

Terms and Conditions for the Student Exchange Programme

Appendix I: Module Requirements and Weighting for Exchange Periods Abroad by academic school (Table A: 2022/23 and applicable later entry)

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From applying for the Student Exchange Programme, accepting a Conditional Offer and while studying abroad on exchange, students accept both these Terms and Conditions¹ and 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: GENERAL ELIGIBILITY RULES AND APPLICATION PROCEDURES

All students should consult the Entry requirements page to determine their eligibility to participate both before and after starting their programme of study at Queen Mary, dependent on their mode of entry to joining Queen Mary and on their status: <https://www.qmul.ac.uk/international/global-opportunities/outgoing-students/exchange-programmes/entry-requirements/>. It remains the student's responsibility to determine their eligibility for any exchange (including eligible duration/s and year during which the exchange is permitted to take place) and to consult with their academic department where in doubt.

A student will not be permitted to apply for an exchange as part of a postgraduate taught or research programme or to take place during the first or final year² of an undergraduate programme of study.

A student who wishes to study for an exchange abroad must complete an application process, following procedures managed by the GO team: <https://www.qmul.ac.uk/international/global-opportunities/outgoing-students/exchange-programmes/how-to-apply/>. If their application is successful, they are made a **Conditional Offer** of exchange for one destination that they are eligible to accept or decline via procedures defined by GO (see Article 3).

Queen Mary prides itself on being a diverse and forward-thinking university. As such, we expect the highest standards of behaviour, both personal and professional, from our students. All students are obliged to treat fellow students, Queen Mary staff, and the University as institution, as well as the students and staff of our partner universities, with the respect and dignity they deserve. Under the Policy Zone (<https://arcs.qmul.ac.uk/policy/>), the [Student Behaviour and Discipline](#) policy lays out the expectations for Queen Mary student behaviour. In addition to accepting the Terms and Conditions and the General Conditions of Participation, a student's behaviour needs to meet these expectations at all times when engaging with all aspects of the Student Exchange Programme. Students whose conduct does not abide by this, whose behaviour falls outside of these expectations, may be subject to a range of penalties as outlined in the [Code of Student Discipline](#).

¹ Some of the terms do not apply in the exact same way or to the same degree for Modern Languages and Cultures degrees within the School of Languages, Linguistics and Film, where these degrees have specific regulations and where 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 and discuss any matters needing clarification with the School.

² 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).

ARTICLE 2: ENTRY REQUIREMENTS & PROGRESSION RULES

2.1 FOR FULL-YEAR EXCHANGES AS PART OF A 'WITH YEAR ABROAD' DEGREE

For certain programmes and awards, students may be permitted to spend one academic year studying abroad on exchange at another institution with whom Queen Mary has an approved exchange agreement. Please note if students are applying for a 'with a year abroad' degree directly via UCAS, the initial entry requirements for these can be found on the UCAS website: <https://www.ucas.com/>.

Students who do not come to Queen Mary already enrolled on a 'with a year abroad' degree and who wish to switch onto one after joining Queen Mary should consult the Entry requirements page, section "Entry requirements for a Year Abroad (CURRENT students)" for details on how they might be considered for this: <https://www.qmul.ac.uk/international/global-opportunities/outgoing-students/exchange-programmes/entry-requirements/>.

2.2 FOR OPTIONAL SEMESTER EXCHANGES AS PART OF A THREE-YEAR DEGREE

Some programmes allow a student to spend one optional semester studying abroad on exchange at an institution with whom Queen Mary has an approved exchange agreement.

Students wishing to apply for an optional 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. **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.

2.3 PROGRESSION RULES & MODULE REQUIREMENTS ABROAD

Students holding a Conditional offer of exchange should consult Appendix I of this document pre-departure for the relevant weighting of their time spent abroad on exchange towards their degree and to understand what assessment criteria are applied for the student to progress into their next developmental year. When selecting their modules at the host institution, students must ensure that these meet the requirements set out in Appendix I (see column entitled "% of module credits followed abroad to have relevance to degree field") in order to allow them to progress in their Queen Mary degree programme and should contact their academic department where in doubt.

ARTICLE 3: CONDITIONAL OFFER

During the application review and allocation process, GO prioritises students for exchange spaces who join Queen Mary already enrolled on a 'with a year abroad' degree programme directly via UCAS. When a successful student accepts their Conditional Offer of exchange from Queen Mary, in order to meet the conditions of that offer and to be approved by Queen Mary as unconditionally eligible to complete the exchange as forecasted, there are certain requirements that the student must fulfil:

- Pass all modules from all developmental years prior to the period abroad
- Achieve a minimum overall weighted³ average mark of 60.0 across all developmental years combined (letter grade B)
- Submit a duly completed Risk Assessment before travelling to the host country
- Submit a Learning Agreement before the start of the exchange (duly completed and signed by the student and the School/Department at Queen Mary), to ensure academic recognition of the credits successfully obtained during their studies abroad as part of the student's Queen Mary degree programme:

³ For full-year exchanges, this includes years one and two weighted 1:3 respectively.

- Students must register for a full course load at the host institution equivalent to 60 Queen Mary credits per semester / 120 Queen Mary credits for the full academic year.
- **Full-year exchanges as part of a ‘with a year abroad’ degree:** All modules taken abroad must report back a letter/numerical grade. However, each student may request to take a maximum of 25% of their credit load as pass/fail modules, should a desirable module(s) only be available as pass/fail. This request needs to be recorded in the Learning Agreement and students need their Queen Mary academic department to approve this via signature before the course starts, as the department has the right to decline such requests.
- **Optional semester exchanges:** All modules (i.e. 100% of credits) on which students enrol at the partner must report back a letter/numerical grade. No modules can be followed pass/fail.

Students should consult Appendix I of this document for the relevant module requirements and weighting of the optional semester, dependent on the degree programme and on the entry year.

Students who fail to meet any of the conditions of their offer to study abroad on exchange will be withdrawn from the Student Exchange Programme and their nomination to their prior host institution will also be withdrawn.

ARTICLE 4: QUEEN MARY RESITS

If any student is provided with the opportunity by their academic department to complete resits for Queen Mary modules, the outcome of the resit/s has the potential to alter their overall weighted average over all developmental years to above 60.0 and thus to determine their eligibility to complete their exchange. In these cases, **the results must be available before the start date of a student’s exchange in order for the student to be permitted to carry out the exchange.** For this reason, **students are not allowed to take Late Summer Resits where the results would not be available prior to departure** for a forecasted exchange, except for extenuating circumstances (see below).

Where results are not available before departure, no student may depart physically for the exchange with pending grades. Any student whose **final** results do not allow them to meet the Conditions of their exchange offer does not have the opportunity to complete additional assessments and will have their conditional offer withdrawn and their exchange cancelled.

Extenuating circumstances (ECs): A student holding a Conditional offer of exchange must have submitted a claim for ECs before the assessment(s) take(s) place (in accordance with Queen Mary’s [fit-to-sit policy](#)) to be considered eligible to complete Late Summer Resits or first sits (in the case of ECs) and continue to hold their Conditional offer of exchange. If the ECs claim is upheld, the student may be permitted to 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 fail to meet the conditions of their exchange offer, they will be recalled from their destination and required to return to their studies at Queen Mary, cancelling the exchange.

In any of the above instances, a student whose Conditional offer of exchange is withdrawn on academic grounds and exchange consequently cancelled shall bear all financial responsibility related to any exchange-related costs already incurred (including but not limited to travel or accommodation).

Students should contact the Global Opportunities team if they have any questions about the above or any queries related to these Terms and Conditions or an exchange offer.

ARTICLE 5: DESTINATIONS, CANCELLATION BY THE EXCHANGE PARTNER AND VIRTUAL MOBILITY

Please note the destinations available are provisional (<https://www.qmul.ac.uk/international/global-opportunities/outgoing-students/exchange-programmes/where-can-i-go/>). Academic schools and departments may make changes to their portfolio of approved exchange destinations 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, so long as the partner institution either has a bilateral agreement with their academic school/institute or is an approved exchange destination for that academic school and in some cases that academic department. Please note that students cannot be guaranteed access to applying for a specific partner institution, city or country, and confirmation of the available exchange destinations for a particular year is only available from September/October of the previous academic year. 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 GO team makes a student a Conditional Offer of exchange, 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., due to natural disasters, war, terrorism or threats of terrorism, civil unrest, disease or medical epidemics/outbreaks or government regulations (both in the UK, for example [travel guidance from the Foreign, Commonwealth and Development Office](#) (FCDO) and local/national government regulations in the host country)). **Under the Conditional Offer of exchange, the student must attend the host university in person; virtual exchanges are not permitted.**
- That the exchange will be delivered and/or permitted to take place at the host institution. The host institution reserves the right to withdraw/ revoke the offer of a study placement. The host institution also reserves the right to cancel the exchange, not allowing for a Queen Mary student(s) to participate in the exchange. Cancellations may be due to 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).

Only students who either have their exchange offer cancelled by the host institution or where the FCDO advises against all non-essential travel to the forecasted host country/region may submit a request to switch to a different exchange destination if the cancellation occurs/updated FCDO updated guidance is published before 1st April in the year the exchange is due to begin. Switching to an alternative destination will be dependent upon (3): academic approval by a student's Queen Mary School/Department, remaining spaces available at the new desired destination and the time at which the original exchange destination cancels/updated FCDO guidance is published.

ARTICLE 6: RESULTS OF MODULES TAKEN ABROAD AND CONVERSIONS⁴

Module results from a semester/year abroad count towards a student's Queen Mary programme of study (see Appendix I for details). For optional semester exchanges, the converted results of the full courseload and 100% of the credits count towards the student's degree classification according to the weighting of the academic year during which the exchange takes place. For full-year exchanges, the year abroad is also credit-bearing as students must enrol on a full courseload at the host institution and pass a minimum of 90 out of 120 equivalent Queen Mary credits in order to be awarded the degree 'with a year abroad,' yet the results do not affect degree classification (the year abroad being zero-weighted).

However, there will normally be a rescaling and/or reweighting process to bring credits and marks into line with Queen Mary grade scales (if applicable). 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 accepting a Conditional Offer to study abroad, a student acknowledges that marking/grading schemes used at Queen Mary's 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 grade scales and results awarded by Queen Mary.

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

<https://www.qmul.ac.uk/international/global-opportunities/outgoing-students/exchange-programmes/credit-transfer-and-grade-conversion/>.

Students should familiarise themselves with the official academic regulations and details on progression requirements for their degree to understand how a semester/year abroad may impact on their degree and progression. Students 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 relevant document for their cohort, students should refer to section 2 of the "Study abroad" regulations and section 4 for undergraduate progression and award rules. 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.

If any student's results from abroad fail to meet Queen Mary requirements for the semester/year exchange, the student is always recommended to resit the failed modules at the host institution where they offer resits and where attempts remain; concerned students must register separately for these and pay any resit fees directly to the host institution (Note: there are instances where Queen Mary has the right to overrule partner regulations, by capping grades for example).

Where a student elects to not take resits, where the host institution or their regulations do not offer/permit the student the opportunity to resit, and/or where any resit attempts are unsuccessful in receiving a passing grade:

- **Full-year exchanges:** Where the student's period of study abroad is a compulsory, integrated part of their programme of study and where the student does not obtain the minimum number of credits required to pass the year abroad (minimum of 90 out of 120 equivalent Queen Mary credits), the student would fail the year abroad and be moved to the standard version of their degree

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programme that does not include the 'with a year abroad' designation, without an opportunity for resits/retakes/overloading at Queen Mary during their final year, nor for overloading at the host institution during a subsequent academic term of study (where any failed module was from a previous academic term).

- **Optional semester exchanges:** Only in cases where the host institution does not offer resits, Queen Mary may, exceptionally, agree to award a retake. Queen Mary will normally only offer such retakes in the unlikely event that there has been a significant problem in the delivery of modules at the host institution. If granted, this would permit the student to take modules (with teaching) at Queen Mary to a credit value equivalent to those failed overseas. In such cases, the retake would count as the second and final attempt, and the module marks would be capped to the minimum pass mark. Retakes may be offered on a full- or part-time basis and attract pro rata fees, for which the student would be liable. A maximum of 30 Queen Mary credits for an academic year may be approved by Queen Mary for such retakes.

ARTICLE 7: 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 overseas. Students studying programmes which include an optional semester abroad may spend a maximum of one semester studying overseas at a university with whom Queen Mary has an approved exchange agreement. Students who have completed either an optional semester exchange or a full-year exchange as part of a WAYA degree programme cannot undertake an additional exchange period abroad.

APPENDIX I - Module Requirements and Weighting for Exchange Periods Abroad - **Table A: 2022/23 and applicable later 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		
	% 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	
Business and Management	For BSc Business Management wth Chinese and YA: 75% business and management modules, 25% Chinese language modules. For BSc Int'l Business with a YA: contact School for more information.	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. Contact School for additional, specific progression requirements.	100%	Standard classification (1:3:6 for years 1:2:3).	
Biological and Behavioural Sciences	50%		<i>n/a</i>			
Economics and Finance	25% only		100%	Standard classification (1:3:6 for years 1:2:3).		
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%		90 out of 120 equivalent QM credits (failure of the year abroad reverts student back to three-year programme).	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%		
History	50% to degree field, 25% to adjacent fields, 25% to other fields.			100%		
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).
Film	50%					
Linguistics	50%					
Liberal Arts	50% Humanities subject area			<i>n/a</i>		
Modern Languages	Direct relevance to degree field required (75% recommended), yet relevance to adjacent fields in target language also encouraged. Check with Department.		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.	<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.	90 out of 120 equivalent QM credits (failure of the year abroad reverts student back to three-year programme).	<i>n/a</i>		
Mathematical Sciences	50%			<i>n/a</i>		
Physical and Chemical Sciences	50%			<i>n/a</i>		
Politics and International Relations	50%	1:3:0:6 for years 1:2:3:4 (credit-bearing but zero-weighted for degree classification calculation).		100%	Standard classification (1:3:6 for years 1:2:3).	