with the University. Any other arrangements may not contribute the necessary credit towards your degree.

Finances

- 1 Lancaster University does not accept responsibility for any financial aspects of the year or semester abroad and will take all reasonable steps to ensure that students are aware that they are personally responsible for all incidental costs incurred due to participation in the Study Abroad Programme.
- 2 If a student withdraws from the Study Abroad Programme, or is withdrawn from the Programme by their Department on academic or other grounds, Lancaster University is not responsible for any costs incurred by the student in relation to the Study Abroad Programme.

Lancaster University's responsibilities

Lancaster University will:

- 1 make reasonable endeavors to place students at an approved overseas partner university which offers appropriate courses which will contribute to credit for a Lancaster degree. However, places may not be available at some overseas partner universities or occasionally a place may be withdrawn if core modules are unavailable at the partner.

2 provide information and guidance in advance and in a timely manner to enable preparations to be made for study abroad. This will include information about host universities, application procedures, visa requirements and take the form of general briefings, individual advice sessions and reference to written materials, either sent directly to the student, or available via Moodle (Outgoers Guide), the Global Experience team and host university's websites. Academic guidance relating to grade translations and progression requirements for the semester or year abroad, can be found in [MARP](#) (UG 4.2.8 and Appendix 4) and on the Study Abroad Moodle site.

3 facilitate the application process, help resolve issues and give advice and guidance throughout the year leading up to the semester or year abroad.

4 take all reasonable steps to brief students on what will be expected of them during their study abroad period and how to represent Lancaster University and the UK when overseas.

5 Confidentiality of Student Records

Personal information will be transmitted to the host University, in a secure manner agreed between the parties in advance, and will include, but not be limited to, student name, student ID, module/course marks. This transfer of personal information is lawful under the General Data Protection Regulation (EU 2016/679) (GDPR) Article 6(b) – the processing is necessary for the performance of a contract with Lancaster University student planning to study abroad.

The student's Department will:

1 allocate students to host universities by identifying the best match for the student from their preferences (subject to availability of places at host universities);

2 agree a provisional programme of study with each student during the Lent term;

3 monitor students' progress prior to departure and advise the student as appropriate;

4 confirm the academic requirements to study abroad;

5 inform students and the Global Experiences team in writing as to whether the student has achieved sufficient grades to study abroad;

6 keep in contact and provide academic advice to students when they are abroad (about course changes etc.);

7 monitor students' academic progress whilst abroad and take remedial action should progress not be satisfactory;

8 provide information in advance to students who are abroad about their final year courses, any changes to modules, dissertation topics, field trips etc. so that they are not disadvantaged when it comes to registering for any of these on their return to Lancaster; information about requirements for the student's final year is available in the student's Departmental Handbook.

9 ensure that students understand how and when their study abroad grades will be translated and how they will contribute to their Lancaster degree.

Students' responsibilities:

1 Deadlines

Students will research and identify preferred host universities for their study abroad placement and submit their preferred options online to Lancaster University by **3 January 2021**. Students will complete required documentation including application forms, provide financial information and respond to deadlines as requested by both Lancaster University and their host university. If students do not meet deadlines, either Lancaster University's or overseas host universities, they may be withdrawn from the Study Abroad programme.

2 Finances (see Appendix A point 2 below) - Tuition Fees

Students will pay the required tuition fees for the year or term abroad to Lancaster University. Tuition fee invoices will be sent out in August 2021 with a deadline for payment in October 2021. Students may request to pay their fees in instalments.

3 Academic issues

Students are responsible for understanding the academic requirements to study abroad. Where there is any doubt about these, students **MUST** discuss these with the Departmental Director of Studies or Departmental Study Abroad Adviser. Students must pass the year prior to their year abroad at the required level before their place overseas is finally confirmed.

4 Immigration

Students are responsible for obtaining the correct visa and related travel documents necessary to pursue studies at the host university.

5 Briefings

Students must attend a safety and wellbeing briefing. They must also complete a wellbeing checklist. Attending this event and completing the checklist are mandatory.

6 Contact with Lancaster University while on study abroad period overseas

Students must maintain up to date Emergency Contact details and a term time address on LUSI. If details change during the year, LUSI must be updated.

Students will check their Lancaster email address regularly as this is the address which will be their contact point with Lancaster University.

Students will receive regular wellbeing communications throughout their term or year abroad. These check in communications must be responded to as soon as possible.

7 Study plan while overseas

While studying abroad, students must follow a study plan which has been approved by their Lancaster Department, and which comprises an agreed number of courses equivalent to a full time student workload and deemed to be appropriate to their Lancaster degree scheme.

Students will confirm the courses they have registered for at their host university with their Departmental Adviser as soon as possible. Any changes made to the study plan when at the host university must be confirmed in writing by the student's Departmental Study Abroad Adviser at Lancaster.

Students will inform their Departmental Study Abroad Adviser and the Global Experiences Office at Lancaster if they experience any academic or welfare difficulties when abroad so that any necessary remedial action can be taken by contacting globalexperiences@lancaster.ac.uk.

Students will submit details of their Semester 1 marks to their Departmental Adviser, copying the information to the Global Experiences Office (email: globalexperiences@lancaster.ac.uk).

8 Transcripts and grades

Students are responsible for ensuring that a transcript of grades is sent to the Global Experiences Office at Lancaster University by 31 July 2022 for students spending a full year abroad and 1 March 2022 for students spending one semester abroad.

Permission to release the transcript to Lancaster University may be required from the host university. Students must check whether this applies with their host university's Study Abroad Office.

A copy of all work undertaken during the study abroad period will be kept, together with any marked work which has been returned, and made available to the student's Department as outlined in the Undergraduate Assessment regulations [Appendix 4 paragraph 3c](#).

Students are responsible for understanding how the grades for work undertaken when abroad count towards their degree. Detailed translation tables can be found [here](#).

8.1 Academic regulations relating to assessments failed when studying abroad

Whilst studying abroad, Lancaster students remain subject to the [University's regulations](#) including academic regulations.

Students' attention is drawn to the following element of the [Manual of Academic Regulations and Procedures](#) relating to assessment:

'UG7.6.2 Where a reassessment is not available, for example for an outgoing study abroad student the examination board may condone credit even where the aggregation score is below 4. If such a student has failed more than 30 but not more than 45 credits, 15 credits may be set aside — normally this will be for the module with the lowest fail mark. The student may progress from the second year to the third year and will undertake an additional 15 credits (uncapped) in the final year.'

9 Representing Lancaster University overseas

Lancaster students studying abroad are representing Lancaster University and are required, when asked, to attend Study Abroad Fairs at their host university, or other events, to promote Lancaster University as a Study Abroad destination.

10 Regulations

While abroad, students are subject to the laws of the host country and to the regulations of the host university. Students also remain under the terms of conditions of Lancaster University, including, for example, [Student Discipline Regulations](#). Lancaster University reserves the right to take action against breaches of its regulations where these are deemed to be significant.

Students are expected to maintain full time attendance and comply with the requirements of their host university for the duration of their studies.

11 Students with additional needs

If you have engaged with the Disability Service, your Inclusive Learning Support Plan (ILSP) and/or information about your disability or long-term medical condition will be shared with your placement provider/host institution in order:

- that appropriate arrangements can be made (the legal basis is as a public task);
- to ensure the health and safety of yourself and others whilst you are on placement (the legal basis is as a legal obligation – Duty of Care)
- to support individuals with a particular disability or medical condition (under Schedule 1, Part 2, paragraph 16 of the Data Protection Act 2018).

For further information about how Lancaster University uses, shares and protects your personal information, please refer to the relevant [Privacy Notice](#)

12 Emergency situations when overseas

If an emergency situation occurs when a student is overseas, students must follow the guidance of their host university and relevant national agencies. Further advice can be obtained from the [Foreign, Commonwealth and Development Office](#) website and students should sign up for [email alerts](#) for their host country. Should such an emergency situation occur, students must check their Lancaster email address and follow any guidance issued by Lancaster University such as confirming that they are safe. In an emergency out of office hours, students should contact the Security Office at Lancaster University on +44 1524 594541 if they require immediate advice and guidance.

13 Dispute resolution

If students have any concerns regarding the study period abroad, in the first instance, the student will contact either the Departmental Study Abroad Adviser or the Head of Global Experiences at Lancaster University. If this does not resolve the issue, standard complaints and appeals processes of Lancaster University will be used.

14 Agreement

A signed electronic copy of **page 7** (signature page) of this agreement and an electronic copy of the photo page of the student's passport (including expiry date) must be forwarded as a PDF to globalexperiences@lancaster.ac.uk by **18 January 2021** (first wave of offers of a place) or **29 January 2021** (second wave of offers of a place).

If a student gives permission for the University to discuss issues relating to the study abroad term or year with their parents/family/carer or nominated person, they must complete and return Appendix Bi.

If a student is willing for their contact details to be shared with other Lancaster students going on a study abroad semester or year, they must complete Appendix Bii.

Please return these Appendices, if completed, as a pdf to globalexperiences@lancaster.ac.uk.

15 Study Abroad Mathematics requirement for Economics and Marketing students

Economics students are required to have A-Level or equivalent in Maths to study abroad.

Marketing students are required to take a Maths test at the level of MGNT100 Study Abroad Mathematics to ensure they have the level of mathematics required by LUMS partners overseas. For more information about this, please contact Eman Gadalla, (e.gadalla@lancaster.ac.uk), Study Abroad Adviser in the Marketing Department.

2021/22 YEAR or SEMESTER ABROAD AGREEMENT: SIGNATURE PAGE

Please use your electronic signature to sign this page, your department study abroad advisor will also need to use their electronic signature when signing. Once fully complete, return an e-copy to the Global Experiences team at globalexperiences@lancaster.ac.uk

Student name:

Student ID Number

Department:

By signing below, I agree that I have read and understood the Year Abroad agreement and Appendix A and will abide by the requirements set out within the document. I further agree that the University can share required limited information about me with the partner university eg name and email address.

Signed (Student)

Date

Signed

Head of Department or Study Abroad Academic Advisor

Print name

Date

Appendix A

Lancaster University Study Abroad Programme: Essential Information

Lancaster University's Study Abroad Programme offers the opportunity for undergraduate students to study overseas for one term or an academic year for credit. The credits are then transferred back to Lancaster and contribute to a student's Lancaster degree. Lancaster students studying abroad are registered as a student of their host university and are subject to the same regulations as the host university students.

If you are on a degree scheme which includes a study abroad period, or a scheme where it is optional to study abroad, the Study Abroad application procedures and guidelines as directed by your Departmental Study Abroad Adviser and the Global Experiences team will be followed. Information about this can be found in the Guide to Studying Abroad on the Study Abroad Moodle page.

You are expected to meet all deadlines set by your host university or the Global Experiences team. If you fail to meet deadlines, you may be withdrawn from the year or semester abroad.

1 Eligibility Criteria

Exchange places are available at approved Lancaster partners. Lancaster University does not guarantee a place at a named university overseas but will recommend universities where places and suitable courses are available. The number of places at any individual university varies from year to year and some years, no places may be available at a particular university.

All students studying abroad must achieve the required academic standard as stated in the [Undergraduate Assessment Regulations](#), Section UG 4.2.8 and as detailed by their Departmental Academic Adviser, as the Department's requirements may be higher. It is the students' responsibility to understand what the academic requirements are to progress to their year or semester abroad.

A student subject to reassessment will not be eligible for the Study Abroad programme as detailed in [MARPG 4.2.8](#).

2 Costs associated with the study abroad period

Students are responsible for all costs associated with their study abroad period, including international and domestic travel, insurance, visas, living expenses and accommodation. An overview of these costs can be found in the Guide to Studying Abroad (available on the Study Abroad Moodle page). Estimated costs are included in the application information you receive from your host university if you are going to the USA. For Australia, Canada, New Zealand and Hong Kong, you will find the costs in the visa information on the relevant Embassy's website. You can also check the host university's website for this information.

Within Europe such costs can vary considerably. Students are advised to [consult independent sources of information about the relative costs of living](#) and their host university for this information.

Tuition fees

- If studying abroad for the full 2021/22 academic year, students are required to pay 15% of their 2021/22 tuition fee to Lancaster University.
- If studying abroad for one term or semester, students pay 100% of their 2021/22 tuition fee to Lancaster University.
- Students do not pay tuition fees to their host university.

Accommodation

Students will receive information about accommodation from their host university and are responsible for all costs relating to accommodation.

Debts

Where the debt is regarded as an academic debt (tuition fee debt), the University reserves the right not to allow a student to progress to the next year of their programme. This includes any students due to enter to the Study Abroad programme.

If a student withdraws from the Programme, either because of a change of mind or circumstance, or if the student is withdrawn on academic grounds, any costs incurred by a student relating to the planned study abroad period are the student's responsibility and cannot be reclaimed from Lancaster University.

3 Insurance

Travel Insurance and Emergency Assistance: students are included in Lancaster University's [Travel Insurance Policy](#) and further information is available here. [FAQs](#) are also available. Students must declare any pre-existing health conditions to the Insurance Team for the cover to be valid. Further information about Lancaster University's insurance cover can be found on the Study Abroad Moodle page. The Insurance Team can be contacted on insurance@lancaster.ac.uk.

Please note that the Lancaster University Travel Insurance Policy does **not** cover personal travel and is not a health policy. The student is personally responsible for obtaining health, travel and personal belongings insurance for their study period and vacation travel.

4 Passport

Students require a passport which is valid for 6 months after the planned return to the UK following the year abroad e.g. if the academic year ends on 31 May 2022, the passport must be valid until at least 31 December 2022.

5 Study Plan when overseas

Courses should be of an appropriate level (normally junior/senior or "upper division" in North American terms) and appropriate in terms of subject matter and disciplinary approach.

Students may take more than the minimum number of credits. Where these are deemed inappropriate to a student's Lancaster degree scheme, the marks will be ignored. If they are appropriate to the student's Lancaster degree scheme, the eight best marks will count towards the degree. Some degree schemes require more than eight courses and some degree schemes do not transfer back eight grades to contribute to the student's Lancaster degree. It is the student's responsibility to understand how their grades will transfer back and contribute to their final degree classification.

Courses taken while studying abroad should not substantially overlap with courses already taken at Lancaster or with courses the student intends to study in their final year at Lancaster. Students must consult with their Departmental Study Abroad Adviser who will approve their course choices for their semester or year abroad. A provisional study plan approved by the Departmental Study Abroad Adviser must be included in the application to the student's host university. Students must confirm their study plan with their Departmental Study Abroad Adviser after they have registered for their courses at their host university in Semester 1 and Semester 2.

Students are not allowed to reregister at Lancaster following their study abroad period unless a transcript has been received by the Global Experiences team at Lancaster University by 1 September 2021.

In North America, the normal minimum registration is 12 credits per semester.

6 Marks obtained overseas

The marks you obtain overseas are fully subject to Lancaster degree regulations. Information on how your marks will contribute to your Lancaster degree can be found at [Appendix 4 of the Undergraduate Assessment Regulations](#).

A Grade Translation Booklet can be found on the [Study Abroad Moodle page](#).

The following information is included in the Grade Translation Booklet:

'Lancaster marks undergraduate work using either grades or percentages as appropriate to the nature of the assessment task. These marks are then converted to an aggregation score (out of 24) which is used to calculate overall module results and, eventually, the degree class awarded.

Some Lancaster students choose to spend a period of time studying abroad in one of over 100 university partners. These partners, distributed in countries around the world, use a variety of marking schemes for their assessments. In particular, different partners use a variety of thresholds for a pass mark.

Where Lancaster uses 40% (or a grade of D- for qualitative work) for a pass, and the difficulty of the task is therefore set appropriately for that threshold, many partners use 50 or even 60%. As such, it is sometimes inappropriate to map marks at a partner institution directly onto the same marks at Lancaster and a translation to equivalent marks must be carried out.

The Global Experiences team maintains a formally approved list of mark translations for every partner university that accepts Lancaster undergraduates. These translations have been established using the experience that the Global Experiences team and study abroad advisors have built up over many years of student exchanges. Equivalencies are set so that a returning student's marks represent a fair reflection of their attainment at the overseas university.

Where, for classification purposes, a student falls into a borderline zone, then the final Exam Board will usually give greater weight to marks completed at Lancaster.'

In the event of a failed course, the resit policy stated at 8.1 of this agreement, will apply. Any students not achieving sufficient passing grades will discuss options with the Departmental Study Abroad Adviser who will consult with the Head of Global Experiences and Student Registry as appropriate.

7 Returning to Lancaster

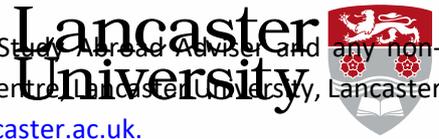
When abroad, students will receive relevant information to prepare for their return to Lancaster and to complete their degree. This will include information about accommodation. Students who are only studying abroad in Michaelmas term and return to Lancaster to continue their course in Lent term are guaranteed accommodation on campus, but this may not be in the student's College or preferred room type.

Students are required to apply for their accommodation by the due date as communicated by email by Lancaster University's Accommodation Office.

8 Contacts

The Departmental Study Abroad Adviser and the Global Experiences team at Lancaster and the Study Abroad or equivalent office at the host university will be the student's main points of contact before and during the year abroad.

Please address any academic queries to your Departmental Study Abroad Adviser, and any non-academic queries to the Global Experiences Officer, Welcome Centre, Lancaster University, Lancaster LA1 4YT. Tel: +44 1524 593582; email: globalexperiences@lancaster.ac.uk.



Appendix B i: Communication with parents or other family members

All communication regarding the Study Abroad Programme will be between Lancaster University and the student (you). Under EU and UK data protection legislation, if you wish University staff to discuss your involvement in the Programme with your parents, guardian or other family member in the circumstances outlined below, please sign this Appendix.

Declaration: I provide this written declaration for the processing of my personal data or special category of personal data through contact with my family members (set out below) by staff members of Lancaster University for the duration of my participation in the study abroad programme for the purposes of:

- 1 Advice and guidance relating to the processes and information relating to study abroad prior to departure eg visas, accommodation overseas
- 2 Advice and guidance relating to situations arising when the student (you) is overseas eg health, academic matters

The family members I permit to be contacted are:

Name	Relationship	Contact details: Telephone and email

I acknowledge that I have the right to withdraw my consent to this processing at any time and that if I do so, this will not affect the lawfulness of the processing based on my consent before its withdrawal.

Should I wish to withdraw my consent, I can do so by informing the Data Controller in writing (including by email at FoI@lancaster.ac.uk).

Signed:

Name (Block Caps):

Date:

Lancaster University Student ID Number:



Appendix B ii

Communication with other students on the Study Abroad programme

We would like to be able to put you in contact with other students from Lancaster who are studying abroad at the same university or in the same country as you, and any students from your host university who are at Lancaster. If you consent to the Global Experiences Office sharing your name and Lancaster email address with Lancaster University students and any students from your host university who are at Lancaster, during the period of your studies at Lancaster University for a period of 18 months from your date of signature, please sign below:

Signed (Student):

Name (Block caps):

Date: