

Year Abroad Assessment Handbook For Staff and Students



February 2011

DIVISION OF EUROPEAN LANGUAGES AND CULTURES

UNIVERSITY OF EDINBURGH

These guidelines apply to students abroad in 2011-12

THE YEAR ABROAD ASSESSMENT HANDBOOK 2011-12

Acronyms

DELC: Division of European Languages and Cultures
ECTS: European Credit Transfer System
EUS: European Union Studies
IO: International Office
LEL: Linguistics and English Language
MEL: Modern European Languages
OSNAL: Other Subject is Not a Language (ie. English Literature, Politics)
TO: DELC Teaching Organisation
UoE: University of Edinburgh

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Administration Diary for Year Abroad Coordinators

- SEP:** Organise the marking of the Year Abroad Essays for 4th years
Approve Erasmus Learning Agreements for new 3rd years
- OCT:** Issue Year Abroad Essay titles to 3rd years and/or approve titles
- OCT/NOV/DEC:**
- First Year Abroad Information session for 2nd years (all languages)
 - Collect Prospective Year 3 Honours Student Form
 - Collect British Council application forms and organise references
- JAN:** Issue Final Year Options Form and information about final year courses to 3rd years
- FEB:** Allocation of Erasmus places
TO receives the completed Final Year Options Forms from year abroad students
- MAR:** Second Year Abroad Information session for 2nd years (German, French, Spanish & Portuguese)
- MAY:** Collect DELC Risk Assessment/Confirmed Activity Forms
- JUN:** Review Erasmus place numbers in liaison with the IO

Administration Diary for Director of Studies

SEP/OCT: Check the registration of all 3rd year and 4th year students

The Director of Studies must check email for any notification of Special Circumstances on an ongoing basis.

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Administration Diary for Students

Year 2

- OCT/NOV/DEC:** Year Abroad Information session (all languages)
- NOV/DEC:** Online application deadline for British Council Assistantships at a school
Submit British Council Application in hardcopy to the TO
Submit Prospective Year 3 Honours Student Form to the TO
- JAN/FEB:** Fill in 'Mobility Online' International Office registration form
Allocation of Erasmus places
- FEB/MAR:** Year Abroad Information – 2nd session (all languages)
- MAR/APR:** Application Form for Erasmus University
Application Form for Non-Erasmus University
- MAY:** Submit Provisional Learning Agreement to International Office by mid-May.
Submit Erasmus Grant Contract to the IO
Erasmus Work Placement Form (where applicable) to the IO
Submit Risk Assessment/Confirmed Activity Form to the TO

Year 3

- SEP:** Reply to email from Jackie Barnhart confirming 3rd Year attendance in absentia and state new address and if you are writing a dissertation; send a copy of this email to your DoS
- OCT:** Receive Year Abroad Essay titles or arrange title where applicable
- DEC:** Submit Learning Agreements to International Office on 15th Dec. for Semester 2 exchanges
- JAN:** Receive Final Year Options Form and information on courses in 4th year
Email Jackie Barnhart your Semester 2 address
- MAR:** Provisional allocation of 4th year options

Year 4

- SEP:** Submit MEL Dissertation Preparation Form (where applicable)
Submit ECTS and ECTS equivalent marks to the IO and TO by the deadline
Submit Year Abroad Essays with coversheet (on WebCT) to the TO
Deadline for all of the above: 4pm Friday of week 1, Semester 1

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MEL Year Abroad Assessment

Please note that we will only count ECTS credits that have been achieved as a result of an assessment, and have a mark attached to them. The ECTS grade will be the basis for the transfer of marks into Edinburgh marks. Only in the case of exchanges where the ECTS grading system is not used by the host university, will we use other conversion tables. We cannot convert marks which are solely described as “pass” or “fail”.

The Year Abroad for Single Honours Students

ALL STUDENTS are required to spend at least 30 weeks in an approved country working, studying, or a combination of both. As well as developing their language skills (equivalent to 60 UoE credits) in preparation for Language Paper 1, Language Paper 2, and the Oral in year 4. All Single Honours students are required to do preparation for an MEL Dissertation (20 UoE credits), which is written in the target language and submitted towards the end of the Final Year. An MEL Dissertation Preparation Form must be submitted by the deadline.

IN ADDITION, STUDENTS ARE REQUIRED to return 40 UoE credits of assessed work to DELC (this work will count as two Units of Assessment in the final degree classification) as specified below:

- ERASMUS STUDENTS studying abroad for two semesters are required to return a minimum of 30 ECTS (two semesters' worth) for suitable courses at a partner university abroad. These will count as two Units of Assessment in the Final Year (40 UoE credits).
- NON-ERASMUS STUDENTS and students who are working abroad for the whole year are required to write two year abroad essays (40 UoE credits). These essays will be submitted at the beginning of the Final Year (Year 4).
- ERASMUS STUDENTS studying abroad for one semester and who are also studying abroad as non-Erasmus students or working abroad for the remainder of the time are required to return a minimum of 15 ECTS (one semester's worth) for suitable courses at the Erasmus partner university abroad. These will count as one Unit of Assessment in the Final Year (= 20 UoE credits). These students will also write one year abroad essay (20 UoE credits) which will be submitted at the beginning of the Final Year (Year 4).

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The Year Abroad for Joint Honours Students: Two Languages

ALL STUDENTS are required to spend a total of at least 30 weeks in approved countries abroad, with a minimum of 8 weeks in each country. This time is spent working, studying, or a combination of both, as well as developing language skills (100 UoE credits) in preparation for Language Paper 1 and the Oral in each language.

IN ADDITION, STUDENTS ARE REQUIRED TO DO THE FOLLOWING:

- ERASMUS STUDENTS studying abroad for two semesters are required to return a minimum of 30 ECTS (two semesters' worth) for suitable courses at a partner university abroad. Marks for the best 15 ECTS will count as one Unit of Assessment in the Final Year (= 20 UoE credits). Note that students submitting Erasmus marks will also be required to complete an MEL Long Essay (20 UoE credits) in year 4, which is written in one of the target languages, and submitted towards the end of the Final Year.
- NON-ERASMUS STUDENTS and students who are working abroad for the whole year are required to do preparation for an MEL Dissertation (20 UoE credits), which is written in one of the target languages and submitted towards the end of the Final Year. An MEL Dissertation Preparation Form must be submitted by the deadline.
- ERASMUS STUDENTS studying abroad for one semester and who are also studying abroad as non-Erasmus students or working abroad for the remainder of the time are required to return a minimum of 15 ECTS (one semester's worth) for suitable courses at the Erasmus partner university abroad. These will count as one Unit of Assessment in the Final Year (= 20 UoE credits). Note that students submitting Erasmus marks will also be required to complete an MEL Long Essay (20 UoE credits) in Year 4, which is written in one of the target languages and submitted towards the end of the Final Year.

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The Year Abroad for Joint Honours Students: One Language and the Other Subject is Not a Language

ALL OSNAL STUDENTS are required to spend at least 30 weeks in an approved country working, studying, or a combination of both, developing their language skills (equivalent to 60 UoE credits) in preparation for Language Paper 1, Language Paper 2, and the Oral in year 4.

IN ADDITION, STUDENTS ARE REQUIRED to return 40 UoE credits of assessed work to the partner subject (this work will count as two Units of Assessment in the final degree classification).

IN ORDER TO FULFIL THE YEAR ABROAD REQUIREMENT FOR DELC STUDENTS ARE EXPECTED TO DO THE FOLLOWING:

- ERASMUS STUDENTS studying abroad for two semesters are required to return a minimum of 30 ECTS (two semesters' worth) for suitable courses at a partner university abroad. Marks for the best 15 ECTS will count as one Unit of Assessment in the Final Year (= 20 UoE credits). These must be appropriate literature/culture/language courses related to the Language subject. Note that students submitting Erasmus marks will also be required to complete an MEL Long Essay (20 UoE credits) in year 4, which is written in the target language and submitted towards the end of the Final Year.
- NON-ERASMUS STUDENTS and students who will be working abroad for the whole year are required to do preparation for an MEL Dissertation (20 UoE credits), which is written in the target language and submitted towards the end of the Final Year (Year 4). An MEL Dissertation Preparation Form must be submitted by the deadline.
- ERASMUS STUDENTS studying abroad for one semester and who are also studying abroad as a non-Erasmus student or working abroad for the remainder of the time are required to return a minimum of 15 ECTS (one semester's worth) for suitable courses in the Language subject, gained at the Erasmus partner university abroad. This will count as one Unit of Assessment in the Final Year (= 20 UoE credits). Note that students submitting Erasmus marks will also be required to complete an MEL Long Essay (20 UoE credits) in year 4, which is written in the target language and submitted towards the end of the Final Year.

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MEL and EUS (Two Languages: Curriculum A)

ALL STUDENTS are required to spend a total 30 weeks in approved countries abroad, with a minimum of 8 weeks in each country. This time is spent working, studying, or a combination of both, as well as developing language skills (100 UoE credits) in preparation for Language Paper 1 and the Oral in each language.

IN ADDITION, STUDENTS ARE REQUIRED to do preparation (20 UoE credits) for an EUS dissertation, which will be submitted to EUS at an agreed date during the Final Year. A completed EUS dissertation which has been awarded a pass will be worth a further 20 UoE credits. This will count as two Units of Assessment in the Final Year. You should consult the Europa Institute for details of the requirements.

IN ORDER TO FULFIL THE YEAR ABROAD REQUIREMENT FOR DELC, STUDENTS ARE EXPECTED TO DO THE FOLLOWING:

- ERASMUS STUDENTS studying abroad for two semesters are required to return a minimum of 30 ECTS (two semesters' worth) for suitable courses at a partner university abroad. These grades will not, however, count towards the final degree classification. Students who go abroad on the Erasmus exchange scheme MUST bring back grades in the form of ECTS from the university (universities) they attend. This requirement is vital to ensure the integrity of our exchanges with our partner universities.
- NON-ERASMUS STUDENTS studying abroad for two semesters and students who are working abroad for the whole year do not have to return any year abroad work to DELC.
- ERASMUS STUDENTS studying abroad for one semester and who are also studying abroad as a non-Erasmus student or working abroad for the remainder of the time are required to return a minimum of 15 ECTS (one semester's worth) for suitable courses at the Erasmus partner university abroad. These grades will not, however, count towards the final degree classification. Students who go abroad on the Erasmus exchange scheme MUST bring back grades in the form of ECTS from the university (universities) they attend. This requirement is vital to ensure the integrity of our exchanges with our partner universities.

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MEL and EUS (One Language: Curriculum B)

ALL STUDENTS are required to spend at least 30 weeks in an approved country working, studying, or a combination of both, developing their language skills (equivalent to 60 UoE credits) in preparation for Language Paper 1, Language Paper 2, and the Oral in year 4.

STUDENTS ARE REQUIRED to do preparation (20 UoE credits) for an EUS dissertation, which will be submitted to EUS at an agreed date during the Final Year. A completed EUS dissertation which has been awarded a pass will be worth a further 20 UoE credits. This will count as two Units of Assessment in the Final Year. You should consult the Europa Institute for details of the requirements.

IN ADDITION, STUDENTS ARE REQUIRED to return 40 UoE credits of assessed work to DELC (this work will count as two Units of Assessment in the final degree classification) as specified below:

- ERASMUS STUDENTS studying abroad for two semesters are required to return a minimum of 30 ECTS (two semesters' worth) for suitable courses at a partner university abroad. These must be in the Language subject and will count as two Units of Assessment in the Final Year (= 40 UoE credits).
- NON-ERASMUS STUDENTS and students who are working abroad for the whole year are required to write two Year Abroad Essays (40 UoE credits) in the target language for the Language subject. These essays will be submitted to DELC at the beginning of the Final Year (Year 4).
- ERASMUS STUDENTS studying abroad for one semester and who are also studying abroad as a non-Erasmus student or working abroad for the remainder of the time are required to return a minimum of 15 ECTS (one semester's worth) for suitable courses at the Erasmus partner university abroad. These will count as one Unit of Assessment in the Final Year (= 20 UoE credits). These students will also write one Year Abroad Essay (20 UoE credits) in the target language for the Language subject, which will be submitted to DELC at the beginning of the Final Year (Year 4).

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MA Spanish and Portuguese

This is currently a Single Honours degree. However, students on this degree programme will do the following in their third year:

ALL STUDENTS are required to spend a total of at least 30 weeks in approved countries abroad, with a minimum of 8 weeks in each country. This time is spent working, studying, or a combination of both, as well as developing language skills (100 UoE credits) in preparation for Language Paper 1 and the Oral in each language.

IN ADDITION, STUDENTS ARE REQUIRED TO DO THE FOLLOWING:

- ERASMUS STUDENTS studying abroad for two semesters are required to return a minimum of 30 ECTS (two semesters' worth) for suitable courses at a partner university abroad. Marks for the best 15 will count as one Unit of Assessment in the Final Year (= 20 UoE credits). Note that students submitting Erasmus marks will also be required to complete an MEL Long Essay (20 UoE credits) in Year 4, which is written in one of the target languages and submitted towards the end of the Final Year.
- NON-ERASMUS STUDENTS and students who are working abroad for the whole year are required to do preparation for an MEL Dissertation (20 UoE credits), which is written in one of the target languages and submitted towards the end of the Final Year. An MEL Dissertation Preparation Form must be submitted by the deadline.
- ERASMUS STUDENTS studying abroad for one semester and who are also studying abroad as non-Erasmus students or working abroad for the remainder of the time are required to return a minimum of 15 ECTS (one semester's worth) for suitable courses at the Erasmus partner university abroad. These will count as one Unit of Assessment in the Final Year (= 20 UoE credits). Note that students submitting Erasmus marks will also be required to complete an MEL Long Essay (20 UoE credits) in Year 4, which is written in one of the target languages and submitted towards the end of the Final Year.

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International Business Studies and a Language, and Business Studies and a Language

ALL STUDENTS are required to spend at least 30 weeks at a partner university studying and developing their language skills.

IN ORDER TO FULFIL THE YEAR ABROAD REQUIREMENT ALL STUDENTS ARE EXPECTED TO DO THE FOLLOWING:

- To complete a full diet of study and exams; this is the equivalent of 120 UoE credits. The majority of these must in Business and Accounting.

Please note: for Joint Honours in an MEL Language + Business Studies see the MEL + OSNAL table.

Law and a Language

Students on their year abroad will receive 60 UoE credits for Language Acquisition and must take courses in Law which will count for 60 UoE credits.

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Information on the 40 Credits of Assessed Year Abroad Work for Joint Honours students (OSNALS)

Business Studies

Students will work independently on a Long Essay on a contemporary Business Studies topic which relates closely to the country you are studying in or on a continental European theme. The Business Studies Long Essay must be 7-10,000 words long, excluding the bibliography, references and front page. Your Essay must be in English unless your supervisor agrees to its being in your language of study. For MA German and Business Studies students the Essay must be written in German. You will be assigned an appropriate advisor to provide guidance and feedback as you develop your essay. Proposed topics are submitted in November, thereafter two pieces of early stage work are expected, with the final submission due on your return in week one. The course organiser is Dr. Sarah Cooper. Please consult Business Studies for more information.

Classics

Students are required to attend classics courses at a University in the appropriate country, totalling 20 ECTS (= 40 Edinburgh credits). These courses must be approved by the Head of Classics. In exceptional circumstances, if access to university courses is not possible, long essays based on independent study carried out while abroad may substitute for these courses, at the discretion of the Head of the Classics. In exceptional circumstances, two essays of 4,000 words each may substitute for the 20 ECTS in courses. The course organiser is Dr Stephanie Winder. Please consult Classics for more information.

English Literature

In consultation with English Literature, students will work independently on a Long Essay (c. 6,000 words) during the Year Abroad. Students will be given guidance on choosing a suitable topic, and will be assigned an advisor who will offer advice and support via email. The Long Essay is submitted in September on the student's return to Edinburgh for Year 4.

Further information is available in the '3rd Year Abroad' handbook, available to download from the English Literature department website.

European Union Studies

Students will work to complete an EUS dissertation. More information will be provided by the department. The course organiser is Professor Scott (andrew.scott@ed.ac.uk), the secretary is Krystal Hanley (krystal.hanley@ed.ac.uk) Please contact EUS for more information.

History and European History

During the third year abroad, while studying for a combined degree in a language and history, students carry out guided research under the supervision of a member of the School of History, Classics and Archaeology

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and write an essay on a historical theme. The essay is handed in on the student's return at the beginning of Year 4.

A list of available supervisors is circulated to students before the start of Year 3. If supervisors with relevant expertise are available, students are a) encouraged to choose a historical topic that relates to the country whose language they are studying; and/or b) encouraged to develop a project making use of the language they are studying.

The European History Year Abroad Essay Coordinator is Dr Pertti Ahonen.

History of Art

Students write two History of Art Analytical Reports (A and B). Students choose the subject of their report (each 4,000 words) from a range of options. Each type of report gives a very concrete focus to the project; students are provided with detailed guidelines concerning appropriate methods of historical, contextual and comparative analysis, and theoretical issues for consideration. History of Art will issue a handbook early in semester 1 of 3rd year with more information.

Linguistics and English Language

Erasmus students are required to take courses in Linguistics or English Language at a University in the appropriate country totalling 20 ECTS credits (= 40 Edinburgh credits) while they are abroad during their third year of study. This is the Year Abroad Work for Degrees in Modern European Languages and Linguistics or English Language (40). These courses must be approved by the Head of Linguistics and English Language. Only in exceptional circumstances, an essay of 8,000 words may substitute for the 20 ECTS credits (= 40 Edinburgh credits) in courses. For example if access to appropriate university courses is not possible, a long essay based on independent study (carried out while abroad) may substitute for these courses, at the discretion of the Head of Linguistics and English Language.

The course secretary is Ms Rosemary Perks. The Course organiser is Dr Patrick Honeybone.

Regulations for MEL + LEL students going abroad as Erasmus Students who decide to do an LEL Dissertation:

In year 3, the Director of Studies/Student Support Officers should enrol these students for Language Acquisition through residence/study (60), Year Abroad Work for Degrees in Modern European Languages and Linguistics or English Language (40) and Modern European Languages Year Abroad Assessment (20). These students will be doing half of the normally required ECTS for LEL, i.e. 15 ECTS, of which 10 count. The other half of the Year Abroad Assessment for LEL (40) includes the dissertation preparation. These students do not need to be formally registered for LEL dissertation preparation as this is included in the 40 credits.

In year 4, these students should be registered for the following courses: Language Paper 1, Language Paper 2, Oral for the language, Dissertation

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Completion following Study Abroad (LEL), one Literature option (MEL), 60 credits of Language Sciences courses at level 10.

For LEL, Erasmus students who elect to do an LEL dissertation must complete 15 ECTS in suitable Linguistics and English Language courses as part of the Year Abroad Work for Degrees in Modern European Languages and Linguistics or English Language (40 UoE credits). Marks for the best 10 ECTS (=20 UoE credits) will count as one unit of assessment in the Final year. These students also prepare an LEL dissertation which will be completed in year 4. For MEL, these students must complete the Modern European Languages Year Abroad Assessment for MEL + OSNAL students (20 UoE credits).

Please note that Erasmus students who elect to do an LEL dissertation do not write an MEL Long essay in year 4.

Regulations for MEL + LEL students going abroad to work or to teach as an English Language assistant:

In year 3, the Director of Studies/Student Support Officers should enrol these students for Language Acquisition through residence/study (60), Year Abroad Work for Degrees in Modern European Languages and Linguistics or English Language (40) and Modern European Languages Dissertation Preparation (20). In year 4, these students should be registered for the following courses: Language Paper 1, Language Paper 2, Oral for the language, Modern European Languages Dissertation Completion, one Literature option (MEL), 60 credits of Language Sciences courses at level 10.

Please note that these students must prepare an MEL Dissertation in the target language and do not write a MEL Long essay in year 4. These students must also complete the Modern European Languages Dissertation Preparation Form (20 UoE credits) and the Year Abroad Work for Degrees in Modern European Languages and Linguistics or English Language (40 UoE credits) by writing a long essay in year 3 for LEL (40 UoE credits).

Regulations for MEL + LEL Erasmus students who do not elect to do an LEL Dissertation:

In year 3, the Director of Studies/Student Support Officers should enrol these students for Language Acquisition through residence/study (60), Year Abroad Work for Degrees in Modern European Languages and Linguistics or English Language (40) and Modern European Languages Year Abroad Assessment (20). In year 4, these students should be registered for the following courses: Language Paper 1, Language Paper 2, Oral for the language, MEL Long Essay, one Literature option (MEL), 60 credits of Language Sciences courses at level 10.

Please note that these students cannot elect to do an MEL Dissertation but write an MEL Long Essay in year 4. These students must complete the Modern European Languages Year Abroad Assessment (20 UoE credits) for

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MEL + OSNAL students and also the Year Abroad Work for Degrees in Modern European Languages and Linguistics or English Language (40) which is a minimum of 20 ECTS (25 ECTS is recommended) in suitable Linguistics and English Language courses. Marks for the best 20 ECTS (= 40 UoE credits) will count as one unit of assessment in the Final year.

Philosophy

Students either take Philosophy courses taken in the appropriate foreign language during the year abroad OR write an 8000 word dissertation in English on a philosophical topic chosen by the student in consultation with the Senior Tutor in Philosophy and to be submitted at the beginning of the 4th year of study. The year abroad coordinator for Philosophy is Dr Alasdair Richmond (a.richmond@ed.ac.uk). The secretary is Susan Richards (sue.richards@ed.ac.uk)

Politics

Students return the required amount of ECTS to Politics. The course organiser is Dr Andrea Birdsall. Please consult the department of Politics & International Relations for more information.

Social Policy

Students return the required amount of ECTS for Year Abroad Marks for Social Policy (40 UoE credits).

P.T.O

Frequently Asked Questions

Which courses count for the language subject if I am an Erasmus or “Erasmus-equivalent” student?

The general guideline is that the courses that count should be relevant to the language subject in its widest sense, e.g. French Studies, German Studies, and must be at the appropriate advanced level. This includes courses in advanced grammar, translation, aspects of the language, literature, culture, politics, history of art, history, philosophy, linguistics and film. The courses must be taught and examined in the official language of the country you are studying in, e.g. if you are on an Erasmus programme in Germany, we will not count courses taught in French. If you are not sure, you should consult your Edinburgh University Year Abroad Coordinator who will give you advice on the suitability of courses. In some cases, courses aimed at Erasmus students are acceptable if they are at the right level and relate to the language subject.

We will only count credits relating to the semester of the Erasmus exchange itself and not preparatory language or literature courses that are held before or after the semester. We will however count ECTS credits for intensive courses that are taught over a time period shorter than the entire semester, but only if they are not pre-/post-semester courses.

Please note that ECTS credits will only count if your work has been assessed and awarded a grade. A grade which is only described as a “pass” or “fail” will not count.

Which courses will not count for the language subject if I am an Erasmus student?

We will not count the ECTS credits for courses that will be used by the partner subject (e.g. History). So if the partner subject has asked you to return 20 ECTS, then they will not count again for the language subject. We will not count classes which are below advanced level or are taught or examined in English, or in a language which is different to the official language of the country or region.

We will not count credits obtained from just attending class.

Courses aimed at Erasmus or visiting students will not normally count for the language subject. However, there are special cases where some courses specifically for Erasmus students have been identified by Year Abroad Coordinators as being at the correct level and as having suitable content. Currently these exceptions apply only to French and Scandinavian Studies students. In addition to this, the courses aimed at Erasmus students in France/Belgium in advanced translation for native speakers of English will be

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accepted. If you are in doubt, ask your Year Abroad Coordinator about the suitability of a course.

If you spend one semester at an Erasmus exchange university and then continue for a further semester at the same institution as an independent student, only the courses from the Erasmus semester will count for the language subject.

We will only count credits relating to the semester of the Erasmus exchange itself, and not preparatory language or literature courses that are held before or after the semester.

Please note that ECTS credits will only count if your work has been assessed and awarded a grade. A grade which is only described as a “pass” or “fail” will not count.

Who counts as an Erasmus student?

An Erasmus student is a University of Edinburgh student who has signed a University of Edinburgh Erasmus exchange agreement, and is participating in an Erasmus exchange programme with a host university. If the Erasmus exchange is run from a non-language department within the UoE, it still counts as an Erasmus exchange.

Who counts as an “Erasmus-equivalent” student?

Students at Latin-American universities with which the Hispanic Studies Section has exchanges count as Erasmus-equivalent. The marks issued to students at Latin-American universities are deemed to be “ECTS-equivalent” and are converted according to the tables published in the DELC Handbook.

What is an “approved country”?

A country is approved if its, or one of its, official language/s is the language of study, and if the country is deemed safe to visit. The Year Abroad Coordinator will advise on this. Studying and working abroad in regions, like for example in parts of Spain, where the language of study (here Spanish) is not used systematically in education and administration, is also permitted.

Who is a “non-Erasmus” student?

A non-Erasmus student is a University of Edinburgh student who is studying at a university abroad as an independent student and is not on an Erasmus exchange. Students who are studying at the Pontificia Universidad Católica de Chile, Universidad de San Andrés, Buenos Aires, Argentina, and Universidad de las Américas, Puebla, Mexico count as Erasmus-equivalent students.

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Which courses can I take as an independent or non-Erasmus student?

As an independent student, you have the opportunity to choose any courses that your host university allows you to take. You do not submit credits to DELC unless there is a special arrangement between this university and the University of Edinburgh. There is a special arrangement for Pontificia Universidad Católica de Chile, Universidad de San Andrés, Buenos Aires, Argentina, and Universidad de las Américas, Puebla, Mexico, and students bring back marks which are converted into UoE credits.

As an independent student, you are expected to take courses equivalent to the Edinburgh workload of 120 credits per year.

Which universities are partner universities or Erasmus partner universities?

This information is in the Year Abroad Notes for each language subject. You can get further details about available spaces on other Erasmus exchanges that operate outwith DELC from the International Office or from the Year Abroad Coordinator in the relevant department.

Do I have to write a Year Abroad Essay, when, and in which language?

Only Single Honours students and MEL and EU Studies Curriculum B (one Language) students who are working abroad for a whole year are required to write two Year Abroad Essays which are submitted to the DELC Teaching Organisation by 4pm of Friday of Week 1, Semester 1 of the final year of study (year 4). Single Honours and MEL and EU Studies Curriculum B (one Language) students, who are spending half of the year abroad in employment, write one year abroad essay. The Year Abroad Essay titles are normally issued or agreed in October of year 3, and the essays are written in the target language during year 3.

Do I have to bring back ECTS for both of the languages if I am doing the MA Joint Honours in two languages?

If you are an Erasmus student for one semester and are in employment in the other semester, you do not have to bring back ECTS marks for both languages. e.g. if you went to a university in France for one semester and then worked as a language assistant in Germany in the second semester, you only have to bring back ECTS marks for French; no essays are required for the second language. The ECTS that count must relate to suitable courses in the language of the country/region you are studying.

However, If you are an Erasmus student for one semester in one country and spend the second semester on an Erasmus exchange in a different country in order to study the second language, then you must bring back ECTS marks for both languages respectively.

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Do I have to write a Long Essay, when, and in which language?

The Long Essay is written in the 4th year. Only Joint Honours MEL Students (two European Languages) and MEL and OSNAL (Other Subject Not A Language) who have successfully completed year 3 on Erasmus exchanges for one or two semesters write a Long Essay. The Long Essay is 3,000 words in length, excluding the bibliography, footnotes and the appendices, but including quotations. It is written in the target language. Joint Honours (two languages) students choose which of the two languages to write the Long Essay in. Further information on this assessment is normally issued at the beginning of the final year in Edinburgh. See also the DELC handbook.

Do I have to write an MEL Dissertation, when, and in which language?

All Single Honours students, Joint Honours MEL Students (two Languages) who are non-Erasmus/Independent students or working abroad, and MEL and OSNALS who are non-Erasmus/Independent students or working abroad, write an MEL Dissertation in Year 4. The preparation phase starts in Year 3 and you are required to submit a Dissertation Preparation form (see details below). The dissertation is 6,000 words in length, excluding the bibliography, footnotes and the appendices, but including quotations. It is written in the target language, or if you study two languages you can choose which of the two to write the dissertation in. Further information on this assessment is normally issued at the beginning of the final year in Edinburgh.

You do not write an MEL Dissertation but a Long Essay in the target language/s in Year 4 if you have submitted Erasmus or Erasmus-equivalent marks to DELC. MEL and EUS, A + B students write dissertations for EUS.

Where do I find an MEL Dissertation Preparation form and how do I submit it to DELC?

The MEL Dissertation Preparation form is available on WebCt from the moment you are registered for a dissertation. This will happen at the beginning of your 3rd year. In September of your 3rd year, you should inform Jackie Barnhart in the TO that you are preparing a dissertation. During the third year you will need to download the MEL Dissertation Preparation form, complete it, and submit a paper copy to the Teaching Organisation by 4pm on Friday of Week 1, Semester 1 in the Final Year of Study (year 4).

What do I do if I do not have enough ECTS or “ECTS-equivalent credits” after the year abroad?

Students who go abroad on the Erasmus exchange scheme **MUST** bring back a minimum of 15 ECTS for each semester in suitable courses relating to the Language subject. Stating that you were not aware of the assessment

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requirements for the course you have attended, will not be accepted as an excuse for a deficit. This requirement is vital to ensure the integrity of our exchanges with our partner universities. Failure to complete the minimum number of credits means that the proportion of the deficit of the ECTS that count will receive a mark of zero, and this will feed into the Year Abroad Assessment mark. So, if 15 ECTS count and you return 10, you will receive zero for the missing 5 ECTS, and this will be part of the overall grade. The same principle applies if 30 ECTS count and you return fewer. If special circumstances apply, please notify your Year Abroad Coordinator in Edinburgh and your Director of Studies. You must state whether adjustments to the assessment or compensation has already been applied by the host university because of the special circumstances.

Can I do less than 15 ECTS in one semester and make up for the deficit in the other semester?

This is not permitted unless there are special, academic or personal reasons for doing this, and these have been officially communicated to the Year Abroad Coordinator and the Director of Studies. The Head of the Teaching Organisation will decide on these cases.

What do I do if I have failed an Erasmus or Erasmus-equivalent course?

Students who have failed courses on the Erasmus or Erasmus equivalent exchange should first try to arrange a re-sit of the assessment at the host university. It is recommended that the re-sit takes place before the start of the Final Year in Edinburgh. We understand that students who have repeated an exam may have delayed transcripts. You must inform Jackie Barnhart in the Teaching Organisation Office if your transcript will be delayed because of a re-sit, or if there is an institutional delay for any reason.

If you have attempted 15 ECTS for one semester, but have failed one or two of these courses, the failed course/s will proportionately feed into the final mark for this assessment.

If special circumstances apply, please notify your Year Abroad Coordinator in Edinburgh and your Director of Studies. The Special Circumstances Committee will decide on special circumstances cases. You must state whether adjustments to the assessment or compensation has already been applied by the host university because of the special circumstances.

What do I do if special circumstances arise and impact on my studies or other work?

If you are studying at a university, you should notify your Erasmus contact abroad and/or the tutor issuing the assessment if special circumstances such as illness, injury, bereavement, serious financial problems, or adverse personal/domestic circumstances arise. You should find out about the host

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university's special circumstances policy, and ask if adjustments (e.g. extensions, oral exam instead of written) or compensation can be made. You should also notify your Director of Studies in Edinburgh and your Year Abroad Coordinator in writing (email) if special circumstances impact on your studies. If the case has been dealt with abroad, and you have notified your DOS in Edinburgh, please tell the DOS and Year Abroad Coordinator the outcome. If the case has not been dealt with abroad, your DOS should submit a Special Circumstances form to the Special Circumstances Committee in Edinburgh.

In the case of pandemics, natural disasters and university strikes, academic staff in Edinburgh may issue an alternative form of assessment.

The Progression Board will, in accordance with University regulations, recommend the appropriate action to be taken in the cases it scrutinises relating to progression after the Year Abroad. The Progression Board for DELC meets in October of every academic year.

If a student has completed the required amount of time abroad but is unable to return the correct amount of ECTS for one semester because of serious health or personal problems, the normal action is to count the 15 ECTS from the unaffected semester in the case of students who must return the equivalent of 20 UoE credits to DELC on their year abroad. We reserve the right to deal with cases on an individual basis.

If the student suspects that the whole year will be affected by special circumstances, and that they will not be able to complete the Year Abroad Assessment, then the DoS may recommend an interruption of study.

Can I change my Year Abroad plans during the Year Abroad?

This is not permitted unless there are special or personal reasons for doing this. Once you begin an Erasmus Exchange or Work Placement you are normally bound to the Erasmus contract that you have signed. If special reasons apply, contact your Year Abroad Coordinator immediately and explain why you need to change your plans. A change of plan must be approved by the Year Abroad Coordinator.

What do I do if my ECTS or ECTS-equivalent credit transcripts are late?

The deadline is 4pm of Friday of Week 1, Semester 1 of the final year of study (year 4). The course credits should be submitted to the International Office with a copy to the DELC Teaching Organisation. Late submissions will only be considered in cases where the host university is only able to process and send the transcripts of credits after this deadline, or where they have been delayed because of a re-sit or through no fault of the student.

Do I need to get my transcripts translated into English?

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This is not essential but advantageous.

When will I get a mark for my Year Abroad work?

The Year Abroad essays will normally be marked and feedback is given to the student by the end of Semester 1 of the Final Year. All marks are provisional until the Honours Exam Boards have approved them. The Year Abroad essays will be marked according to the ECTS grading system.

Provisional Year Abroad marks for Erasmus and Erasmus-equivalent students will normally be made public at the beginning of Semester 2 of the Final Year. Delays to the processing of grades can occur, however, and you will be notified about this via email if this happens.

How do my ECTS marks get converted?

The European Credit Transfer System (ECTS) grade will be converted into a percentage mark using the conversion table set out in the DELC handbook for 2010-11. Only in the case of exchanges where the ECTS grading system is not used by the host exchange university, will we use other conversion tables.

Depending on the degree programme and the Year Abroad Assessment requirements, the average marks for 15 ECTS will be awarded 20 UoE credits and the average marks for 30 ECTS will be awarded 40 UoE credits.

When do I get information on the courses running in my Final Year at Edinburgh?

The registration form and the information relating to final year courses is normally issued in January of Year 3. Check your university email account at regular intervals throughout the 3rd year. The deadline for submitting your choices will be stated on the form and is usually in February/March of Year 3.

How can I get more information from former third year students about the year abroad?

This new website <http://www.thirdyearabroad.com> was created by a former graduate in Modern European Languages at Edinburgh University, and gives 3rd year language students information, help and advice about living, working, and studying abroad that is based on the experiences of returners from the year abroad.

Are there any other scholarships in addition to the Erasmus grant that I can apply for?

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Yes, if you are planning to study at a university or combine university study with an assistantship in a school, you can apply for a Stevenson Scholarship for France, Germany and Spain only, or for a Scottish-Italian Scholarship for Italy.

Application Forms and information are on the notice boards in the entrance to 60 George Square and the deadline is 31 January 2010. Submit the forms to the Division Office in 60 George Square, complete with references and a personal statement outlining how you think you could be a good ambassador for Scottish universities abroad.

HELPFUL WEBSITES

General Advice:

www.thirdyearabroad.com

Health and Safety:

http://www.llc.ed.ac.uk/documents/health_safety/LLCStudy-WorkingAbroadPolicy-05-03-08.doc

Special Circumstances:

http://www.acaffairs.ed.ac.uk/Administration/GuidanceInformation/SpecialCircumstances/documents/SC_StudentActionsApril2009_000.pdf

British Council Language Assistants

<http://www.britishcouncil.org/languageassistants.htm>

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