

## Annex P: Year abroad categories in Table 4

This annex provides guidance on how to assign years of programme of study to the appropriate year abroad category in Table 4 of HEIFES14.

1. Table 4 collects information about a subset of Home and European Union (EU) undergraduate students included within Columns 1 and 2 of Tables 1 and 2: those undergraduates taking a year abroad in 2014-15 as part of their year of programme of study.
2. A full-time year abroad is a year of programme of study which is provided in conjunction with an overseas educational institution and:
  - a. During which any periods of full-time study at the institution in the United Kingdom are in aggregate less than 10 weeks; or
  - b. For which, in respect of that academic year and any previous academic year(s) of the course the aggregate of any one or more periods of attendance which are not periods of full-time study at the institution in the United Kingdom (disregarding intervening vacations) exceeds 30 weeks.
3. A sandwich year-out year abroad is a year of programme of study that meets the definition of a sandwich year-out and to which one of the following applies.
  - a. All periods of attendance that are not full-time study are spent outside the United Kingdom.
  - b. At least one period of attendance in the year of programme of study that is not full-time study is taken under the Erasmus+ programme.
4. Some years abroad may comprise a combination of work experience and full-time study at an institution outside the United Kingdom. Where the period of work experience is not sufficient for the year of programme of study to meet the definition of sandwich year-out, it should be categorised as a full-time year abroad.
5. The data collected are to be disaggregated between years abroad taken under the Erasmus+ programme and other years abroad<sup>4</sup>. If a year abroad comprises more than one period of study or work placement abroad, not all of which are taken under the Erasmus+ scheme, the year of programme of study should be recorded as follows.
  - a. As an Erasmus+ year abroad if at least one study or work placement is taken under the Erasmus+ programme during the current year of programme of study.
  - b. As a non-Erasmus+ year abroad otherwise. This may include cases where an Erasmus+ study or work placement, which counts towards categorising the

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<sup>4</sup> Erasmus+ is the European Union programme for education, training, youth and sport for the period from 2014 to 2020. Further information about it can be found at: [www.erasmusplus.org.uk/](http://www.erasmusplus.org.uk/) and the Erasmus+ programme guide, available online at <https://www.erasmusplus.org.uk/news/erasmus-call-and-programme-guide-published>.

current year of programme of study as a year abroad, was taken in a previous year of programme of study, but not in the current one.

6. Regulated fee limits for new-regime students taking a year abroad are changing with effect from 1 September 2014. In general the regulated fee limits that apply to new-regime students in the categories collected in Table 4 are as follows:

- a. The basic amount is £900 and the higher amount is £1,350 for:
  - i. An Erasmus+ year.
  - ii. An academic year of a course provided in conjunction with an overseas institution which is not an Erasmus+ year.
- b. The basic amount is £1,200 and the higher amount is £1,800 for an academic year of a sandwich course (which is not an Erasmus+ year):
  - i. Either during which any periods of full-time study are in aggregate less than 10 weeks.
  - ii. Or if in respect of that academic year and any previous academic years of the course the aggregate of any one or more periods of attendance which are not periods of full-time study at the institution (disregarding intervening vacations) exceeds 30 weeks.

7. We will use the information on Table 4 to determine allocations of funding for 2015-16 to support colleges' participation in Erasmus+ and other higher education student mobility programmes.

#### Example 1

8. A new-regime student studies a four-year full-time undergraduate course from September 2012 to June 2016. The student spends a year abroad studying at an overseas institution for the calendar year 2014, which incorporates parts of the student's second and third years of programme of study. The second year of programme of study does not meet the definition of a year abroad, because the student has spent at least 10 weeks studying at their UK institution between September and December 2013, and they have not yet spent over 30 weeks, excluding intervening vacations, studying abroad by the end of the year of programme of study. The third year of programme of study does meet the definition of a year abroad, because (including the time abroad during their second year of programme of study) the student will have spent over 30 weeks, excluding intervening vacations, studying abroad by the end of that year. An eligible student will be subject to a reduced regulated fee limit of £1,350 for such a year of programme of study. If the year abroad is taken under the Erasmus+ programme, the year of programme of study should be identified as a full-time Erasmus+ year abroad.

Example 2

9. A new-regime student studies a four-year full-time undergraduate course from September 2012 to June 2016. The student spends a year abroad between September 2014 and June 2015, contained entirely within their third year of programme of study. The year abroad comprises one semester which is a 15-week work placement not taken under the Erasmus+ programme and another semester which is a 15-week study placement at an overseas university which is taken under the Erasmus+ programme. The work placement is not in itself sufficient for the year of programme of study to count as a sandwich year-out. Because at least one study or work placement is taken under the Erasmus+ programme in the current year of programme of study, the year is categorised as a full-time Erasmus+ year abroad.

Example 3

10. As in Example 1, but the calendar year abroad comprises: one 16-week semester (taken at the end of the second year of programme of study) which is a work placement abroad not taken under the Erasmus+ programme; and another 16-week semester (at the start of the third year of programme of study) which is a study period at an overseas institution taken under the Erasmus+ programme. The third year of programme of study still meets the definition of a year abroad. The work placement is not in itself sufficient for any year of programme of study to count as a sandwich year-out. Because at least one period of study or work placement in the current year of programme of study is taken under the Erasmus+ programme, that year counts as a full-time Erasmus+ year abroad.

Example 4

11. As in Example 3, but the semesters are reversed: the calendar year abroad comprises one 16-week semester (taken at the end of the second year of programme of study) which is a study period at an overseas institution taken under the Erasmus+ programme, and another 16-week semester (at the start of the third year of programme of study) which is a work placement abroad not taken under the Erasmus+ programme. The third year of programme of study still meets the definition of a year abroad. The work placement is not in itself sufficient for the year of programme of study to count as a sandwich year-out. No study or work placement in the current year of programme of study is taken under the Erasmus+ programme (even though one was in the previous year of programme of study). Therefore the third year of programme of study counts as a full-time non-Erasmus+ year abroad.