



Swansea University
Prifysgol Abertawe

Study Abroad Handbook
2022/23

Engineering

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PLEASE READ THIS HANDBOOK CAREFULLY AND KEEP IT SAFE, SO THAT YOU CAN CONSULT IT DURING YOUR YEAR ABROAD.

1. Important contacts

Year-abroad programme

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

Semester-abroad programme

Aerospace students
Dr. Shakir Jiffri
Academic Coordinator
Email: Shakir.Jiffri@Swansea.ac.uk
Phone: 01792 604357

Medical students
Dr. Adesola Ademiloye
Academic Coordinator
Email: a.s.ademiloye@swansea.ac.uk
Phone: 01792 518629

Chemical students
Dr. Alvin Orbaek White
Academic Coordinator
Email: Alvin.Orbaekwhite@Swansea.ac.uk
Phone: 01792 604947

International Development Office contacts

For enquiries regarding fees, funding, visas, accommodation, insurance, and applications please contact:

Lucy Williams
Study Abroad and Exchange Manager
Go Global Team
Email: lucy.v.williams@Swansea.ac.uk
Phone: 01792 602285

DISCLAIMER

The College of Engineering has made all reasonable efforts to ensure that the information contained within this publication is accurate and up-to-date when published but can accept no responsibility for any errors or omissions. The College reserves the right to revise, alter or discontinue degree programmes or modules and to amend regulations and procedures at any time, but every effort will be made to notify interested parties. You are advised to contact the College of Engineering directly if you require further information.

2. Eligibility

Year-abroad criteria:

1. Students of all disciplines, can apply for a Year Abroad. This includes Engineering students enrolled on either a BEng or MEng programme. Students should be aware that a finite number of places are allocated to each academic college within the university, and therefore they are not guaranteed a Study Abroad place from application.
2. **Students** must obtain an average in Year 1 of at least 55% in order to progress to Year 2 of a degree scheme with a Year Abroad. If they do not satisfy the progression criteria they will normally be transferred to the respective 3-year BEng scheme or 4-year MEng scheme. For Year 2, students must normally have an average of at least 55% at the end of TB1 with no supplementary examinations in order to remain on the Year Abroad scheme. However if any student is unsure about their eligibility to complete a study abroad year, they should refer to the Contacts page of this handbook and reach out to the relevant persons.
3. **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.
4. 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.
5. The Head of College 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.

Semester-abroad criteria:

1. *Chemical and Medical:* Students must obtain an average in Year 1 of at least 70%, without any resits, to be considered for the semester-abroad option.

2. *Aerospace*: Students must achieve an 80%+ average during semester 1 of year 1 of the degree programme at Swansea. Students must pass all first year modules at the first sit
3. This selection criteria is in place because of the high-demand of our partner institution (Texas A&M). Students will usually be selected based on performance in their first year, as there are a finite number of places for the semester-abroad scheme.
4. Only students studying Aerospace, Medical and Chemical Engineering can complete a semester abroad. This is because the semester abroad replaces a Swansea semester, and contributes towards a student's degree classification. The three subjects listed above have module options in Texas A&M which closely match Swansea University's module options.
5. For students who meet the criteria outlined above, places will be allocated according to performance. Students with the highest averages will be allocated places first. Where demand exceeds places, allocations will be made based on performance and some students may not therefore receive a place at all. For students who are not successful in obtaining a semester-abroad place, they may want to consider the year-long study abroad option. This takes place after the student's second year.
6. The College of Engineering may also consider other relevant matters before approving a Study Abroad semester. For example, a student may not be permitted to study abroad if found guilty of academic misconduct.
7. Students who are required to resit examinations in August are not able to participate as these clash with the start of term at Texas A&M
8. 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.

3. Year Abroad Important Information

Please note: The below information applies to a year-long study abroad option

Introduction

The Go Global team will coordinate the administrative preparation of your year abroad, once you are selected by your academic department. Your department coordinator will coordinate the academic preparation of your year abroad.

Accommodation

As with any other year at University, you are responsible for your own accommodation arrangements for your year abroad. Your host institution may be able to provide you with some assistance in finding suitable accommodation before you go. Some students decide to travel out a couple of weeks before the start of their placement in order to find suitable accommodation. Read any contracts regarding accommodation carefully and make sure you understand them before you sign them.

Study placements

You will need to apply for your place at your allocated host university. Application procedures differ by host university, but you should receive information on how to apply either direct from the host university or from the Go Global team. Your department will inform you of your options and confirm your allocation prior to your year abroad preparation meeting.

Minimum credit requirements

For a full year abroad, students must pursue credits equivalent to no less than 80% of a full course load of 120 Swansea credits. Details of this will be written into your Learning Plan (see section 9 on page 17).

Conversion of marks

Your host University will provide you with an academic transcript at the end of your studies. You will receive a Pass or Fail for the study abroad year. This will NOT have an impact on your degree classification.

Failing the year abroad

Swansea University does not normally offer a supplementary opportunity for students who fail a module(s) during a year or semester long placement. However, some partner institutions may as standard practice offer supplementary opportunities 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

Keeping in touch with Swansea University

Contact with your department

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 Internationalisation Officer for the College of Engineering. Please ensure that you keep checking your student email address during your Year Abroad respond to ALL emails from your Academic Coordinator/Internationalisation Officer.

Contact with the Go Global team

The Go Global team will be in touch with you throughout your time abroad via your student email address, as well as updates via Facebook, Instagram and Twitter (@swanseauniglobal) and the Study & Work Abroad Opportunities section on Blackboard.

Attendance Monitoring

In line with Academic Regulations, students should refer to the Attendance Monitoring Policy <https://myuni.swansea.ac.uk/academic-life/academic-regulations/ags-policies/engagement-monitoring-policy-for-taught/> and ensure they 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. The Go Global team provides the International Student Compliance Unit with planned dates for placements – it is important that the confirmation of start of enrolment is returned to Go Global so that we can comply with the 10 day window to inform International Student compliance unit of any changes to the planned dates..

Swansea University's Travel Policy

Swansea University's Travel Policy refers to the Responsibilities of Individual Students. The Travel Policy (<https://myuni.swansea.ac.uk/international/international-travel-policy/>) states:

Individual Staff and Students: Individuals have a level of personal responsibility in complying with all international health advice and immunisation (GP advice should be sort in a timely fashion) along with personal documentation aspects of international travel. Individuals must not travel overseas on University business against medical advice. Online health information is available from NHS Fit for Travel and TravelHealthPro, further health advice is available from the University's Occupational Health Team. Individuals have a personal responsibility for their own safety and should ensure they have full situational awareness in regard of their intended destination from a security, environmental, infrastructure, medical, political and cultural perspective. Individuals must take heed of any advice, instruction and guidance given to them and act upon it.

APPROVAL FOR TRAVEL

Faculty staff are responsible for approving student travel plans. To gain approval for the planned year abroad, students will be required to complete 2 documents as part of the planned international travel approval process:

- Covid-19 considerations document
- Travel Risk Assessment (Appendix 2 of the Travel Policy: see link in 1.6 above)

The Go Global team will run sessions to assist with completing the paperwork and students will be invited to attend. Travel approval currently needs to be given at least 6 weeks before the planned start date abroad. Once students have completed the paperwork, the Go Global team will forward completed documents to the Faculty for review and approval.

IMPORTANT: A student's placement abroad is not confirmed until both forms have been completed and travel approval given by the Faculty

PLEASE NOTE: Some partner universities may cancel exchange programmes for Swansea University students. If this happens, we will not be in a position to offer students alternative options

4. Semester Abroad Important Information

Please note: The below information applies to a semester-long study abroad option

How it works

- You spend the first semester of your second year at Texas A&M University
- You will attend classes at Texas A&M and undertake your assessment there. The marks you achieve will be transferred to Swansea and therefore WILL count towards your degree classification
- The modules you will study are equivalent to those you would have studied at Swansea and will provide you with the knowledge you need to successfully continue your studies
- You return to Swansea for the second semester of your second year

Introduction

The Go Global Team will coordinate the administrative preparation of your semester abroad, once you are selected by your academic department. Your academic coordinator will coordinate the academic preparation of your semester abroad (see academic requirements for further details).

Accommodation

As with any other semester at University, you are responsible for your own accommodation arrangements for your semester abroad. Texas A&M can provide you with some assistance in finding suitable on-campus accommodation before you go.

Study placements

You will need to apply for your place at your allocated host university. Application procedures differ, but you should receive information on how to apply either direct from the host university or from the International Development Office at Swansea. Your academic coordinator will inform you of your options. The application deadline for Texas A&M is typically 1st March but might be subject to change.

Keeping in touch with Swansea University

You should be in contact with Swansea University once every 2 weeks as set by your Academic Mentor. This can be through email, Skype or any other means your Mentor finds appropriate. You are expected to check your Swansea University email regularly (at least once per day) and should respond to emails from your Mentor promptly. The Academic Mentors are allocated per discipline, and can be found in section 1 on page 3.

Contact with the Go Global Team

The Go Global Team will be in touch with you throughout your semester abroad via your student email address, as well as updates via Facebook and Twitter (@swanseauniglobal) and the Study & Work Abroad Opportunities section on Blackboard.

Attendance Monitoring

In line with Academic Regulations, students should refer to the Attendance Monitoring Policy <https://myuni.swansea.ac.uk/academic-life/academic-regulations/ags-policies/engagement-monitoring-policy-for-taught/> and ensure they 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. The Go Global team provides the International Student Compliance Unit with planned dates for placements – it is important that the confirmation of start of enrolment is returned to Go Global so that we can comply with the 10 day window to inform International Student compliance unit of any changes to the planned dates..

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IMPORTANT: A student's placement abroad is not confirmed until both forms have been completed and travel approval given by the Faculty

PLEASE NOTE: Some partner universities may cancel exchange programmes for Swansea University students. If this happens, we will not be in a position to offer students alternative options

5. Fees and funding

Year-abroad programme

Fees:

- You will pay a reduced fee for the study abroad year of 15% of your usual annual tuition fees
- Fees are payable to Swansea University. No tuition fees are paid to your exchange university

Funding:

- You may have access to either Erasmus+ funding, the Global Opportunities bursary or the Texas Strategic Partnership Bursary. Full details on funding amounts is available via www.swansea.ac.uk/goglobal/funding
- For students who have declared an annual household income of less than £30,000 to Student Finance, a Widening Participation bursary is also available.
- For those students who have access to student maintenance and tuition fee loans, this will still be the case. **However** this can be affected if you have repeated a year, changed degree programmes or completed a foundation programme. If unsure, please contact the Money@CampusLife team by emailing Money.CampusLife@swansea.ac.uk or calling 01792 606699.

Semester-abroad programme

Fees:

- You will pay normal tuition fees for the academic year in which you are completing a semester abroad
- Fees are payable to Swansea University. No tuition needs to be paid to your exchange university

Funding:

- You will still have access to your tuition fees loan and student loan
- There are also various funding options available to students studying a semester in Texas;
 - Swansea University Texas strategic partnership bursary
 - BAFTX scholarship
- Full details on funding amounts is available via www.swansea.ac.uk/goglobal/funding

- You will not be able to receive all of these funding options, and Lucy from the Go Global Team (lucy.v.williams@swansea.ac.uk) will contact you with more information and how to apply.

6. Exchange Universities

Year-abroad programme

- The year abroad is for one academic year of study, and this takes place after the second year of study.
- Currently students can only opt to study at institutions included on the approved exchange university list. No other Universities will be considered. Students should conduct appropriate research to help inform their choice of university.
- The Internationalisation Officer and Academic Coordinator will receive a list of available partner universities for the following year, during first semester of your second year. This list will be sent to you via email, and you will be asked to complete a Study Abroad Application Form. As part of this, you should select up to 3 partner institutions, and rank them in preferential order. You will find out which university you have been allocated near the start of second semester (of your second year).
- Students may meet the criteria to be considered for a place on a study year abroad programme but places are not guaranteed. Whilst the College and Go Global Team will make every effort to accommodate students that meet the criteria, where demand exceeds the supply of placements allocations will be made based on performance and the Study Abroad Application Form.
- It is not possible to guarantee a place at a specific university as the availability of places can vary each year and will also depend on demand. Where possible the College and Go Global Team will offer a range of the closest possible alternatives.

Semester-abroad programme

- This is only open to Engineering disciplines Aerospace, Medical and Chemical and is not open to Sport & Exercise Science students.
- About Texas A&M University:
 - Established in 1876
 - A Tier-1 university which is consistently ranked amongst the USA's top universities
 - Located in College Station, Texas - approximately 1.5 hours from Houston and 2 hours from Austin and Dallas
 - 50,000+ students and 950 student-led organisations
 - Students are known as "Aggies"
 - Significant focus on sport and football with Kyle Field - the University's football stadium - holding 102,000

7. Year Abroad Module Selection

Partner institutions may refer to modules as ‘courses’.

Introduction to courses

Often a student will be required to choose their courses upon application to the host university, on occasion students may be required to either submit course choices upon acceptance to the university or even upon arrival to enrol. Students must follow the requirements and deadlines set by the host university.

For a full year abroad, students must pursue credits equivalent to no less than 80% of a full course load of 120 Swansea credits. A guideline is provided in the Table below but the number of modules you must pursue will be detailed on your personalised Learning Plan.

Some universities require you to choose your modules when you apply, others will need to know after you have been accepted by them, possibly waiting until you arrive on campus. You must follow the requirements and deadlines of your exchange university very carefully and meet any deadlines they set.

For a full year abroad, students must pursue credits equivalent to no less than 80% of a full course load of 120 Swansea credits. 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.

Table A.

	Required course load for a full year	Normal maximum fails permitted
Europe	48 ECTS – Usually 10 courses at 5 ECTS per course	Up to 10 ECTS
North America	24 credits – Usually 8 courses at 3 credits per course	Up to 3 credits
Australia	36 credits – Usually 6 courses at 6 credits per course	Up to 6 credits
New Zealand	90 credits – Usually 6 courses at 15 credits per course	Up to 15 credits
Note: Some Universities use different credit systems; the required number of credits to achieve would need to be agreed with your Academic Coordinator.		

You should attempt to pass all modules; however, the maximum number of failures that will normally be allowed is indicated in the above table. You will receive a pass (P) or fail (F) for

the year, and only students who have passed will have their study abroad year included on their university diploma. Students who fail the year will have to transfer back onto the three-year programme (BEng) or four-year programme (MEng). Even with a pass grade for the year, your mark will NOT be included in the calculation of your degree classification.

How to select courses

Each university will provide a course catalogue. Reviewing the selection of courses takes time and patience. You should visit the webpages and conduct thorough research into course choices. Some universities have all of their courses available to exchange students, others have a limited catalogue. If the exchange destination requires any prerequisites for a course, they may accept a module you have completed at Swansea University with similar content, but this would need to be clarified with the host university.

Courses should not be similar to, or significantly overlap with modules already completed at Swansea University.

8. Semester Abroad Module Selection

Whilst you are abroad you will be required to enrol at Swansea, on 6 X 10 credit modules:

SU Module	TAMU Module
CHEMICAL	
EG-200 Separation Processes	CHEN424 Mass Transfer Operations (SU code: EGTX11)
EG-206 Instrumentation Measurement and Control	CHEN313 Chemical Engineering Materials (SU code : EGTX26)
EG-211 Fluid Flow	CHEN304 Chemical Engineering Fluids Operations (SU code: EGTX16)
EG-220 Process and Pilot Plant Operations A	EGL210 Technical and Business Writing (Swansea code: EGTX24)
EG-210 Thermodynamics of Process Design	EG-210 Thermodynamics of Process Design (long distance)
EG-219 Statistical Methods in Engineering	EGTX06 Swansea-Texas Exchange: Final Report
MEDICAL	
PM-230 Medical Diagnostic Techniques	BMEN-341 BioFluid Mechanics (Swansea code: EGTX01)
EGA219 Cell Biology and Cell Mechanics for Engineers	BIOL113 Essentials in Biology (Swansea code: EGTX25)
EG-232 Multivariable Calculus for Medical Engineers	BMEN-343 Introduction to Biomaterials (Swansea code: EGTX02)
EG-219 Statistical and Computational Methods	BMEN-350 Statistics for Biomedical Engineering (Swansea code: EGTX04)
EGA226 Physiological Systems	EGA226 Physiological Systems (long distance)
EG-236 Design for medical engineering	EGTX06 Swansea-Texas Exchange: Final Report
NOTE: Students on the exchange will take	
<ul style="list-style-type: none"> Medical Diagnostic Techniques (PM-230) in their 3rd year instead of Biomedical flows in Physiology and Medical Devices (EGA336) Mechanical engineering Design 2 (EGA214) in TB2 of their 2nd year instead of Fluid Mechanics (EG-160). 	
AEROSPACE	
EGA227 Structural Mechanics for Aerospace Engineers	A&M 304 Aerospace Structures 1 (SU code: EGTX18)
EG-261 Thermodynamics II	A&M 212 Intro to Aerothermodynamics (SU code: EGTX19)
EGA228 Aerospace Control	A&M 321 Dynamics of Aerospace Vehicles (SU code: EGTX21)
EG-296 Flight Mechanics	A&M 201 Introduction to Flight (TBC)
EGA220 Aerospace Systems	EGTX22 Aerospace Systems – coursework (assessed in Swansea) Report & Presentation: A comparison between of Aerospace Engineering from a UK and US perspective (assessed in Swansea)
EG-264 Computer Aided Engineering	EGTX23 Computer Aided Engineering- Texas Coursework: MATLAB assignment (assessed in Swansea)

NB. These modules are provisional and may change subject to availability or changes to the curricula on Swansea and Texas side.

9. Documents Required

Learning/Training plan

You will be issued with a Learning/Training Plan at the preparation meeting, organised by your academic department. The document should be completed with full details of the academic and/or other expectations which you must fulfill in order to pass the year abroad. The completed document should be signed both by you and your Department Coordinator.

Learning agreement

You will be issued with a Learning Agreement by the Go Global team prior to your arrival at your host university. The document should be completed with the help of your Department Coordinator at Swansea University, should this be required and the proposed module selection should be stated. You will be given guidance on where to find information on modules by your host university. The Learning Agreement will need to be signed and approved by you, your host institution/organisation and your Swansea University Department Coordinator.

Certification required for completion of Study Abroad

START

- a) The 'Confirmation of Start of Placement' form should be completed by staff in the Study Abroad office of your host university no sooner than the first week of your study placement and returned to the Go Global team at Swansea University (lucy.v.williams@swansea.ac.uk).

END

- b) The 'Confirmation of End of Placement' form should be completed by staff in the Study Abroad office of your host university no sooner than the last week of your study placement and returned to the Go Global team at Swansea University (lucy.v.williams@swansea.ac.uk).
- c) You will need to request an academic transcript of marks from the Study Abroad Office at your host university before you finish. This is required in order for you to enroll for your final year. Students are required to pay all fees and clear all debts before leaving their host university/organisation. Failure to do so may result in your academic transcript being withheld and as a result you would not be able to progress to the next year of study and may be required to withdraw on financial grounds.
- d) You will need to complete a feedback survey (online link supplied by Go Global Team and/or British Council if you are an Erasmus student).

10. Timeline of Events

Time of year	Action	Checkbox	Date sent
Before you go abroad	<ul style="list-style-type: none"> ➤ Attend the preparation meeting organised by your department and Go Global Team ➤ Receive and read the Academic Handbook and the Go Global Student Guide ➤ Read and sign your completed Learning / Training Plan and return to Go Global Team ➤ Complete your application for funding and return to Go Global Team ➤ Complete the Participation Agreement and return to Go Global Team ➤ Attend the pre-departure event organised by Go Global Team 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
After exam results board (July for main results, September for Re-sits)	<ul style="list-style-type: none"> ➤ Receive a study abroad pack by email from the Go Global Team with details of any funding that you are eligible for, as well as all other paperwork and information related to your placement abroad 	<input type="checkbox"/>	
Start of placement	<ul style="list-style-type: none"> ➤ Enrol at Swansea University (this can be done online) ➤ Complete the enrolment/registration procedures at your host institution/organisation ➤ Update your intranet account TERM TIME address to show your new address abroad ➤ Return your completed 'Confirmation of Start of Placement' form to the Go Global Team ➤ Return your completed learning agreement to Go Global Team 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
End of placement	<ul style="list-style-type: none"> ➤ Request a Transcript of marks be sent to Swansea University ➤ Complete 'Confirmation of End of Placement'/'Certificate of Attendance' form and return to the Go Global Team ➤ Complete online feedback survey 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

IMPORTANT NOTE

If you do not complete the tasks outlined above by the deadlines specified, you may not be allowed to proceed to your final year and you will not receive the full amount of the Global Opportunities Bursary or Erasmus Grant.

11. Summer and Short Programmes

Zambia

The College usually runs a summer programme which is open to all undergraduate Engineering and Sport & Exercise Science students. This programme is a 2-week expedition to Zambia. The outline of the programme changes each year, but contains a mixture of engineering projects, children's activities and sports training and teaching. You can read more about the previous trips on the website: <http://www.swansea.ac.uk/engineering/zambia/>.

This is a College-led programme and therefore, all applications should be made directly through the College of Engineering/School of Sport and Exercise Sciences. **Please note, the Zambia trip is not guaranteed to run every year, it depends on staff availability and funding.**

Go Global Summer Programmes

You may like to consider general summer programmes, coordinated by the Go Global team in the IDO. These programmes are generally open to students from all degree schemes and vary in length and location. Please visit www.swansea.ac.uk/summerprogrammes for more information.