

Mathematics

INTERCALATED STUDY YEAR ABROAD HANDBOOK

2021-2022

For students intending to go on study abroad in 2022-2023

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Part 1 Introduction and Academic Planning

Key Contacts

Departmental Contacts	
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Student Mobility Team	https://warwick.ac.uk/services/studentopportunity/studentmobility/

[Overview of the Study Abroad Year](#)

See the Mathematics Undergraduate Handbook for full Course Regulations.

There are three variants of Mathematics with intercalated year as follows:

- **G101 Mathematics (BSc) with Intercalated Year** weighted 10:30:0:60 (year 3 abroad does not count for credit, on your return you enter Year 3);
- **G105 Mathematics (MMath) with Intercalated Year** weighted 10:20:0:30:40 (year 3 abroad does not count for credit, on your return you enter Year 3);
- **G106 Mathematics (MMath) with Study in Europe** weighted 10:20:20:50 (year 3 abroad counts for credit and on your return you enter Year 4).

In exceptional cases G106 is possible with a few universities outside Europe.

Please contact the Study Abroad Coordinator.

Aims of the Year Abroad

1. To demonstrate the ability to study 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.

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 oral and written language skills through the demands of study in a different country;
4. Developed transferable skills in terms of culture and intercultural competencies.
5. For specific learning outcomes and aims for your course, please see the Departmental Specific Academic Requirements as set out below.

Academic Requirements

Overview

1. You will pursue the aims of the year abroad as set out in this handbook.
2. You will check your Warwick email regularly.
3. You will keep in regular contact with the departmental Study Abroad Coordinator and the Study Abroad secretary. The Study Abroad Coordinator will be your personal tutor for when 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 Team (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 your department. 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 your study abroad you are expected to take part in these events – which can be fun and your experiences are most valuable.
17. You are advised to fulfil the academic requirements for the year abroad as set out in this handbook.

Departmental Specific Academic Requirements

Before you leave: The mathematics department requires you to

- participate in the Study abroad meeting at the end of November to find out about other exchange students' experiences at Warwick and abroad
- meet with the Study Abroad Coordinator to discuss your motivations and plans for the year abroad
- submit your application to study abroad on time to the Study Abroad Secretary
- attain at least 60% End of Year 2 average

When you come back: All students going abroad (G101, G105 and G106) need to submit an end of year report to show how they have further developed their cultural awareness, mathematical and language skills, overcome administrative or other difficulties. The report will be made available online for future candidates. See

https://warwick.ac.uk/fac/sci/math/undergrad/erasmus/personal_experiences/

During your stay: Stay in regular contact with the Study Abroad Secretary and the Study Abroad Coordinator. Reply to emails promptly. Adhere to the monitoring scheme as set by the Mathematics Institute and University policies.

Comply with the Student Mobility's team regulations. Collect signatures when requested and upload documents you are required to submit to the Student Mobility tool.

For G106: We require you to have at least 65% End of Year 2 average and recommend to have at least 70%. The chosen modules at the host institution need to be comparable with the requirements for a 3rd year in MMath in Warwick - i.e. 90 CATS at least of Mathematics from lists A and C (bearing in mind that this should include quite a lot of MA3 material as preparation for year 4), and 120 CATS in total. [We expect G106 candidates to take 60 ECTS, though some of this can be non-maths, e.g. language etc.]. NB you will be required to take 108 CATS total of list C modules (MA4... or equivalent) in years 3 and 4 taken together. The list of modules needs to be approved by the Mathematics Department via the Study Abroad Coordinator.

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 your academic co-ordinator at the first opportunity to discuss your options.

As an example, 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. The final decision on whether border-line candidates can continue with their preparation for Australia, or any other country, is with your department.

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 your department; and of course the partner who has the final decision. The expectation is that students attending study abroad will be of a 2:1 academic standing.

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!

Module Choices and Credit Load

1. You are required to take modules at a level approved by your department.
2. The terminology for credit may vary by institution and you are responsible for ensuring that you are taking the required number of credits.
3. Module choices are subject to confirmation by your academic year abroad coordinator and on the Study Placement Plans required by the Student Mobility Team
4. Individual marks from the partner 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.
5. Our 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).

Specific requirements for mathematics:

See p. 8 above for G106.

For G101 and G105: the marks will not count towards the degree but we expect students to take close to 60 ECTS during the year, including a good proportion of Maths, and to make a serious attempt.

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. Your department will be able to give specific guidance, and you must always follow specific subject related guidance. However, if you do not meet the 40% Warwick threshold for passing your modules, your department will be able to offer you a remedy to avoid failing your year abroad.
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), 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 or year of study.

In order to pass the year abroad you need to fulfil the requirements set out on p.8 under Departmental Specific Academic Requirements.

A request to withdraw from the year abroad will be considered on an individual basis but in most cases it will be treated as a temporary withdrawal equivalent to the system in place at the Maths Institute at Warwick.

Before you leave:

Examination Board:

Year 2 Exam Boards usually meet in week 40 of the academic calendar. ('week 11' of term 3)

After discussion with the Director of Undergraduate Studies and the Chair of Year 2 Exam Board, the Study Abroad Coordinator will notify the student if he/she has fulfilled or missed the departmental requirements as set out on p. 8.

Given the timing in the case of e.g. Monash, the department may waive its requirement for 60% in Year 2 in order to pursue the year overseas on an individual basis.

If a student has not passed Year 2 due to failed modules or missed exams, he/she would be required to resit exams and pass these in the next Summer period in order to be able to progress to Year 3.

While you are away

Academic Progression

Students are expected to submit a learning agreement, usually twice a year, at the start of the semesters for approval by the department.

Mitigation

Please do contact your personal tutor (the Study Abroad Co-ordinator) if you are concerned about any of the above, and if you are experiencing difficulties which you believe will make timely completion of the Year Abroad tasks difficult. We are here to help, and it is far better to talk to us in advance of any deadline than to bury your head in the sand or worry alone.

Remedy for Failure

Students on G106 may be asked to transfer to G105 or G101.

Part 2: 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

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.

