

You must complete this section BEFORE the start of your placement. Provisional Module Approval documents must be signed by your academic School.

Planned period of placement abroad (please include any Orientation dates):
 FROM: [month/year] Select Start Date Here 4 JANUARY 2023
 TO: [month/year] Select End Date Here 1 MAY 2023

Minimum number of credits required per semester at the Host Institution	Web link to the course catalogue at the Host Institution describing the learning outcomes: [Please insert web link to the relevant information below] Or list of courses provided
12	MY CAMOSUN.COM

TABLE A) Provisional Module Selection at Host Institution

Please list the modules you intend to study at the host institution in the table below.

The minimum number of credits you must enrol on at your host institution will be detailed in your application instructions. You will need to take the equivalent of 60 credits per semester. Your Academic School Exchange Coordinator can advise on this.

These module choices are provisional and may be subject to change when you arrive at your host institution. It is therefore strongly recommended that you include additional reserve modules in case of any cancellations.

Course (module) Code	Course (module) Title at the Host Institution (as indicated in the course catalogue)	Level of Course (1 st year, 2 nd year, 3 rd year)	No. of Credits at Host Institution	Core/Optional	UWTSO Module Equivalency (code and title) - if applicable	Please tick to indicate if this is reserve module
BUS-210-001	Business Communication	2nd	3	C		
BUS-214-001	Leadership Skills	2nd	3	C		
BUS-210-005	Organisational Behaviour	2nd	3	C		

Prifysgol Cymru
 Y Ddraig Fawr
 University of Wales
 Trinity Saint David

Learning Agreement for Exchange Programmes

This Learning Agreement is a useful record of the modules that you will study at your host institution and confirms that you have sought approval for these modules from your academic School at UWTSO. It is each student's responsibility to complete the Learning Agreement. Your Academic School Exchange Coordinator must approve module choices. They will also be happy to advise on module selection, and on other sections listed below.

Please note: The Learning Agreement must be hand signed or include an electronic signature - typed names will not be accepted.

Student Details

Last Name(s)	First Name(s)	Student Number
Elizabeth Hocking	Sally	2103459 (uw) C 0531526 (Canada)

Details

Academic School / Institute	Year of Study when Abroad	Full Degree Title	Name of Exchange Coordinator in School	Exchange Coordinator Email
UWTSO IMH Carmarthen	Level 5	BA Business and Management	Michaella Batten	michaella.batten@uwtsd.ac.uk

Host Institution Details

Name of Institution	Country	Faculty/Department of Study	Name of Inbound Exchange coordinator	Inbound Exchange Coordinator Email & Contact Number
Camosun	Canada	Business	Michaella Batten	michaella.batten@uwtsd.ac.uk

BEFORE Your Placement Abroad - Provisional Module Approval

UPON ARRIVAL - Confirmation of Enrolment

Please complete this section once you have ARRIVED at your host institution and return a signed copy to your academic School and the Outward Mobility team within 2 weeks of the start of the academic term. It is essential that you do this - failure to do so could mean your module choices are not approved and will not contribute to your degree programme at UWTSO.

Update your contact details:

- Name: Sally Elizabeth Hocking
- Address at host university:
- Telephone number to reach you whilst abroad:
- New host university email address:

TABLE B) Confirmed Module Enrolment

Please list the modules that you are now enrolled on at the host institution. Once this document has been signed by your host institution, you should email it to your Academic School Exchange Coordinator for their approval and signature. If you are taking new modules that have not been provisionally approved, you should also send your School the module syllabi and learning outcomes.

Course (module) Code	Course (module) Title at the Host Institution (as indicated in the course catalogue)	Level of Course (1 st year, 2 nd year, 3 rd year)	No. of Credits at Host Institution	Core or Optional	Re-sit available?	Was this module provisionally approved before your departure?	UWTSO Module Equivalency (Code and Title) if applicable
BUS-130-001	Business Communication	2nd	3	C		✓	
BUS-214-001	Leadership Skills	2nd	3	C		✓	
BUS-210-005	Organisational Behaviour	2nd	3	C		✓	
BUS-480-001	Advanced Business Strategy	2nd	3	C		✓	

IMPORTANT: Any changes made after this form has been submitted must also be approved to ensure that the programme level learning outcomes are met. If this happens, please complete Table B once again and send it to your academic School so that they can review the changes and confirm that the modules meet the requirements of your degree programme at UWTSO.

Host Institution Confirmation of Enrolment

I confirm that the student is enrolled full-time on the modules in Table B.

Name: _____ Signature: _____

Title: _____

Email: _____ Date: _____

Student Declaration of Enrolment

By signing this document, I confirm the following:

- I am enrolled on the modules listed in Table B.
- I am enrolled on the minimum number of credits required per semester at the host institution;
- I have confirmed my enrolment with my academic School at UWTSO, and the modules listed in the document have been approved by the Academic School;
- I will inform my academic School of any module changes and will obtain approval from my academic School for these changes;
- I understand the assessment procedure for my semester/year abroad, including options available (if any) for re-assessment should I fail a module/year abroad;
- I fully understand the grade conversion methodology being applied (if applicable) and understand how my marks at the partner institution will be converted back to UWTSO grades and cannot be changed after conversion.

Student Confirmation

Name: Sally Hocking
Date: 5/12/22

Signature: 

Once signed and by yourself and the Host University, email this document to your School Exchange Coordinator for approval.

Academic School Confirmation of Enrolment

The School hereby confirms the following:

- The modules selected meet the minimum credit requirements of their degree at UWTSO University (60 credits);
- The module selection listed in Table B are at the appropriate FHEQ level and meet all core module learning outcomes and an appropriate mapping has been completed to protect the programme level learning outcomes;
- The module selection listed in Table B meet all professional accreditation requirements (if applicable) and an appropriate mapping has been completed to protect the programme level learning outcomes.

UWTSO: Q02: Business Strategy
Your School Exchange Coordinator will review these documents before signing your Learning Agreement.

Pass: Approved 2 out of 3

Commitment

In signing this document, the student and the academic School must confirm that:

- The provisional module selection (Table A) at the host institution has been approved and meets all UWTSO intentional study module learning outcome/credit values e.g. 60 credits;
- You have agreed to a series of keeping in touch meetings;
- You have agreed to prepare a 15 minutes presentation upon your return;
- You have agreed how academic staff at UWTSO will review modules studied in host institution – blog, emails, vlog;
- Any professional accreditation requirements are met (where applicable) and the appropriate learning outcomes have been mapped;
- If grade conversion is being used:
 - the student understands the methodology behind the grade conversion and how it will be used to convert the partner institution credit back to UWTSO credit;
 - the student understands that by agreeing to the grade conversion methodology, they will not be able to challenge its application at a later date.

To be signed before you depart:

Student Confirmation

Name: Sally Hocking

Signature: 

Date: 5/12/22

University Staff Confirmation

Name: Jessica Shore

Signature: 

Date: 5/12/2022

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