

Experiential Overseas Learning (EOL) Recruitment and Selection Policy

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Experiential overseas Learning Recruitment and Selection Policy

1. Equal Opportunities Statement

Study abroad commits to ensuring that its' opportunities are free from discrimination on any grounds. The acceptance of on the programme is made on merit, the sole selection criteria being the individual's suitability to become an EOL. This is in line with UoC equal opportunities policy which can be found here:

<http://www.chester.ac.uk/sites/files/chester/Equality%20Objectives%202012.pdf>

Study abroad will not tolerate discrimination or prejudice of any kind. We also resolve to create a positive and welcoming atmosphere for all our students, members of staff, service users and visitors. We are committed to an equal opportunities policy that ensures that no student, member of staff, service user or visitor will be treated less favourably, except on grounds of competence.

2. Recruitment

Recruitment of students will initially be carried out via open days and presentations in induction week. We will showcase experiential overseas Learning opportunities and invite students to register their interest in experiential overseas Learning.

2.1 Study abroad Website

Students browsing the Study abroad Website will easily find the experiential overseas Learning section and will be able to register their interest via email. The website also details the application deadlines, destinations and other pertinent information including selection criteria.

2.2 Notification of Experiential Overseas Learning Opportunities

Once a student has registered their interest in becoming an EOL, their details will be entered onto a mailing list; they will be invited to attend one of four information evenings held through the year and sent a stock email advising them to apply as soon as possible.

2.3 General Promotion of experiential overseas learning opportunities

The Study abroad team will at various points during the academic year, undertake activities designed to raise awareness of experiential overseas learning and recruit students.

3. Applying for experiential overseas learning; time scales for applications

3.1 timeline of the application and paperwork issued

At any point during the year students register are permitted to register their interest via emailing studyabroad@chester.ac.uk; this information is on the website and is available on business cards at presentations.

All students' who have emailed to register their interest in experiential overseas learning, will have their details entered onto an **emailing list on the next working day**.

All students' who have registered their interest will be invited to an information evening and asked to complete a UoC application form; this invitation and paperwork will be sent **out within 3 to 5 working days of receiving their email during the application cycle**. Outside of the cycle the student can expect to hear **within 3-5 working days of the cycle opening**.

This email contains **four attachments**: an application form; advice for referees and an EOL cost and procedures table (detailed in appendices one, two, and three). The application asks them to write a 250 word answer to the question

“Why would you make an ideal learning in the wider world candidate?”

Completed applications will be evaluated by the study abroad team and students can expect to hear from us **within four working weeks**.

We cannot guarantee that a student will receive the above if they fail to supply the correct email address.

3.2 academic and personal suitability for experiential overseas learning

Students who fulfil the **academic criteria, which is an overall average of 45%** or above for their Level 4 studies and predicted similar for level 5; will be invited to have an interview with the international tutor. At this stage the tutor will assess their academic and personal suitability to participate in experiential overseas learning, this interview will take **no less than 20 minutes and no more than one hour** and will be documented against the questions detailed in appendix five.

This will all be documented at interview and notes will be made available in the event of an appeal.

3.3 outcome of applications

The University of Chester application closing date is around 3rd of November every year and all successful candidates will be notified by around the 7th of December.

Important to note all students' who complete the application process **at least one month before the final deadline** – including the supplying of references and have attended an interview; will have their applications' **reviewed by the panel ASAP** and the panel will inform these early applicants of their **decision within two weeks** of their interview. The panel aims to convene at least once a fortnight for these purposes and will notify the students in the event this is not possible due to staff absences.

3.4 destination specific presentation

Successful students will be invited to attend a destination specific presentation; wherever possible this is done by either students who have been before or the project providers these presentations will take place in the last week of January of the departure year.

4. Selection

4 Criteria for Selection

When selecting applicants to move on to the next stage, the Study abroad team will convene as a panel and will rate the applicants based on: their responses to the questions asked in the application form; their interviews and the quality of their references. Selecting applicants must not involve any discriminatory practices and should be done systematically; the selection Panel will involve the whole Study abroad team. If all staff cannot convene there should always be two people involved to ensure a fair and open process.

4.1 academic ability

Students who fulfil the **academic criteria, which is an overall average of 45%** or above for their Level 4 studies and predicted similar for level 5; will be invited to have an interview with the international tutor. At this stage the tutor will assess their academic suitability, including checking their grades on SIS and ascertaining whether or not they are permitted to undertake WB5004 on their course.

4.2 personal commitment to studying abroad

Next the panel will discuss the outcomes of the interviews, one to one sessions, the student's application form, their commitment to the process and their references.

In addition the panel will also be looking for **commitment to the experience** as detailed on the application form; for example details of any previous **international experience**, their reasoning for wanting to engage in WB5004 as a whole and **why this country or programme**; what they expect to get out of it and how they hope to make a difference as an EOL. The panel will be looking of genuine **commitment to wanting to internationalise**, an **understanding of the country specific issues** they may encounter; **a dedication to their academic work**-this is not just about grades but, **their level of attendance on their course and their work ethic**. The panel will also be looking to see them **demonstrating their commitment to raise the funds** for their trip, their understanding of **the responsibility of becoming an EOL** and finally **signs of maturity** in their outlook.

This will all documented at interview and notes will be made available in the event of an appeal

The students are given the opportunity to try and meet these criteria from the very early stages; after an initial enquiry the students are sent appendices three and four; these provide detailed information about becoming an EOL,, destinations and methods and the need to conduct plenty of independent research.