



ERASMUS POLICY STATEMENT

The University is committed to providing a learning and teaching experience which includes an international dimension and the Erasmus programme forms an integral part of this. Our international strategy aims "to engage all the University's academic and support activities in international development in order to enrich the educational experience of the University". Our European strategy aims to provide students with a European experience which supports the employability agenda of the University, the Bologna Process and the Lisbon Accord.

We strive to: ensure students are prepared for a global working environment and facilitate the development of a curricula which reflect this; encourage students to gain experience of studying or working abroad; encourage students to study another language as part of their course; provide opportunities for home students to study alongside students from other countries and encourage academic and social interaction; create a community of staff with an international perspective gained through teaching visits abroad, curriculum development projects and international research partnerships.

We will prioritise: continued support for student mobility, reviewing partnerships to ensure we have a broad and popular offer of subject and location and reassessing barriers such as flexibility within the curriculum; continued support for staff mobility with a particular focus on facilitating and increasing two way staff mobility; improvement of the quality of the experience of programme participants; development of relations with current partners with a view to embarking on joint initiatives such as curriculum development, research and new collaborative programmes and delivery on relevant sections of the Bologna process such as the diploma supplement, ECTS and Europass to underpin student mobility for employment.

We actively promote Erasmus activities via centrally co-ordinated publicity which is implemented locally by subject specific co-ordinators. We plan to improve promotion by further developing information on our external and internal websites; delivering targeted publicity campaigns and developing promotion to prospective students. The Erasmus Policy Statement will be incorporated into our European strategy and the Charter and Policy Statement will be publicised internally and externally on our websites.

We ensure that Erasmus activities are available for all eligible students and staff. The majority of students participate in the programme as a necessary part of their course and equal opportunities is imbedded into the admissions procedures for all courses. We facilitate the participation of disabled students and staff by ensuring the necessary support services are in place at both partner and our own institutions. In terms of combating xenophobia and racism, we enjoy a multicultural environment, being home to a vibrant and diverse student community, which has a positive impact on our home students and staff.

We strive to ensure the highest quality in academic mobility activities. We aim to select partners which provide a quality experience and staff and student experiences are evaluated on a regular basis. New courses and modules are subject to rigorous quality assurance processes both before and during delivery. We operate key quality assurance processes, e.g. course validation, annual review and periodic review, on a peer review basis, incorporating external peer review by academics from other UK universities. All students gain academic recognition for their mobility period. All credit and assessment achieved is transferred for conversion via the assessment

board system. All students are provided with a learning agreement prior to starting their study period. We provide incoming students and their home institutions with complete and accurate transcripts at the end of the mobility period. Students have access to reliable sources of information and guidance on mobility opportunities and are fully briefed on how to prepare for living abroad, what they will study and how they will be assessed. We ensure to support the integration of our incoming students. An orientation programme is run for all new overseas students and students are encouraged to take part in University events and activities. Tutors are identified to monitor students' progress on an ongoing basis and provide support. We pride ourselves on our student support which includes a dedicated support team for overseas students. We guarantee accommodation for incoming students and information and advice about finding accommodation is easily accessible. Linguistic preparation is available for all outgoing students, either before or during their stay abroad. All incoming students are entitled to free English language support throughout their exchange period. Staff mobility is integrated into the staff development programme of many subject areas within the University and is widely acknowledged and supported.

The University has a long tradition of providing vocational programmes and has robust Faculty-based processes to ensure a high quality student placement experience. Dedicated staff support students throughout the placement process from pre-placement preparation to post placement reflection in partnership with the Careers and Employment Service. Academic Development Committee and the Placements Working Group have just undertaken a positive review of all placement activity. The provision of placements and other work-based learning is the core of the University's Employability Framework, the benchmark for all courses of study. Comprehensive linguistic and cultural preparation programmes are in place and Faculty placement coordinators maintain strong links with placement companies to ensure that students are matched to the most suitable placement opportunity. Partnership agreements outline the roles of the student, placement organisation and university to ensure each party is fully aware of their responsibilities. Students receive constant support via telephone and e-mail, and are visited at their placement company by a member of Faculty staff. Feedback is collected on all placement activities, e.g. via the continuous liaison activities between the placement coordinators and overseas employers, the placement visit – involving feedback from both students and the employer and an annual feedback forum for returning students. Formal written Annual Quality Reviews at the subject, course and placement level highlight action points for further enhancement and innovation. Mechanisms are in place in all programmes incorporating work placements to assess whether a student has successfully passed the placement year and can progress onto their final year of study. The assessed components incorporate placement diaries and logs, placement reports from the students and host company, debriefs in the host company language and oral presentations.