**UCL STUDENT AND REGISTRY SERVICES**

**UG Affiliate/Study Abroad Programme Checklist**

This checklist is to be used to set up a new affiliate student programme. This will be needed when a department which has not previously done so wishes to admit affiliate students. Where this is to facilitate reciprocal exchange arrangements for a new Study Abroad option on a UCL programme, the checklist should accompany the Programme Amendment Form (PAF) to set up the Study Abroad Programme.

**Affiliate schemes**

UCL operates two Affiliate schemes, Junior Year Abroad and Independent. Affiliate study does incur a fee however departments are unable to opt to only consider fee-paying applicants if their department is bound by a Study Abroad agreement.

**Study Abroad schemes**

UCL operates two reciprocal Study Abroad schemes, Exchange and Erasmus. Study Abroad does not incur a fee and entry via Exchange or Erasmus and is only permitted if UCL has a valid partnership agreement in place.

Partnership agreements are overseen by the Study Abroad team, such agreements can be department, faculty or institution wide.

Inbound Affiliate/Study Abroad applications are assessed centrally in line with assessment criteria agreed with Affiliate Tutors.

**Approval and set up**

Prior to admitting students onto a new Affiliate/Study Abroad programme, the admissions process and programme must be set up accordingly.

1. Please indicate whether this is a standalone affiliate programme or to facilitate exchange arrangements for an outgoing Study Abroad programme:
2. Standalone  b) Exchange

If b) please attach the Programme Amendment Form.

Once the programme approval has been granted, we can then proceed with the programme set up and advertising the programme. The following steps can then be followed to ensure the programme is made available to applicants:

MCR set up

CBO set up

IPO set up

Publication within the Study Abroad Guide

Please provide the following information to ensure the programme is set up and advertised accordingly:

|  |  |
| --- | --- |
| Department |  |
| Affiliate Tutor |  |
| Programme name |  |
| Target intake FTE |  |

**Level of study (please tick):**

UG

PGT

PGR

**Duration of study (please tick):**

Full Year (September – June)

Autumn Term (September – December)

Spring Term (January – June)

Available modules to be advertised in the Study Abroad Guide and on the application form (please note this list does not need to be definitive but will be used as a guide for applicants):

|  |  |
| --- | --- |
| Module code | Module Name |
|  |  |
|  |  |
|  |  |
|  |  |

Departmental Approver \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Faculty Approver \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date