

The Role of the Academic in Student Exchange

Application Stage

- Promotes exchange option at Open Days and talks to Level C students in autumn & spring terms
- Discusses academic requirements of exchange with student including unit choices in suitable universities and potential impact on degree
- Makes initial decision as to whether student is suitable for exchange and formally nominates student to Global Engagement Mobility Officer (GEMO)
- Obtains Expressions of Interest (for popular exchanges) from students and checks on academic progress to aid selection
- Checks through unit/course information and informs GEMO of suitability or any queries
- Checks credit/grade transfer information relating to units from partner university and advises on how many units student will need to take
- Maps unit content and ILOs

Pre-Departure & Exchange

- Answers any student academic related queries as necessary
- Approves changes to units as appropriate
- Ensures the student is clear on the academic conditions of the exchange relating to credit transfer

Pre-Arrival & Exchange

- Answers queries on units/credits
- Sends personal welcome email to students
- Arranges to meet with students and welcome them to the Faculty
- Advises appropriate academics/administrators to welcome students and look after them during their exchange
- Refers students to Global BUddies which matches new students in small groups with a Global BUddy of a different nationality and aims to increase integration between UK students and international students on campus. Visit the [Global Buddies Frequently Asked Questions](#) for more details. Existing BU students can also register to become a [Global BUddy](#)

End of Exchange

- Answers queries on units/credits
- Deals with any queries/issues student
- Either attends student board or pre-assessment meeting to resolve issues – particularly any failing grades liaison with partner team

Application Stage

- Promotes exchange option at Open Days and talks to Level C students in autumn
- Discusses academic requirements of exchange with student, e.g. suitable unit of study
- Makes initial decision as to whether student is suitable for exchange and formally registers student
- Obtains Expressions of Interest (for popular exchanges) from students and checks suitability
- Checks through unit/course information and informs GEMO of suitability or any concerns
- Checks credit/grade transfer information relating to partner units and advises student
- Maps unit content and ILOs
- Signs completed Learning Agreement before returning to student

Pre-Departure & Exchange

- Answers any student academic related queries as necessary
- Approves changes to units as appropriate
- Ensures the student is clear on the academic conditions of the exchange relationship

Pre-Arrival & Exchange

- Answers queries on units/credits
- Sends personal welcome email to students
- Arranges to meet with students and welcome them to the Faculty
- Advises appropriate academics/administrators to welcome students and look after them
- Refers students to Global BUddies which matches new students with a Global Buddy

End of Exchange

- Answers queries on units/credits
- Deals with any academic queries/issues with the student
- Either attends the assessment board or attends pre-assessment board meeting relating to any failed units in liaison with programme team

Incoming Exchange Students

- Answers queries on units/credits
- Deals with any academic queries/issues with the student
- Either attends the assessment board or pre-assessment board meeting to resolve any failed units in liaison with programme team