

The logo for Kingston University London, featuring the text "Kingston University London" in white on a black rectangular background.

## **Academic Regulations 14:**

# **Student Mobility Regulations**

## **2024-2025**

Note: The Student Mobility opportunity may be subject to change as the public health situation continues. Please check MyKingston for the latest information.

This document is available in hard copy and on the University intranet and internet sites. Please contact the Information Centres (in each campus library) or the Kingston Students' Union Advice Centre if you have any difficulty in obtaining a copy that you can read, or find any aspect of these regulations difficult to understand.

## Contents

<b>Section</b>	<b>Content</b>	<b>paragraph numbers</b>
<b>Section 1</b>	<b>Definition of the Terms</b>	
<b>Section 2</b>	<b>Replacement Study</b>	1-3
	Half Year Period	4-5
	Outcomes of Replacement Study	6-13
<b>Section 3</b>	<b>Additional Study</b>	14-20
	Outcomes of Additional Study	21-24
<b>Section 4</b>	<b>Incoming Students</b>	25-30

## Section 1

### Definition of the Terms

<b>Term</b>	<b>Definition</b>
<b>Additional Study</b>	is when a student goes abroad to study and/or work as a supplement to the standard credit requirements of a three year degree. It forms part of a four year degree with study abroad. Normally, this study is at level 5 and is undertaken in the third year of the four year degree.
<b>Replacement Study</b>	is when a student goes abroad to study as part of the minimum credit requirements of a three year degree. This study is at level 5 and replaces the second year (level 5 credits) of the three year degree.
<b>Incoming Student</b>	is a student who is visiting the University as part of a study abroad or Turing Scheme to undertake a portion of study towards or in addition to a qualification being studied in their home country.
<b>Outgoing Student</b>	is a student who goes abroad for at least 1 semester under a Turing or University agreement
<b>SAIL Office</b>	Study Abroad and International Learning Office

## Section 2

### Replacement Study

- 1 All replacement study is documented with a learning contract.
- 2 Students can progress onto a period of replacement study if they have achieved at least 120 credits at level 4. Failure cannot be trailed during a replacement period of study.
- 3 Periods of replacement study last for either one teaching block (half year) or two teaching blocks (full year), equivalent to 60 credits and 120 credits respectively. Replacement study is not graded and does not contribute towards the classification calculation.

### Half Year Period

- 4 Normally a student who takes a half year replacement period completes the remainder of the year's study on Kingston University modules. In some cases, a student might undertake two half year periods at different host institutions. In these cases, they are considered to be on a full year replacement, under a single learning contract.
- 5 When a student studies on a half year replacement, the remaining study at KU will be on either:
  - two full short fat modules, in which case the modules are marked and graded and the grades are counted in the final classification of the degree
  - or
  - parts of four long thin modules, in which case the students must be assessed to ensure that the learning outcomes for that level of work are met. This assessment can be components of module assessment relevant to the study they have done on that module, or when this is not possible due to module design, an appropriately devised synoptic assessment. The work is marked and graded. This grade is recorded against the module on the record of progress but is not counted towards the classification.

### Outcomes of Replacement Study

- 6 The programme team in the faculty considers the transcript from the host institution in consultation with the learning contract, the replaced curriculum and the overall assessment strategy, and determines one of four outcomes:
  - the student has passed the year and can progress onto the next level of study
  - the student has not yet passed the year and is required to undertake some reassessment (retake)
  - the student has failed some credit and will need to repeat some modules in the next year (repeat of half year, 60 credits)

- the student has failed the year and must repeat the same level at Kingston University (repeat of full year, 120 credits)
- 7 When it is decided that the student must do a retake (outcome 2), the team set an appropriate synoptic assessment. This must be passed before the student can progress onto the next level (normally level 6). Alternatively, the student can be set appropriate repeat modules in the following year (see below).
  - 8 When it is decided that a student must do 60 credits of repeat (outcome 3), the team set a minimum of two 30 credit modules providing the appropriate coverage. If this is on a full year replacement, the record on the 120 credit study abroad module is modified to recognise 60 credits of achievement (contact Student Records & Returns team). The student is set two repeat modules. They have one further retake opportunity at these modules. If they fail a retake, this will be recorded as a final fail.
  - 9 When it is decided that the student must do 120 credits of repeat, the team set a full year of repeat. A fail is recorded against the 120 credit study abroad module. They have one further retake opportunity at these modules. If they fail a retake, this will be recorded as a final fail.
  - 10 All repeat modules are uncapped.
  - 11 All repeat modules are subject to standard module fees.
  - 12 In the case when a short fat module is failed and requires repeat, the uncapped mark of the repeat is counted towards the classification.
  - 13 Repeat modules redressing failure where KU components are on long thin modules do not count towards the classification.

## Section 3

### Additional Study

- 14 All additional study is documented with a learning contract.
- 15 Additional study can be taken as:
  - a full year at a single host institution
  - A full year in different institutions
  - A mix of study and placement abroad or
  - a mix of study abroad and placement at home
- 16 This must be agreed before the student begins their additional year and reflected in the learning contract.
- 17 On occasions the student may wish to alter the diet of their additional year. For instance, some students who began on a full year of study abroad may wish to do some of the year as a placement instead. This is allowable if the appropriate faculty member(s) determines that this would be commensurate with the aims of the four year programme. The Study Abroad International Learning Office must be informed of any changes as these may impact on funding. The host institution providing the study must be consulted in such cases.
- 18 Students can progress onto a period of additional study with some outstanding reassessment.
- 19 No study undertaken as part of the additional period can be used to compensate for outstanding reassessment.
- 20 All reassessment related to study undertaken at KU before the additional study abroad must be completed before the student progresses onto the next level, either before or after the additional study period. Where it is viable to set reassessment during the study abroad year (for instance, where the student is required to rework an assignment that can be done remotely) this is permitted.

### Outcomes of Additional Study

- 21 The programme team considers the transcript from the host institution in consultation with the learning contract and determines one of two outcomes:
  - The student has passed the year
  - the student has failed to pass the year
- 22 In the second outcome, the student is offered a reassessment. Irrespective of the extent of failure, an attempt will be made for the student to make up for failure through a retake on a synoptic reassessment.
- 23 No repeats are offered as alternatives for retake.

- 24 When the student does not make up the failure through retake, there are two possible outcomes:
- if it is determined that they have achieved at least the equivalent of 60 credits this will be recorded on their HEAR using the 120 credit module code, modified to identify that only 60 credits have been achieved.
  - If it is determined that they have achieved less than the equivalent of 60 credits, the student will be transferred onto a three year degree and can progress onto level 6, as long as the student has 120 credits of level 5 from KU study. The record of progress will record failure in the additional year.

## Section 4

### Incoming Students

- 25 Incoming students are registered on KU modules.
- 26 When they are registered for one teaching block on long thin modules, this is recorded as 15 credits worth of each module.
- 27 Students are assessed through either some of the planned components of the modules where module design allows for this, or a synoptic assessment designed to measure their performance on the parts of the modules they have undertaken.
- 28 The assessments are marked and recorded on SITS. The university grade criteria apply to this work. The marks and grades do not need to be ratified by an Assessment Board.
- 29 Once a student has completed their studies at KU, the SAIL Office uses the SITS record to generate a transcript for Study Abroad students. The Student Office will generate a transcript for Erasmus Students.
- 30 Incoming students have exactly the same rights as KU students in regards to reassessment opportunity. Where the student receives a fail grade, a reassessment should be offered, within the normal assessment periods in the University calendar. The University does not have an obligation to offer reassessment outside of the normal schedule of assessments. It remains the student's decision (with advice from their home institution) whether to continue at the University in order to complete retakes.