# Student Exchanges (outgoing): responsibilities of International Office, College Offices\* and Schools

Core responsibilities of the International Office include administration around exchanges, advising students on all non-academic aspects of their studies, liaising with exchange partners, providing advice and guidance to Exchange Coordinators, etc. College Offices are responsible for all academic and academic-related matters, including course loads and equivalents at partners, concessions, progression, Special Circumstances, etc.

[\*NB. some activities designated as the responsibility of the College Office are undertaken at Deanery level in CMVM]

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|  | International Office | College Office | Schools |
| General | Contributing to institutional strategy for provision of international experiences, including development of new opportunities;  Providing up-to-date information and guidance to students relating to all aspects of general exchanges, and to Schools relating to Subject-specific exchanges;  Contributing to Senate Task Groups on study abroad matters;  Providing Colleges with statistical information on students studying abroad (numbers, Schools, destinations, etc. – and comparison to previous years as necessary);  Alerting Schools/Colleges to substantive academic changes at partner institutions (e.g. degree restructure, credit framework changes and new conversions, etc.). | Contributing to relevant Senate committees (and Task Groups) on study abroad matters;  Analysing statistical data provided by IO to report on KPIs, inform College committee work, inform College strategy;  Acting on advice from IO relating to substantive academic changes at partners to update relevant documentation/amend progression information;  Continuously reviewing progression procedures in response to specific issues, changes to regulatory framework or other developments. | Reviewing availability and suitability of exchange offerings within Schools;  Creating coherent strategies for expansion of international opportunities within Schools;  Reviewing student feedback regarding exchange experiences and taking further action as appropriate, escalating particular serious or intractable issues to IO/College;  Contributing to ongoing review of procedures relating to Go Abroad opportunities, including progression;  Providing information relating to Subject-specific agreements, e.g. appropriate credit loads/credit transfer equivalencies. |
| Approval of exchange agreements | Managing institutional strategy for expansion of Erasmus+ and International Exchanges;  Managing process for creation of new collaborative agreements relating to student exchange and other Go Abroad activities;  Liaising with potential partners regarding proposed new agreements, and with existing partners in relation to agreement renewal;  Negotiating terms of new/renewed exchange agreements with potential/existing partners, drafting and owning subsequent agreements;  Submitting draft new/renewed agreements to Colleges for approval and informing new/existing partner of outcome;  Maintaining list of current partners and reporting changes to current partners (terminated/renewed/new exchange agreements) to CSPC once per academic year. | Considering proposals submitted by IO for renewed/new exchange agreements for approval (via appropriate College committee/process);  Raising issues and questions relating to proposed new or renewed exchanges with IO as necessary;  Ensuring timely progress of approval process, including conducting virtual committees as necessary;  Advising IO of issues with existing exchange agreements (e.g. availability of courses, credit equivalencies), and making recommendations to IO for revision/termination of agreements;  Working closely with other College Offices on all aspects of student exchange arrangements and processes. | Working with IO to develop Subject-specific exchange agreements (including site visits);  Contributing to relevant College committee discussions/approval relating to renewed/new agreements (either at physical meeting or virtually, as required);  Raising issues with existing agreements with College and IO. |
| Student exchange applications | Managing promotion/application/allocation process for general agreements;  Promoting exchange opportunities to students by holding information sessions/fairs, creating Application Handbooks for students;  Supporting exchange application process for general exchanges: providing number of available places on general exchanges and lists of applicants to Colleges for ranking;  Issuing and processing offers for general exchanges, advising partners of nominations, providing post-offer information to students;  Publishing list of successful candidates and destinations, for use by Colleges, Schools and Student Administration;  Providing advice and guidance to Schools regarding application/allocation process for Subject-specific agreements, including information on number of places on Subject-Specific exchanges. | Determining and regularly reviewing College ranking criteria for general exchanges (i.e. non-discipline-specific), through collaboration between three College Offices and IO;  Reviewing applications and ranking students;  Notifying IO of ranking decisions;  Providing feedback to unsuccessful students. | Providing advice and support to students interested in applying to study abroad (including academic viability of chosen destination);  Advising students on possible courses at chosen potential destinations;  Making selection decisions on Subject-specific exchanges. |
| Pre-departure | Providing pre-departure support to students, including briefings and Student Exchanges Handbook;  Advising Schools and students of required documentation (e.g. Learning Agreements) and providing access to templates through Mobility Online | Advising Schools/IO on academic/regulatory matters during drafting and finalising of Learning Agreements | Working with students to draft and finalise Learning Agreements;  Agreeing and signing off finalised Learning Agreements and other required documents |
| While students are abroad | Provision of on-course support to students and liaising with partners;  Informing Schools and students on the process for amendments to Learning Agreements;  Forwarding academic/progression/regulation queries (including potential Special Circs) to Schools/College;  Liaising with Schools/College when students request early return from exchange;  Dealing with emergency situations and student safety overseas;  Advising students currently overseas regarding all non-academic matters. | Receiving and acting on academic/progression related enquiries from students/Schools/IO relating to issues such as credit loads, course levels, Special Circumstances, assessment issues at partners, etc.;  Advising IO/Schools/students on regulatory matters (Taught Assessment Regulations and Degree Regulations), such as early return and reintegration options;  Updating IO spreadsheet with decisions made for students currently overseas (for IO reference and College use during progression procedures) | Providing academic and pastoral support remotely, on current studies overseas and future studies on return to Edinburgh (e.g. dissertation information);  Liaising with students regarding any changes to Learning Agreements;  Ensuring students complete engagement monitoring requirements. |
| When students return | Organising “welcome home” events and supporting students to reintegrate to Edinburgh;  Managing receipt of transcripts from partner universities: uploading transcripts to Mobility Online prior to College Progression Board (if available); chasing outstanding transcripts, uploading to Mobility Online and advising College when received;  Liaising with partners and students to resolve any outstanding issues (e.g. outstanding student payments to partner), seeking support from Schools/College as required | Coordinating categorisation of transcripts undertaken by Exchange Coordinators, providing advice and guidance as necessary;  Managing College Study Abroad Progression Boards and Special Circumstances Committees, determining all progression decisions for students who have undertaken optional study abroad in the previous academic year (including cases where transcripts available for Board, and those received later);  Informing Schools of progression decisions;  Liaising with Student Administration to ensure credit added to EUCLID. | Receive lists of students from College, consult transcripts and Learning Agreements available in Mobility Online and categorise;  Contribute to Study Abroad Progression Board;  Entering progression decisions for individual students communicated by College into EUCLID, informing students and PTs of decisions;  Support students to reintegrate to 4th year at Edinburgh |