

DEPARTMENT OF COMPUTER SCIENCE

**STUDY ABROAD YEAR
HANDBOOK**

2019-20

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1. Introduction

This handbook outlines the academic procedures and requirements relating to the Study Abroad Year offered by the Department of Computer Science. . All non-academic information about studying abroad is provided by the International Student Office (see Appendix 1).

The department endeavours to ensure that the information in this handbook is as accurate and up-to-date as possible. Statements of departmental policy are made in good faith and are an honest attempt to describe current practices. Any significant changes to the procedures and requirements detailed in this handbook will be notified to students by email and the electronic copy of the handbook available from the Department of Computer Science webpages will be updated accordingly.

We hope that your year abroad is a fulfilling experience both personally and academically. We encourage you to make the most of your year abroad by embracing opportunities to study and travel in the country you have chosen. If you encounter any problems while you are abroad, or have any questions that are not answered in this handbook, please contact the Department of Computer Science or the Student Mobility Office.

2. Key Contacts

2.1 Department of Computer Science

Website: <https://warwick.ac.uk/fac/sci/dcs/>

Address: Department of Computer Science, University of Warwick, Coventry, CV4 7AL

Tel no: +44 (0) 24 765 23193

Email: comp-sci@warwick.ac.uk

2.2 Student Mobility Office

Website: <http://www2.warwick.ac.uk/study/studyabroad/outbound/>

Address: University House, University of Warwick, Coventry, CV4 8UW

Contact Information: <https://warwick.ac.uk/study/studyabroad/contact/studyabroadcontact/>

2.3 Emergency Contact Information

Website: <https://warwick.ac.uk/study/studyabroad/contact/emergencycontacts/>

Telephone: (Warwick Out of Hours Emergency 24 Hour Contact Line): +44 (0)24 7652 2083

3. Year Abroad Degree Structure

The Study Abroad Year is taken between the 2nd and 3rd years of a degree course, or alternatively between the 3rd and 4th year of a four-year degree. It will not count towards your degree classification, but will show as a pass/fail on your HEAR.

For MEng students, another option is to exchange at the Hong Kong University of Science and Technology (HKUST) as the replacement third year. The Year 3 transcript will be sent from HKUST. But it does not count towards your degree classification.

4. Aims of the Year Abroad

1. To demonstrate the ability to study or work abroad for a year at a host institution approved by your department;
2. To experience and gain a deeper understanding of the social and cultural diversity of the country where you will undertake your year abroad;
3. To travel abroad and engage with continual personal and professional development;
4. To develop your spoken, written, and communication skills in the language of the country where you undertake your year abroad, if appropriate;
5. To further your academic knowledge as directed by your department.

5. Learning Outcomes

On completion of this year you will have:

1. Broadened your knowledge and understanding of your subject specialism(s);
2. Developed the qualities and transferable skills necessary for working or studying in another country and in a different academic system;
3. Developed enhanced spoken and written language skills through the demands of study in a different country;
4. Developed transferable skills in terms of culture and intercultural competencies.

6. Preparation

Taking a year away from Warwick is a big decision, and you will need to research your destination. 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.

Changing your mind before the start of the Warwick term can impact on your returning year module choices. You may have limited module choice, or may not be able to enrol for the modules you require.

If in the rare case you do not pass your second year, and therefore cannot go on your year abroad, you should talk to the Intercalated Year Coordinator at the first opportunity to discuss your options.

If you have not passed your first or second year, progression to your partner institution will need to be reconsidered. You must not continue with your plans to go to a partner without express permission of the Department of Computer Science; and of course the partner institution has the final decision. The expectation is that students attending study abroad will be of at least 2:1 academic standing.

Please note that in recent years, the number of students going to Australia has increased. The academic year (semester 2) starts in July. You may not have your examination results before your flights are arranged; in this case you must be confident that you have passed your pre-year academic year (normally your first or second year) before travelling abroad.

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!

7. Progression from Year 2 to the Year Abroad

1. To undertake the year abroad, a student must normally have passed at least 60 credits and have an overall mean of at least 60% in the second year (equivalent of a 2:1 academic standing). Students who fail the second year are not permitted to undertake a year abroad.
2. If students fail to meet the progression requirements, it may impact on your ability to undertake the year abroad. If you have any concerns about this, you should contact the Intercalated Year Coordinator as soon as possible.

8. Requirements of the Year Abroad

8.1 General Requirements

1. You will pursue the aims of the year abroad as set out in this handbook.
2. You will check your Warwick email regularly. This is the ONLY account we will use to contact you.
3. You will keep in regular contact with the Year Abroad Coordinator. This may be your personal tutor while you are abroad.
4. You will observe the academic calendar of your host institution, and remain at that institution for the duration of your agreed exchange period.
5. You will abide by all of the rules, regulations and practices of the host institution. This includes submission deadlines, attendance requirements, codes of conduct, use of plagiarism software etc, as well as non-academic regulations.
6. Your attendance at classes is a requirement of your exchange.
7. You must comply with Warwick's Attendance and Engagement Monitoring Plan, set by your department.
8. You must respect the laws and customs of your host country and comply with all requirements of your visa.
9. Tier 4 students will also need to keep in close contact with the Student Mobility Office (see the later section).
10. You must register as a student at Warwick when requested even though you are abroad.
11. On your return, you will be required to provide a transcript from your host institution to us. You are responsible for meeting all requirements necessary for the host institution to release the transcript, including payment of any outstanding fees.
12. If you have completed a work placement, you will also need a reference. If you require a template reference then go to the study abroad website, outbound and you will see a link to the transcript for work.
13. You are able to update your contact details centrally on *Student Records Online*.
14. 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 your department.
15. You may be visited by a member of Warwick academic or administrative staff during your year abroad. You will be informed in advance of the visit. You are required to be available for discussion with the member of staff concerned wherever possible.
16. 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 study abroad you are expected to take part in these events – which can be fun and your experiences are most valuable.
17. You must fulfil the academic requirements for the year abroad as set out in this handbook.

8.2 Module Choices, Credit Loads, and Assessment

1. You must study the equivalent of at least 90 CATS credits and take local assessments. You must pass the equivalent of 60 CATS credits. NB The terminology for credit may vary by institution, and students are responsible for ensuring that they are taking the required number of credits.
2. For MEng students who exchange at the HKUST as the replacement third year, you must study the equivalent of at least 120 CATS credits and must pass the equivalent of 90 CATS.
3. You may take modules in any language (e.g. if you are studying at a partner that primarily teaches in a foreign language, you may take modules in English).
4. You may take modules from across the university's offerings, not necessarily limited to Computer Science or related subjects, subject to the availability of such modules at the host institution.
5. You are encouraged to take at least one module in the history or culture of the country, region, or city in which you are studying.
6. You are encouraged to pursue language courses at the appropriate level.
7. You are required to take all relevant assessments (including exams).
8. Note that when you return to Warwick, you may NOT submit work for summative assessment that you submitted for summative assessment whilst you were abroad: this is self-plagiarism.
9. All module choices are subject to confirmation by the Intercolated Year Coordinator.

8.3 Mitigating Circumstances

1. Students should inform the Intercolated Year Coordinator of any circumstances that affect their work whilst they are abroad.
2. If students fall ill or have other mitigating circumstances while they are abroad, in the first instance they should follow the policies of the host institution.

8.4 Progression from the Year Abroad to the Final Year

1. To progress to the final year of study from a year abroad which does not count for credit, students must pass the equivalent of 60 CATS credits (or pass the equivalent of 90 CATS if exchange at the HKUST as the replacement third year).
2. On your return to Warwick, you must submit a written report about your intercalated year activities by Monday of week 1 of the Autumn Term. It should be approximately 1,500 words long, plus appendices if needed and be sent by recorded delivery or by email, to the Programmes Coordinator (UG).
3. You also need to give a presentation about your intercalated year. It can be a summary of your written report covering briefly what your role was, what you learnt and how this will help you in the future. These will be scheduled during the Autumn Term, and we will inform you of the date and time. The presentation should be 15 minutes long, plus 5 minutes for questions. The presentations will be open to other students and staff to attend.
4. These assessment components will be considered by two members of the academic staff, to 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 Intercolated Year'.

9. Early Return to Warwick

1. Be sure that you are confident about your desire to study abroad and your destination before you go. Do plenty of research into your destination, discuss it with your family and friends, talk to former Year Abroad students, your Year 2 Personal Tutor, and the Intercolated Year Coordinator.

2. We understand that your circumstances may change in the weeks and months before you depart, or while you are abroad. If you decide not to go abroad or to return early, you must notify the Intercalated Year Coordinator as soon as possible.
3. If you return (or do not depart) before the start of the Warwick academic year, you will be able to return to Warwick for your third year. However, your module options may be very limited.
4. If you return after the start of the Warwick academic year, you may be required to wait until the following academic year to resume your studies.
5. Returning early may also have financial implications. You should contact your Student Finance company or any Sponsors you receive financial assistance from. If you are receiving an Erasmus+ Grant, you should contact the Student Mobility Office
6. Tier 4 students who do not complete the year abroad will need to consult with the SMO and to take advice before making a final decision.
7. If due to some unforeseen circumstances that your exchange programme has been stopped by your exchange institution, please inform your department immediately.

10. Complaints and Problems

1. If something goes wrong while you are abroad, your first point of contact should be your host institution's support services – their security team, study abroad office, complaints procedure, or the academic department, depending on the nature of the issue. We hope that any issues are minor and can be resolved quickly.
2. Do not assume that Warwick will be automatically informed of any issues that arise, so please contact the Intercalated Year Coordinator as soon as possible if you have any problems or complaints that you want the Department of Computer Science to support you with.

Appendix 1: Student Mobility Office (SMO) Handbook

1. Introduction

The guidance in this handbook is provided by the Student Mobility Office (SMO). The role of the SMO is to provide the mechanism for your department to set up agreements, and to support students throughout the nomination, application and placement. The SMO does not make decisions on academic matters. The University has over 250 partners, some will be specific to the department and some exchanges will be offered across the University. In 2019 there will be over 800 individual student placements taking place. Places are only offered through the department and you must be nominated by the department to progress your application and year abroad to the partner university.

2. Information from the SMO

1. The SMO 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.
2. The SMO generic information reminding you about deadlines for grant payments, forms to be returned will be posted onto the study abroad website: www.warwick.ac.uk/go/studyabroad.
3. You are expected to attend one of the SMO pre-departure briefings; this is where the non-academic information on studying abroad is explained in detail. The SMO will upload a copy of the presentation at the end of March each year.
4. Drop-in sessions are run by the SMO throughout the year and provide an opportunity for you to talk to one of the coordinators. You may also find the materials in the SMO reception useful for researching a potential partner. The SMO website also provides a good source of information on each partner and links to partner information materials: www.warwick.ac/go/studyabroad/outbound
5. You must respond to all emails from the SMO.

3. Application and Nomination Processes

1. The SMO nominate you to the partner university and then you will be asked to complete the partner's application materials.
2. A nomination is no guarantee that you will be accepted by the partner.
3. You must follow all instructions carefully, supply all of the information requested and make sure you keep to the partner's deadlines. Failure to do so will result in your application being unsuccessful.

4. 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.

You may also find Warwick's Diversity and Inclusion website pages helpful – or the SMO have a printed copy of the Diversity and Inclusion: [Safe Overseas Travel Guidance](#) and will be able to provide a copy.

5. Tuition Fees, Student Finance and Grants

1. As you are part of a reciprocal exchange programme, you do not pay the academic fee to the host partner, but you do continue to pay tuition fees to Warwick:
<https://warwick.ac.uk/services/academicoffice/finance/fees/>.
2. Students on a substitute year (integrated), will be charged at separate fees depending on whether you are a home or overseas student. You are advised to check the above link to the academic office before making any decisions.
3. You are eligible for funding even though you are out of Warwick for a year.
4. Warwick's student finance team will inform the funding companies (if applicable) of your name if you are going overseas and will include the partner's term dates.
5. If the partner's term starts more than one month before the Warwick academic year, the funding companies will aim to pay your funds 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 a student travelling to North American or Australia there will be a gap between when you start your term, and when your bursary starts that you will need to plan for in advance.
6. 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 make contact with your sponsor and check on the position.
7. Student Funding Team – [Funding Study Abroad](#).
8. For UK students the following link is useful for external advice [Gov.UK](#).
9. It is possible that you will 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. There are also links to other funding bodies outside of England; rules do vary so check the right website.

5.1. Erasmus+ grants

1. Students studying in Europe may be eligible for the Erasmus+ grant. The rates of payment per month do vary but as a guide can be between €280-€330 a month, for (usually) a maximum of 9 months. An extra payment is made to support you if you need financial help. The funds are identified by Warwick's student finance office and you do not need to make a separate application.
2. 70% of your Erasmus+ grant is paid on receipt of your arrival form (around November). You will receive the final 30% of your grant on your return, and completion of all of your forms. This is due to the grant only being received from the British Council at the end of your placements.
3. The Erasmus+ programme will require a number of forms to complete in order to receive your grant. The study abroad website will have all the forms you need to complete.
4. An Online Language Survey: assessing your outgoing and returning level of language will be required as an essential part of the Erasmus+ process.
5. In addition, a final report will need to be completed and is sent to you directly from the European Mobility Tool; this is how Warwick is assessed for future funding and is a vital part of the process.

6. 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. 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.

7. Tier 4 Visa Holders

1. All students are encouraged to take part in study abroad. A student who has entered Warwick on a Tier 4 is eligible for study abroad and will be supported throughout the process.
2. There are additional requirements for Tier 4 Visa Holders, so you should contact the SMO 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 you need to complete.
4. You should keep in regular contact with the SMO as guidance changes regularly.

8. Wellbeing

1. Your wellbeing is important and you're still a Warwick student when you are away from Coventry. Should you require support, your Warwick academic study abroad coordinator is still here to help you. In addition, the SMO are here to help and to ensure you do not feel SMOLated. The SMO contact details are all on the study abroad website. If you need someone to talk to, or have concerns we would rather you contacted us.
2. [Counselling Service](#): Studying Abroad resources: including a Podcast on studying overseas.
3. [Culture Shock](#) - Our [Counselling Service](#) offers useful resources on managing culture shock.
4. [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.
5. If you have a disability it is useful to let the partner university know in advance to enable special arrangements to be made if required - for example, planning accommodation, or 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.

9. Insurance

9.1 Business Travel Insurance

1. 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.
2. 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.**
3. The details of the policy are all online <https://warwick.ac.uk/services/finance/insurance>.
4. The fee for this policy is paid for by the International Student Office. An insurance card will be available in the SMO (usually by the spring term each year) if you would like to take a hard copy of the contact details.

9.2 Health Insurance

1. There are countries where it is mandatory to take out additional health insurance. Australia, USA, Canada, Turkey will definitely require additional private health insurance.

2. 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.
3. In Europe, carry a European Health Insurance Card. This is free of charge and will entitle you to reciprocal health care: <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-ehic-european-health-insurance-card/>

10. Accommodation

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 /work placement
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; and for European exchanges make sure you leave sufficient time to organise your accommodation.
5. The SMO Facebook 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 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.

11. Students' Union Advice Centre

1. 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 a full details, here is the [link](#).

12. Emergency Contacts

The SMO 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 complete a Code of Conduct and this will be retained by the SMO. A copy of the Code of Conduct can be found [here](#).

13. 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.

14. External Resources

Useful FCO links include:

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/

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>

The British Council (the UK National Agency for Erasmus+) has put together some useful information for participants who have successfully applied to take part in Erasmus+ and need a helping hand to sort out some of the logistics.

British Council

<https://www.britishcouncil.org/study-work-create>

Study Work Create provides opportunities for UK students, recent graduates, and young professionals to study, work, volunteer, research or develop your creativity abroad. It houses a range of information on practicalities of studying or working abroad.

Erasmus Student Network (ESN)

<https://esn.org/>

The Erasmus Student Network (ESN) is a non-profit international student organisation. Our mission is to represent international students, thus provide opportunities for cultural understanding and self-development under the principle of Students Helping Students.