

### **Exchange Coordinator/school responsibilities**

Notes: as part of the University of Salford's [Go International Pledge](#), we have pledged to:

- **Increase access to global citizenship for all staff and students via a range of activities on and off campus.**

This includes participation in:

- Erasmus+ (or successor programmes) for study and work placements
- International Exchange programme for study placements
- The Turing Scheme – for non-EU study and work placements. Details to be confirmed for relevant schools
- Short-term work opportunities and government-sponsored opportunities
- Virtual exchanges with partner institutions and international activities on campus

The information below covers general processes for outgoing and incoming students across Erasmus+ (studies and traineeships, incoming and outgoing), International Exchange (studies, incoming and outgoing), Study Abroad (studies, incoming students only) and short-term opportunities (studies and traineeships, outgoing students only). There may on occasion be other responsibilities and we will follow up where this is the case. Turing Scheme information will be updated in due course.

We are a proud member of [Universities UK International's Go International Pledge](#) and supporters of the UK wide [#WeAreInternational](#) campaign celebrating the UK's global student community.

### **OUTGOING STUDENTS**

#### **Promotion of international opportunities in classes**

- Erasmus+ for studies and traineeships for students as part of the EU funded exchange programme
- International Exchange programme for study exchanges at our non-EU partners in the US, Canada, Australia, South Korea, Hong Kong and Malaysia
- Confirmed mobilities as part of University of Salford International Opportunities - Turing Project – NB, the University of Salford has submitted a bid for funding and results are expected in July 2021 for mobilities to start in September 2021. Further details available from the International Opportunities Team. Information will be updated in this document in due course
- Schools are expected to keep track of study partners and traineeship options available to students and keep notes of partner changes (and ensure handover notes are up to date in case of change to other colleagues)
- Short-term opportunities offered by third parties, for example the British Council, where our students are able to spend a short period of time overseas as part of an internship or research project
- Note that international opportunities usually take place in Level 5 of undergraduate programmes (unless specific arrangements are in place within schools)
- Postgraduate opportunities will be considered on a case by case basis



- Students are encouraged to complete their own research via [www.salford.ac.uk/io](http://www.salford.ac.uk/io), partner university websites and by completion of the Student Planning Document
- The International Opportunities Team will not chase students nor schools for documentation. It is up to the student to keep a record of outstanding documents via the Student Checklist

### BEFORE MOBILITY – ENQUIRY STAGE

<b>Enquiry stage</b>	<p>Respond to initial query from student. If unsure, please ask International Opportunities Team for advice</p> <p>Direct student to complete Enquiry Form – <a href="https://myadvantage.salford.ac.uk/Form.aspx?id=264515">https://myadvantage.salford.ac.uk/Form.aspx?id=264515</a></p> <p>Please cc IOT in correspondence</p> <p>Refer student to IOT website – <a href="http://www.salford.ac.uk/io">www.salford.ac.uk/io</a></p>
<b>Study exchanges and work placements</b>	<p>School to confirm that:</p> <ul style="list-style-type: none"> <li>-Student is of good academic standing – no lower than 50%, no resits</li> <li>-Student is motivated and confident</li> <li>-Student has valid reasons to study/work abroad (not just a holiday!) and would be a good ambassador for the University of Salford</li> <li>-Student is aware of any language requirements at potential hosts</li> <li>-Student is aware of the possible costs of going abroad and available financial support</li> <li>-Student has been advised to read through the International Opportunities website</li> <li>-Students has been advised to have a careful read through and complete the Student Planning Document</li> <li>-Student is fully aware of if and how they could re-join their programme if they returned earlier than planned (school discusses reintegration options with student before any decisions are made)</li> <li>-If the student is classed as an 'International fee paying' student, please contact International Opportunities Team as there are additional immigration measures to be put in place for these students</li> </ul>
<b>Study exchanges only</b>	<p>School to confirm that:</p> <ul style="list-style-type: none"> <li>-Student is planning to go abroad during their second year (except in duly justified cases) or during a sandwich year between Level 5 and Level 6</li> <li>-Student is investigating study abroad options available and school/EC recommends any specific partners</li> <li>-School liaises directly with relevant Programme Leader to assess if modules offered by the partner universities match what the student would do at Salford</li> </ul> <p>If study option is not available, recommend work placement (if possible as part of the programme), voluntary work placement in summer (all levels), graduate traineeship or short-term opportunities</p>



<p><b>Work placements only</b></p>	<p>School to confirm that student is planning to undertake one of the following:</p> <ul style="list-style-type: none"> <li>• Short-term opportunity</li> <li>• Voluntary summer work placement</li> <li>• Work sandwich year (between Level 5 and 6)</li> <li>• Level 5/6 Work Placement (part of the curriculum, only if allowed as part of the programme)</li> </ul> <p>Traineeships are approved in school (even when sourced independently). Schools are responsible for performing due diligence (see Appendix A) and obtaining copies of each employer's public liability insurance and employer's liability policies (in English) unless the employer is a partner academic institution (the International Opportunities Team has a copy of all academic partner institutions' insurance policies on file). Traineeships are funded by the International Opportunities Team (when applicable).</p> <p><b>School to complete Traineeship Guidance and Approval Form (see Appendix A) and send to the International Opportunities Team</b></p> <p>Students who would like to undertake an Erasmus+ Graduate Traineeship still require approval from the school even if the traineeship is sourced independently. Students interested in graduate traineeships must be made aware that they are not covered by the University of Salford's Insurance Policy and must purchase their own insurance.</p> <p>Student is aware that they are responsible for sourcing their own placement. An International Work Experience Toolkit is available online</p>
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**BEFORE MOBILITY – PLANNING (once host university is chosen/work placement agreed)**

<p><b>Study exchanges and work placements</b></p>	<p>School involves International Opportunities Team in the conversation with the student and vice versa</p> <p>School works on Learning Agreement (to include modules/details of the role) in conjunction with student and receiving university/organisation</p> <p>Learning agreements are required for BOTH the Erasmus+ and International Exchange programme</p>
<p><b>Study exchanges only</b></p>	<p>School provides International Opportunities Team (in accordance with internal deadlines communicated by IOT) with details of the student to nominate to chosen host:</p> <ul style="list-style-type: none"> <li>- Student Planning Document, copy of student passport (additional information might be needed). This form includes permission from the school which must be signed</li> </ul>



	Student is fully aware of programme of studies at chosen university, required amount of credits, workload and how modules will map against those that the student would have taken at Salford
<b>Work placements only</b>	<p>School provides International Opportunities Team, where possible, no later than 2 months ahead of the start date with details of the student to nominate to chosen host (if the placement provider is one of our Erasmus+ partners):</p> <ul style="list-style-type: none"> <li>- Student Planning Document, copy of student passport (additional information might be needed). This form includes permission from the school which must be signed</li> </ul> <p>School confirms placement is relevant to student's programme of study/career path</p> <p>Student is fully aware of placement programme at chosen organisation, workload, working hours, tasks and responsibilities etc.</p> <p>For work placements (including Erasmus+ Graduate Traineeships) taking place at a non-partner institution or any other organisation, schools must obtain copies of the host's public liability insurance and employer's liability policies (in English) and forward them to the International Opportunities Team.</p> <p>Due diligence must also be performed by the school on the company and the placement itself (see Appendix A)</p>

### **DURING THE MOBILITY – WHILE THE STUDENT IS AWAY**

<b>Study exchanges and work placements</b>	<p>School checks in regularly with student to make sure everything is ok (if there are any issues, please inform the International Opportunities Team)</p> <p>In the event of an emergency, EC contacts student and asks to check in (please also inform the International Opportunities Team)</p> <p>If any amendments to the Learning Agreement are required, school supports student in completing the relevant section and signs amended document. Any amended Learning Agreements should be forwarded to the International Opportunities Team for our records</p> <p>Ongoing academic support</p>
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### **AFTER THE MOBILITY – WHEN THE STUDENT RETURNS**



<p><b>Study exchanges and work placements</b></p>	<p>Debrief (encourage student to reflect on new skills, challenges faced (if any), general feedback on all stakeholders involved, how to integrate this experience into their CV, how they can share their experience and promote international opportunities to other students with the help of EC etc.)</p> <p>Explore possibility of inviting student into lectures to promote the opportunity</p> <p>Approve and sign final Learning Agreement and forward to International Opportunities Team</p> <p>In the event of an early return, support students with reintegration</p>
<p><b>Study exchanges only</b></p>	<p>Student provides transcript of records</p> <p>Credit transfer. When undertaking a period of study, as part of a University approved programme, which is assessed by another education institution, the module mark(s) will be recorded as either Pass or Fail. There will be no transfer of marks or grades into the student's University of Salford award classification (unless the student is on a programme where those modules are an integral part i.e. if the student is studying in North America at the University of Toledo)</p> <p>Students should be directed to online information at <a href="https://www.salford.ac.uk/askus/academic-support/student-handbook/your-studies/rules/study-abroad-information">https://www.salford.ac.uk/askus/academic-support/student-handbook/your-studies/rules/study-abroad-information</a></p>

### INCOMING STUDENTS

This covers Study Abroad Programme for incoming fee-paying students/Erasmus+/International Exchange Programmes

**Note, schools should accept incoming applications for Erasmus+ and International Exchange ONLY when outgoing applications are already confirmed. This is to ensure balance in numbers. The International Opportunities Team will inform you at the point of application if there will be an imbalance.**

### BEFORE MOBILITY

<p><b>Nomination stage</b></p>	<p><b>Study placements only:</b></p> <p>School makes decision (in principle) based on programme capacity together with Programme Leader</p> <p><b>Work placements only:</b></p> <p>School makes decision (in principle) based on availability together with Programme Leader (<i>Incoming placement enquiries are looked at on a case-by-case basis</i>)</p>
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<b>Application stage</b>	<b>Study exchanges and work placements:</b>  School makes final decision, together with Programme Leader, based on: student's grades, statement of intent, transcript of records, further documentation/evidence provided
<b>Acceptance stage</b>	School is copied in all acceptance correspondence with the student  School contacts student to discuss modules/tasks and provides support in completing Learning Agreement  School provides information to student regarding induction week ( <i>as most exchange students pick modules from various levels, please make sure they are aware of which induction sessions they are required to attend</i> )

#### DURING MOBILITY

<b>Study exchanges and work placements</b>	Induction and welcome arrangements  Finalise Learning Agreement  Ongoing academic support  School checks in regularly with student to make sure everything is ok (if there are any issues please involve the International Opportunities Team)  If any amendments to the Learning Agreement are required, school supports student in completing the relevant section and signs amended document  Take advantage of incoming students to motivate Salford's students to undertake an international experience/encourage internationalisation at home
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#### AFTER MOBILITY

<b>Study exchanges and work placements</b>	Liaise with programme administration teams to ensure a transcript or diploma supplement is sent out to the student
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### **Additional responsibilities**

- Promote international opportunities to potential outgoing students via class presentations, attendance at International Opportunities events
- Explore new collaboration opportunities and industry links (for traineeships)
- Keep an active relationship with Partners, checking on programmes/ modules to be mapped at Salford. If you need details of your counterparts at the relevant institutions, please contact the International Opportunities Team who will assist

### **Virtual Opportunities**

International Futures Programme – developed during the summer of 2020 in response to the COVID-19 global pandemic, this programme focuses on internationalisation at home events and activities and includes opportunities for self-learning through a comprehensive StayInternational toolkit. All staff and students at Salford are encouraged to take part.

With safety and wellbeing at the heart of our operations, we are not managing physical mobilities in the 2020-21 academic year and this initiative is designed to ensure we maintain our internationalisation agenda throughout the pandemic. International Futures programmes can be found on our website.

Details of International Futures Programme for 2021-22 will be confirmed in due course.

The International Opportunities Team also regularly forwards information from other partners regarding virtual opportunities at their institutions. This should be shared with students.

## APPENDIX A

### PLEASE READ THIS GUIDANCE CAREFULLY.

#### Traineeship Guidance and Approval Form

This form provides guidance for schools when approving a traineeship and approving a Student Planning Document - <https://www.salford.ac.uk/international-opportunities/things-to-know>

Schools remain responsible for confirming if a traineeship goes ahead and managing student experience from start to finish and must ensure that the traineeship is either accredited as part of their programme or subject-relevant if a voluntary summer placement or sandwich year

The International Opportunities Team will award Erasmus+ funding ONLY if the traineeship is approved by the school and will liaise with the student regarding Erasmus+ documents required

For further info about the processes and protocols that placement teams should be taking in regards to placement and work based learning activity, see the university's [code of practice](#).

#### For the school/Exchange Coordinator

Schools/Exchange Coordinators are only to sign the permission if the student has completed the Student Planning Document

<b>Your name:</b> _____	<b>Your role:</b> _____
<b>Your school:</b> _____	

I confirm that I give permission to this student to go to:

<b>Name of HOST Institution/Organisation</b>	
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<b>Location of traineeship</b>	Country: _____		
	Physical / Virtual <i>(Please circle as appropriate)</i>		
<b>Type of traineeship</b>	Voluntary / Compulsory part of programme <i>(Please circle as appropriate)</i>		
Signature		Date	

I confirm that the following due diligence has been completed

<b>Risk assessments if physical traineeship</b>	<p>Consider safety and security of destination in accordance with UK Government and FCDO guidelines and with destination government guidelines</p> <p>Required documents (see below for further info):</p> <p>-<a href="#">Risk Assessment for Covid-19</a></p> <p>Where applicable with regards to COVID-19, the university needs to be reassured that the student personal circumstances do not place them at an unacceptable risk.</p> <p>-<a href="#">Student risk assessment</a></p> <p>The travel risk assessment can be completed on standard University risk assessment where the risk is low. Please fill in the relevant sections from the Drum Cussac report. This details things like street crime and what risk controls are in place, e.g. making students aware of the need to be vigilant, etc.</p> <p>Please see <a href="https://testlivesalfordac.sharepoint.com/sites/HealthAndSafety/SitePages/Travel-Safety.aspx">https://testlivesalfordac.sharepoint.com/sites/HealthAndSafety/SitePages/Travel-Safety.aspx</a> for Travel Guidance.</p> <p>-<a href="#">Placement Learning Agreement</a></p> <p>This must be completed and signed by the school, the placement provider, and the student.</p>
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	All documents completed by the School should be forwarded to the International Opportunities Team for our records
Academic – Learning Agreement	<p>The school should confirm details of tasks agreed and submit a Learning Agreement to the International Opportunities Team for a traineeship to be eligible for Erasmus+ funding</p> <p>The International Opportunities Team has an Erasmus+ template for this – please contact <a href="mailto:Salford-IOT@salford.ac.uk">Salford-IOT@salford.ac.uk</a> to request this</p>
Student finance	<p>The Student Fees team can help students on an individual basis should there be any changes to their programme</p> <p>For example, if the student gets a placement there are no changes however if the student changes years, with approval from QEO and the School, or does 3 years without placement, Student Fees team can help with the changes</p> <p>Student fees should not change if the student takes part in a placement this year however if the length of the programme changes, the student will need to contact the Student Fees team to discuss changes</p>
Ethical considerations	Confirm that the proposed organisation operates ethically, and that the student will receive professional and pastoral support
Insurance	<p>The school must obtain copies in English of the employer's (if not an academic partner institution) public liability insurance and employer's liability. Current students are also covered by the University of Salford's insurance policy, but are still recommended to purchase private travel and health insurance. This should be forwarded to the International Opportunities Team for our records</p> <p>Students taking part in a graduate traineeship are not covered by the University of Salford's Insurance Policy and must purchase their own insurance</p>
Accommodation	Confirmation that the student will have support from the organisation in finding accommodation
Student Planning Document	Confirmation that the student has reviewed and completed the Student Planning Document available at <a href="https://www.salford.ac.uk/international-opportunities/things-to-know">https://www.salford.ac.uk/international-opportunities/things-to-know</a> and that this is approved by the school



University of  
**Salford**  
MANCHESTER

**International Opportunities Team**  
IRD – International and Regional  
Development Directorate

Signature		Date	
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I confirm that the International Opportunities can award Erasmus+ funding if applicable.

Signature		Date	
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