## INTERCALATED YEAR PLACEMENT APPROVAL FORM

This form is a part of the procedure set out in the Intercalated Year section of the Departmental guidance about Intercalated Year and placements, at the [Deparmental Course Handbook](https://warwick.ac.uk/fac/sci/statistics/courses/currentstudents/) Please read this information carefully before completing this form.

You should discuss your plans for the intercalated year with your Personal Tutor and the Intercalated Year Coordinator, Dr Tom Berrett ([tom.berrett@warwick.ac.uk](mailto:tom.berrett@warwick.ac.uk)) or the Director of Undergraduate Studies, Dr Martyn Parker ([martyn.parker@warwick.ac.uk](mailto:martyn.parker@warwick.ac.uk))

* Please complete this form and email it to the Undergraduate Support Office ([stats.ug.support@warwick.ac.uk](mailto:stats.ug.support@warwick.ac.uk)). If the support office require further information for the approval, they will contact you.
* Students applying to study abroad **must** do this by the deadline given in Term 1.
* Students applying for a year in industry **must** do this, if possible, by the end of the Spring Term of the year of study preceding your planned intercalated year.

If the deadlines are not met, then it may not be possible to proceed with your intercalated year. Transfers are also subject to meeting the requirements of the intercalated year.

After the approval process you will receive a copy of the signed form and the Support Office will initiate a course transfers from your current degree programme to the intercalated year version of your current degree programme, for example, from BSc Data Science to BSc Data Science (with Intercalated Year).

You must inform the Intercalated Year Coordinator of any health issues, including any disability, which may affect your health and safety whilst on placement. This allows the University and the placement provider to consider any reasonable adjustments that may be required.

## STUDENT DETAILS

Name:

University Student ID:

Degree Course:

Current Year of Study:

Are you a TIER 4 VISA holder (Yes/No)? (See Note 1)

Signed:

Date:

**If your request is approved, you will be transferred to the “with Intercalated Year” course for your degree.**

**Note 1:** If YES please refer to [additional guidance for Tier 4 VISA holders considering a change of course](https://warwick.ac.uk/study/international/immigration/tier4/changes/coursechange/).

(<https://warwick.ac.uk/study/international/immigration/tier4/changes/coursechange/>)

## PERIOD OF STUDY OVERSEAS

If you are planning to study at a university outside the UK, please provide a summary of where and what you intend to study, together with the main reasons behind your choice. If you need more space please use additional paper. Please also hand in with this form copies of any other relevant documents and information such as:

* letter confirming your acceptance by the Study Abroad university
* evidence of foreign language knowledge if required;
* brief descriptions of modules you intend to take.

Institution name and address:

Contact person name:

Contact person Department:

Contact person Tel:

Contact person E-mail:

Proposed period of study (dates):

Reason for choice and relevant to degree course and career aims:

## INDUSTRIAL PLACEMENT

If you are planning to work in industry, please provide a summary of your placement, together with the main reasons behind your choice. If you need more space, you can use additional paper.

Please also hand in with this form documents from your industrial placement provider confirming the following information:

* Confirmation of your employment/placement offer;
* Descriptions of anticipated duties during employment;
* Employment contracts, health and safety requirements.

Company name and address:

Contact person name:

Contact person Department:

Contact person Tel:

Contact person E-mail:

Proposed period of employment(dates):

Reason for choice and relevance to degree course and a career aims:

## APPROVAL

To be Completed by the Personal Tutor

Name:

Are you in support of the requested transfer (yes/no)?

Personal Tutor Statement Supporting the Transfer:

Statement should include:

* How academic progression has been considered- whether current academic progress of student is appropriate for new course
* How decision to support course transfer was arrived at
* How new course relates to old course (higher qualification/deeper  
  specialisation/placement or study abroad experience)
* How course transfer relates to students overall career and study aims

## APPROVAL

To be Completed by the Intercalated Year Coordinator and Course Director

The Department supports this request to undertake a placement programme, and confirm it is appropriate and relevant to the student’s degree course.

Intercalated Year Coordinator:

Date:

Course Director:

Date:

**For Office Use**

Form copied to candidate:

Academic Office informed:

Course transfer to intercalated variant initated and completed:

Signed: