

**Addendum to the**  
***Code of practice for assessment and feedback and***  
***Code of practice for programme lifecycle processes***

1. Ahead of the publication of the new *Code of practice for international mobility* (provisional working title), this Addendum clarifies the processes for teaching and learning arrangements and assessment processes for incoming/outgoing students taking one semester or the entire academic year outside of Level P.

***New programmes***

2. All programmes that include study exchanges must follow the standard programme validation processes. However, before the programme team submits new programme documentation to the Executive Board Academic Leadership Group (EBALG) and the Programme Viability Approval Committee (PVAC), they must discuss these proposals with the International Engagement Office (IEO).
3. The requirement for the IEO's involvement also applies to the Fast Track approval processes and to all types of study exchanges, including: one semester at Level 5, full year at Level 5, one semester at Level 7 (Masters' programmes) and to all study exchanges taken during Level P. This step must be conducted prior to progressing to the programme validation, in accordance with the *Code of practice for PLC*, Table 1, *Validation process grid and required documentation*.

***Changes to existing programmes/modules that impact students on study exchange (incoming/outgoing students)***

4. Any relevant modifications to the programmes that impact on study exchange elements and exchange students (incoming/outgoing) must be discussed with the IEO prior to submitting to AQS and logging to QCM. The process for modifications would then follow the standard University processes, as described in the CoP for PLC.

***Module Descriptors***

5. Programmes that include study exchange periods that sit outside of level P should use a standard module descriptor template. The learning outcomes specified by the University must be achieved during the study exchange period. The process for setting up new exchange modules should follow the current process for Level P study exchange modules (for example, see module MANP007): SITS Code structure, e.g., three letters abbreviated for a specialist area + Year of study + three digits for a module code. For further details, please see below:

| Level of Study        | Module Descriptor template   |
|-----------------------|--|
| Level 5, One Semester | Module title: Study Exchange (one semester, undergraduate) 60 credits, Pass/Fail                 |
| Level 5, Full-Year    | Module title: Study Exchange (Full-Year, undergraduate), 120 credits, Pass/Fail                  |
| Level 7, One Semester | Module title: Study Exchange (one semester, Master's), up to and including 60 credits, Pass/Fail |

6. Level 5 module descriptors should specify the minimum indicative level average mark as a pre-requisite for students to apply for the study exchange module. This is normally 65% average mark achieved at Level 4 (indicative at the point of application). NB: Surrey progression regulations apply and students who failed more than 15 credits at Level 4<sup>1</sup> are not eligible to proceed to the study exchange period.
7. The programme team/IEO will consider applications for study exchange from Level 7 students on a case-by-case basis, based on the students' academic profile.

### **Assessment of study exchange modules (Levels 5 and 7)**

7. The [Regulations for taught programmes](#) set out the general requirements for the award of credits and marks for incoming/outgoing students (see regulations 126-130, *Exchange students: credits and marks*).
8. Programme teams should ensure that the assessment strategy is compliant with the [Code of practice for assessment and feedback](#) and ensure that the assessment strategy is stipulated in the relevant module descriptor. Within the module descriptors and assessment framework, the assessment of any period of study exchange activity should be appropriate to that School (subject discipline) and allow students to demonstrate their ability to meet the relevant learning outcomes as specified in the module descriptors.
9. The overall assessment strategy includes the following elements (the list is not exhaustive):
  - Students on exchange must select the equivalent of 60 Surrey credits (30 ECTS in European credit system) per semester at the partner institution. Module choices (and any changes) must be discussed with and approved by the Academic Exchange Coordinator. Modules must be at or above the student's level of study at Surrey.
  - Modules taken at the partner institution will be considered as the units of assessment for the Surrey module.
  - The status of study exchange modules could be either Compulsory or Optional.
  - All relevant modules taken at a partner institution should be completed, and all assessments submitted. The aggregate mark/grade derived from all study exchange modules taken by the student should be at or above the pass mark for the level of study. In exceptional cases, [A1 Regulations for taught programmes](#) apply for extenuating circumstances.
  - On a case-by-case basis, alternative assessment may be available for students returning from study exchange who were unable to complete their assessments taken abroad. The alternative assessment mechanism should be included in the module descriptor template, where applicable.
10. In cases where a student is unable to complete the study exchange as a result of the external factors outside of their control (such as advice by the FCDO, etc) or extenuating circumstances, the relevant Academic Exchange Coordinator (with additional help from the Programme Leader and IEO) should refer the student to the relevant Surrey's procedures and/or student support services.

### **Reassessments for students undertaking study exchange**

11. Subject to p. 9 above, students who fail a study exchange module(s) should follow reassessment regulations at a partner institution. Where this is not possible (e.g., the partner institution does not offer resits, etc) or viable (e.g., the student should return

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<sup>1</sup> This excludes compensated credits, - please see [Regulations for taught programmes](#).

to Surrey, etc), an alternative assessment at Surrey may be arranged by the Academic Exchange Coordinator, following the alternative assessment mechanism outlined in the Surrey's module descriptor.

12. The key principles set out in the [A1 Regulations for taught programmes](#) apply accordingly for students undertaking study exchanges to ensure consistency and fairness.

***Assessments for incoming students undertaking study exchange***

13. Incoming exchange students must follow the Surrey regulations and procedures, including assessment, reassessment, extenuating circumstances, academic integrity, etc<sup>2</sup>. Standard Surrey module requirements (e.g., passing the module, etc) also apply to students taking study exchanges at Surrey.
14. Any exception should be specified in the individual student learning agreement, on a case-by-case basis.

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<sup>2</sup> See the [University Quality Framework](#)