

# Faculty of Humanities and Social Sciences

## Role and Responsibilities

### Academic Exchange Coordinator

This document outlines the roles and responsibilities of the Academic Exchange Coordinator in each school of the Faculty of Humanities and Social Sciences. It is intended to be overarching in nature and should be read in conjunction with more detailed guidelines and policies developed by individual schools regarding the implementation of their exchange agreements.<sup>11</sup>

The primary role of the Academic Exchange Coordinator is to advise and assist the Head of School in conjunction with the Faculty Office and the Placement Office in relation to:

1. Ongoing monitoring and review of exchange agreements
2. Incoming students on a school's exchange agreements
3. Outgoing students on a school's exchange agreements

#### 1. Ongoing monitoring and review of exchange agreements

It is the responsibility of the Academic Exchange Coordinator to:

- Retain an overview of the number of incoming and outgoing students on each exchange programme so that ongoing imbalances can be identified.
- Inform the Head of School where there is an ongoing imbalance over a number of years.
- Inform the Head of School where there are ongoing issues with the quality and/or suitability of an exchange agreement.
- Maintain records, and share as appropriate on an ongoing basis. At the end of the term of office, pass on all relevant records and information to the new post holder.

#### 2. Incoming exchange students

It is the responsibility of the Academic Exchange Coordinator to:

- Assist the Head of School to identify appropriate modules, including quotas as necessary, to be made available on Exchange and Occasional programmes within and outside the Faculty<sup>2</sup> as part of the academic structures process in Spring which is then communicated to the Faculty Office and thence to Registry and to the Placement Office
- In conjunction with the Placement Office, advise incoming exchange students on their module choices, as per the approved HMSAX / HMSAEO academic structure and individual student learning agreements.

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<sup>1</sup> Given the significantly larger number of outgoing and incoming students in SALIS the various responsibilities outlined in this document are divided among a number of SALIS colleagues in line with SALIS School Policy

<sup>2</sup> Exchange Programmes [BSSAX, ECSAX, **HMSAX**, IESAX, SHSAX]; Occasional Programmes [BSSAO, ECSAO, **HMSAO**, SHSAO, IESAO]

- Where students have selected modules from other schools, refer any queries to the coordinators in these schools. Where schools are not in the Faculty of Humanities and Social Sciences refer queries to the Teaching and Learning Convenors in these schools.
- Liaise / assist the Placement Office where Learning Agreements for Erasmus students are incomplete or incorrect so as to resolve any outstanding issues taking into account approved HMSAX / HMSA00 academic structures.
- Review and sign change of mind forms where a student wishes to change their module choice, or is required to do so owing to cancellation of a module or modules or a timetable clash, provided this is permitted within their Learning Agreement (where applicable) and as per approved HMSAX / HMSA00 academic structures. The cut-off date for such changes of mind is four weeks after the students' start dates.
- Liaise with the Placement Office and Head of School where significant unforeseen issues arise in relation to incoming exchange students.

### 3. Outgoing students on a school's exchange agreements

It is the responsibility of the Academic Exchange Coordinator in collaboration with the relevant Programme Chair to:

- Clarify the application and selection process for study abroad, and the requirements for successful completion of the year abroad.
- Convene a meeting of eligible students at an appropriate time informing them of the year abroad option and the academic requirements for its successful completion, as well as of the application process and selection criteria.
- Review the applications for study abroad.
- Inform applicants of the outcome and request that they accept or decline the offer within a set period of time.
- Provide the Placement Office and Registry with a list of those students who have elected to spend a year abroad so that the Placement Office can start the formal application process. f. Schedule and deliver pre-departure briefings for students going abroad.
- Contact students who are abroad at least once per semester to check on their progress and respond, where reasonable, to queries from students abroad.
- Act as module coordinator for the year abroad modules associated with their school and submit year abroad results provided by the Placement Office indicating Pass or Fail directly to the (Deputy) Programme Chair or Programme Administrator as appropriate.
- Schedule and deliver debriefing sessions for students on their return.

#### Term and Reporting:

An Academic Exchange Coordinator normally serves a three-year term and reports to their Head of School.

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