



Swansea University  
Prifysgol Abertawe

**Science  
Year Abroad  
Academic Handbook  
2022/23**



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## IMPORTANT CONTACTS

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

- **Go Global contact details (all year abroad-related queries)**

Rhiannon Harry  
Exchange and Study Abroad Officer  
Email: [r.a.harry@swansea.ac.uk](mailto:r.a.harry@swansea.ac.uk)  
Phone: +44(1792) 602380

**International Development Office**

**Go Global team**

**Swansea University**

**Singleton Park**

**Swansea SA2 8PP**

**Email: [studyabroad@swansea.ac.uk](mailto:studyabroad@swansea.ac.uk)**

### **Departmental Academic Coordinators**

- **Biosciences**  
Dr Penny Neyland (Interim – replacement TBC)  
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## **SECTION 1: ARRANGEMENTS FOR THE YEAR**

### **1.1 INTRODUCTION**

The Go Global team will coordinate the administrative preparation of your year abroad, and your department coordinator will coordinate the academic preparation of your year abroad (see academic requirements in section 3 for further details).

### **1.2 ACCOMMODATION**

You are responsible for your own accommodation arrangements for your year abroad as with any other year at University. Your host university / company 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.

### **1.3 STUDY PLACEMENTS**

You will need to apply for your place at your allocated host university. Application procedures differ by host university, but you will receive information on how to apply either direct from the host university or from the Go Global team. You will be invited to a dedicated application session depending on your host destination and Go Global will contact you via your Swansea email inviting you to attend.

### **1.4 KEEPING IN TOUCH WITH SWANSEA UNIVERSITY**

The contact details for your department Academic Coordinator are listed on page 3. You should send a brief email report to your Academic Coordinator on your arrival and at least once a month.

The Go Global Team in the International Development Office will be in touch with you throughout your year abroad via your student email address, as well as updates via Facebook (**swanseauniglobal**), Twitter (**swanuniglobal**) and Instagram (**SwanseaUniGlobal**). The Go Global Team are also available to assist with any queries you may have during the year abroad.

### **1.5 ATTENDANCE MONITORING**

In line with Academic Regulations, students 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 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, as 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.



## 1.6 SWANSEA UNIVERSITY'S TRAVEL POLICY

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.

## 1.7 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 able to offer students alternative options



## **SECTION 2: DOCUMENTS REQUIRED FOR THE YEAR ABROAD**

In order to monitor your progress on the year abroad the following documents are required:

### **1. YEAR ABROAD LEARNING / TRAINING PLAN**

The document should be completed with full details of the academic 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. The Go Global Team will need a copy of the completed document.

### **2. YEAR ABROAD LEARNING AGREEMENT**

You will be issued with a Learning Agreement by the Go Global team prior to your departure, also to be completed in the preparation meeting. 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, if known. 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 on arrival at your host institution/organisation.

### **3. CONFIRMATION OF START OF PLACEMENT FORM**

This form should be completed by staff in the Study Abroad Office of your host university during the first week of your study placement and returned to the Go Global team at Swansea University by email to [r.a.harry@swansea.ac.uk](mailto:r.a.harry@swansea.ac.uk)

### **4. CONFIRMATION OF END OF PLACEMENT FORM**

This form should be completed by staff in the Study Abroad Office of your host university during the last week of your study placement and returned to the Go Global team at Swansea University by email to [r.a.harry@swansea.ac.uk](mailto:r.a.harry@swansea.ac.uk)

### **5. 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 in order to allocate you a pass or fail mark for your year abroad and is required in order for you to be able to enrol for your final year at Swansea. Students are required to pay all fees and clear all debts before leaving their host university. 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.



## **SECTION 3: DETAILS OF ACADEMIC REQUIREMENTS AND ASSESSMENT OF THE YEAR ABROAD**

### **3.1 MINIMUM THRESHOLD FOR PARTICIPATION**

Students must achieve a Level 2 average mark of at least 55% (2:2) or higher at the end of semester 1 to participate in the Year Abroad.

**Biosciences:** Students must also achieve a Year 1 (FHEQ Level 4) average of at least 55% (2:2) or higher to be eligible to participate in the Year Abroad.

Students who are required to take resit examinations are not normally able to participate as these clash with many exchange partners term dates. If a student fails a module, they will be transferred off the Year Abroad and onto the appropriate three-year degree programme.

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.

### **3.2 SELECTION PROCESS**

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 specific study abroad allocation. The Year Abroad programme is highly competitive, and students may not be allocated a place even if they exceed the minimum threshold outlined above.

For students who meet the criteria outlined above, places will be allocated according to student choice and performance. Where demand exceeds places, allocations will be made based on performance and a selection process that includes personal statements and selection interviews. Some students therefore may not receive a place at all or may have to consider alternatives. Details of the selection process may differ between departments and will be explained to students as part of the Departmental Options Meetings. Every effort will be made to accommodate students.

If students are not selected for the Year Abroad scheme, they will normally be transferred to the respective 3-year BSc/BA scheme or 4-year MEng/MSci/MMath scheme.

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 regarding 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.

### **3.3 SWANSEA MODULE STRUCTURE FOR STUDYING ABROAD:**

Whilst you are abroad you will still be required to enrol at Swansea. You will need to enrol on one of the following 120 credit modules, depending on your subject area:



BI-S00	<b>Biosciences</b>
CH-S00	<b>Chemistry</b>
CS-S00	<b>Computer Science</b>
GEG-R01	<b>Geography</b>
MA-E01	<b>Mathematics</b>
PH-R01	<b>Physics</b>

### 3.4 MINIMUM CREDIT REQUIREMENTS

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. At least 50% of these modules will need to be in your subject area.

You will need to agree your module plan for each semester with your departmental Academic Coordinator in Swansea before the start of the teaching term. You will have a pre-agreed Learning Plan before you leave Swansea. You are advised to discuss this further with your Academic Coordinator if you have any queries.

### 3.5 CONVERSION OF MARKS FROM STUDY PLACEMENTS

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.

Students who fail the year abroad will normally be transferred to the respective 3-year BSc/BA scheme or 4-year MEng/MSci/MMath scheme.

### 3.5 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.

### 3.6 DEGREE CLASSIFICATION

You can check the guidelines for how your period abroad may affect your degree classification in the online academic guide:

<https://www.swan.ac.uk/academic-services/academic-guide/undergraduate-award-regulations/undergraduate-assessment-regulations/3-classification-of-honours-degrees/>





## **SECTION 4: FEES AND FUNDING**

### **TUITION FEES**

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

### **FUNDING**

You will have access to the following bursaries for your time abroad:

- **Erasmus+ funding** – available to students studying/working in an EU country
- **Global Opportunities bursary** – for students studying/working outside of Europe
- **Texas Strategic Partnership bursary** – for students studying at one of our Texas Strategic Partner universities
- **Widening Participation** – eligibility criteria applies

You are asked to fill in a **bursary application form** prior to your departure, where you can tick all of the funding opportunities available to you. For further information on fees and funding, please visit Go Global's Funding webpage: [www.swansea.ac.uk/goglobal/funding](http://www.swansea.ac.uk/goglobal/funding)

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 reached at: [money.campuslife@swansea.ac.uk](mailto:money.campuslife@swansea.ac.uk) or by calling 01792 606699.



TIMELINE OF EVENTS

Time of year	Action	Checkbox	Date sent
Before you go abroad	<ul style="list-style-type: none"> <li>➤ Attend the preparation meeting organised by your department and Go Global contact</li> <li>➤ Receive and read the Academic Handbook and Go Global Student Guide</li> <li>➤ Read and sign your completed Learning / Training Plan and return to Go Global contact</li> <li>➤ Complete and return to Go Global:               <ul style="list-style-type: none"> <li>○ Bursary application form</li> <li>○ Participation Agreement</li> </ul> </li> <li>➤ Add your bank details via Student Intranet account</li> <li>➤ Attend the Pre-Departure event organised by the Go Global team</li> <li>➤ Complete your Learning / Training Agreement</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
After exam results (July for main results, September for students with re-sits)	<ul style="list-style-type: none"> <li>➤ Receive a year abroad pack from Go Global with details of any funding you are eligible for, as well as all other paperwork and information related to your placement abroad. This will be sent by email.</li> </ul>	<input type="checkbox"/>	
Start of placement	<ul style="list-style-type: none"> <li>➤ Enrol at Swansea University (this can be done online)</li> <li>➤ Complete the enrolment/registration procedures at your host institution/organisation</li> <li>➤ Update your intranet account TERM TIME address to show your new address abroad</li> <li>➤ Return your completed 'Confirmation of Start of Placement' form to Go Global contact via email</li> <li>➤ Return your finalised Learning / Training Agreement to Go Global contact via email</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
Throughout placement	<ul style="list-style-type: none"> <li>➤ Contact your Academic Coordinator at Swansea University once a month to update them on your progress</li> </ul>	<input type="checkbox"/>	
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'/'Certificate of Attendance' form and return to Go Global contact by email</li> <li>➤ Complete online feedback survey</li> </ul>	<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 your funding.



### **YEAR ABROAD ALTERNATIVES: SUMMER AND SHORT PROGRAMMES**

The Go Global team offers summer programmes open to all students during the summer. Programmes available vary from internships, cultural, study and volunteering placements. You can only partake in these opportunities if you have at least one year of study left in Swansea University, as these opportunities are not available to final year students. For more information, please visit:

[www.swansea.ac.uk/summerprogrammes](http://www.swansea.ac.uk/summerprogrammes)

In addition to this, the College of Science offers a range of short programmes/field trips, depending on your subject area. Please speak to your department for further information and visit your College page:

<https://www.swansea.ac.uk/goglobal/cos/>