

## **Principles and outline approach to management**

### **Student exchanges**

1. The use of 30 credit 'long thin' modules within programmes of study, particularly mandatory ones, presents some challenges for the management of semester exchanges. The number of UW students opting for a semester exchange is small – around 40 per annum currently, although we wish to grow this. The number of students who come in to UW on a semester exchange programme is larger, approximately 70.
2. In order to accommodate semester exchanges whilst retaining the emphasis on 30 credit modules, 15 credit 'exchange modules' will be created, related to the first/second part of 30 credit modules, and students undertaking an exchange will register for these.
3. Subjects may if they wish (e.g. where there is a track record of semester exchange students) approve alongside 30 credit modules, 15 credit exchange versions. However, in the majority of cases this will be done for specific students when the need arises. A modification of the existing module specification in terms of credit, learning outcomes and assessment etc, to be approved by Chair of IQC, will be required.

### **Outgoing students**

1. The majority of UW students undertaking an exchange, do so in semester 2 of year 2.
2. Students will normally be assessed only in relation to study they have undertaken at UW, ie the first or second part of 30 credit modules (see below) and 15 credit modules as standard.
3. Students will need to obtain authorisation from their course leader, or other designated person in relevant Institute, for their proposed study pattern whilst on exchange, taking account of the intended UW programme of study when they return. This discussion will also identify the need for any 15 credit exchange modules to be approved.
4. Exceptionally, and with the agreement of all parties, a student may be asked to complete the assessment for one whole mandatory 30 credit module through remote directed study and submission of the assessment in the normal way. In such cases, the student's study programme whilst on exchange will be reduced.
5. Study undertaken whilst on exchange will count as credit but not be graded (in line with UW RPL procedures, and because of the difficulties of translating grades).
6. Students planning to undertake an exchange will identify and register a programme of study for year 2 (module choices) as standard, ie including any mandatory 30 credit modules. 15 credit exchange modules will be approved by September 1<sup>st</sup>. Information will be provided to the International Office, AQU and Registry Services. Procedures for the management of student exchanges will be drawn up.

## **Incoming students**

1. Where possible, incoming students will be encouraged to negotiate study programmes that consist of 15 credit modules, although if necessary 15 credit 'exchange modules' may be used.
2. *Noted incoming students for semester 1, normally require confirmation of grades for progression purposes. A means of doing this may be necessary if UW does not have end of semester 1 exam boards.*

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