

Arrangements for students on Exchange and Professional Training Year

Exchange students 2019/20

Outgoing Surrey students

In accordance with the A1 Regulations for taught programmes 130-133, University of Surrey students undertaking approved educational exchanges (such as ERASMUS and ERASMUS Mundus) are required to pass assessments taken on the exchange and any credits accrued during their exchange year (120 credits) or a semester (60 credits) are reported to the University by the host/partner institution.

The assessment process is managed by the host/partner institution and students should achieve the required amount of credits within that partner institution's regulatory framework; only the marks achieved at the University of Surrey will count towards their final award. Hence the mark awarded at the end of an academic year is based only on the marks achieved in modules completed whilst in Surrey. Because marks are not carried forward, outgoing exchange students that were studying away from Surrey during Semester 1 are not eligible for the "Safety Net" part of the emergency regulations or compensation where this relates to the credit studied at another institution.

We match module content and credits (based on learning outcomes) between institutions, but marking approaches can differ widely between countries and cannot always be converted directly into our own marking scale. For instance, in some countries it is common for marks to be much higher or lower than in the UK (for an equivalent piece of work), with differences between each of our partner institutions. The marks are subject to the partner institution's regulations, and we do not apply our regulations to these. Hence it is not possible to apply the approaches in the revised regulations that are based on marks (i.e. compensation and the Safety Net), as the outcome of doing so would not accurately reflect the outcome had the work been completed in Surrey.

Incoming students

1. Semester-long educational exchanges

Incoming students from other institutions taking Semester 2 at the University of Surrey **are eligible for the emergency regulations, with the exception of the "Safety Net"**. The exception is because these students did not take any assessments at Surrey during Semester 1 2019/20, which determine the eligibility criteria for the application of the "Safety Net".

Where a student came to Surrey on Exchange for Semester 1 2019/20 the emergency regulations and "Safety Net" are not normally relevant, as students were not impacted by Coronavirus while at Surrey. However, those students who have opted to undertake assessment in the late summer assessment period will be eligible for the emergency regulations.

2. Year-long educational exchanges

Incoming students from other institutions on a year-long educational exchange taken at Surrey within the academic year 2019/20 **are eligible for the full set of emergency regulations, including the "Safety Net"**.

An adjusted level average mark (where the "Safety Net" emergency regulation was applied) can be used for information only. The actual marks achieved by these incoming students (individual module marks and level average) will be provided to their partner institutions as per current exchange agreements.

Professional Training Year (PTY) Students 2019/20 and 2020/21

Hours

Normally a PTY is c. 46 weeks spent at the workplace (taking into account statutory annual leave, bank holidays, etc), (1,725 hours). The minimum duration of a placement is c.30 weeks (1,125 hours) in situations where industry norms generally provide for placements of a shorter duration. Where there are valid extenuating circumstances, a student may be able to complete their PTY in c.24 weeks (900 hours).

The Coronavirus crisis has resulted in many students ending their PTY earlier than planned, especially for those on placements overseas, where the University has advised them to return to their homes. Where possible we will seek to enable most students to still be recognised for their PTY and not be disadvantaged by this crisis.

In addition, the Coronavirus crisis is very likely to impact on students being able to start their PTY at the normal time for the academic year 2020/21, chiefly due to the impact on the economy but also for certain industries to re-start business e.g. hospitality and tourism sectors.

The following emergency revisions have been made to the A1 [Regulations for taught programmes](#) (Regulation 14) and [Code of Practice on Professional Training](#) (paragraph 33 and Appendix 6):

For the 2019/20 and 2020/21 academic years, the minimum attendance requirement for completing PTY with valid extenuating circumstances is reduced from 900 to 750 hours (20 weeks), subject to completing required assessments.

For 2019/20, PTY students who are unable to meet the reduced minimum requirement of 750 hours, will be considered on a case by case basis.

The Professional Training programme is also subject to summative assessment. The specified learning outcomes must be achieved during the placement period to gain 120 level P credits. PTY has a 0% weighting towards the final degree award.