

ACADEMIC APPROVAL AND RECOGNITION OF OUTGOING STUDENT MOBILITY

Purpose

1. This policy outlines the academic approval and recognition processes for modules and credit undertaken as part of a voluntary Study Abroad Placement within a University of Reading degree. This includes, but is not limited to, mobilities that take place as part of the Erasmus+ programme.
2. The policy does not relate to inter-campus mobility between the University of Reading and University of Reading Malaysia; nor does it relate to Summer School or short duration mobility activities.
3. The policy aims to ensure that there is:
 - a) Transparent and consistent practice across all Department / Schools;
 - b) Formal academic recognition of the study abroad placements;
 - c) Consistent practice in relation to the conversion of the grades awarded by partner institutions into University of Reading degree programmes.

Eligibility

4. Undergraduate study abroad placements can take place either for the equivalent of one semester¹ or for a full academic year. The timing of any study abroad placement within a degree programme

10. For degree programmes with an integral mobility period abroad the application and selection process is managed by the School that owns the degree programme(s).

Academic requirements / approval

11. Students must achieve the required 120 credits (60 ECTS) per academic year to progress, including any credit transferred back to the Degree gained at a partner institution.
12. Unless stated to the contrary in the relevant Programme Specification, participants are expected to undertake a full workload of study at the host institution for the period that they are abroad. This is normally:
 - a) One term / semester: the equivalent of 60 credits (30 ECTS) at the partner.
 - b) Full academic year: the equivalent of 120 Credits (60 ECTS) at the partner.
 Participants should study a sufficient credit at the University of Reading before / after the mobility to ensure that the 120 credits per academic year is achieved.
13. Department / Schools should not require students to gain more than a fulltime workload equivalent whilst abroad as partner institutions will not allow this. Information regarding fulltime workload equivalents in each country will be confirmed with Departments / Schools annually by the Erasmus & Study Abroad Office, before students start module registration processes.
14. If a School requires a student to gain fewer credits than noted in Point 12, it is the responsibility of the Study Abroad Coordinator to inform the participant in advance of the mobility taking place.
15. There should be consistency of practice regarding expected credit accumulation for students within each Department / School whilst abroad, where possible.
16. The Department / School must ensure that participants are aware of any implications that study abroad will have on their degree programme, in advance of participation e.g. impact on degree classification, potential change of degree title or duration *etc.*.
17. Modules to be studied at the partner must be approved in advance by the Study Abroad Coordinator and documented in a Learning Agreement. The Study Abroad Coordinator is responsible for approving module selections on behalf of the Department / School.
18. Modules to be studied at the partner institution should be in an appropriate subject area in order meet the expected learning outcomes of the participant's degree programme. They should be at the appropriate level of difficulty based on the timing of the study abroad placement within the student's degree programme. The Erasmus & Study Abroad Office can provide guidance, if required.
19. Changes to the pre-agreed programme of study that might take place when the student is at

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