



THE UNIVERSITY OF EXETER

SPORT AND HEALTH SCIENCES

College of Life and Environmental Sciences

Study Abroad Handbook

2016-17

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1. Study Abroad options with Sport and Health Science

Sport and Health Science (SHS) offers two study abroad variations:

- **Studying abroad for a year**

This is part of the 'BSc Exercise and Sport Sciences with Study Abroad' programme, a four-year degree where the year abroad takes place between the second and final years. You will be enrolled on ESS3100 'One Year Study Abroad' for the third year, worth 120 credits. If you are on the three-year degree, you may transfer to the four-year version.

- **Studying abroad for a term**

This takes place in the first term of the second year on the standard 'BSc Exercise and Sport Sciences' programme as part of module [ESS2000](#) 'Study Abroad (Inside the European Union)' or [ESS2100](#) 'Study Abroad (Outside the European Union)'. Each module is worth 60 credits and during this term you will undertake units similar to those you would have taken at Exeter.

Study Abroad opportunities within the European Union, whether it is for a term or a year, are part of the Erasmus scheme and all study abroad counts towards the final degree award.

Study Abroad programmes are conducted according to the guidance set out in the University's TQA Manual, specifically the following sections:

[Study and Work Experience Abroad: Code of Good Practice](#)

[Student Placements: Code of Good Practice](#)

2. Oversight of Study Abroad

a) Key contacts

- Brad Metcalf, SHS Study Abroad Co-ordinator
b.metcalf@exeter.ac.uk, +44 (0) 1392 724896
- Info at St Luke's
info.stlukes@exeter.ac.uk, +44 (0)1392 724837

Support for studying abroad is also provided by the Outbound Study Abroad team in the International Office.

- Anna Moscrop, Study Abroad Manager
A.S.Moscrop@exeter.ac.uk, +44 (0)1392 723841
- Sarah Hector, Study Abroad Coordinator
S.Hector@exeter.ac.uk, +44 (0)1392 725738

b) Emergency contact

In the event of an emergency, you may also contact the University's estate patrol on +44 (0)1392 723999, available 24/7.

c) Complaint

In the event of a complaint about studying abroad, or an academic appeal relating to a mark from studying abroad, you should follow the procedures at the following links

[Regulations, Disciplinary and other Procedures for Students](#)

[Student Academic Appeals](#)

3. Applying for Study Abroad

Partner universities - Where you can study with Sport and Health Science

Australia	Deakin University	Melbourne
	University of New South Wales	Sydney
China	University of Hong Kong	Hong Kong
Netherlands	Universiteit Maastricht	Maastricht
New Zealand	Massey University	North Island
Portugal	Universidade de Coimbra	Coimbra
Spain	Universidad de Valencia	Valencia
USA	Coastal Carolina University	South Carolina
	Colorado State University	Fort Collins
	Iowa State University	American Heartland
	University of South Florida	Tampa

a) Studying abroad for a year

If you are a prospective student, you can apply for the 'with Study Abroad' programme from UCAS, otherwise you may transfer programmes during your first-two years. If you are intending to transfer, you should be mindful of the requirement to study language modules in the first two years if you intend to study in a language other than English during your year abroad.

You will be contacted at the start of your second year with information on the process of how to apply for a placement. Being enrolled on a four-year study abroad degree programme does not guarantee a placement abroad. If you are intending to study abroad, you must apply during term two of your second year for a placement.

b) Studying abroad for a term

For the term abroad, you must attain a grade average of 60% or above in the first year and apply during your first year of study. Places are allocated on a competitive basis and the deadline for applications is the beginning of February in the first year of study.

c) Eligibility

To be eligible for a placement, you must have met the following criteria:

- i) An average mark of 60% or higher in the first year of study (and term 1 of your second year if you are going for a year abroad)

Places are allocated competitively so the higher your grade average, the better chance you have of going to one of your favoured locations.

- ii) If you intend to study in a language other than English, you must have taken the Advanced 1 (or higher) modules in that language through the Foreign Language Centre.

If you are already fluent in the relevant language, your language ability should be assessed at the Foreign Language Centre (FLC). If the FLC can confirm to the Study Abroad co-ordinator that you are at a level equivalent to Advanced 1 or higher, then you will be exempt from the requirement to study the FLC language modules.

Contact details can be found on the [Foreign Language Centre website](#)

If you are on a four-year study abroad degree programme but not eligible for a placement, you will be required to transfer back to the three-year programme.

d) Researching your placement

You are expected to conduct your own research into the available Study Abroad placement opportunities. Although the Study Abroad Co-ordinator and the International Office will do their best to provide up-to-date information and advice, it is your choice whether to study abroad and which destinations to apply for. Before applying, you must research any partner universities you are interested in, including (but not limited to):

- i. Location, environment and climate
- ii. Language of teaching and the language spoken locally
- iii. Available modules
- iv. Size and facilities of the university
- v. Cost of living
- vi. Accommodation

Further guidance is available on the [International Office website](#).

e) Application process

All applications for study abroad must be submitted on the online application form. You will be asked to list five choices of Partner University.

The majority of students receive their first, second or third choice. When it is not possible to allocate you any of your five choices, we normally contact you to offer any remaining available places.

If you leave one or more of your choices blank, it will be taken to mean that you do not wish to go abroad if you are unable to receive one of your higher choices. This will not affect your priority for other choices.

The application form also requires you to list the modules you would like to take at each institution. These module selections will not be passed on to the partner university, but are required to demonstrate that you have researched the available classes at the host university, and that suitable teaching exists for your discipline.

Once all the applications have been received, places will be allocated with priority going to those with the highest average first-year (and term 1, year 2 mark for full-year abroad students).

Please be aware that:

It is not normally possible to take any mitigation or other factors into account when comparing applications for placements.

Although we will make every effort to provide a placement for any eligible students wishing to go abroad, we cannot guarantee a placement. You should be aware that university partnerships are shared with other Colleges, so places at these institutions could be awarded to students from other disciplines.

If you are on the 'with Study Abroad' programme but do not apply for a placement, it will be assumed that you have decided not to go abroad and will be required to transfer back to the three-year programme.

To access the application form and further information about the application process, please see:

<http://www.exeter.ac.uk/international/studyabroad/abroad/howtoapply/>

4. Preparing for Study Abroad

a) After placement allocation

After you have been allocated a placement, the following steps will take place:

1. The University will contact the partner university to tell them which students we will be sending them.
2. If you are going to Europe (i.e. under the Erasmus programme), there will be a meeting arranged by the International Office to explain the Erasmus paperwork that must be completed.
3. Depending on the host university, you will be required to complete application forms for that university. It will be your responsibility to send these forms to the partner university.
4. Once the partner university is in contact with you, they will be able to advise on module selection, arranging accommodation and the cost of living.
In the event of the partner university not providing the required information, or not supplying a named contact for you to liaise with, the Study Abroad co-ordinator will be able to investigate this on your behalf.
5. There will be a pre-departure briefing meeting arranged by the International Office (usually in May). There may also be a meeting to explain the assessment requirements for the year abroad. These meetings are compulsory.

b) Changing programme to four-year study abroad

If you successfully apply for a year abroad placement but are not yet on the four-year degree programme, you will need to complete a change of programme form to transfer onto the four-year 'BSc Exercise and Sport Science with Study Abroad' programme. This form is available from the SHS Office.

c) Financial support information

The study abroad website has further information on [fees and funding](#) during study abroad, including the [Erasmus grant](#). For further advice please contact the Students' Guild Advice Unit (Phone 01392 723520 or email studentadvice@exeterguild.com).

5. Module selection

a) Study load

When studying abroad at a European institution, you should undertake the standard load of 30 ECTS credits per term (the equivalent of 60 Exeter credits). Equivalent study loads at other institutions where SHS students may study are shown below

Normal study loads per term at international partner universities

Australia	Deakin University	Melbourne	4 credits
	University of New South Wales	Sydney	24 units
China	University of Hong Kong	Hong Kong	30 credits
New Zealand	Massey University	North Island	60 credits
USA	Coastal Carolina University	South Carolina	12 units
	Colorado State University	Fort Collins	12 units
	Iowa State University	American Heartland	12 units
	University of South Florida	Tampa	12 units

b) Module choices

If you are studying for a full-year abroad, you should choose mostly year 2 and 3 modules (if the host University operates a 3 year degree programme) or years 3 & 4 (if host University offers a 4 year degree programme). You will be expected to take 75% of modules in a sport and health sciences related subject area.

If you are on the term abroad, you should mainly take second year modules and modules equivalent to the core modules you would undertake at Exeter: [ESS2001](#) Exercise Physiology, [ESS2004](#) Biomechanics and Kinesiology, [ESS2710](#) Sport Psychology.

During the application process, you must outline initial module selection. However, this is to demonstrate that you have researched the partner university and that the modules offered fit with your programme and academic interests. These module selections are not sent on to the partner university or checked to ensure they meet with the College's requirements.

You are likely to be required to outline your module choices in the application to the partner university. If you are an Erasmus student studying abroad, you will need to put your module choices on your 'Learning Agreement' document.

c) Module choice approval

All final module choices must be approved in writing (usually by e-mail) by the Study Abroad co-ordinator.

You will not receive credit for modules that are not approved by the Study Abroad co-ordinator. If you take a module that does not have approval, then the number of credits for this module will count as zero when the marks are converted back to UK marks.

6. Assessment of Study Abroad

a) Student portfolio

You are required to provide a portfolio at the end of your Study Abroad. This should include:

- Course syllabuses and reading lists
- Problem sheets
- Exam papers
- Marked work
- Lecture notes
- A one-page reflection of the study abroad

The portfolio does not count towards your final mark but aids assessment of the work completed when abroad and in converting the grades you achieved to the equivalent Exeter mark.

b) Calculating degree award

Whilst studying abroad for a year, you are enrolled on module ESS3100 'One Year Study Abroad', worth 120 Exeter credits, or when studying abroad for just one term, a 'Study Abroad' module, module [ESS2000](#) 'Study Abroad (Inside the European Union)' or [ESS2100](#) 'Study Abroad (Outside the European Union)', worth 60 credits. The converted marks from the host university form the sole component of these modules as stated in the [module descriptors](#).

The Year Abroad will make up 1/7th of the overall degree award. Stages two, three (the year abroad) and four of the degree are weighted in the ratio 2:1:4.

The term abroad will be calculated as per a normal three-year degree with the study abroad module, counting for 60 credits of stage two.

c) Mark conversion

The table below outlines how marks you obtain abroad will normally be converted to Exeter grades:

Exeter Mark	Class	Australia *		New Zealand	Hong Kong	USA *			Spain	Portugal
90	1		90	A+				90	Mhonor	19, 20
89			89		A+			89		
85			85		A	A	4	85		
81			81		A-	A-	3.7	81		
80		7	80					80		
75			75	A				75		
74			74		B+	B+	3.3	74		
70			70	A-				70		
69	2.1		69		B	B	3	69	Sobresalient	17, 18
68		6	68					68		
65			65	B+				65		
64			64		B-	B-	2.7	64		
62			62					62		
60			60	B				60		
58	2.2	5	58		C+	C+	2.3	58	Notable	14, 15, 16
55			55	B-				55		
52			52		C	C	2	52		12, 13
50			50	C+				50		
48	3	4	48					48	Aprobado	10,11
46			46		C-	C-	1.7	46		
45			45	C				45		
42			42					42		
40			40	C-/R	D	D	1	40		
38	F	3	38					38	Suspenso	1-9
30			30	D				30		
28		2	28					28		
20			20	E	F	F		20		
18		1	18					18		

*- Where actual % are awarded from Australian and US Universities these will be converted back to Exeter grades as the same %

When marks are converted, they will be weighted according to their module value at the host university. No additional weighting will be applied (e.g. for academic level etc.).

The study abroad counts as a single module and as such is not condonable. However, none of the composite modules making up the overall score is considered as non-condonable; you can fail individual modules without 'failing' the Exeter study abroad module as long as you achieve a weighted average of greater than 40.0% when your grades have been converted.

Marks are converted once the partner university has sent a copy of the formal final transcript. However, these are provisional until approved by the discipline APAC in the summer of the academic year following the study abroad. The final study abroad marks will be released to you following this APAC, although interim results may be released sooner.

d) Progression

You are able to appeal against the process of mark conversion following the release of the final year abroad marks according to [academic appeals](#) procedure.

Results for the year abroad will not normally be known at the time of the summer APAC of the academic year in which the year abroad is taking place. When the year abroad takes place in the third year (out of four), you will be allowed to progress to the next academic stage on the condition that you will pass the year abroad.

Should you fail the year abroad, you will be required to transfer to the equivalent three-year degree, which does not include the year abroad. The year abroad mark will remain on your final transcript (diploma supplement) but will not count towards your degree award.

If you pass the year abroad, you cannot choose to change to the three-year equivalent degree if you are unhappy with your year abroad mark.

7. Responsibility of Students

Whilst abroad, you should remember that you remain a student of the University of Exeter and must act in accordance with University regulations. You should appreciate that you are a representative of the University and must ensure that you do not do anything that might bring the University of Exeter into disrepute.

You must also ensure that you follow all local laws and the regulations and conventions of the host university.

a) Safety and security

You are expected to take all necessary steps to ensure that your safety and security, and that of fellow students, is not compromised. We recommend that you keep up to date with local current events and register for regular country updates from the [Foreign and Commonwealth Office](#) or your national government's equivalent.

You are expected to take out adequate travel insurance for the duration of the time spent abroad and may join the [University insurance scheme](#).

b) Staying in touch with the University of Exeter

In addition, you are required to do the following:

- Register as a student at the start of the year
- Regularly and frequently check your Exeter e-mail address (i.e. at least every other day)
- Keep your contact, address and next-of-kin details up to date on ExeHub

- Email the Study Abroad Co-ordinator by 1 November (and 1 March if abroad for a full year) to update on progress and how things are going/discuss any issues.
- Respond to communications from the Study Abroad co-ordinator and/or the International Office
- Respond to other communications regarding study at Exeter, including those relating to student fees and module choice.

c) Tier-four students

If you are an international student on a UK tier-four student visa, you should remember that the terms and requirements of this visa will still apply whilst studying abroad. You will receive regular contact from the College Office with the purpose of demonstrating that you continue to actively engage in your studies. It is essential that you respond promptly to these, as failure to do so may lead to the cancellation of your study visa.

8. Study Abroad partners

A list of partner universities available for student exchange is on the [study abroad](#) webpages. You are not able to go on an exchange placement to a university that is not an existing College or University partner.

Partnerships for the purpose of student exchange may occur at University level (typically those outside of Europe) and at College level (typically those within Europe under the ERASMUS programme).

The establishment of new partnerships for the purpose of student exchange is undertaken by the Assistant College Manager for External Relations, the International Office and the Study Abroad co-ordinator. This is normally preceded by a visit from a member of the College, unless the university is an existing exchange partner through another College.