

 <p>S P Jain London School of Management LONDON</p>	Study Abroad Policy and Procedure
Document Type	Policy
Administering Entity	Dean, Programme Managers (Assistant Deans), Chief Operating Officer, Registrar and Manager– Admissions
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1. Purpose

- a. S P Jain London School of Management (the School) aims to ensure that students receive a globally relevant education. As part of this, it encourages students on its programmes to undertake study abroad. The aim is to broaden students’ global understanding and enhance the student experience.
- b. In the first instance this policy will apply to exchanges with the SP J Global School of Management. Should other opportunities arise, this policy will be reviewed as appropriate.

2. Definition

- a. Study abroad affords students the opportunity to undertake a credit-bearing placement at a partner institution under the terms of an agreed exchange agreement. Students on exchange programmes are registered at the School and the host institution during the exchange period.

3. Principles

1. Engagement with student exchange activity is based upon the following core principles:
2. All study abroad arrangements will offer a student experience that is commensurate in terms of quality with that of The School .
3. The School will commit an appropriate level of resources to managing, overseeing and supporting student exchange activity, to support its mission to develop highly employable global graduates.
4. All student exchange arrangements will meet the quality and standards set by the School ’s approval processes and the QAA’s UK Quality Code for Higher Education.
5. The School will ensure learning outcomes for student exchange activities are clearly articulated

6. The School shall maintain responsibility for the degree awarded in its name. The School will ensure that the individual and collective responsibilities of students, staff and providers are clearly defined and communicated.
7. The School will implement effective governance arrangements for student exchange activity. Where students are dissatisfied with their student experience, the School has appropriate mechanisms in place to receive and respond to complaints.
8. The School will ensure that students are able to undertake student exchange activities in accordance with local jurisdiction as well as The School regulations, policies and procedures. The School will ensure that the requirements of relevant bodies, including PSRBs, are adhered to in relation to the arrangements for student exchange.
9. The School will adopt a proportionate approach to safeguarding student exchange activities and, so far as is reasonably practicable, enact its duty of care for all students undertaking student exchange opportunities.

4. Approval of student exchange arrangement

- a. Student exchange arrangements involves the establishment of an institutional exchange agreement or a subject-specific exchange arrangement which must be in place prior to any exchange.
- b. A rigorous curriculum mapping will be undertaken which will include the following:
 - i) Information on the term or other part of the SPJUK which the student will undertake at SP J Global
 - ii) Details of the modules at SP J Global that the student will undertake while on the exchanges
 - iii) Information on the comparability of the curriculum including a mapping of learning outcomes, learning and teaching methods, acquisition of skills relevant to future study.
 - iv) Evidence that students will attain the same standards as students studying the award at SPJUK

5. Credit transfer and recognition

- a. The student exchange arrangements will form an integral and recognised part of the degree programme and will require the transfer of credits from SPJ Global to the School . Students will be informed of the mark assigned to their studies by the School. This mark will be included in the degree classification conventions and might influence students' degree classification.
- b. The credit transfer process will provide a fair and transparent system of transferring credits and grades from one institution to another in order to capture the equivalent grade/academic performance within the home University grading scale.
- c. The Registry has overall responsibility for approving grades and credit transfer according to the Regulations approved by Academic Board.

- d. Before the start of the exchange, an individual programme of study should be agreed with each student and formalised within a Learning Agreement. The Learning Agreement acts as a 'credit transfer promise' and offers a guarantee that the credits specified within the Learning Agreement are appropriate, have been approved and will be transferred back to their degree at the School. In addition, a learning/training plan for each student sets out the overall requirements.
- e. The School will ensure that before commencement of their study overseas, students fully understand their study obligations and how the grades obtained overseas will be integrated into the degree programme. This will be covered in the preparation meetings and a study abroad handbook, and partly with the learning plan.

6. Monitoring, Evaluation and Review

- a. As part of the monitoring process feedback from students will be shared with the School and will form part of the programme annual monitoring process.

7. Appeals and Complaints

- a. A student is dissatisfied with the outcomes of the assessment process of SP J Global should use their appeal process. Where they are dissatisfied with the credit transfer process they should make an appeal to SPJUK.
- b. Students who are unhappy with the quality of the student experience should raise this with SPJ Global in the first instance with a view to resolving the matter. Where this is not possible, they may make a complaint using the SPJUK Complaints Procedure.

8. Related Documents

- Academic Regulations