



Terms & Conditions for the Outbound Student Exchange Programme for destinations under the Erasmus+ Programme, International Exchange Programme (IEP) and Swiss-European Mobility Programme (SEMP)

Appendix I: Module Requirements and Weighting for Exchange Periods Abroad by academic school (Table A: 2018/19 and applicable earlier entry; Table B: from 2019/20 entry)

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Students accepting a Conditional Offer to study abroad on exchange also accept the General Conditions of Participation available at the below link, organised into the ‘Before/During/After’ phases of mobility: <https://www.qmul.ac.uk/international/global-opportunities/outgoing-students/terms-and-conditions/>.

ARTICLE 1: UCAS APPLICATIONS¹ – ENTRY REQUIREMENTS & PROGRESSION RULES FOR FOUR-YEAR ‘WITH YEAR ABROAD’ DEGREES

It is important for a student to be well prepared academically in order to gain the most from their time studying abroad. For certain programmes and awards, students may be permitted to spend up to one academic year studying abroad on exchange at another institution with whom Queen Mary has an approved exchange agreement. A student who wishes to study for an exchange abroad must complete an application process, following procedures managed by the GO Office: <https://www.qmul.ac.uk/international/global-opportunities/outgoing-students/>. If their application is successful, they are made a Conditional Offer of exchange.

Once a student enrolled on a degree ‘with a year abroad’ holds a Conditional Offer of exchange, in order to meet the conditions of the offer and be approved to complete the exchange as forecasted, the student must **pass all modules from all developmental years prior to the year abroad and must achieve a minimum weighted average mark of 60.0 (letter grade B)²**. Please consult Appendix I of this document for the relevant module requirements for the year abroad and for the weighting of the year abroad, dependent on the degree programme and on the entry year).

Please note if students are applying for a degree on UCAS with a year abroad, the initial entry requirements for with year abroad degrees can be found on the UCAS website: <https://www.ucas.com/>.

¹ Some of the above terms do not apply in the exact same way or to the same degree for some Modern Language degrees within the School of Languages, Linguistics and Film; and English and European Law and Global Law degrees within the School of Law; where these degrees have specific regulations and the year abroad is a compulsory component of the degree. Please consult the appropriate official Academic Regulations as well as the Appendix I of this document relevant for the entry year, and discuss any matters needing clarification with the relevant School.

² If a student’s developmental years include 2019/20, their 2019/20 year average will be the mean average of the best 90 credits from the 2019/20 academic year (excluding the lowest 30 credits from the calculation). However, a partner (host) institution still reserves the right to refuse a nomination or to cancel a student’s application at any time if deemed insufficient to meet their academic requirements. While Queen Mary academic regulations have adapted progression requirements in light of 2019/20 academic results, this does not prevent a partner institution from upholding their minimum academic requirements.

ARTICLE 2: OPTIONAL SEMESTER/YEAR ABROAD - EXCHANGE ENTRY REQUIREMENTS & PROGRESSION RULES

Some programmes of study include a compulsory year of study abroad; these have specific regulations. Other programmes do not include a compulsory year of study abroad, but a student may spend one optional semester studying abroad on exchange (or an optional year abroad, only open to students from the School of Business and Management) at another institution with whom Queen Mary has an approved exchange agreement. In those cases, the regulations below apply.

Not all Queen Mary schools offer a one-semester option to study abroad on exchange; it remains a student's responsibility to confirm with their individual Queen Mary School their eligibility to apply for a one-semester exchange before submitting an application.

Students wishing to apply for a semester abroad as part of a three-year Queen Mary degree will need the permission of their Queen Mary School by consulting the webpages for their home school and/or contacting their academic School/Department Coordinator. A student who wishes to study for a semester abroad must complete an application process, following procedures managed by the GO Office: <https://www.qmul.ac.uk/international/global-opportunities/outgoing-students/contact-us/>. If their application is successful, they are made a Conditional Offer of exchange.

Once a student holds a Conditional Offer of exchange for an **optional** semester/year abroad, in order to meet the conditions of the offer and to be approved to complete the exchange as forecasted, the student must **pass all modules from all developmental years prior to the period abroad and achieve a minimum weighted average mark of 60.0 (letter grade B)**³. Please consult Appendix I of this document for the relevant module requirements and weighting of the optional semester/year abroad, dependent on the degree programme and on the entry year.

A student will not be permitted to study abroad on exchange in the first year or in the final year⁴ of a Queen Mary University of London programme of study.

ARTICLE 3: RESITS

If a student's marks from a particular year do not allow them to achieve an overall average of 60.0 over all developmental years, an academic department may decide to offer a student the opportunity to complete resits with the goal of improving their mark/s and overall average.

If the outcome of the resit/s has the potential to alter their overall average to above 60.0 and thus to determine their eligibility to complete their exchange, the results of the resits should ideally be available before the start date of a student's exchange and at the absolute latest by the latest possible enrolment date at the host institution.

³ *If a student's developmental years include 2019/20, their 2019/20 year average will be the mean average of the best 90 credits from the 2019/20 academic year (excluding the lowest 30 credits from the calculation). However, a partner (host) institution still reserves the right to refuse a nomination or to cancel a student's application at any time if deemed insufficient to meet their academic requirements. While Queen Mary academic regulations have adapted progression requirements in light of 2019/20 academic results, this does not prevent a partner institution from upholding their minimum academic requirements.*

⁴ *With the exception of students on three-year degrees within the School of Economics and Finance, who are permitted to complete an optional semester abroad during semester 1 of year 3 (destination restrictions apply, consult School).*

If the results are not available before departure, a student may physically depart on exchange at their own risk while the results are pending, with the understanding that if the outcome of the resits determine that they still fail to meet the conditions of their offer of exchange, they will be recalled from their destination and required to return to their studies at Queen Mary, cancelling the exchange. In such instances, the student shall bear all financial responsibility related to any travel or accommodation costs.

ARTICLE 4: DESTINATIONS AND VIRTUAL MOBILITY

Please note the destinations available are provisional. Academic schools and institutes may make changes to their portfolio of exchange partners at any time. Students must consult with their Queen Mary academic school/institute for the most up-to-date information about where they are eligible to study and what they can study at the partner institution.

Students can apply to study abroad on exchange at any one of Queen Mary's exchange partner institutions, as long as they either have an agreement with their academic school/institute or are an approved IEP destination for that academic school. Please note that students cannot be guaranteed a specific partner institution, city or country. Many exchange destinations are highly competitive; therefore, students are advised to apply for up to five exchange destinations to increase their chances of being offered a place.

Once the Global Opportunities Office makes a student a Conditional Offer of exchange on behalf of Queen Mary, this does not specify or guarantee the exchange's mode of delivery at the host institution. The host institution reserves the right to offer a virtual study placement as one of, or the only option for students to participate in the exchange. Virtual study placements may be offered in instances where in person study is deemed inadvisable, impracticable, illegal or impossible (e.g. natural disasters or due to war, terrorism or threats of terrorism, civil disorder, disease or medical epidemics/outbreaks or government regulations). The original Conditional Offer of exchange made by the GO Office allows the student to follow the student exchange virtually if applicable (with approval by the host institution and Queen Mary academic school/department). Any future award of funding specific for mobility abroad that may be allocated by the GO Office is only available for physical (in country) mobility; funding cannot be allocated to students who follow a virtual placement.

ARTICLE 5: RESULTS OF MODULES TAKEN ABROAD AND CONVERSIONS⁵

Module results from a semester abroad count towards a student's Queen Mary programme of study in the same way as modules studied at Queen Mary. However, there will normally be a rescaling and/or reweighting process to bring credits and marks into line with Queen Mary standards. These conversion arrangements will be approved by the Senate or its delegated authority (the Education Quality and Standards Board) and are subject to periodic review.

By submitting, an application to study abroad, a student acknowledges that marking/grading schemes used at partner institutions are different to those used at Queen Mary, and grades/marks obtained abroad will be subject to conversion, rescaling and weighting to bring them into line with equivalent marks and results awarded by Queen Mary.

⁵ Some of the above terms do not apply in the exact same way or to the same degree for some Modern Language degrees within the School of Languages, Linguistics and Film; and English and European Law and Global Law degrees within the School of Law; where these degrees have specific regulations and the year abroad is a compulsory component of the degree. Please consult the appropriate official Academic Regulations as well as the Appendix I of this document relevant for the entry year, and discuss any matters needing clarification with the relevant School.

Information on grade conversion can be found on the Global Opportunities webpages:

- **For IEP destinations:** <https://www.qmul.ac.uk/international/global-opportunities/outgoing-students/international-exchange-programme/credit-transfer--grade-conversion/>
- **For Erasmus+ Programme/SEMP destinations:** <https://www.qmul.ac.uk/international/global-opportunities/outgoing-students/erasmus-within-europe/credit-transfer-and-grade-conversion/>

Students should familiarise themselves with the official academic regulations and details on progression requirements for their undergraduate degree in order to understand how a forecasted mobility period abroad will impact their degree and progression. They are advised to consult the latest edition (as well as any summarised changes) of the **Queen Mary Academic Regulations** via <http://www.arcs.qmul.ac.uk/policy/>, under “Academic policies, regulations and procedures (taught programmes).” In the document under Section 4: “Progression and Award: Undergraduate Programmes,” carefully read the Progression and award regulations for your relevant degree programme. Useful information on “Study abroad” is also available on page 16 of the 2019-2020 document. Any questions or concerns should be raised **prior to the period of exchange** and addressed to the academic school. A snapshot of these regulations can be consulted for initial reference in Appendix I of this document.

Separate arrangements apply where a period of study abroad is a compulsory, integrated part of a programme of study. In such cases, a student shall normally be transferred to the version of the programme with no study abroad period in the event of failure, without an opportunity for resits/retakes unless these are provided under the regulations of the host institution. For 2018/19 and earlier entry to Queen Mary, the requirement to pass a year abroad of this type shall be to take 120 credits and pass a minimum of 105 equivalent Queen Mary academic credits and to achieve a minimum year average mark of 40.0. For 2019/20 and later entry to Queen Mary, the requirement to pass a year abroad shall be to take 120 credits and pass a minimum of 90 equivalent Queen Mary academic credits per host institution regulations. Individual programme regulations may specify exceptions to this rule or alternative arrangements⁶; students should consult their academic school for any needed clarification.

ARTICLE 6: TIME ABROAD LIMITATIONS

Students are permitted to spend a maximum of one year abroad if their programme of study includes a compulsory year of study overseas⁷. Students studying programmes which do not include a compulsory year of study overseas may spend a maximum of one semester studying overseas at another institution of university status with whom Queen Mary has an approved exchange agreement⁷. Students are not permitted to undertake a second period of study abroad during their Queen Mary course of study after having already completed a compulsory year of study overseas or one semester on a programme which does not include a compulsory year of study overseas. For example students on a three year degree undertaking one semester of optional study overseas would not be permitted to transfer into a four year degree and undertake a further full year of study.

⁶ Some of the above terms do not apply in the exact same way or to the same degree for some Modern Language degrees within the School of Languages, Linguistics and Film; and English and European Law and Global Law degrees within the School of Law; where these degrees have specific regulations and the year abroad is a compulsory component of the degree. Please consult the appropriate official Academic Regulations as well as the Appendix I of this document relevant for the entry year, and discuss any matters needing clarification with the relevant School.

⁷ With the exception of students on three-year degrees within the School of Business and Management, who are permitted to complete an optional year abroad during their second year of a three-year programme (destination restrictions apply, consult School).

APPENDIX I - Module Requirements and Weighting for Exchange Periods Abroad - Table A: for 2018/19 and applicable earlier entry to Queen Mary

Note : the below snapshot contains information pulled from Queen Mary Academic Regulations, which take full precedence: <http://www.arcs.qmul.ac.uk/policy/>

ACADEMIC SCHOOL/PROGRAMME	Degree including year abroad			Optional semester abroad		Optional year abroad (will be discontinued effective from 2020/21 entry)						
	% of module credits followed abroad to have relevance to degree field	Weighting of period overseas (see with School of 5/6 year degrees)	Assessment Outcome	% of module credits to have relevance to degree field	Weighting of period overseas	% of module credits to have relevance to degree field	Weighting of period overseas					
Business and Management	n/a	n/a	n/a	100%	Standard classification (1:3:6 for years 1:2:3).	100%	Standard classification calculation including overseas marks					
Biological and Chemical Sciences	50%	1:3:0:6 for years 1:2:3:4 (credit-bearing but zero-weighted for degree classification calculation).	105 out of 120 equivalent QM credits with minimum Queen Mary equivalent 40.0 average (failure of the year abroad reverts student back to three-year programme).	n/a	Standard classification (1:3:6 for years 1:2:3).							
Economics and Finance	25% only			100%								
Electronic Engineering and Computer Science	25% during each semester			n/a								
Engineering and Materials Science	50% minimum			n/a								
English and Drama	50%			50% minimum (students may take up to 30 equivalent Queen Mary credits per year outside degree field).				Standard classification (1:3:6 for years 1:2:3).				
Geography	50%			100%								
Global Health	50%			n/a								
History	50% to degree field, 25% to adjacent fields, 25% to other fields.			1:3:1:6 for years 1:2:3:4.				100%	Standard classification (1:3:6 for years 1:2:3).			
Languages, Linguistics and Film (breakdown):												
Comparative Literature	100% to degree field from within equivalent Faculty of Humanities, of which 50% literary modules.			1:3:1:6 for years 1:2:3:4.				Submission of all work for YA assessments equivalent to 120 QM credits is required, yet YA does not have to be passed in order to progress. Mark from YA still used to calculate weighting and for degree classification calculation.	100%	Standard classification (1:3:6 for years 1:2:3).		n/a
Film	50%	100%										
Linguistics	50%	100%										
Modern Languages	Direct relevance to degree field required (75% recommended), yet relevance to adjacent fields in target language also encouraged. Check with Department.			n/a								
Law	60% minimum (subject to module restrictions of host institution that take precedence, as some require higher percentage of registration for Law modules).	Year abroad is credit-bearing but zero-weighted for degree classification calculation (can be considered in borderline cases of degree classification). Refer locally to School for clarification.	Pass/Fail assessed locally by School.	n/a								
Mathematical Sciences	50%	1:3:0:6 for years 1:2:3:4 (credit-bearing but zero-weighted for degree classification calculation).	105 out of 120 equivalent QM credits with minimum 40.0 average (failure of the year abroad reverts student back to three-year programme).	n/a	Standard classification (1:3:6 for years 1:2:3).							
Physics and Astronomy	50%			n/a								
Politics and International Relations	50%			100%								

APPENDIX I - Module Requirements and Weighting for Exchange Periods Abroad - Table B: from 2019/20 entry to Queen Mary

Note : the below snapshot contains information pulled from Queen Mary Academic Regulations, which take full precedence: <http://www.arcs.qmul.ac.uk/policy/>

ACADEMIC SCHOOL/PROGRAMME	Degree including year abroad			Optional semester abroad		Optional year abroad (will be discontinued effective from 2022/23 entry)						
	% of module credits followed abroad to have relevance to degree field	Weighting of period overseas (see with School of 5/6 year degrees)	Assessment Outcome	% of module credits to have relevance to degree field	Weighting of period overseas	% of module credits to have relevance to degree field	Weighting of period overseas					
Business and Management	<i>n/a until 2021/22 forecasted entry</i>	<i>n/a until 2021/22 forecasted entry</i>	<i>n/a until 2021/22 forecasted entry</i>	100%	Standard classification (1:3:6 for years 1:2:3).	100%	Standard classification calculation including overseas marks.					
Biological and Chemical Sciences	50%	1:3:0:6 for years 1:2:3:4 (credit-bearing but zero-weighted for classification of degree calculations).	90 out of 120 equivalent QM credits (failure of the year abroad reverts student back to three-year programme).	<i>n/a</i>	Standard classification (1:3:6 for years 1:2:3).							
Economics and Finance	25% only			100%								
Electronic Engineering and Computer Science	25% during each semester			<i>n/a</i>								
Engineering and Materials Science	50% minimum			<i>n/a</i>								
English and Drama	50%			50% minimum (students may take up to 30 equivalent Queen Mary credits per year outside degree field).								
Geography	50%			100%								
Global Health	50%			<i>n/a</i>								
History	50% to degree field, 25% to adjacent fields, 25% to other fields.			100%				Standard classification (1:3:6 for years 1:2:3).				
Languages, Linguistics and Film (breakdown):												
Comparative Literature	100% to degree field from within equivalent Faculty of Humanities, of which 50% literary modules.			1:3:0:6 for years 1:2:3:4 (credit-bearing but zero-weighted for classification of degree calculations).				90 out of 120 equivalent QM credits (failure of the year abroad reverts student back to three-year programme).	100%	Standard classification (1:3:6 for years 1:2:3).		<i>n/a</i>
Film	50%	100%										
Linguistics	50%	100%										
Modern Languages	Direct relevance to degree field required (75% recommended), yet relevance to adjacent fields in target language also encouraged. Check with Department.	1:3:1:6 for years 1:2:3:4.	Submission of all work for YA assessments equivalent to 120 QM credits is required, yet YA does not have to be passed in order to progress. Mark from YA still used to calculate weighting and for degree classification calculation.	<i>n/a</i>								
Law	60% minimum (subject to module restrictions of host institution that take precedence, as some require higher percentage of registration for Law modules).	Year abroad is credit-bearing but zero-weighted for degree classification calculation (can be considered in borderline cases of degree classification). Refer locally to School for clarification.	Pass/Fail assessed locally by School.	<i>n/a</i>								
Mathematical Sciences	50%	1:3:0:6 for years 1:2:3:4 (credit-bearing but zero-weighted for degree classification calculation).	90 out of 120 equivalent QM credits (failure of the year abroad reverts student back to three-year programme).	<i>n/a</i>	Standard classification (1:3:6 for years 1:2:3).							
Physics and Astronomy	50%			<i>n/a</i>								
Politics and International Relations	50%			100%								