

Study Abroad Academic Director: responsibilities

The Study Abroad Academic Director is appointed by the Head of School, in consultation with the School Education Director and/or the Faculty/School International 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 their School's professional services staff, as appropriate.

Primary function of role

- 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 in the School in relation to study abroad particularly where these relate to academic matters
- 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

Outgoing students

- To promote study abroad and other overseas opportunities (e.g. summer programmes) to students within the School (as well as to prospective students at events such as Open Day)
- To advise interested students on partner university choices, approve their decisions to study abroad and provide guidance to these students regarding their overseas unit selection
- 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 and liaising with wellbeing support as and when necessary
- To ensure that there are an adequate number of study abroad destinations on offer for the School and to check that the selected exchanges have an appropriate equivalent range of academic units at a suitable level; and to maintain regular monitoring of units in the partner HEI's to ensure that programme requirements are fulfilled (i.e. the level and volume of study is appropriate) and liaising with other SAADs on joint honours programmes where necessary
- To propose new viable study abroad exchanges 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 monitor the academic quality of selected exchanges to ensure their continued success
- To convert study abroad students' overseas marks at the end of the placement and to provide advice and feedback on the institutional common marks and credit conversion processes
- 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

Incoming Students

- To assist Global Opportunities in influencing Schools where there may be unit access or capacity issues related to incoming Study Abroad students

- To be a point of contact and advise prospective and incoming Study Abroad students on academic matters when necessary
- To attend a designated unit drop-in session prior to the start of each semester in the relevant school to answer academic queries from incoming Study Abroad students and check pre-requisite knowledge where appropriate
- To host an orientation session for new students in each teaching block, advising students about academic and other general information they need to know as new students to Bristol
- To advise Global Opportunities of any academic changes (e.g. changes to curriculum) that may affect incoming students to Bristol
- To contribute to and sign-off content for Study Guides once per year
- To inform Global Opportunities of any academic issues that arise for incoming students and advise on the considered action
- To advise and work with Global Opportunities on new programme development such as summer schools