

**THE UNIVERSITY OF LEEDS**  
**TAUGHT STUDENT EDUCATION BOARD**  
Collaborations and Partnerships Committee

**Guidance for Schools: Students who are unsuccessful in meeting the learning requirements for their Study Year Abroad**

**Background**

The former Standing Group on Study Abroad undertook a review of the extent to which a common policy could be applied for dealing with circumstances where students failed to meet the learning requirements for their Study Year abroad. Due to the wide range of arrangements, variety of programmes of study and of partner institutions it was agreed that whilst desirable, common practice was not feasible at the present time. However, the Group did see merit in providing common principles, and wishes to recommend the following guiding principles for dissemination to Schools:

**Guidance**

1. Schools are advised to ensure that a partnership contract with the student is signed prior to the commencement of the study year abroad.
2. Schools must make clear to every student what is the minimum required in order to pass the year.
3. Schools should articulate clearly what their resit arrangements are in the event a student does not successfully achieve the necessary credits for the year.
4. Schools should consider requiring a summative report or element of assessment to be completed by students at the end of their experience, and providing appropriate academic resource to support this (i.e. in terms of setting and marking the assessment).
5. Schools should take account of the requirements of the particular partner organisation and the timing of their administrative processes in relation to return of transcripts to Leeds.
6. A standard module feedback questionnaire should be provided to students which must include a reflective element to help students consolidate their learning from the experience.

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