

# GO GLOBAL HANDBOOK

Year and Semester Abroad Programmes

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The Go Global Handbook provides important information for students considering a year or semester abroad. There is also information to help you prepare and guide you through your time overseas. If you have additional queries, contact the Go Global team by email: [studyabroad@swansea.ac.uk](mailto:studyabroad@swansea.ac.uk)

## 1. Timeline of events

When?	
Academic year <b>before</b> you go abroad	<ul style="list-style-type: none"> <li>• Options Meeting is held in your Faculty - information about the opportunities and destinations available for your subject. Meetings are usually held as follows:               <ul style="list-style-type: none"> <li>○ <b>For semester 1 abroad programmes:</b> during Semester 1 of Year 1</li> <li>○ <b>For semester 2 abroad programmes:</b> during Semester 1 of Year 1</li> <li>○ <b>For year abroad programmes:</b> during Semester 1 of Year 2</li> </ul> </li> <li>• Apply for the programme in line with your Faculty selection process</li> </ul>
Before you go abroad	<ul style="list-style-type: none"> <li>• Your Faculty will advise whether or not you have been successful and assigned a destination. This will usually happen:               <ul style="list-style-type: none"> <li>○ <b>For semester 1 abroad programmes:</b> during Semester 2 of Year 1</li> <li>○ <b>For semester 2 abroad programmes:</b> during Semester 2 of Year 1</li> <li>○ <b>For year abroad programmes:</b> during Semester 2 of Year 2</li> </ul> </li> <li>• Attend the Preparation Meetings organised by your department and Go Global team</li> <li>• Complete pre-departure documentation (see section 4)</li> <li>• Add your UK bank details via Swansea University's Student Intranet account while on campus. Use the link here: <a href="https://intranet.swan.ac.uk/StudentProfile/ProfileFinanceDetails.aspx?GUID=a8184808-b4bb-49ee-b28c-692e9860360f">https://intranet.swan.ac.uk/StudentProfile/ProfileFinanceDetails.aspx?GUID=a8184808-b4bb-49ee-b28c-692e9860360f</a>. In the "Financial Transactions" tab, scroll down and enter your account details. Failure to upload your bank details will prevent your payment from being processed.</li> <li>• Full Year and Semester 1 abroad: After exam results, you will receive a year/semester abroad pack from Go Global by email with details of any funding that you are eligible for, as well as other documentation and information relating to your placement abroad.</li> <li>• Semester 2 abroad: You will receive your study abroad pack from Go Global via email in December with details of any funding that you are eligible for, as well as other documentation and information relating to your placement abroad.</li> <li>• Enrol online at Swansea University as soon as new academic year begins</li> </ul>
Start of placement	<ul style="list-style-type: none"> <li>• Complete the enrolment/registration procedures at your host</li> </ul>

	<p>institution/organisation</p> <ul style="list-style-type: none"> <li>• Update your Swansea University intranet account TERM TIME address to show your new address abroad along with your contact details</li> <li>• Email your completed 'Confirmation of Start of Placement' form to the Go Global team</li> <li>• Email your finalised Learning/Training Agreement to the Go Global team</li> <li>• Complete OLS initial test (applicable to Language &amp; Translation students only) ?</li> <li>• For Year in Industry students on a work placement abroad, you will need to have a fully signed Tripartite Agreement</li> </ul>
Throughout placement	<ul style="list-style-type: none"> <li>• Contact your Faculty Coordinator at Swansea University to update them on your progress. Refer to the Faculty Appendix for specific requirements.</li> <li>• Check your Swansea email address regularly</li> </ul>
End of placement	<ul style="list-style-type: none"> <li>• Request a Transcript of marks be sent to Swansea University <i>or</i> request completion of the transcript of records for your work placement</li> <li>• Complete 'Confirmation of End of Placement' form and return to Go Global contact</li> <li>• Complete online feedback survey</li> </ul>

## 2. Financial support

You will be invited to attend a Fees, Funding and Finance session by the Go Global team if you are selected to participate in a semester or year abroad programme. Until then, the following information is useful to help you plan for your time abroad.

### 2.1 Tuition fees

You will pay a reduced fee for the year abroad which is 15% of your standard annual tuition fees – this percentage is the same for home and international students. Your fees are payable to Swansea University. No tuition fees are paid to your exchange institution although you may be required to pay some registration fees. You must check with your host university about any additional fees. If you participate in a semester abroad, you will pay your usual tuition fee to Swansea University.

### 2.2 Funding

All students selected to take part in a semester or year abroad programme can apply for funding. Full details of the bursaries available and additional support for widening participation students are available online and outlined below: <https://www.swansea.ac.uk/goglobal/outbound/funding-and-finance/>

Students will be awarded one of the following bursaries:

- **Turing bursary** - amounts depend on country, duration & WP status (open to all students)
- **Taith bursary** - amounts depend on country, duration & WP status (open to all students)
- **Go Global bursaries:**
  - **£1000** - standard funding
  - **£1500** – enhanced rate for students who are WP eligible

You will be asked to complete a bursary application form once you have been selected to participate. This will enable us to check if you are eligible for widening participation enhanced rates (further details below).

The type of bursary you will receive will be confirmed in your Study/Work Abroad pack which is sent via email following exam results (further details in Sections 3 and 4). External funding is limited. However, all students confirmed to participate will be eligible to receive a Go Global bursary as a minimum. This may then be replaced by an alternative bursary such as Turing or Taith, where these funds are available.

### Widening Participation criteria

To be considered for additional WP funding or an enhanced bursary rate where applicable, students abroad in 2023/24 must meet at least one of the following criteria. This criteria is checked against existing University systems and records:

- Annual household income of less than £25,000\* (checked against 23/24 Student Finance application or NHS Bursary Application, based on family household income. Consent to share must have been granted as part of the Student Finance application)
- Care Leaver status
- Care Giver status
- Estranged student status
- Refugee status

- Asylum seeker status
- Receiving Universal Credit/income related benefits
- First generation of your family to attend university (only applies to Go Global funding)

*\*increases to £30,000 for Go Global bursaries*

### 2.3 Financial concerns

If you have any financial concerns, please speak to your Go Global contact in the first instance. We can direct you to the Money@CampusLife team if necessary.

Money@CampusLife can be contacted via [money.campuslife@swansea.ac.uk](mailto:money.campuslife@swansea.ac.uk) or by calling 01792 606699.

## 3. Planning for a semester or year abroad

The Go Global team will coordinate the administrative preparation of your semester/year abroad, and your Faculty or subject coordinator will manage the academic preparation and support.

### 3.1 Available opportunities

The Go Global team will hold an Options Meeting within your Faculty. The timing of this meeting will depend on which programme you are interested in:

- **For semester 1 abroad programmes:** during Semester 1 of Year 1
- **For semester 2 abroad programmes:** during Semester 1 of Year 1
- **For year abroad programmes:** during Semester 1 of Year 2

This meeting outlines the available international opportunities and destinations for the following academic year. You must attend this meeting to find out about the destinations available and your Faculty's selection process and deadlines. You will be invited to this meeting if you are enrolled on a programme with a year abroad and have met the academic requirements (see Faculty Appendix). You may also be invited if you have joined your Faculty's waiting list for study abroad opportunities or expressed an interest in a semester abroad scheme.

You can find information about subject specific destinations online:

<https://www.swansea.ac.uk/goglobal/outbound/year-and-semester-abroad-opportunities/> and more about preparing for a semester or year abroad via <https://www.swansea.ac.uk/goglobal/outbound/get-ready/>

### 3.2 Selection process

A finite number of places are allocated to each Faculty across the university, and therefore you are not guaranteed a specific study abroad destination.

If you meet the academic requirements to participate (see Faculty Appendix) and are selected by your Faculty for the semester/year abroad programme, you will be assigned a host university by

your Faculty. Refer to the Faculty Appendix for more information. Work placements are organised directly with your Faculty.

You should not enter into any contracts or agreements, book flights or incur any expenses until you have been notified by your Faculty that you have been selected and you have full travel approval. This typically occurs in the summer before you depart. You may need to incur some expenses before then. While we advise against making large financial commitments to the programme until you have full approval following the July exam boards, you may choose to make some financial commitments beforehand (such as deposits for accommodation). It is your responsibility to check if these costs are refundable should you not be permitted to study/work abroad. Swansea University will not accept responsibility for any costs incurred by you in anticipation of your permission to participate following examination results.

### 3.3 Applying to your assigned host university

The Go Global Team will run sessions where you will be offered assistance with your host university application. The timing of these sessions will depend on the programme you are interested in:

- **For semester 1 abroad programmes:** during Semester 2 of Year 1
- **For semester 2 abroad programmes:** From July (in Year 1) to October (in Year 2)
- **For year abroad programmes:** during Semester 2 of Year 2

Application deadlines vary depending on where you are going, usually ranging from February to July. We will let you know the application deadline for your host university.

### 3.4 Applying for a British Council Teaching Assistantship

You will be provided with information by your Faculty and then directly by the British Council about how to apply for your teaching assistantship. Once you have been allocated a specific school, please notify the Go Global team via [studyabroad@swansea.ac.uk](mailto:studyabroad@swansea.ac.uk)

### 3.5 Additional requirements

If you are registered with the Disability and/or Wellbeing Service at Swansea University, you are encouraged to contact them as early as possible if you are applying to study or work abroad. This is so that they can assist you with any additional requirements you may have, and they can (with your permission) liaise with the Go Global team to discuss the most suitable study abroad destination. You will be given the opportunity to complete a questionnaire which can be shared with your host university for them to confirm if similar or additional requirements can be met during your time abroad.

### 3.6 Travel Approval

You must have full travel approval to participate. Faculty staff are responsible for approving student travel plans. To gain approval, you will be required to complete a **Request to Travel Form**, **International Travel Risk Assessment Form** and **Health Declaration Form**. You will be invited to sessions to assist with the completion of the above documents.

Full details available online: <https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/undergraduates/policies-and-procedures/#international-travel=is-expanded>

**IMPORTANT:** Your placement abroad is not confirmed until all forms have been completed and travel approval given by the Faculty.

Due to circumstances beyond our control (for example, as was the case during the Covid-19 pandemic), some partner universities may cancel exchange programmes for Swansea University students. If this happens, we will not be able to offer students alternative options.

Useful sources of information include:

- FCDO guidance (<https://www.gov.uk/foreign-travel-advice>)
- Drum Cussac- (<https://www.drum-cussac.net/>)
- Download the Safezone app and register for an account (<https://www.swansea.ac.uk/life-on-campus/security-and-safezone/>)

### 3.7 Booking travel and accommodation

You are responsible for your own travel and accommodation arrangements for your time abroad. Your host university or organisation may be able to provide you with some assistance in finding suitable accommodation before you arrive. Some students decide to travel out a couple of weeks before the start of their placement to find suitable accommodation. Read any contracts regarding accommodation carefully and make sure you understand them before you sign them. Remember that any financial commitments you make are at your risk.

### 3.8 Applying for a visa

You are responsible for applying for a visa/study/residence permit as required for your host destination. The Go Global team will provide signposting for this, but you should also refer to information shared by your partner university or organisation and refer to the host destination's government website. You cannot apply for a visa until you have received formal acceptance from your partner university. You remain responsible for any costs you incur to secure a visa, in the event that you do not participate in the programme.

### 3.9 Keeping in touch with Swansea University

Your Faculty will confirm the frequency and method of contact they will expect during your time abroad. Refer to the Faculty Appendix for more information. You should also notify your Faculty and the Go Global team as soon as any issues arise.

In line with Academic Regulations, you should refer to the Attendance Monitoring Policy <https://myuni.swansea.ac.uk/academic-life/academic-regulations/aqs-policies/engagement-monitoring-policy-for-taught/> and ensure you follow the guidelines for Study and Work Abroad placements carefully (section 6). The onus is on students to maintain contact with their department whilst abroad. Tier 4/Student Route students are subject to additional requirements, outlined in the above policy.



In addition, the Go Global team will be in touch regularly via your Swansea University email address, throughout your time abroad. You can also connect with us via Instagram @SwanseaUniGlobal.

## 4. IMPORTANT - Documents to be completed and Action required

The Go Global team will provide you with a Study/Work Abroad pack once we have confirmation of your participation, following exam results. This pack contains the relevant documentation for your time abroad (outlined below). Some documents will be provided pre-departure during Faculty meetings. This documentation is required for your time abroad to be recognised by Swansea University and for you to progress to the next academic year on your return. This documentation is also a requirement for funding purposes.

### 4.1 Documents to complete and return **before** you go

**Learning/Training Plan:** This document will outline the academic requirements which you must fulfil to pass the semester/year abroad, for example the module code you need to enrol on at Swansea and the number of credits you need to pursue at your host university. For work placements, the plan will outline the number of hours you are expected to work per week. Further information specific to you and your Faculty can be found in the Faculty Appendix. The completed document must be signed by you and your Faculty Coordinator. The Go Global Team will need a copy of the completed document.

**Learning/Training Agreement:** This agreement is a detailed record of the modules you plan to study while abroad. You will be issued with a Learning Agreement prior to your departure. The document should be completed with the help of your Faculty Coordinator at Swansea University and the proposed module selection should be outlined. You will need to review the online module catalogue for your host university and check your plans with your Faculty Coordinator at Swansea to complete this document. The Learning Agreement must be signed and approved by you, your host institution/organisation and your Swansea University Faculty Coordinator before you start your programme and at the latest, on arrival at your host institution/organisation. For work placements, the agreement will outline the number of hours you will work and the responsibilities and tasks you will be required to complete during your placement.

Students completing a year in industry abroad will also need to complete documents requested by their Faculty, for example a Tripartite Agreement.

### 4.2 Documents and actions to complete when you **arrive**

**Confirmation of Start Form:** You should log the official start date of your placement and estimated end date on this form. It needs to be reviewed and signed off by staff in the Study Abroad Office of your host university (or your supervisor for work placements) during the first week of your placement and returned to the Go Global team at Swansea University by email [studyabroad@swansea.ac.uk](mailto:studyabroad@swansea.ac.uk). The dates on this form will be used to calculate your grant eligibility and the initial allocation of your funding.

**Enrol at Swansea:** You must enrol online at Swansea University even though you are overseas. Failure to enrol will affect your participation, void your insurance and prevent any payments from being processed.

### 4.3 Documents to complete and return when you finish/return

**Confirmation of End Form:** You should log the official start date of your placement and confirmed end date on this form. It needs to be reviewed and signed off by staff in the Study Abroad Office of your host university (or your supervisor for work placements) during the last week of your placement and returned to the Go Global team at Swansea University by email [studyabroad@swansea.ac.uk](mailto:studyabroad@swansea.ac.uk).

**Academic Transcript:** You will need to request an academic transcript of marks from the Study Abroad Office at your host university before you finish. This will be required to allocate you either a grade or a pass/fail mark for your time abroad and for you to be able to continue your studies at Swansea. You must pay all fees and clear all debts before leaving your host university. Failure to do so may result in your academic transcript being withheld. Work placement students must request a Transcript of Work.

**Feedback:** You will be required to complete an online feedback survey.

## 5. Conversion of marks and academic progression

### 5.1 Conversion of marks from study placements

Your host University will provide you with an academic transcript at the end of your studies. This will be used along with their conversion charts and Swansea University's conversion charts to allocate a mark for your semester/year abroad. To view Swansea University's conversion tables, visit: <https://myuni.swansea.ac.uk/academic-life/academic-regulations/assessment-and-progress/guidelines-on-mobility-opportunities/>

Students who fail the year abroad will be transferred back on to the three-year degree scheme upon their return to Swansea.

### 5.2 Redemption of failure of the Year Abroad

Swansea University does not normally offer a supplementary opportunity for students who fail a module(s) during a year-long placement. However, some partner institutions may offer supplementary opportunities as standard practice during the normal study mobility period. In this case you are advised to avail yourself of this opportunity to redeem any failures.

In cases where your experience was adversely affected by extenuating circumstances or other circumstances beyond your control, a supplementary opportunity may be offered. Such requests will be considered on a case-by-case basis by the relevant Student Cases Committee.

### 5.3 Degree Classification

You can check the guidelines for how your period abroad may affect your degree classification in the online academic guide: <https://myuni.swansea.ac.uk/academic-life/academic-regulations/undergraduate-award-regulations/ug-assessment-regs/ug-assessment-regs-section-3/>

## Appendix – Faculty/Academic Information

### Faculty Coordinator details

- Xiaojun Yin (Ping)
- Academic Coordinator (Engineering)
- Email: x.yin@swansea.ac.uk
- Phone: 01792 606564

### Faculty selection process

Places will be allocated according to preferences expressed by students in their study abroad application form, academic performance. Where demand exceeds places, some students may not receive a place at all. Every effort will be made to accommodate students.

The Head of Schools may also consider other relevant matters before approving a Study Abroad year. For example, a student may not be permitted to study abroad if found guilty of academic misconduct. Students are advised not to enter into any contracts or agreements, book flights or incur any expenses until their place is confirmed and they are notified of this. There may be some expenses incurred before receiving confirmation, such as deposits for accommodation. It is your responsibility to find out where you stand with regard to having these costs refunded should you not be permitted to study abroad. Swansea University will not accept responsibility for any costs incurred by you in anticipation of your permission to participate.

### Contact requirements for faculty

You are expected to maintain monthly contacts with your department whilst you are abroad. One contact per semester should be with your Academic Coordinator, and the other monthly contacts should be with the FSE Employability team. Please ensure that you keep checking your student email address during your Year Abroad respond to ALL emails from your Academic Coordinator/FSE Employability team.

### Minimum academic requirements for participation

To participate in the year abroad scheme, students must have an average of at least 55% (2:2) the end of Year 1. This will enable you to progress to the Faculty selection phase. Students who are selected by their Faculty to participate must ensure they do not have any supplementary examinations in Year 2 as these are likely to prevent you from participating, unless results can be confirmed in advance of your placement start date (for example where students are studying in some European destinations with later start dates).

Furthermore, students who wish to study in the US, Canada, Australia and New Zealand must have no supplementary examinations in August. Students planning to study in these countries will be withdrawn from the Year Abroad scheme if they have supplementary examinations in August.

For students who meet the criteria outlined above, places will be allocated according to preferences expressed by students in their study abroad application form, academic performance. Where

demand exceeds places, some students may not receive a place at all. Every effort will be made to accommodate students.

Guidelines on Mobility Opportunities: <https://myuni.swansea.ac.uk/academic-life/academic-regulations/assessment-and-progress/guidelines-on-mobility-opportunities/>

### Swansea module structure for studying abroad

You will be required to enrol on one 120 credit Swansea module during your time abroad:

#### **Engineering - EG-R01**

### Minimum credit requirements when abroad – year abroad

For a full year abroad, students will be expected to pursue credits equivalent to no less than 80% of a full course load of 120 Swansea credits. For those going abroad outside of Europe, credit types can vary per country and per institution and the relevant course load for your country will be stipulated on your Learning Plan. If you are studying in Europe, you must enrol on a minimum of 48 ECTS for the academic year.

It is sensible for these credits to be split evenly over the two semesters. Furthermore 80% of the modules selected should be closely linked/relevant to Engineering. The remaining 20% may be in unrelated subjects. Your Academic Coordinator (in Swansea University) will need to approve all module selections for your Year Abroad, as well as any module changes made during your time overseas.