Study Abroad Academic Director: responsibilities

The Study Abroad Academic Director is appointed by the Head of School, in consultation with the School Education Director as appropriate. The SAAD may be appointed at the School or Department level, whichever is most appropriate. The use of the term ‘School’ in this document may also constitute a ‘Department’ where that is appropriate. The tasks described here are those which are required to ensure a consistent approach university-wide. However, it is recognised that individual faculties and Schools may wish to tailor the role to meet their own needs working with professional services staff, as appropriate.

Core Tasks

- To advise the Head of School and other members of the School’s management team and contribute to key decision making within the School on matters relating to Study Abroad
- To act as the named point of contact for the Global Opportunities team in relation to study abroad matters including attendance at any meetings convened by the Global Opportunities team, as appropriate
- To ensure that all study abroad activity is aligned with relevant University Policy e.g. as in the Regulations and Code of Practice for Taught Programmes
- To disseminate information to staff in the school and other SAADs as and when necessary
- To work with Global Opportunities to ensure that the numbers of incoming and outgoing students (on Erasmus programmes) within the school are within an acceptable balance
- To ensure that there are an adequate range of study abroad placements on offer in the school
- To ensure that selected exchanges have an appropriate equivalent range of academic units at a suitable level
- To monitor the academic quality of selected exchanges to ensure their continued success
- To propose new viable study abroad agreements and where possible to assist the Global Opportunities team to set these up by acting as an academic contact with the proposed partner institution
- To provide advice and feedback on the institutional common marks and credit conversion processes
- To liaise with counterparts in partner institutions on academic matters as and when necessary

Students

- To promote study abroad opportunities to students and prospective students at events such as Open Day
- To advise interested students on partner university choices and approve decision to study abroad
- To monitor selection of units in the partner HEI to ensure that programme requirements are fulfilled (i.e. the level and volume of study is appropriate), liaising with other SAADs on joint honours programmes
- To contact students studying abroad at least once a term and be a point of contact for any academic issues arising whilst the student is overseas
- To finalise marks conversion from partner HEIs
• Upon students’ return, to solicit & collect feedback on experiences to be passed onto future outgoing students and to address and respond to any issues raised
• To help facilitate contact among UoB students studying abroad
• To liaise with Global Opportunities on unit availability and access for both incoming Study Abroad and Erasmus students, disseminating information when needed.
• To be a point of contact and advise incoming students on academic matters when needed.
• To advise Global Opportunities of any academic changes (e.g. unit availability) that may affect incoming students to Bristol.
• To inform Global Opportunities of any academic issues that arise for incoming students that may arise and advise on the considered action
• To advise and work with Global Opportunities on new programme development such as summer schools

Workload Allocation Mechanism

The Study Abroad Academic Director will be given a workload allocation for the role by the Head of School in line with the Faculty or School workload model. The allocation will reflect the size and complexity of the School and its study abroad activities and will seek to ensure that any differential approach to allocation across the University is justifiable.

Approved by University Undergraduate Studies Committee
November 2016