WARWICK

APPLIED LINGUISTICS

STUDY ABROAD STUDENT HANDBOOK

DEPARTMENT OF APPLIED LINGUISTICS

2021-2022

TABLE OF CONTENTS

I.	Contacts for Your Year Abroad	2
II.	Eligibility	2
III.	The Year Abroad Module	2
IV.	Monitoring Points	3
V.	During Your Year Abroad	5
VI.	Making the Most of Your Year Abroad	6
VII.	Returning to Warwick	7

Also included: Information from the Student Mobility Team

I. Contacts for Your Year Abroad

Department of Applied Linguistics	
Dr Duncan Lees Intercalated Year Coordinator	+44(0)24 765 23847 D.Lees.2@warwick.ac.uk
Ngan Dam Intercalated Year Administrator	+44 (0)24 765 23200 N.K.Dam@warwick.ac.uk
Prof Jo Angouri BA Course Director	+44 (0)24 761 51811 J.Angouri@warwick.ac.uk
Amanda Anthony **Kuldeep Surana** BA Programmes Officers	+44 (0)24 765 74335 UGCAL@warwick.ac.uk
Study Mobility Team	
Contact Form: https://warwick.ac.uk/services/studentopportunity/studentmobility/about/contact/contactform	**Drop-in Sessions:** https://warwick.ac.uk/services/studentopportunity/studentmobility/about/news/?newsItem=8a1785d77b77d622017bca5e46632976

II. Eligibility

All students are expected to be performing to high standards in the first-year of their degree in order to become eligible for consideration.

In order to be considered for a Study Abroad placement, AL requires applicants to have:

- maintained a good 2.1 overall performance in their studies
- demonstrated satisfactory attendance and performance up to the time of application.

If you satisfy these criteria, and subject to the approval of your Personal Tutor, you may apply for Study Abroad. **Please note that your acceptance is not guaranteed and that the final decision of admissions lies with the host institution.**

III. The Year Abroad Module

Principal Module Aims

To provide students with the opportunity to:

- Demonstrate the ability to study abroad for a year at a host University or two host universities approved by the department.
- Experience and gain a deeper understanding of the social and cultural environment of the host location and country.
- Improve bi /multilingual skills if in a context relevant to their prior foreign language learning, and/or intercultural communication skills more broadly in all contexts, including first language contexts.
- Broaden understanding and knowledge of their subject specialism(s).

- Travel abroad and achieve personal development in preparation for employment and global citizenship.

Assessment Methods

Students will be assessed by the host institution according to their normal procedures. An official transcript of the grades obtained must be provided.

In the event that the timing of the host institution's assessment precludes the student from participating in the assessment process and/or in case of resits, home institution assessment will be invoked.

In addition, students are required to submit a 2-page progress report via Tabula, for the departmental intercalated year coordinator to review, at the end of terms/semesters 1 and 2. Students must forward the examination and assessment results each term/semester as soon as they are available.

Syllabus

The syllabus will be arranged on an individual basis in consultation with the department and the host institution. It will normally comprise a combination of taught courses and any language training required. It is subject to the approval of the intercalated year coordinator. Modules selected must complement the programme at Warwick. Any amendments to the approved study plan must be approved by the intercalated year coordinator. Students are expected to take the same total workload as that of a typical full-time student at the host institution and be equivalent to 120 credits at Warwick, which is around 60 ECTS.

In addition to taking modules at the host institution, all students are required to complete the Intercultural Training Programme offered by Warwick. Find out more details and sign up for the workshops here.

IV. Monitoring Points

There is a requirement on ALL departments that **student attendance be monitored** at a specified number of appropriate points (monitoring points) throughout the academic year.

The department is required to report to the University any students who miss the monitoring points. If a student misses three monitoring points, the Academic Office will write to the student concerned. Where a student has missed all eight formal monitoring points in one academic year the department or the Academic Registrar will invoke the process outlined in University Regulation 36 (Governing Student Registration, Attendance and Progress).

International Students should be particularly aware of the consequences of missing monitoring points: the Academic Office is obliged to report to the UK Visas and Immigration section of the Home Office any students who have been found not to be

engaging with their degree course. This may have serious implications for the continuation of your studies.

Intercalated Year Monitoring Points 2021-2022

Due to the different academic term dates at partner institutions, the proposed monitoring timeline below serves as a guideline. Students and staff should endeavour to fulfil the points as closely to the suggested timeline as possible.

Term 1		
Submission of contact address information (containing address and telephone number abroad and wherever possible details of Skype or similar account).	by end of week 2 of placement period	Online form to be logged on Tabula
Submission of Arrival Placement Plan within 4 weeks of the start of study placement	week 4	Email submission to be logged on Tabula
Submission of progress email to Personal Tutor	week 6	Record on Tabula
Submission of 500-word report to Intercalated Year Coordinator	Between term 1 and term 2	Submission on Tabula
Submission of mid year transcript	Between term 1 and term 2	Email submission to be logged on Tabula

Term 2		
Submission of Mid-placement Plan. For students who do two different placements: Submission of arrival placement plan for second placement.	weeks 15- 17	Email submission to be logged on Tabula
Submission of progress email to Personal Tutor	week 21	Record on Tabula
Submission of 500-word report to Intercalated Year Coordinator	Between term 2 and term 3	Submission on Tabula

Term 3		
Submission of online form for final year modules	Weeks 30-39	Online form submission to be logged on Tabula

Submission of Completion Placement Plan	Weeks 30-39	Email submission to be logged on Tabula
Submission of transcripts from host institutions	Weeks 35-39	Email submission to be logged on Tabula

V. During Your Year Abroad

On arrival

You are expected to complete an online Contact Form to provide Applied Linguistics with accurate details of where you are living and how you can be contacted. Remember to inform the department of any changes in these details.

Whilst abroad

- You are expected to abide by the laws, and show respect for the cultural traditions, of your host country;
- You are expected to respect the rules (including any health and safety advice) of your host institution;
- You are expected to take responsibility for your own learning in developing your command of both spoken and written language, and for the development of your knowledge of the culture, history, traditions and social circumstances of the country in which you are staying;
- You are expected to undertake the programme of study agreed with the department prior to your departure. This includes being aware of, and keeping up with, all assignments set for the Year Abroad, and ensuring that all work for assessment reaches the department in good order and within the set deadlines;
- You are expected to respond in good time to any University, Applied Linguistics, or Warwick Study Abroad team communications requiring a response;
- You are expected to notify the department, as well as relevant people/offices, of any major problems or emergencies.
- You are expected to notify the department of any change in address or circumstances.

Keeping in touch with Warwick

- **E-mail**: You are required to use your Warwick e-mail whilst you are abroad. If you wish to use any other e-mail provider, you should set up an adequate forwarding system from your Warwick e-mail address.
- **Final-Year Accommodation**: If you wish to apply for campus accommodation for your final year at Warwick, you will need to liaise with the Warwick Accommodation Office.
- **Pastoral care**: You will have been allocated a personal tutor at Warwick, whom you may contact in the case of a problem or to let us know all is well. Your tutor will also contact you periodically to check that all is well.
- **Problems and queries**: Your first port of call would normally be your personal tutor, who may forward or discuss your case with the relevant intercalated year coordinator.

- **Wellbeing Service**: While you are abroad, the Warwick Wellbeing Service is nonetheless available to you and can offer skype or email consultations when needed. To access the service please visit Wellbeing Support Services (warwick.ac.uk).

  Please note that out of term times, academic staff may be away on research business, so e-mails may not be dealt with immediately. In case of urgent issues please ensure that the person you are contacting is available, for example by contacting the office at UGCAL@warwick.ac.uk

VI. Making the Most of Your Year Abroad

How your study abroad experience unfolds depends on how engaged you are in the process. Think about your specific goals for the sojourn and the activities that are likely to help you achieve them. The more engaged you are in your own learning, the more likely you are to have a better experience. Here are a few strategies to consider for making the most of your time abroad.

- Learn as much as possible about your host country before you go.
- When abroad observation and analytical skills are key to making interesting discoveries and learning about culture – so try to consciously absorb your surroundings. At the same time, being constantly surrounded by new things can be very tiring, so don't worry if you feel exhausted in the beginning – it will get better!
- If it suits your style, keep a diary or a blog of events, places, questions and insights. Memories fade, but some sort of record, even if it's simply of what happened on a particular day, or a place you visited, will help you remember and reflect on your experiences, especially after you return. This can also help you reflect on your experience in more depths and more systematically. Research has shown that reflection is key for developing more awareness and intercultural competence, in a much more profound way than 'just being abroad' can.
- Look for the logical reasons why things are done or perceived differently in your host country. What are the historical, economic, religious, or social reasons for these differences? After reflecting on these, can you re-evaluate your initial reactions?
- Meet local people with whom you can discuss the differences between the local culture and your own.
- From time to time, remind yourself of your reasons for going abroad. Cultural learning is never an easy process, and it is largely by feeling uncomfortable that you will learn the most, both about the host culture and about yourself.

- Learn as much as possible about local viewpoints and customs – this means going beyond newspapers and television.

- Relax! Things will be different, you will likely be less efficient than you are at home and differences can be stressful - especially if we do not quite understand them yet. Part of the experience is to lean back, accept and learn to do things in a different way.

At the same time, change, difference and ambiguity are important learning opportunities rather than problems to overcome. During much of your time abroad, especially at the beginning, you will not completely understand how things work or what they mean. Learn to be comfortable with not knowing all the answers and even failing at some tasks; you can always ask for help if needed.

VII. Returning to Warwick

- Towards the end of term 2 or at the beginning of term 3, the BA Course Administrator will send you information via email about the option choices for your Final Year.
- You must make sure that you have taken care of all the necessary preparation before you get back to Warwick. This includes academic matters (e.g. choice of options) and personal arrangements (e.g. accommodation).
- Make sure you have carried out all the required course preparation (e.g. preparatory language work) and that you bring the necessary books, notes and other documentation with you.
- After you come back, you should schedule a meeting with the intercalated year coordinator or personal tutor for a debriefing.

**Parts of this handbook have been adapted from the School of Modern Languages and Cultures' Year Abroad Handbook.*

Information from the Student Mobility Team

Study abroad during the Covid-19 pandemic

1. Due to the uncertainty surrounding the Covid-19 pandemic, your study abroad plans may be subject to change at short notice, depending upon your destination. You are required to follow guidelines from both your host university and the University of Warwick in the event of changes arising from this continuing public health emergency. It is also very important to ensure that your contact and placement details are up to date on your eVision online portal and that an up to date risk assessment has been completed.
2. If you are required to change your plans, travel or programme of study, you must inform both the Student Mobility Team at Warwick and the Study Abroad/Exchanges Coordinator in your academic department as soon as possible. Similarly, if you become ill or are otherwise affected by the pandemic, please notify the Student Mobility Team and your academic department and follow their guidance.

Introduction

The guidance in this section is provided by the Student Mobility (SM) Team. The role of the Student Mobility Team is to provide the mechanism for your academic department to set up agreements with partner universities, and to support students in applying to these universities. The University has many different partners worldwide; some partners will only have placements available for certain academic departments whilst others will be open to students across the University. Places are only offered through the academic department so you must apply for a study abroad place through your academic department and they will allocate the places available. Once this has been completed, the SM Team will work with you on the formal nomination and application process for your study placement. Please note that the SM Team does not make decisions on academic matters or on which students are selected as this is undertaken by your academic department.

Information from the Student Mobility Team

1. The SM Team will offer a briefing during the autumn term which will provide information on the options for studying abroad and will introduce you to worldwide exchanges and the Erasmus+/Turing Scheme. Departmental Study Abroad Coordinators will also often arrange academic department specific briefings as well. These briefings provide different information so it is recommended that you attend both.
2. Information on the process, FAQs and details on the documentation required can be found on https://www.warwick.ac.uk/studentmobility.
3. Students who have had their study placement confirmed are expected to attend one of the SM Team pre-departure briefings; this is where the non-academic information on studying abroad is explained in detail. The SM Team will upload a copy of the presentation at the end of March each year.
4. Drop-in sessions are run by the SM Team throughout the year and provide an opportunity for you to talk to one of the team. You can also get in touch via the Contact Form.
5. Please ensure you respond to all emails from the SM Team in a timely manner.

Application and Nomination Process

1. A selection process will be undertaken by your academic department (they will provide information on how to apply)
2. The academic department will notify the selected students of which partner university they have been allocated to
3. The SM Team will formally nominate the selected students to their allocated university (the SM Team may also request further information from the students in order to nominate, please also note that a nomination is not a guarantee that students will be accepted by the partner)
4. After the formal nomination, the selected students will be asked to complete the partner's application process. The SM Team is available to support students during their application however, please note that students themselves are responsible for completing and submitting their application on time. Therefore, students must follow all application instructions carefully, supply all of the information requested by the partner and make sure to keep to the partner's deadlines (it's important to note differences in time zones when it comes to deadlines). Failure to do so will result in the application being unsuccessful
5. The partner university will then notify students on whether their application has been successful or not

Diversity and Inclusion

All of our partnership agreements include a diversity and inclusion statement: *The parties, recognising the value of sustaining and advancing a safe and welcoming learning environment, strive to treat both employees and students with respect and dignity, treat them fairly with regards to all assessments, choices and procedures, and to give them encouragement to reach their full potential. Therefore, the parties strive to treat all its members, and visitors, fairly and aim to eliminate unjustifiable discrimination on the grounds of gender, race and nationality, ethnic or national origin, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate ground.*

Tuition Fees, Student Finance and Grants

1. As you are part of a reciprocal exchange programme, you do not pay any academic tuition fee to your host university, but you do continue to pay tuition fees to Warwick (usually 15% of the standard tuition fee - further details can be found on the following webpage: https://warwick.ac.uk/services/academicoffice/finance/fees/)
2. Warwick's student finance team will inform Student Finance England (if applicable) of your name if you are going overseas and will include the host university's term dates. This will ensure that Student Finance England are aware that you should be charged the reduced study abroad fee rather than the standard level of tuition fee.
3. If the term starts more than one month before the Warwick academic year, Student Finance England will aim to pay your funds (tuition fee and any maintenance loan) at an earlier date, but do not rely on this, as the payments may not be made until the start of Warwick's term. For students travelling to North America or Australia, there will be a gap between when you start your term, and when your funding starts; you will need to plan for this in advance.
4. Sponsorship: it has been our experience that not all sponsors will agree to a year abroad. Before you start the process, you are advised to contact your sponsor and check on their position.

5. It is possible that you might receive a grant from Student Finance England to cover some of your travel expenses if you normally live in England. You do not have to pay back a travel grant, but the amount will vary, and you will need to check on your eligibility.

Erasmus+ grants

1. Students studying a placement for 3+ months or undertaking a work placement for 2+ months (must be an in person placement, not virtual) in Europe (excluding Switzerland, Monaco and other small principalities) may be eligible for the Erasmus+ grant. The rates of payment per month vary but it's approximately £300 a month, for (usually) a maximum of 9 months. [Note: Due to the UK withdrawal from the Erasmus+ scheme, grants will only be payable up to May 2023]
2. The Erasmus+ grant is paid in two parts: 70% of the grant is paid upon receipt of your arrival form (around November) and the final 30% of the grant is paid upon your return, on completion of all your forms, however, please note that due to the scheme withdrawal, the grant will only cover the period up to 31st May 2023.
3. The Erasmus+ programme will require you to complete several forms at the appropriate time to receive your grant. Consult the following page for the forms you will need to complete: https://warwick.ac.uk/services/studentopportunity/studentmobility/studyabroad/forms/
4. Split placements: if you are being allowed to undertake two half year placements, please remember that it is only the European placements that receive a grant. It is important that you indicate on your Arrival Placement Plan the dates you intend to stay on your placement as 70% of the Erasmus+ grant is transferred to you based on this Arrival Placement Plan. You can still receive a grant for both placements if they are both eligible but you will have to complete the forms for each placement.

Turing Grants

A new funding opportunity is available to students on international exchanges. This is the Turing Scheme, which allows for grants to UK students undertaking an in person study or work abroad placement anywhere in the world (students undertaking a placement in Europe may be eligible for the Erasmus+ grant instead which is payable up to May 2023), please visit the following webpage for the latest details:
https://warwick.ac.uk/services/studentopportunity/studentmobility/studyabroad/turing/

Visas

1. You may require a visa to study or work in your destination country for your year abroad.
2. It is your responsibility to ensure you obtain the correct immigration permission for your year abroad in good time.
3. Use the list of foreign embassies in the UK to find the website for the UK-based embassy of the country where you will be studying: https://www.gov.uk/government/publications/foreign-embassies-in-the-uk . The embassy's website will tell you whether people of your nationality need to apply for a visa to study there.
4. Use the travel checklist from the Foreign, Commonwealth & Development Office for guidance on planning and preparation: https://www.gov.uk/guidance/foreign-travel-checklist
5. Check the travel advice for your destination country (you can also sign up for email updates): https://www.gov.uk/foreign-travel-advice

6. You should also seek guidance from your host university, who will be able to issue any documentation you require and guide you through the process of obtaining appropriate visa documentation for your purpose of travel. Your host university will have advice and guidance on applying for visas.

Student Visa (previously known as Tier 4 Visa) Holders

1. All students are encouraged to take part in study abroad. A student who has entered Warwick on a student visa is eligible for study abroad and will be supported throughout the process.
2. There may be additional requirements for student visa holders, so you should contact the Immigration Team (https://warwick.ac.uk/study/international/immigration/) for advice before applying for a year abroad.
3. Briefing sessions will be held as part of the pre-departure programme and you will be advised of any processes (such as meeting the monitoring points for Engagement/Attendance Monitoring) you need to complete.

Insurance

1. You will be covered free of charge by the University's Business Travel Insurance whilst you are studying abroad however, this only covers emergency medical expenses and is not private health insurance hence it is strongly recommended for students to secure additional travel insurance. Please also note that the University's Business Travel Insurance is not for the loss or damage of mobile phones or computers and travel costs due to Covid-19 are not covered
2. You will be required to complete a risk assessment
3. Please view the details of the policy at: https://warwick.ac.uk/services/finance/insurance
4. There are countries where it is mandatory to take out additional health insurance (eg: Canada, USA) and your host university may also require you to purchase specific insurance as well
5. Please factor in the cost of additional insurance into your budget as costs can vary considerably and you will need to check on an individual basis
6. If travelling to Europe, it's recommended to apply for a free of charge Global Health Insurance Card (GHIC) which will allow you to access medically necessary state-provided healthcare, however, it may not cover all health costs and is not a substitute for travel insurance. Please visit the following webpage for further information: https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/

Accommodation

1. Information on accommodation will be available on the host university's website and they may also provide you with details during the application process. Depending upon the host university, some might offer accommodation on campus whilst for others, students live off campus
2. The level of support for accommodation can vary considerably and you are advised to work closely with your host university and be wary of scams, do not sign anything until you are sure of what you are paying for
3. Organising accommodation is your responsibility. If there is still uncertainty over whether you will be studying in your host country or remotely, consider carefully when you pay for accommodation and the terms of your accommodation contract

4. Different countries and universities will expect certain standards of behaviour and adherence to protocols; it is essential that you make sure you are clear about the rules and regulations
5. The Student Mobility Facebook page is a good way of communicating with previous students which might be helpful

Wellbeing

1. If you have any concerns about applying for a year abroad or require support whilst overseas, please do get in touch with Warwick Wellbeing Support Services: https://warwick.ac.uk/services/wss . You will also be able to access support services at your host university during your time there as well.
2. If you have a disability, it's useful to let the host university know in advance, to enable alternative arrangements to be made if required – for example, additional time for examinations. Any notification is confidential – and we suggest contacting Warwick Wellbeing Support Services who will then be able to liaise with the host university on support required