

## Intercalated Year Guidance

### Department of Statistics

#### Introduction

This information is for students registered in the department of Statistics who are interested in spending a year away from the University (subject to academic performance and UK visa regulations). This can be to either work in industry, or to study at a university overseas. The intercalated year can be taken between the 2nd and 3rd years of a degree course, or between the 3<sup>rd</sup> and 4<sup>th</sup> Years of an Integrated Masters course. Currently the following courses in Statistics allow for students to take an intercalated year;

USTA-G301	Undergraduate Master of Mathematics, Operational Research, Statistics and Economics (MMORSE) (with Intercalated year)
USTA-Y603	BSc Mathematics, Operational Research, Statistics, Economics (MORSE) (with Intercalated Year)
USTA-G303	BSc Data Science (with Intercalated Year)
USTA-GG17	BSc Mathematics and Statistics (with Intercalated Year)

In the first instance, please discuss the possibility of taking an intercalated year with your personal tutor.

#### Key Contacts

Departmental Contacts	Intercalated Year coordinator – Doctor Ric Crossman
	<a href="mailto:R.J.Crossman@warwick.ac.uk">R.J.Crossman@warwick.ac.uk</a>
International Student Office (ISO)	<a href="https://warwick.ac.uk/study/studyabroad/contact/">https://warwick.ac.uk/study/studyabroad/contact/</a>

## Why take an intercalated year to work in industry?

- An intercalated year provides an opportunity for you to gain employment experience in your area of interest.
- Explore a subject or specialism in more detail and with hands-on experience.
- You will enhance your employability by demonstrating to employers you are committed to a career in a specific area.
- You will develop essential skills for employment in any sector including; communication skills; team working; problem solving; time management and negotiation skills.

Employers look for evidence of professionalism – the ability to adapt to a professional or business environment. Completing a work placement or year in industry will provide you with the opportunity to acquire and demonstrate these skills at the application and interview stage.

## Why take an intercalated year to study abroad?

(For more information and support identifying a Study Abroad Institution visit; <https://warwick.ac.uk/study/studyabroad/>)

- Employers tell us that they are constantly looking for ways to differentiate between applicants. Developing the skills that study abroad provides is one of the ways you will be able to set yourself out from the crowd.
- Studying overseas can help you to develop your existing knowledge of a language, or to learn a new one. In an ever more internationally focused business world, language skills can be highly sought after by graduate employers.
- Spending time immersed in a new or different cultural setting will provide you with an opportunity to develop a fresh understanding and outlook on culture. It may also help you to develop your communication and networking skill set.
- Taking part in a study abroad opportunity has helped other students to grow and develop as individuals in a global world. Confidence and independence has been seen to increase when students are taken out of their comfort zone.
- The depth of non-academic knowledge and the level of experience gained through study abroad has proven invaluable to students who have taken part.
- Studying overseas anywhere in the world can provide you with a fresh outlook and can expand your global network giving you access to friends and mentors across the globe.
- Different universities have different modules or subjects, this could mean that you are able to tailor your placement to your interests or career goals. By expanding your knowledge, you might return to Warwick with a different perspective for your final years of study.

## Things to think about

Choosing to take an intercalated year is a significant decision and there are a few of things to consider before you apply:

- The additional cost of another year at university- taking an intercalated year will extend your registration at the University of Warwick for an additional year
- The cost of living at the location where you will be spending your intercalated year, such as rent and transport costs
- You would be rejoining your degree a year behind your peers
- Is the company and location the right one for you?
- Will there be any language barriers?

Taking a year away from Warwick is a big decision, and you will need to research your destination or placement. Discussions with your family and friends are important, and if you are a sponsored student, it is vital that you talk to your sponsor before making any final decisions.

If in the rare case, you do not pass your second year, and therefore cannot go on your year abroad or on your placement, you should talk to your personal tutor and intercalated year coordinator at the first opportunity to discuss your options. The expectation is that all intercalated students will be of a 2:1 academic standing.

If you have not passed your first or second year, progression to your partner institution, if studying abroad, will need to be reconsidered. You must not continue with your plans to go to a partner without express permission of the statistics department; and of course the partner who has the final decision.

**Be proactive** – this is your project to manage, and while we are here to support you, you need to independently research opportunities and universities to source the most rewarding experience tailored to your future goals and what you want to achieve during your year!

## Fees

During your intercalated year, the University charges a reduced fee (usually half the standard fee); further information on the fees is available from the [Academic Office website](#). If you wish to speak to someone about this in more detail, and specifically about the impact of taking a placement year on your student loan, you can visit Student Reception in Senate House or email [studentfinance@warwick.ac.uk](mailto:studentfinance@warwick.ac.uk)

## Finding a placement

It is your task to find a job, or a programme of study, for your intercalated year. However, students looking for a job will find the [Student Careers](#) helpful, particularly opportunities advertised through [myAdvantage](#).

Students wanting to study abroad should contact the University [Study Abroad team](#);

1. The role of the International Student Office (ISO) is to provide the mechanism for your department to set up agreements, and to support students throughout the nomination, application and placement. The ISO does not make decisions on academic matters.
2. The University has over 250 partners, some will be specific to your department and some exchanges will be offered across the University. The ISO will offer a series of briefings throughout the autumn term on options for studying abroad and will introduce you to worldwide exchanges and the Erasmus+ programme. Places are only offered through your department and you must be nominated by your department in order to progress your application to the partner university.
3. Our aim is not to bombard you with emails; if we email you we really do need a reply.
4. The ISO generic information reminding you about deadlines for grant payments, forms to be returned etc. will be posted onto the study abroad website; [www.warwick.ac.uk/go/studyabroad](http://www.warwick.ac.uk/go/studyabroad)
5. The process starts with you being nominated by your department, usually by the end of the autumn term. The ISO will work to match your choices with the places available in any given year. Your department will receive a list confirming the place you have been offered usually by the end of January each year. The ISO will always try and meet your needs but occasionally on a worldwide exchange you may be offered another option. This is not negative – just a case of matching resources. All of our partners are selected carefully.
6. A nomination is just that – it is not a guarantee you will be accepted by the partner.
7. The ISO nominate you to the partner university and then you will be asked to complete the partner's application materials. There is no single application process that applies to all of our partners. Each university has a different way of working. The best advice is to follow the instructions carefully. You must supply all of the information requested and make sure you keep to the partner's deadlines.
8. If a partner asks for a language qualification; you must supply the information. Not supplying essential details can delay your application.
9. You are expected to attend one of the ISO pre-departure briefings; this is where the information on insurance, funding etc. is explained in detail.
10. The ISO will upload a copy of the presentation at the end of March each year.
11. Drop-in sessions are run by the ISO throughout the year and provide an opportunity for you to talk to one of the coordinators. You may also find the materials in the ISO reception useful for researching a potential partner. The ISO website also provides a good source of information on each partner and links to partner information materials. [www.warwick.ac.uk/go/studyabroad/outbound](http://www.warwick.ac.uk/go/studyabroad/outbound)
12. If your degree enables a split placement (work/study), or study at two destinations, this is possible but remember to check the dates of each partner's term times as they may not be compatible. For worldwide exchanges you will also need to ensure sufficient time to plan for visas.
13. The expectation from our partners, and as set out in all of our agreements, is that you will have good academic standing, or more specifically be working to a 2:1 level, and will have the necessary language qualifications if required.

## APPOVAL OF PLACEMENT

- Please note that spending a year studying abroad or an Industrial placement is subject to relevant visa regulations.
- If you are a tier 4 visa holder it is likely you will have to apply for “change of Study Status” so that your visa is valid for your intercalated year. More information about your visa and the impact taking an intercalated year may have on it is available online here; <https://warwick.ac.uk/study/international/immigration/tier4/changes/>

Your placement must be approved by the Department. For this, you need to complete the Statistics Intercalated Year Placement Approval form, available at Appendix A or from the Statistics Student Support Office. This form must be completed and signed if you are planning going on a Study Abroad Year or a placement year in industry if you have not already transferred to a degree course “With Intercalated Year”.

The purpose of approval is to ensure the Intercalated Year is appropriate and relevant to your degree course. You can discuss this with your personal tutor and the Intercalated Year Coordinator.

For students taking a year in the industry, we need confirmation your placement will be financially viable. Your employment should be full-time, for at least nine months, and with a salary which is not below the legal minimum wage. You will be required to submit documentation from your placement provider that confirms the details of your placement offer, contractual agreements, Health and Safety requirements and descriptions of anticipated duties while at the placement.

If you are taking an intercalated year to Study Abroad you will be required to provide information on where and what you intend to study, together with the main reasons behind your choice. You are required to take modules at a level approved by the department, remember that the terminology for credit may vary by institution and you are responsible for ensuring that you are taking the required number of credits. You will also be required to submit with your approval form documentation confirming your acceptance by the Study Abroad University, evidence of foreign language knowledge if required and brief descriptions of the modules you intend to take. Individual marks from the partner institution will not be shown on your HEAR, but you will have your transcript from the partner university to demonstrate your academic performance which is important for future employment. Partner universities will also have minimum course loads, and this may also be linked to visa requirements. It is important that you do not ignore these requirements as you may invalidate your visa (this is more relevant on the worldwide exchanges).

As part of the approval process, we will ask the placement provider to confirm that they will meet their responsibilities for ensuring your health and safety.

You will be required to complete a contact form for your intercalated year that details your contact details while you away, those of your placement/study abroad provider, and an emergency contact. This form is available at Appendix D or from the Statistics Student Support Office.

## DURING YOUR YEAR AWAY

### Attendance and Maintaining Contact with the Department

You will be expected to keep in regular contact with your personal tutor or the Intercalated Year Coordinator while you are on your placement or studying abroad. You should check your Warwick email on a regular basis and ensure that you register as a student at Warwick when requested even though you are abroad or on placement. Keeping in contact will provide you with a valuable source of support and guidance. This contact can be via e-mail telephone or skype, you must ensure that you meet the list of monitoring points set out in **Appendix E**. In addition, the Intercalated Year Coordinator will be your first point of contact should you have any queries between these points and you should not hesitate to make contact. The monitoring points will form the basis of the Attendance Monitoring that the University is required to report on to confirm that you are continuing to engage with your course. Failure to keep in regular contact with your personal tutor or intercalated year coordinator during your Intercalated Year may result in you having missed monitoring points reported, which can result in you being withdrawn from the University (see <https://warwick.ac.uk/fac/sci/statistics/courses/currentstudents/pointsofengagement>)

If choosing to study abroad you should observe the academic calendar of your host institution, and remain at that institution for the duration of your agreed exchange period. You must abide by all the rules, regulation and practices of the host institution. This includes submission deadlines, attendance requirement, codes of conduct, use of plagiarism software etc, as well as non-academic regulations. Your attendance at classes is a requirement of your exchange. You must respect the laws and customs of your host country and comply with all requirement of your visa. Tier 4 students will also need to keep in close contact with the International Student Office. On your return, you will be required to provide a transcript from your host institution and it is your responsibility to meet all the requirements necessary for the host institution to release the transcript, including payment of any outstanding fees. You may be asked to participate in meetings set up for students preparing for a study abroad, or you may be asked to help at a presentation or another type of Warwick event; as part of your study abroad you are expected to take part in these events – which can be fun and provide very valuable experiences.

You will receive instructions regarding the online submission of module preferences for your returning year during the spring or early summer Term via your Warwick email address. You must follow the instructions carefully and if in doubt contact the intercalated year coordinator.

### Choosing a project

Students on the Data Science course are usually required to have their year 3 Data Science project agreed and confirmed by the end of their second year of study. For students taking the intercalated year, you must ensure that you make arrangements for your Year 3 Data Science Project during your intercalated year, so that you are ready to start work on it when you return to your third year of study after your placement has ended. Data Science Project allocation is managed by Prof. Ranko Lazic in the Department of Computer Science, you should contact Ranko directly on [R.S.Lazic@warwick.ac.uk](mailto:R.S.Lazic@warwick.ac.uk) More information about the Data Science Project is Available online at <https://warwick.ac.uk/fac/sci/dcs/teaching/modules/cs350>

For students on an Integrated Masters course taking their intercalated year between years 3 and 4 of their study, they must ensure that they identify their fourth year project while they are on their intercalated year, ahead of returning to their fourth year of study. Students in this category should refer to the fourth Year Project information and timetable online at <https://warwick.ac.uk/fac/sci/statistics/modules/st4/st415>

You should contact Dario Spano [D.Spano@warwick.ac.uk](mailto:D.Spano@warwick.ac.uk) (Term 1) or Professor Kolokoltsov [V.Kolokoltsov@warwick.ac.uk](mailto:V.Kolokoltsov@warwick.ac.uk) (Terms 2 &3) with specific queries regarding 4<sup>th</sup> year projects. Also see the faculty page to keep up to date with the relevant information.

## Assessment

1. You need to submit a written report about your intercalated year activities. This needs to arrive at the department by the end of Week 1 of the Autumn Term following your placement year. It should be approximately 1500 words long, plus appendices if needed and be sent by recorded delivery or by email, to the Statistics Student Support Office [stats.ug.support@warwick.ac.uk](mailto:stats.ug.support@warwick.ac.uk).

Your intercalated year report should include details of (a) the work pursued/completed during the year, and (b) how you have benefited from the experience.

- It is not necessary for you to provide a very detailed description of the work; particularly if the work was of a confidential or sensitive nature. However, you should provide sufficient information for the assessors to determine whether the work was relevant to your degree course. For example, the report should describe the area in which you worked, the tasks you had to complete, your responsibilities, the supervision/management arrangements, the level of support provided by the company, if you worked as an individual or as a member of a team, if you were able to apply the knowledge gained from the first two years of your course, if you attended any training course(s), any new technical skills you have learnt, etc.
- How did you personally benefit from the intercalated year? For example, the report should describe if you learnt any new key/personal skills, if the experience was helpful in determining the direction of your future career, if you would consider applying for a graduate level position with the company, if you would recommend an intercalated year to other students, if you participated in any extra-curricular activities (e.g. university student recruitment, company social events), if you enjoyed the year, etc.

The report is intended to be free format and open-ended. Intercalated year placements vary enormously and therefore it is difficult for us to be prescriptive about the content of the report. Some past students have included appendices such as a diary, departmental structure diagram, etc. The choice is very much yours.

2. We will also ask your manager, or tutor if you are studying abroad, for a brief report on your work.

These assessment components will be considered by the intercalated coordinator, who will determine whether you have spent the intercalated year in a manner which is profitable, and relevant to your degree subject. If you pass this assessment, you will be eligible for a degree 'with Intercalated Year'.

## Support

If you experience difficulties during your year away which you would like to discuss with us, you can contact your personal tutor, the Intercolated Year Coordinator, the Statistics Student Support Office ([stats.ug.support@warwick.ac.uk](mailto:stats.ug.support@warwick.ac.uk)), the [SU Advice Centre](#) or the University [Student Support](#).

If you have a disability it is useful to let your placement or partner University know in advance to enable special arrangement to be made if required. This could involve planning accommodation or arrangements for in the case of study abroad additional time for examinations. Any notification is confidential – and we would suggest contacting the Wellbeing service at Warwick who will then be able to liaise with the partner university on [support](#) required.

For study abroad students, the ISO are also available if you need someone to talk to or have concerns. The ISO are there to help and ensure you do not feel isolated, all the contact details are on the study abroad website. The following resources are also available:

1. [Counselling Service](#): Studying Abroad resources: including a Podcast on studying overseas.
2. [Culture Shock](#) - Our [Counselling Service](#) offers useful resources on managing culture shock.
3. [European Health Insurance card](#): also worth carrying with you – don't fall for the scam websites. The card is free of charge and will entitle you to reciprocal health care.

## Accommodation for the year after

You will need to contact Warwick Accommodation to arrange accommodation for the year after - you will be able to contact them during term 1 during your year out. The deadline for applications is usually in November but check the [Warwick Accommodation website](#) in October. The telephone number for the Accommodation Office is +44 (0) 24 76523772

## Information for study abroad

### Before you leave

There is an expectation that all intercalated year students will be of a 2:1 academic standing. In the rare case when this is not achieved you must contact the intercalated year coordinator at the first opportunity to discuss your options.

### Progression

1. An additional or intercalated year will be recorded as a Pass / Fail year abroad on your Higher Education Achievement Record (HEAR).
2. The ethos of the year abroad is to enable you to develop your skills and to have time to experience a different culture. You may be studying in a different academic system, or even a different language. The department will be able to give specific guidance, and you must always follow this specific subject related guidance.
3. In some circumstances there may be a reason why you need to return to the UK and are not able to complete your year of study.
4. Please note that there will be implications for withdrawing from a year abroad. You are advised to contact Student Finance England (or other relevant body), and any sponsors you may be receiving finance from, and to notify your department, before you make a decision.
5. Withdrawal part way through your study abroad year will also impact on your Erasmus+ grant and you should contact the ISO before making any final decisions.

6. Tier 4 students who do not complete the year abroad will need to consult with the ISO and to take advice before making a final decision.
7. Your department must be consulted before you make a final decision and discuss the implications of withdrawing from your additional placement or additional year of study.

### Business Travel Insurance

You will be covered by the University's Business Travel Insurance while you are studying at the partner. This applies whether you are in Europe or on a worldwide exchange. This insurance is not private health insurance – it is for emergency situations, accidents, loss etc. **Please also note that it is not for the loss or damage of mobile phones or computers.** The details of the policy are all online <https://warwick.ac.uk/services/finance/insurance>. The fee for this policy is paid for by the International Student Office. An insurance card will be available in the ISO (usually by the spring term each year) if you would like to take a hard copy of the contact details.

### Additional Insurance Costs

There are countries where it is mandatory to take out additional health insurance. Australia, USA, Canada, and Turkey will definitely require additional private health insurance. If you are required to purchase additional private health insurance this will be a cost you must factor into your budget. The costs can vary considerably between US institutions in particular and you will need to check on an individual basis for the annual charge.

### Accommodation whilst abroad

1. Information on accommodation will be available on the partner's website. Worldwide exchanges tend to house students on campus, and European exchanges frequently will house students off campus.
2. The level of support for accommodation in Europe can vary considerably and you are advised to work closely with your host university.
3. Be wary of scams: students can be targeted in European cities particularly. Do not sign anything until you are sure of what you are paying for.
4. Worldwide exchanges will have deadlines for Campus University; for European exchanges make sure you leave sufficient time to organise your accommodation.

5. The ISO Facebook Group is a good way of communicating with previous students, and there will also be opportunities to network with returning students and find out good locations.
6. Different countries and universities will expect different behaviour and protocols; it is essential that you make sure you are clear about the rules and regulations in a hall of residence. Not all universities will be as flexible as Warwick when rules are not followed and it is in your interest to make sure you keep within the regulations/rules.

### Students' Union Advice Centre

You may also find the Students' Union Advice Centre helpful. It can provide practical advice or signpost you to sources of help, for example personal issues, housing, course-related problems, funding and finance, immigration or complaints. For full details, here is the [link](#).

### Emergency Contacts

The ISO has an emergency contacts [page](#) which provides a quick link to a number of resources, including the Warwick Out of Hours Emergency 24 Hour Contact line: +44 (0)24 7652 2083.

**A link to the British Embassy and High Commission or Consulate is also provided. If you are not a British citizen you will be able to contact your local Embassy in case of emergency.**

Link to Warwick's Travel Safely Abroad Leaflet

<https://warwick.ac.uk/services/supportservices/travelsafelyleaflet.pdf>

### Code of Conduct

All students will be expected to sign a Code of Conduct and this will be retained by the ISO. A copy of the Code of Conduct can be found [here](#).

### Intercultural Training

<https://warwick.ac.uk/study/international/students/interculturaltraining>

The intercultural training programme is designed to help enrich your intercultural experience. Delivered through three stages the programme includes access to interactive workshops and online media, helping you to develop your intercultural competency, before, during and after your study abroad.

### External Resources

The [Foreign and Commonwealth Office \(FCO\)](#) provides travel advice by country. It covers safety and security, local laws and customs, entry requirements, health and natural disasters, along with a host of other useful information

- View the FCO's travel advice by country. This includes up-to-date information on topics such as local news, safety and security, entry requirements and local laws and customs.  
<https://www.gov.uk/foreign-travel-advice>
- See the FCO's guidance on support for British nationals living abroad on the government website. The government guide highlights some of the main ways you can help yourself stay safe abroad and what help the Foreign & Commonwealth Office (FCO) can provide if you do get into difficulty. It includes the FCO Consular Customer Charter.  
<https://www.gov.uk/government/publications/support-for-british-nationals-abroad-a-guide>
- Know Before You Go - staying safe and healthy abroad. This includes a link to the FCO's Travel Checklist.

<https://www.gov.uk/travelaware>

<https://www.gov.uk/guidance/foreign-travel-checklist>

- How to find your local British Embassy, High Commission or Consulate while abroad  
<https://www.gov.uk/government/world/organisations>

If you are not a British National, you will still find much of the advice and guidance above useful. Remember to check your local embassy for information on the support and guidance they can provide you with for travelling and living overseas.

<https://www.gov.uk/government/publications/foreign-embassies-in-the-uk>

Global Graduates

<https://globalgraduates.com/>

Global Graduates is a network to support students who study, work or volunteer abroad during their degree (and help them start amazing careers!). It is the UK's biggest network of students who study or work abroad during their degree. The articles are written by and for university students across the world to provide up-to-date information, help and advice about living, studying and working abroad, to help make the whole process less scary. Get tips from other students going to your destination, share experiences, discoveries and recommendations, and find out everything about where to go and what to do while you're there, making sure you really make the most of your year away.

Go International

[www.go.international.ac.uk/](http://www.go.international.ac.uk/)

UK higher education is committed to increasing the proportion of UK students with international experience. This website aims to support UK HE by providing the latest policy, research, statistics, case studies and opportunities for study and work abroad. It also contains information on the benefits of international experience, as well as guidance on sources of funding.

Includes a Pre-Departure Guide:

<http://go.international.ac.uk/going-abroad/pre-departure-guide-students>

Erasmus+ UK

<https://www.erasmusplus.org.uk/advice-for-participants>

University of Warwick  
Department of Statistics

## 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 <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 Co-ordinator Ric Crossman ([R.J.Crossman@warwick.ac.uk](mailto:R.J.Crossman@warwick.ac.uk)) or the Director of Undergraduate Studies Dr Paul Jenkins ([P.Jenkins@warwick.ac.uk](mailto:P.Jenkins@warwick.ac.uk))

Please complete this form and pass it to the Undergraduate Support Office, if possible by the end of the Spring Term of your second year of study. After the approval process you will receive a copy of the signed form. If we require further information for the approval we will contact you.

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:

Univ ID;

Degree course;

Current Year of study:

Please note that if you are not already registered for a course “with intercalated year” **if your request is approved, you will be transferred to the “ with Intercalated Year” course for your degree.**

**Are you a TIER 4 VISA holder ( yes / no )?**

(if YES please refer to additional guidance for Tier 4 VISA holders considering a change of course online at <https://warwick.ac.uk/study/international/immigration/tier4/changes/coursechange/>)

Signed ..... Date.....

### 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 ..... Department

Contact person: Tel..... Fax .....

.....

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.

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.....

.....

Company name and address.....

.....

.....

Proposed period of employment (dates).....

Contact person ..... Department

Contact person: Tel ..... Fax

Email

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: <ul style="list-style-type: none"><li>• How academic progression has been considered- whether current academic progress of student is appropriate for new course</li><li>• How decision to support course transfer was arrived at</li><li>• How new course relates to old course (higher qualification/deeper specialisation/placement or study abroad experience)</li><li>• How course transfer relates to students overall career and study aims</li></ul>

To be Completed by the Intercalated Year Coordinator and Course Director
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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 Co-ordinator	Date .....
Course Director .....	Date .....

**FOR OFFICE USE**

Form copied to candidate.....	Academic Office informed .....
Signed .....	

## **Placement Management, Health and Safety Expectations**

### **Department of Statistics University of Warwick**

The University and you as a placement provider have a duty of care towards the student whilst on placement. In order to fulfil this duty of care, the University:

- Ensures that the student has had appropriate counsel and support in the consideration and acceptance of their placement offer, and understand the requirements made of them during the placement.
- Ensures the student is aware of general health and safety aspects (the guidance notes for students are enclosed), however this is of a general nature and does not include the specific information needed for any particular job or workplace;
- Ensures that should the student have any specific support requirements or reasonable adjustments to allow them to undertake the placement that they have discussed this with their placement provider prior to accepting the placement.
- Gives the student regular opportunities to feedback to the University on any problems experienced with regard to progress, support and health and safety whilst on placement; and
- Responds to any feedback received from students in relation to health and safety practices during placements by informing the placement provider.
- Responds to concerns raised by the placement provider in relation to the students' engagement or wellbeing whilst on the placement.

During the placement, we would expect our student to prove to be an effective, safe and reliable individual. However, you will appreciate that during this period the student is under your control and therefore the statutory duty of care and consequent liabilities rest with yourself.

As the student's placement provider, the University expects you to treat them in the same way as your employees with regards to their health, safety, development and welfare. It is therefore the University's expectation that you will:

- Provide the student with the following documentation in advance of them commencing their placement:
  - 1) Confirmation of your employment/placement offer
  - 2) Descriptions of anticipated duties during employment
  - 3) Employment/Placement contracts
  - 4) Details of any health and safety requirements
  - 5) Contact details for the company and the students' placement supervisor/Mentor;

- provide the student with an induction in the workplace health and safety arrangements, including fire precautions, specific hazards, and any particular /unusual health and safety precautions;
- include the student in relevant risk assessment programs affecting activities undertaken by them;
- provide appropriate instruction and training in working practices and in the particular control measures identified in the risk assessments;
- provide ongoing and regular support, supervision, mentoring and training for the student in the performance of their duties;
- have a system of recording and investigating accidents and incidents; Upon conclusion of the placement period, submit a short report on your assessment of the students' placement to the Department of Statistics Undergraduate Support Office ([stats.ug.support@warwick.ac.uk](mailto:stats.ug.support@warwick.ac.uk)) by no later than the end of the month following the conclusion of the placement provider.

We would also ask that where appropriate or required, you notify the University of accidents and incidents involving the student that you are made aware of.

The University assumes that you will have Employer Liability and Public Liability insurance in place for the period of the placement and that these will apply to a placement student as they would to any other member of your staff. If this is not the case, or if this creates any questions or problems, please contact the Department of Statistics Intercalated Year Coordinator Dr Ric Crossman ([R.J.Crossman@warwick.ac.uk](mailto:R.J.Crossman@warwick.ac.uk)) or the Department Student Support Office ([stats.ug.support@warwick.ac.uk](mailto:stats.ug.support@warwick.ac.uk))

## **Health and safety guidance notes for students going on a placement**

**Department of Statistics**

**University of Warwick**

### **1 Introduction**

Placements provide an opportunity for you to apply skills acquired whilst at the University to 'real-life' situations. Many qualities can also be learned and developed during a placement that could improve your employment prospects. However, there are health and safety aspects to every placement, namely:

- being under the supervision of a third party;
- being involved with, or undertaking, activities where you have little or no experience;
- working in and visiting environments and locations that you are unfamiliar with.

This guidance provides you with an awareness of the health and safety aspects of placements.

### **2 Health and Safety Responsibilities**

Placement Providers (organisations providing placements) have the following general responsibilities for you whilst you are undertaking a placement with them;

- A general duty to ensure your health and safety whilst on placement.
- Take account of your potential inexperience for activities you will be expected to undertake and put into place appropriate controls.
- Provide you with information, instruction, training and supervision.
- Not to do anything that puts your or other people's health and safety at risk.

As a student on a placement, you will be required to observe the following;

- Follow health and safety instructions, information and training.
- Never intentionally misuse anything provided for health and safety reasons.
- Bring any health and safety concerns to the attention of your placement provider, as well as your University personal tutor and Intercolated Year coordinator as appropriate.

### **3 Information, Instruction, Training and Supervision**

These form the 'backbone' of ensuring your health and safety whilst on placement and can include classroom-type situations, health and safety notices and signs, and safe working procedures.

As soon as possible after commencing a placement you must receive a health and safety induction. If you do not receive an induction then raise this with your placement provider.

As your placement progresses so will the information, instruction and training you receive. Never undertake an activity or go into an area unless you have received appropriate information, instruction and training for you to feel competent and confident to carry on.

Levels of supervision will vary from placement to placement and at points within a particular placement. Do not be afraid to ask questions of your supervisor, and if you feel there is a lack of supervision then raise this concern.

#### 4 Emergency information

Whilst on placement it is essential that you receive information and instruction on what action to take should an emergency situation arise. Such situations include:

- hearing the fire alarm;
- discovering a fire;
- requiring first aid assistance;
- threat to personal safety;
- spillage of a dangerous substance.

If you are not made aware of what correct actions to take raise this with your placement provider. Such information must be given at the induction stage and where a change of work location or activity occurs.

#### 5 Assessing and controlling risks

Your placement provider is expected to determine the risks encountered with the activities you will be involved with and put into place measures to control these risks. Such measures may be no different to those already in place for any of their employees. However, because of your potential inexperience, or other factors, a higher level of measure may be required, especially in the early periods of the placement.

Measures to control risks can include:

- providing information, instruction, training and supervision;
- having in place guarding, ventilation systems etc. to control risks at source;
- ensuring equipment used is appropriate and in safe condition; and
- providing, and ensuring the use of, personal protective equipment and clothing.

It is important that you are made aware of the risks associated with the activities you will be involved with and what is in place and required of you to control these.

#### 6 Personal protective equipment (PPE)

An element of controlling risks may be the use or wearing of PPE. PPE encompasses goggles, hard hats, ear defenders, face masks, overalls, gloves, waterproof clothing etc.

If you are issued with PPE it is important you are made aware of:

- the reason it is required;
- how to ensure a proper fit so it will work effectively;
- how to maintain, store, recognise defects and take action in response, and obtain

replacements. If you believe an item of PPE is defective do not continue to use it.

## **7 Reporting incidents, and health and safety concerns**

It is important that you report incidents (whether injury has resulted or not) that you are involved in. This will enable your placement provider to investigate the circumstances and take any necessary action.

Reporting a 'near miss' incident could ensure that nobody is injured next time. At induction you must be made aware of the reporting procedures.

If you do have any health and safety concerns during your placement the first action is to raise these with your placement provider (such as injury, training, pregnancy). Where you believe these concerns are serious, also make your University personal tutor and Intercalated Year coordinator Doctor Ric Crossman aware ([R.J.Crossman@warwick.ac.uk](mailto:R.J.Crossman@warwick.ac.uk)). Do not wait to the next scheduled visit or conversation. Never undertake an activity, using equipment or go into an area unless you are competent and confident to do.

## Department of Statistics

## Intercalated Year Contact Information

Please complete and return to The Undergraduate Support Office ([stats.ug.support@warwick.ac.uk](mailto:stats.ug.support@warwick.ac.uk))

Date:

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 Personal Information
 

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Student ID	
First name	
Last name	
Preferred Name	
Contact address 1	
Contact address 2	
District/County	
Telephone number	
Home address 1	
Home address 2	
District/County Home	
phone number Email	
address	

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 Company/Placement Information
 

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Name of Placement Provider	
Address of Placement Provider	
Contact name	
Contact's telephone number	
Contact's email address	

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 Emergency Information
 

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Emergency contact's name	
Relationship	
Address	
Phone number(s)	

Department of Statistics  
Points of Engagement to Monitor Attendance and Progress of  
Student on an Intercalated Year- Academic Year 2018-19

## Term 1

1. Submit contact details form for you and your supervisor/line manager at your placement and signed Monitoring Point Agreement to the Undergraduate Support Office by Friday, Week 2.
2. Confirmation from placement provider that student has completed all required H&S Training and Assessments needs to Undergraduate Support Office by end of week 3 of term.
3. E-mail contact with personal tutor by end of week 5.
4. Phone/Skype contact with Intercalated Year Coordinator by end of week 7.
5. Submission of summary of progress report to Undergraduate Support Office and Intercalated Year Coordinator by end of week 10.
6. Submission of confirmation of attendance from Placement Provider to Undergraduate Support Office and Intercalated Year Coordinator before start of term 2.

## Term 2

1. Phone/Skype contact with Intercalated Year Coordinator end of week 2
2. E-mail contact with Personal Tutor end of week 4
3. E-mail contact with Intercalated Year Coordinator end of week 6
4. E-mail contact with Intercalated Year Coordinator end of week 8
5. During last fortnight of term, email a brief summary of your progress and confirmation of attendance from placement provide to the Undergraduate Support Office and Intercalated Year Coordinator.

## Term 3

1. Before weeks 5 make contact with the Statistics department Intercalated Year Coordinator to discuss aspects related to your progress and future plans.
2. During last fortnight of term, email a brief summary of your progress to the Undergraduate Support Office and Intercalated Year Coordinator with confirmation of attendance from placement provider.

## Additional Requirement

Before start of your next academic year, submit formal report of your experience on the intercalated year to the Undergraduate Support Office by the start of the next academic year. This should also be accompanied by an assessment review completed by your placement provider supervisor.

## E-mail contact with the Intercalated Year Coordinator

During your Intercalated year placement, the Intercalated Year Coordinator will have a role similar to that of your personal tutor when you were studying on campus. It is therefore important, and required that you keep in regular contact with the Intercalated Year Coordinator during your placement. There are termly monitoring points set to facilitate this. You should use these contact points to discuss the following matters;

- How you are settling into your placement;
- If there are any concerns, or queries that you may have about your placement;
- How you are being supported/mentored through your placement;
- What you are currently undertaking as part of your placement;

- Discussions surrounding the content and structure of your end of term and end of year placement report from yourself, and your placement provider.

- Matters relating to your final year project choice (where applicable);
- Discussions surrounding your return to the department such as module choices.

However if for any reason you need to get in contact with the Intercalated Year Coordinator outside of these scheduled contact points, do not hesitate to do so.

### Implementation

For monitoring, in practice the list of engagement points will be kept by the Undergraduate Support Office. The placement provider has the right to contact the Undergraduate Support Office should they have any concerns about a student's attendance of engagement with the placement.

The Undergraduate Support Office will regularly check to see if any students are missing monitoring points.

If a student misses three monitoring points in an academic year, then the student will be required to meet with their Personal Tutor. The University Academic Office will also write to all students who miss three monitoring points- the students department will be cc'd into this correspondence.

If a student misses any further monitoring points in a year, dependent upon circumstances, the student will be required to meet with the Senior Tutor.

If a student misses six monitoring points in a year then the Department reserves the right to invoke the formal University process referring the student to the Continuation of Registration Committee as set out in University Regulation 36 – Governing Student Registration Attendance and Progress <https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/>

Appendix E