



Risk Management of Student Study Abroad Programmes

Roles and Proposed Actions

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PRSG10.2v2		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
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The responsibilities of each member of staff, the student community or visiting personnel are set out in the University of Leeds Health and Safety Policy. In addition to these identified, role-holders may need to carry out specific actions for each topic and these are listed below.

Heads of School / Service

- Define roles and proposed actions in conjunction with your Health and Safety Manager for all those involved in the study abroad programme. This usually involves identifying a Study Abroad Coordinator and / or an Academic Tutor dependent on the number of students undertaking periods of study abroad.
- Either approve all, or delegate the authority for the approval of study abroad periods on your behalf to a member of staff bearing in mind the agreed academic approval process of the University as set out by the University Quality Assurance Team: .
 - *“All programmes of study that include a study abroad element need to be approved separately. Programmes of study are considered at School Taught Student Education Committees, Faculty Taught Student Education Committees and are approved by the Taught Student Education Board Standing Group on Study Abroad (SGSA). In addition to the programme form proposers complete a Proposal for a New Student Exchange Agreement form which focuses on the choice of partner and the learning and teaching arrangements and a partner report form which focuses on student support. Further consideration of the specific support arrangements are undertaken by the SGSA.” (Source: Quality Assurance Team).”*
 - As part of this academic process the Erasmus or Worldwide Student Exchange Agreement must be agreed and signed by both the University of Leeds and the partner institution – these agreements are available from the Study Abroad Office.
 - In addition, each programme must be supported by all committees at all stages to gain final approval.
 - If both academic approval and Erasmus or Worldwide Student Exchange Agreement is not completed then the period of study abroad must not go ahead.

Study Abroad Office

- On behalf of the University of Leeds administer the study abroad process.
- Support schools when they are deciding on the suitability of periods of study abroad.
- Be involved where appropriate and support schools in emergency response processes.
- Manage the admission of and support incoming exchange students.
- Be involved in the review of existing partner Institutions and the arrangements in place.

Academic Tutor Study / Abroad Coordinator / Line Manager *

A member of staff (usually an academic at line manager level); nominated by the Head of School / Service); They are involved in the process of approval for the suitability of the period of study abroad on academic and health and safety grounds and may also determine the involvement of others in the approval process, e.g. Head of School, Health and Safety Manager, before proposals proceed through the University of Leeds academic approval process outlined above.

The Academic Tutor may in some circumstances carry out a pre-agreement visit or visit the student during the programme - the visit may be delegated to another member of staff where appropriate.

- Determine the need for (and carry out if required) a pre-agreement visit or a visit during the period of study abroad in conjunction with Head of School and Health and Safety Manager. .
- Ensure the student has been briefed and given all the appropriate health and safety information as part of a pre-departure briefing; with respect to the period of study abroad prior to the study period beginning.

Title:	Management of Student Study Abroad Programmes: Proposed roles and actions	Number:	PRSG10.2v2	Issue date:	July 2015	Page Number	Page 2 of 4
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- Action any contingency or emergency plans if necessary, including reacting to any significant concerns.
- Ensure feedback is collated following the study abroad programme to support review of the Partner Institution.

***please note these role titles are flexible and may where appropriate be carried out by one individual.**

Study Abroad Coordinator/ Administrator *

A member of University staff nominated by the Head of School who is responsible for coordinating the periods of study abroad; but **not** for the approval of a period of study abroad.

- Collate and file, contact details for all participants, next of kin, medical questionnaires (where appropriate) and any other relevant information associated with the study abroad programme.
- Sign the student completed, risk awareness form on behalf of the School and the University.
- Act as a central identified point of communication in case of emergency during the period of study abroad.
- Inform the Partner Institution and Academic Tutor of any positive or negative feedback.
- Feed into the review process where appropriate.
- Support the briefing process where carried out locally.
- Report any significant accidents or incidents through Sentinel (the University online accident reporting system) – contact Health and Safety Services for more information. .
- Ensure any concerns raised by the student or partner institution are dealt with appropriately (e.g. by instigating local emergency plans).

***please note these role titles are flexible and may where appropriate be carried out by one individual.**

Health and Safety Manager

- Support staff to translate this guidance to support practical implementation at local level.
- Support the Academic Tutor / Study Abroad Coordinator when there are significant health and safety concerns.
- Support the briefing process if carried out locally and when required.

Students (undertaking a Study Abroad Programme)

An undergraduate or taught postgraduate student registered with the University.

- Follow the University Student code of conduct. Information on this can be found at http://www.leeds.ac.uk/secretariat/student_cases.html
- Complete the risk awareness form and return to your School Study Abroad Coordinator before starting your programme.
- Attend the study abroad briefing before you leave for the period abroad.
- Check Foreign and Commonwealth Office (FCO) advice for the country you are travelling to.
- Make sure you have adequate insurance for your time abroad.
- Follow the partner institution's health and safety policies and procedures.
- Be aware of the partner institution's emergency procedures and follow them should an emergency arise.
- Report any incident or accident that affects you to the partner institution and to the Study Abroad Coordinator.

Title:	Management of Student Study Abroad Programmes: Proposed roles and actions	Number:	PRSG10.2v2	Issue date:	July 2015	Page Number	Page 3 of 4
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- Raise any concerns you have about the period of study with the partner institution and the Study Abroad Coordinator.
- Notify the Academic Tutor or Study Abroad Coordinator of any disabilities or ill-health conditions, so that these can be considered and supported appropriately.
- Inform the Academic Tutor or Study Abroad Coordinator of any significant changes that occur while on the period of study abroad.

Partner Institution

The institution who is offering the study abroad opportunity. The direct supervision of the student is transferred to the partner institution for the duration of the period of study abroad.

- Ensure the student has an appropriate induction to the institution.
- Identify a named contact for the student, and ensure this is communicated to the student.
- Ensure the Study Abroad Coordinator is given all relevant information and notified of any significant changes to the study abroad activities as soon as possible.
- If a significant accident or incident involving the student occurs or the student breaches any procedures, ensure that the Study Abroad Coordinator is notified as soon as possible.
- Inform the Academic Tutor or Study Abroad Coordinator if a student fails to attend as agreed.

Title:	Management of Student Study Abroad Programmes: Proposed roles and actions	Number:	PRSG10.2v2	Issue date:	July 2015	Page Number	Page 4 of 4
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