

# Mathematics

## STUDY YEAR ABROAD HANDBOOK

2023-2024

**For students intending to go on study abroad in 2024-2025**

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## Part 1 Introduction and Academic Planning

### Key Contacts

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## 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);
- **G107 Mathematics (MMath) with Study Abroad** weighted 10:20:20:50 (year 3 abroad counts for credit and on your return you enter Year 4).

G107 is not available at all partner universities and is subject to approval from 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 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. International students studying at Warwick on a Student Visa (previously known as '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 Institute 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 G10+) need to submit UfUgM/dhUbX 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/maths/undergrad/erasmus/personal\\_experiences/](https://warwick.ac.uk/fac/sci/maths/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 G10+:** We require you to have at least 60% End of Year 2 average. 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 G10+ 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.**

### Specific requirements for mathematics:

See p. 7 above for G10+.

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 intercalated year (G101, G105) will be recorded as a Pass / Fail year abroad on your Higher Education Achievement Record (HEAR).** Mathematics with Study Abroad (G10 ) will be recorded on your HEAR with an overall mark calculated from the marks achieved at the host institution.
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 may also impact on your Warwick Mobility Bursary funding and you should contact the Study Abroad Team before making any final decisions.**
6. **Students with a Student Visa 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 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 September exam 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

All students are required to submit a transcript and End of Year Report by the deadline. This deadline will be communicated to students during Term 2.

**G107:** Students must submit their End of Year Report and the Transcript by the deadline. These marks are converted into a Warwick-equivalent grade which forms the grade for the Year Abroad. If students do not meet the grade threshold required to progress to the 4th Year of the MMath, they will be transferred to G105 or G101.

**G101/G105:** Students must submit their End of Year Report and the Transcript by the deadline. Students fail the Year Abroad if the documents are not submitted by the deadline.

We cannot guarantee that partner universities will offer the chance to resit exams or modules. More information about the right to remedy failure can be found in the Maths Handbook:  
<https://warwick.ac.uk/fac/sci/math/currentstudents/ughandbook/course/assessment/>

## Information from the Student Mobility Team

### 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 but places are only offered through your academic department. Your academic department will allocate the places available so you will need to apply for a study abroad place through them. Once the places have been allocated, the SM Team will work with you on the formal nomination and application process for your study placement at the partner/host university. 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.

### General Information

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 the Year Abroad. The Study Abroad/Exchanges Coordinator in your academic department will often also arrange department specific briefings as well. These briefings provide different information, so it's recommended that you attend both.
2. Information on the process, FAQs and details on the documentation required can be found on our webpages: <https://www.warwick.ac.uk/studentmobility>.
3. Students going on a year abroad are expected to attend one of the SM Team pre-departure briefings in the summer before they leave; this is where the non-academic information on studying abroad is explained in detail. The SM Team will also upload a copy of this presentation.
4. Drop-in sessions are run by the SM Team on a daily basis and provide an opportunity for you to talk to one of the team (please see the details towards the bottom of our [homepage](#)). 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 and also check your junk folder to ensure any emails from your host university are not missed.

### Nomination & Application Process

1. A selection process will be undertaken by your academic department (they will provide information on how to apply & this will take place in the autumn term of the year before the year abroad).
2. The academic department will notify the selected students of which host university they have been allocated to (at this stage, it's not a guaranteed place as students will have to be nominated by the SM Team and then apply and be accepted by the host university).
3. The SM Team will formally nominate the selected students to their allocated host university (the SM Team might also need to request further information from the students in order to nominate). Please note that a nomination is not a guarantee that students will be accepted by the host university.

4. After the formal nomination, students will need to submit an application to the host university. Therefore, it is vital for students to check their emails (including the junk folder) regularly to ensure they do not miss any communication from the host university of from the SM Team. 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 by the deadline provided by the host university. Therefore, students must follow all application instructions carefully, supply all of the information requested by the host university and make sure to keep to their 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. The formal nomination & application process will take place between January & June depending upon the host university (they all have different deadlines).
5. The host 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

1. As you are part of a reciprocal exchange programme, you do not pay any academic tuition fee to your host university during your year abroad, 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/finance/studentfinance/fees/ugtuitionfees2017onwards/icyear>)
2. If you receive any loan from Student Finance England, they will be notified of your name if you are going overseas and 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 host university's 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 please do not rely on this, as the payments may not be made until the start of Warwick's term. So there might be a gap between when you start your term at your host university, and when your funding starts; you will need to plan & budget for this in advance

4. Sponsorship: if you are being sponsored to study at Warwick, it has been in our experience that not all sponsors will agree to a year abroad. Therefore, before you start the process, you are advised to contact your sponsor and check on their position
5. It's possible that you might receive a grant from Student Finance England to cover some of your travel expenses if you permanently live in England. Please see the following [webpage](#) for further details.

### Funding

The Student Mobility team is delighted to confirm that students who are going overseas in the 2023/4 and 2024/5 academic years who are undertaking a study abroad programme either for either work or study will be eligible to receive a minimum of £600 towards their international experience. It is very likely that this funding will be allocated after you have already started your placement so please ensure you have a sufficient level of funds to support yourself without this funding until December.

### Immigration/Visas

1. You will most likely need a visa to study or work in your host country
2. It is your responsibility to ensure you obtain the correct immigration permission for your year abroad in good time. It is a legal process and we are not qualified to provide immigration advice but your host university should be able to provide you with advice and guidance (just like how Warwick has an Immigration Team who are qualified to provide advice to international students)
3. Use the list of foreign embassies in the UK to find the website for the UK-based embassy of the host country: <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. The FCDO also provide useful information: <https://www.gov.uk/foreign-travel-advice>
4. Use the travel checklist from the FCDO on planning and preparation: <https://www.gov.uk/guidance/foreign-travel-checklist>
5. Check the travel advice for your host 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 should 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. During the pre-departure briefing, you will be advised of any processes (such as meeting the monitoring points for Engagement/Attendance Monitoring) you will need to complete

### Insurance

1. You will be covered free of charge by the University's Overseas Business Travel Insurance whilst you are studying abroad however, this only covers emergency medical expenses and is not private health insurance hence it's strongly recommended for students to secure additional travel insurance. Please also note that the University's Overseas 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. You will be required to complete a risk assessment before you travel.
2. Please view the details of the policy at: <https://warwick.ac.uk/services/finance/insurance/keypolicies/traveloverseas/>
3. There are some countries where it's mandatory to take out additional health insurance (eg: Canada, USA) and your host university may also require you to purchase specific insurance as well so please check and follow their instructions on this.
4. Remember to factor the cost of additional insurance into your budget as costs can vary considerably and you will need to check on an individual basis.
5. If travelling to Europe, it's recommended to apply for a free of charge Student 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/>. If you will be studying in more than one country, you will need to get in touch separately for the second country, please see towards the bottom of the following page for details: <https://nhsbsa-live.powerappsportals.com/knowledgebase/article/KA-26811/en-us>

You are required to familiarise yourself & keep up to date with the advice from the Foreign, Commonwealth & Development Office (FCDO): <https://www.gov.uk/foreign-travel-advice> (there's an option to sign up to email alerts for the country you will be going to) and also your host university so ensure you are checking your email inbox on a regular basis. It's also very important to ensure that your contact and placement details are up to date on your eVision online portal and that you have completed the risk assessment before you travel.

### Accommodation

Organising accommodation is your responsibility and you might need to find your own private accommodation. 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. 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. Different countries and universities will expect

certain standards of behaviour and adherence to protocols for their accommodation; it's essential that you make sure you are clear about the rules and regulations.

### 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 still be able to use [Report + Support](#) whilst abroad as well. You will also be able to access support services at your host university during your time there too.
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. We recommend contacting Warwick Wellbeing Support Services who will then be able to liaise with the host university as needed.

### Two Placements in One Year

Some academic departments may allow students to split their year abroad into two, so instead of studying in one country for the year, they might allow students to study in two different countries (one semester in each country). If you are considering this, please note that you will not have confirmation and approval of your second semester study abroad placement before you have left Warwick as the nomination & application process for second semester placements takes place in the autumn term **during** your year abroad. We have also found from experience, that students who undertake two study abroad placements in one year often face more challenges in terms of securing accommodation and visas. If your academic department allow you this option, please make sure to check the term dates of each host university to ensure that the dates will be compatible and there is no overlap.

### Change of Plans

If you need 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, please notify the Student Mobility Team and your academic department.

### Frequently Asked Questions

If you are interested in finding out more, please visit our [FAQs](#) or join one of our drop-in sessions (details towards the bottom of our [homepage](#)) Please also like & follow us [@warwickstudyabroad](#) on Instagram!