

LUBS Study Abroad Academic Contract

Credit Load

Recommended Workload for Standard Study Abroad Students (non-Horizon)

A full academic workload is defined by the host institution. Students must enrol on the 'exchange' full-time workload, where there is no specific credit load for 'exchange students' students will be expected to undertake the full credit load of a 'home' student at the host institution. Student can see more information for their specific host institution in the [Credit Load Guide](#) under the 'COURSE ENROLMENT' columns.

The programme of study for the year abroad for **LUBS parented students** is normally as follows unless the host university requires a higher percentage of Business or related modules to be taken:

- 50% of their studies in Business or related subjects (e.g. Economics, Marketing, Accounting and Finance)
- 50% as a combination of cultural and elective modules

The programme of study for the year abroad for **non-LUBS parented joint honours** students (student with part of their degree taught by another School) is normally as follows unless the host university requirements prevent this:

- Business plus one subject area (e.g. Politics and Economics):
 - 25% Business or related subjects (e.g. Economics, Marketing, Accounting and Finance)
 - 25% your other Joint Honours subject
 - 50% cultural/elective modules
- Business plus two other subject area (e.g. Politics, Philosophy and Economics):
 - 25% Business or related subjects (e.g. Economics, Marketing, Accounting and Finance)
 - 25% your first other Joint Honours subject
 - 25% your second other Joint Honours subject
 - 25% cultural/elective modules

Students **cannot** choose:

- modules that will duplicate any Leeds modules that they have taken in first and second year.
- modules that they will be taking in final year.
- more than one level 1 Business or related module. This does not apply to cultural/elective modules.

Students should aim to take Business or related modules/JH subject modules at an appropriate level which is usually the equivalent of level 2-3 at the host institution (level 3-4 at North American universities). Modules at most European universities are assigned ECTS credits (10 ECTS credits = 20 Leeds credits). A full workload for the academic year is 60 ECTS (i.e. 120 Leeds credits).

As credit loads can vary across different institutions any problems registering for an appropriate number of credits should be flagged up as early as possible so that both Maria Hussain, LUBS Academic Lead, and the LUBS Study Abroad Team are aware of this.

Recommended Workload for Horizon Students



- Horizon students should consult the [Horizon Year Abroad page on the Global Opportunities SharePoint Site](#) which states the recommended workload for each Horizon partner as well as additional information regarding the Horizon module.
- Students will be required to complete a 20-credit Leeds module (on a distance-learning basis) on intercultural communication and global citizenship, and it is strongly recommended that they take the equivalent of at least 20 Leeds credits of beginner or intermediate level language modules in a local language. They will select their remaining credit load from a selection of modules taught in English, and ideally these should aim to broaden intercultural understanding.

Approval of Modules

It is the student's responsibility to ensure that they are enrolled on the correct number of approved modules per semester.

Students must get modules pre-approved by LUBS before starting studies at the host institution. Students must send their completed Module Approval Form to the LUBS Study Abroad Team and Maria Hussain, LUBS Study Abroad Academic Lead, at least one week before the deadline to enrol on modules at their host institution to ensure that their modules will be deemed suitable by the School. Choices must be made in line with the guidance listed above.

The Module Approval Form template can be found in the LUBS Employability and Opportunity section of the LUBS Student Guide, under the heading 'Choosing your Modules' on [this page](#).

Once the student has officially registered for their modules at the host institution, they must inform the LUBS Study Abroad Coordinator (StudyAbroad@lubs.leeds.ac.uk) and the Study Abroad Office (outgoingstudyabroad@leeds.ac.uk).

In addition, if there are any changes to your original study plan/modules or if you plan to apply for any additional modules while you are abroad, you must update your existing Module Approval Form by **highlighting the changes for approval (do not create a new version) and leave all comments intact. You must then send your updated Module Approval Form to the LUBS Study Abroad Team and Maria Hussain, LUBS Study Abroad Academic Lead, a **MINIMUM of ONE WORKING-WEEK** in advance for approval and to allow for any formal changes to be made if required.**

Horizon students

Horizon students do not need to complete a module approval form but you are encouraged to get your modules checked via email (StudyAbroad@lubs.leeds.ac.uk).

Assessment

Students will undertake LUBS9001 as a compulsory part of the Study Abroad Year in addition to modules taken at the host university. For more information on assessment and grading of the overall year, please see the [LUBS9001 section of the University of Leeds Module Catalogue](#).

Please see the [Credit Load Guide](#) for the pass rate for specific host institutions.

Leeds University Business School at the University of Leeds will decide whether to award a pass or fail based on the student's host university transcript in conjunction with module marks for LUBS9001 and, where appropriate¹, interviews and evidence of written work. Students should therefore keep all copies of written work undertaken abroad and be able to provide it on request to staff at the University of Leeds.

¹ Where, for example, it is deemed that the student's transcript does not accurately represent their performance

Horizon Students

Horizon students will take LEED9000 Horizon Year Abroad and MODL3150 Intercultural Communication and Global Citizenship: A Critic instead of LUBS9001. Please see the [LEED9000](#) and [MODL3150](#) pages on the module catalogue and the [Horizon Year Abroad page on the Global Opportunities SharePoint Site](#) for more information about assessment.

Once you have carefully read this document, please complete this [Microsoft Form](#) to confirm that you have read and understood the academic requirements of your Study Abroad year. The deadline to complete the form is **Friday 26th April 2024.**