



Risk Management of Student Study Abroad Programmes

Standard

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Introduction

Periods of study abroad are becoming a desirable part of the learning and development of students studying at the University of Leeds. They offer students an exciting opportunity to gain a greater understanding of living and studying in a different culture while contributing to their degree. Periods of study abroad are varied and can be across the whole academic year or just one semester, and they usually carry academic credit, counting towards the student's final degree. However, they also include short periods of study which don't carry academic credit, such as 'summer schools' organised by the University.

Definition:

Study abroad is a period of study undertaken by a taught student (usually but not exclusively an undergraduate), while registered with the University of Leeds. The period of study is organised and managed through the University and takes place at another overseas educational institution (Partner Institution - usually a University). Periods of study abroad are initially proposed and approved within a school and must be supported by both the School and Faculty's Taught Student Education Committees prior to final support for the proposal by the Standing Group on Study Abroad (SGSA) to the University Taught Student Education Board. The periods of study abroad are often administered through the Study Abroad Office, but in some cases, they are administered within the school.

It does not cover:

- Incoming overseas exchange students from other Universities
- Student Work Placements (see the Placements protocol on the health and safety services website)
- Periods of specific voluntary work such as "V Volunteering"
- Programmes such as the Leeds for Life Foundation – for more information see <https://leedsforlife.leeds.ac.uk/Foundation.aspx>
- Fieldwork studies (see the Fieldwork protocol on the health and safety services website)
- Staff sabbaticals or staff studying or working at another institution, or
- Anyone undertaking a programme of study or work at the University of Leeds, from another organisation – including School, Colleges and other Universities.

Standard

The University takes a risk management approach to the approval of study abroad programmes and expects that:

- Roles and required actions of all staff involved in supporting the study abroad period are clearly defined.
- The University of Leeds approved Erasmus Student Exchange Agreement or Worldwide Student Exchange Agreement is agreed by a representative of the University of Leeds and a representative of the Partner Institution, prior to commencement of the study abroad period.
- Health and safety is included in the students' briefing before the period of study abroad begins.
- A system is in place for raising and resolving any problems or concerns before, during and following the period of study abroad.
- Contingency and emergency plans for significant risks are developed and in place ready for implementation, with identified roles and actions to support this should the need arise.
- Any significant personal accidents and incidents (e.g. a broken leg while on campus, needing hospital treatment) are reported to the University by the student and/ or the partner institution and recorded using Sentinel (the University's online accident reporting system).
- Relevant health and safety information on each student's period of study abroad is kept on record in an appropriate manner for three years following completion.

Title:	Standard for the management of Student Study Abroad Programmes	Number:	PRSG10.1v2	Issue date:	July 2015	Page Number	Page 2 of 3
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- Each partner institution is reviewed following the period of study abroad; this should include feedback from the student and the partner institution should a health and safety concern be raised.
- Students complete the 'Risk awareness form' and submit this to the school before they leave for the period of study abroad.

Relevant Legislation

- Health and Safety at Work etc Act 1974 (HSWA)
- Management of Health and Safety at Work Regulations 1999 as amended. (MHSWR).

Title:	Standard for the management of Student Study Abroad Programmes	Number:	PRSG10.1v2	Issue date:	July 2015	Page Number	Page 3 of 3
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