

Study Abroad Group

(1) Terms of Reference:

- (a) to recommend academic policies relating to the regulation of study abroad;
- (b) to approve academic principles and policies relating to the content of voluntary study abroad;
- (c) to approve academic principles and policies relating to the content of mandatory study abroad (year abroad);
- (d) to approve arrangements relating to the assessment of outgoing study abroad students, including conversion scales for marks from overseas institutions and arrangements relating to the workload of students at partner institutions (i.e. credit equivalences of overseas students with Sussex, European Credit Transfer Scheme (ECTS) conversion);
- (e) to recommend, to Collaborative Provision Committee, new agreements with overseas institutions related to student exchanges; to oversee arrangements for negotiation and maintenance of agreements;
- (f) to monitor arrangements for quality assurance of academic provision by overseas institutions, including how these adhere to relevant sections of the QAA Code of Practice;
- (g) to approve structures and policies relating to the academic, pastoral and administrative arrangements and support for outgoing students both on mandatory and voluntary study abroad;
- (h) to approve the arrangements and support structures for work placements (including teaching assistantships);
- (i) to recommend the academic principles and policies relating to the content of academic study, pastoral and administrative arrangements affecting incoming visiting and exchange students;
- (j) to consider the impact of developments across the University on the student experience of visiting and exchange students;
- (k) to approve proposals and statements (i.e. European Policy Statement) relating to the University's Lifelong Learning Programme (Erasmus) and other funding programmes for study abroad in which the University participates;
- (l) to consider and make recommendations in relation to marketing and promotional activities for outgoing study abroad opportunities, and for the incoming visiting student study abroad programme;
- (m) to receive annual reports from the International Summer School programme.

(2) Composition:

Pro-Vice-Chancellor (International) (Chair); Director of International Programmes (American, Asian, Australian); Director of International Programmes (European); Director of Year Abroad (American (Arts)); Director of Year Abroad (European (Arts)); Director of the Sussex Centre for Language Studies; Director of the International Summer School; Work Placement Co-ordinator; Education Officer of the Students' Union; Head of International Liaison
In attendance: Academic Registrar (or nominee).

(3) Reports to: Teaching and Learning Committee.