



University of  
**Strathclyde**  
**Glasgow**

# POLICY FOR STUDENT MOBILITY

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1.0	A policy confirming arrangements for students undertaking international mobility.	Education Enhancement	Senate	From AY 2023-24



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## TABLE OF CONTENTS

GLOSSARY OF TERMS.....	3
INTRODUCTION .....	4
SCOPE .....	4
DEFINITIONS .....	5
PRINCIPLES OF STUDENT MOBILITY.....	5
BEFORE THE MOBILITY .....	6
DURING THE MOBILITY .....	8
AFTER THE MOBILITY .....	8
AD HOC MOBILITY .....	9
HEALTH AND SAFETY .....	9
RISK ASSESSMENT .....	10
INSURANCE.....	11
COMPLAINTS, WHISTLEBLOWING, AND SAFEGUARDING.....	11

## GLOSSARY OF TERMS

Bilateral Exchange	A reciprocal arrangement in which fees are neutralised, facilitating student mobility between higher education institutions.
Collaborative Provision	Education provision that leads to the award of academic credit and is delivered, assessed, or supported in partnership between the University of Strathclyde and one or more other organisations.
Curriculum approval form	A document which outlines a student's planned activities during the mobility. The term curriculum approval form incorporates learning agreements, training agreements, and other plans of activity.
Department	Refers to home or coordinating Faculty, Department, School, Directorate, or service within a Directorate, through which a student is undertaking the mobility.
Exchange Coordinator	The designated member of staff within a Department (as defined above) with whom students liaise on matters relating to mobility.
Exchange Team	Either the Recruitment and International Office Exchange Team, or the Strathclyde Business School Exchange Team.
Partner institution	An institution with which a collaborative provision agreement is in place.
Senate	The academic governing body within the University, responsible for all academic matters including academic standards and quality.
Student mobility	Encompasses all semester, full year, placement, or summer activities for the purpose of study, training, or work, at all levels of study, which a University of Strathclyde student undertakes away from their normal location of study.
Study Abroad	Fee-paying inbound mobility scheme for international students who wish to attend the University of Strathclyde for a semester or full year. This scheme is not in the scope of this Policy.
Turing Scheme	UK Government programme to provide funding for international opportunities in education and training. Funding applications to the Turing Scheme are handled by RIO, in collaboration with Faculties, and only facilitate outbound mobility.

## INTRODUCTION

1. The University of Strathclyde (hereafter the University) cooperates with partner institutions, where these support the University's strategic objectives and where there is clear education benefit to students, to permit students to undertake periods of study, examinations, training, work placements, or cultural exchange at other universities or places of learning. The University recognises that links with partner institutions enrich the cultural life of students, stimulate teaching and research, and enhance the international standing of the University.
2. The Policy for Student Mobility aligns with the [UK Quality Code for Higher Education](#).
3. The Policy should be referred to by staff providing guidance and support to students who are considering or currently participating in a period of mobility and is designed to support individual Departments' practices relating to student mobility.
4. This Policy outlines the guidelines, requirements, and responsibilities of students and staff involved in student mobility at the University of Strathclyde.
5. This Policy should be read in conjunction with the existing [Academic Policies and Procedures](#), particularly the [Policy and Code of Practice on Collaborative Education Provision](#), as well as the [OHS Standard: Safety Requirements for the Placement of Students](#), the [OHS Standard: Travel and Work off University Campus – Staff and Students](#), and the University Travel Policy<sup>1</sup>.

## SCOPE

6. This Policy applies to all periods of outward mobility that contribute to an award, form part of a programme of study, or are otherwise recognised by the University. Periods of outward mobility are those in which a student travels internationally, away from their normal place of study.
  - a. Mobility which is undertaken independently by students does not fall within the scope of this Policy.
  - b. Activities taking place within the UK are not in the scope of this Policy.
7. Periods of mobility may include, but are not limited to:
  - a. Programmed mobility activities that form part of the structured programme of study for a cohort of students, or as part of a partnership or collaboration agreement entered into by the University, e.g.,
    - i. Study exchange;
    - ii. Work placement, traineeship, or training;
    - iii. Cultural exchange;

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<sup>1</sup> In development

- iv. Summer Schools and other short-term mobility such as those offered through Access, Equality and Inclusion;
  - v. Field trips that form part of a taught programme, etc.
- b. Ad hoc mobility activities arranged with the approval of a Department or Service for the benefit of an individual student or small group of students, e.g.,
- i. Research visits, data gathering, or research training;
  - ii. Summer schools;
  - iii. One-off work or study opportunities agreed with a Department, etc.
8. The transfer of credits awarded by a partner institution as part of a student mobility programme is managed at Faculty, Department, or School-level and is not within the scope of this Policy.

## DEFINITIONS

9. The University facilitates a range of international opportunities, each of which have slightly different administrative requirements and processes, and for the purpose of this Policy all such arrangements are referred to as student mobility.
10. Reference to student mobility includes Summer School programmes which are recognised and facilitated by the University. Activities undertaken independently by students over the summer period do not fall within the scope of this Policy.
11. The term Department is used throughout this Policy to refer to the home or coordinating Faculty, Department, School, Directorate, or service within a Directorate, through which a student is undertaking a period of mobility.
12. Throughout this Policy, distinction is made between programmed mobility and ad hoc mobility, examples of which are outlined in [section 7](#).
13. The terms host country and host institution are used throughout this Policy to refer to the destination country or organisation in which the student will participate in a period of mobility. In the case of programmed mobility, the host institution will likely be another university with which Strathclyde has a bilateral exchange agreement or collaborative provision agreement in place (i.e., a partner institution). For ad hoc mobilities, this may be a partner institution or another type of organisation.

## PRINCIPLES OF STUDENT MOBILITY

14. All programmed mobility activities should offer a student experience that is commensurate in terms of quality with the University of Strathclyde. Quality assurance mechanisms are outlined in the [Policy and Code of Practice on Collaborative Education Provision](#).<sup>2</sup>

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<sup>2</sup> In development

15. Programmed student mobility arrangements must be established according to the Procedure outlined in the [Policy and Code of Practice on Collaborative Education Provision](#).<sup>3</sup> Bilateral agreements and other programmed student mobility arrangements will be recorded on Mobility Online.
16. While undertaking a period of mobility, students will remain registered at the University and must continue to observe University policies and procedures while also recognising the policies and procedures of the host institution. Students are expected to uphold the behaviours outlined in the [Strathclyde Community Commitment](#) and adhere to Strathclyde's [Dignity and Respect Policy](#) while at the host institution, and may be subject to Strathclyde's [Student Discipline Procedures](#) in cases of misconduct during a period of mobility.
17. Most students will have the opportunity to participate in student mobility activities during their degree, unless prohibited by existing academic regulations. In this case students should be supported to pursue mobility during University vacation periods.
  - a. Students in the Faculties of Engineering, Science, and Humanities and Social Sciences will normally apply for student mobility via the Recruitment and International Office (RIO) Exchange Team.
  - b. Students in Strathclyde Business School (SBS) will normally apply for student mobility via the SBS Exchange Team.
  - c. Students making ad hoc arrangements will normally liaise with their Exchange Coordinator, research supervisor, or the designated member of staff in a Department making arrangements for the mobility.
18. Both programmed and ad hoc mobility activities should be subject to appropriate risk assessments, as outlined in [sections 40-42](#) (e.g., Health and Safety Risk Assessment, [Equality Impact Assessment](#)), and should adhere to other legislative requirements including [data protection](#). Relevant due diligence should also be carried out for ad hoc mobility opportunities, with particular regard to obligations under [the University's safeguarding policies](#) and [Occupational Health and Safety Policy](#). Due diligence procedures are outlined in the [Policy and Code of Practice on Collaborative Education Provision](#).<sup>4</sup>

## BEFORE THE MOBILITY

19. All participating students must register with [Mobility Online](#) in order to be fully visible to the RIO and SBS Exchange Teams.
20. Exchange Coordinators or other relevant staff member(s) should provide all students with briefing information prior to commencing any mobility. This should include written guidance and, in the case of programmed mobility activities, a pre-departure briefing,

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<sup>3</sup> In development

<sup>4</sup> In development

delivered by RIO. Engagement with the pre-departure briefing is mandated as part of the final approval for programme mobility activities.

- a. Engagement with pre-departure briefings should be recorded via Mobility Online by the Exchange Team.
  - b. Students subsequently must complete a pre-departure questionnaire.
  - c. Pre-departure briefing information must include the following:
    - i. Procedure in case of emergencies, and emergency contact information for the University;
    - ii. Information about how the University will communicate with the student during the mobility, and how their welfare will be monitored;
    - iii. Information for students on their involvement with the risk assessment process;
    - iv. Information on obtaining the relevant insurance;
    - v. Signposting to relevant travel and visa information;
    - vi. Guidance on how to raise concerns or make a complaint during or following the mobility;
    - vii. Signposting to information on the law and customs of the host country, and how this may relate to any equality considerations;
    - viii. Instruction that students are responsible for informing their host institution about their needs (e.g., a disability).
21. Students must be provided with a designated contact (named person or email address) within the Department with whom they can liaise regarding any issues or queries during the mobility.
22. A risk assessment and [Equality Impact Assessment](#) must be completed for all periods of mobility. Please see [sections 40-42](#) for more information.
23. All students must receive formal approval to participate in student mobility. This will normally consist of two distinct approval processes:
- a. Academic approval from the home Faculty/Department – in the case of programmed mobility, this will be communicated to the student by their Exchange Coordinator following the Board of Examiners meeting at the end of the semester preceding the mobility; while in the case of ad hoc mobility, this should be communicated by the student's supervisor or the appropriate member of staff in the coordinating Department.
    - i. For students who are studying at the University on a Student Visa, the Department should ensure that any conditions associated with the visa (e.g., attendance monitoring) can be met during the period of mobility before academic approval is granted.
  - b. Approval of the risk assessment completed for the student's planned mobility – please see [sections 40-42](#) for more information.
24. All students must apply for University travel insurance prior to commencement of the period of mobility. Please see [sections 43-45](#) for more information.

25. All students should document in writing a plan of activity for the period of mobility. This should be provisionally approved by the Department or Exchange Coordinator prior to the student's departure. This may take the form of:
  - a. a Curriculum Approval Form, indicating their intended module choices;
  - b. a training agreement, outlining a programme for the mobility and skills and competencies to be acquired;
  - c. or another appropriate document which details their plan of activity.
26. Students and staff should be aware that there may be restrictions on accessing some of the library's online e-resources outside the UK due to licensing or technical issues. It is expected that students will primarily utilise the e-resources of the host institution or organisation during the mobility, however if a student will require regular access to University e-resources, the Department should consult the Library in relation to these.

## DURING THE MOBILITY

27. The Department and/or the relevant Exchange Team must maintain records of students who are participating in mobility, updated regularly to reflect any changes to duration or withdrawals from the student mobility programme.
28. Any changes to a student's module choices or planned activities must be approved by the Department and accurately recorded in the Curriculum Approval Form or other plan of activity document. Students should be reminded that the award of credit is contingent on fulfilling Strathclyde degree requirements.
29. The Department must maintain regular contact with the student. The frequency and nature of this communication may vary depending on the nature of the mobility. However, it is expected that Departments would contact students on programmed mobility activities at least twice per semester, pro-rated depending on the duration of the mobility.
30. The Department has responsibility for monitoring the welfare of students who are participating in mobility activities, insofar as is reasonably practical, and should work with students to find appropriate solutions in the event of an issue arising during the mobility. However, it is expected that students undertaking programmed mobility activities would access support available through their host institution, where possible. In the event that appropriate support is not available from the host institution, the Department should be proactive in signposting to University support services.

## AFTER THE MOBILITY

31. If applicable, the student must ensure that arrangements are in place for their transcript or equivalent document from the partner institution to be provided to the

Department. Upon receipt of the transcript, the Department is responsible for the credit transfer process.

32. Arrangements for the collection of post-mobility feedback should be made by the Exchange Teams and shared with local Exchange Coordinators.

## AD HOC MOBILITY

33. Students will normally undertake mobility through an established bilateral exchange or with a recognised partner institution. However, where mobility is required for a specific purpose (e.g., for PGR students), including for the purpose of undertaking activities associated with research, processes may differ from those detailed above. The minimum administrative requirements for students undertaking mobility on an ad hoc basis are:
  - a. Registration with [Mobility Online](#);
  - b. Completion of a risk assessment, co-ordinated by the Exchange Team(s) or Department (see [sections 40-42](#));
  - c. Completion of the Travel Insurance Notification Form (available via Pegasus) at least 5 working days prior to departure (see [section 43](#));
  - d. Approval by the Department of the student's plan of activity for the mobility.

## HEALTH AND SAFETY

34. Students must provide emergency contact information via Pegasus prior to commencement of the student mobility programme. Students are also strongly encouraged to provide a Wellbeing Contact, which may or may not be the same person as their emergency contact. Students should ensure both of these contacts are up to date and appropriate before and during the mobility.
35. In the case of emergency incidents involving a student(s) who is participating in a mobility programme, the student (or the group leader if part of a group) should contact:
  - a. The local emergency services in the host country (e.g., Fire, Police, or Ambulance service as appropriate);
  - b. The designated company listed in the University's Travel Insurance Policy, which the student will receive when they register for University travel insurance. This service operates 24 hours a day, 365 days a year, and can advise on the most appropriate course of action to help students through an emergency situation. This is particularly important when medical costs will be incurred or admission to hospital is likely;
  - c. The University's [Security Control](#), where a significant incident has occurred, as this will activate the University's Incident Response Plan for an Emergency Off Campus.

36. In cases where the Incident Response Plan is activated, Security will collate the initial information and contact relevant staff including the Director of Student Experience. Depending on the nature of the emergency, per the Incident Response Plan, the Incident Management Team or the Head of Department are responsible for liaising with a student's emergency contacts, informing Finance for insurance purposes, and authorising the provision of any extra resources required for the student (e.g., emergency funds, travel arrangements, etc.).
37. If the Foreign, Commonwealth & Development Office (FCDO) changes its Travel Advice to warn against all travel to a region or a country, where any students are participating in mobility, then the University should undertake a risk assessment, coordinated by the Executive Dean in the respective Faculty, and may proceed to arrange evacuation of the student(s) in question.
38. If the FCDO changes its Travel Advice to warn against all travel or to advise against non-essential travel to a region or a country prior to the commencement of a mobility programme, then the mobility cannot proceed. Only in exceptional circumstances and by approval of the appropriate Executive Dean and University Compliance Officer may a mobility activity proceed.
39. Other countries may provide their citizens with instructions to leave a country or region, or avoid travel to a country or region, before the FCDO acts. Under such circumstances, the University will normally be guided by the advice of the FCDO, however a risk assessment can be completed on a case-by-case basis to assess the best course of action for a particular student. Any decisions made by the University as a result of FCDO advice will apply to all Strathclyde students, regardless of nationality. If FCDO issue guidance to leave the host country, a student may return to the UK or to their home country depending on which is the safest option for their individual circumstances.
40. In the case that a student remains in country against FCDO guidance, this may void the student's right to University insurance. Such occurrences will be dealt with on a case-by-case basis.

## RISK ASSESSMENT

41. A Health and Safety (H&S) risk assessment, including a Threat Assessment for the host country, must be completed for all student mobilities. H&S risk assessments must be conducted and recorded on the [e-risk assessment system](#).
  - a. In the case of programmed mobility, the risk assessment should be organised by the appropriate Exchange Team.
  - b. In the case of ad hoc mobility, the Department is responsible for carrying out a risk assessment for the planned mobility.

42. The nature and complexity of the risk assessment will vary according to the type of mobility activity and should be commensurate with the level of risk identified. More information about the requirements of the risk assessment can be found in section 4 and Annex 5 of the [Safety Requirements for the Placement of Students](#).
43. A template H&S risk assessment and guidance on Threat Assessment can be found on the University's website<sup>5</sup>.

## INSURANCE

44. All students must apply for University insurance by completing the Travel Insurance Notification Form (available via Pegasus) at least 5 working days prior to departure. On confirmation of cover, students will receive an email cover note providing the policy number, emergency contact details, and a summary of the cover provided under the University's travel insurance policy. Until this is received, insurance is not guaranteed.
45. Depending on the nature of the activity, students may have to purchase additional insurance cover to supplement the standard University travel insurance. It is the student's responsibility to ensure they have appropriate insurance cover for the duration of their period of mobility.
46. Students are responsible for meeting any additional insurance requirements of the host institution or organisation.

## COMPLAINTS, WHISTLEBLOWING, AND SAFEGUARDING

47. All students have the right of complaint through the University's [Complaints Procedure](#). Complaints will be dealt with as outlined in the Procedure.
48. All students have the right to utilise [Report & Support](#), a facility where anyone can disclose behaviours or issues they believe put the safety of the Strathclyde community at risk. Any student who wishes to make a whistleblowing disclosure (if they have discovered information which they reasonably believe shows malpractice or wrongdoing within Strathclyde or the host institution, that they believe to be in the public interest) may do so through Report & Support.
49. Staff and students should familiarise themselves and be aware of their duty to comply with the [Safe360° Safeguarding Policy](#).

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<sup>5</sup> In development