

DEPARTMENT OF PHILOSOPHY

INTERCALATED  
STUDY YEAR ABROAD HANDBOOK

2019-20

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## Part 1 Introduction and Academic Planning

This handbook outlines the academic procedures and requirements relating to the Philosophy Year Abroad. All non-academic information about studying abroad is provided by the International Student Office (see Part 2).

The department endeavours to ensure that the information in this handbook is as accurate and up-to-date as possible. Any significant changes to the procedures and requirements detailed in this handbook will be notified to students by email.

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 Philosophy Department or the International Student Office.

### Key Contacts

#### Study Abroad Coordinators

October-December 2019

**Mat Coakley**

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January-August 2020

**David James**

Email: [D.N.James@warwick.ac.uk](mailto:D.N.James@warwick.ac.uk)

International Student Office:

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

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

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

## Overview of the Study Abroad Year

Students on 3-year Philosophy courses may be permitted to undertake a study abroad placement either as an integrated year abroad, or an intercalated year abroad.

### Intercalated Year Abroad

Philosophy students have the option of applying for an intercalated year, usually to spend a year at a University in continental Europe under the Erasmus scheme between your second and final year. This will add a year to your overall period of study and you will thus complete your degree in four years. The Department has existing Erasmus-links with universities in Rome, Turin, Madrid, Seville, Dijon, Jena, Cologne and Vienna. Students will typically be expected to have completed at least level 3 in the target language (or equivalent) prior to studying at these Universities. We also have Erasmus-links with universities in Istanbul, Rotterdam and Copenhagen where the language of instruction is English, as well as university-wide links with Monash University and universities across Asia. Places are always limited, and admission to an exchange programme is competitive.

### Integrated Year Abroad

Students may alternatively apply to replace their second year at Warwick with an integrated study year abroad at one of the partner universities; the two currently in operation are with Queen's University in Ontario and the University of Wisconsin-Madison via the North American Exchange Programme.

This enables 2nd year Philosophy students (Single or Joint Honours) to spend a full year studying abroad. Modules and examinations taken at Queen's and Madison will usually count towards the Warwick degree.

## 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.

## 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. Specific learning outcomes and aims for your module are 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 year abroad coordinator. This may 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 International Student 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 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

### Academic Requirements for Students undertaking an Intercalated Year Abroad

1. To undertake the intercalated 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, though this can be considered on a cases-by-case basis if there are extenuating or other circumstances. Students who fail the second year at the July Exam Board are not permitted to undertake a year abroad. Students who fail the second year and have mitigating circumstances will be considered on a case-by-case basis, based on the nature and extent of the mitigation.
2. Your ability to progress will be confirmed at the Year 2 Exam Board, which takes place in early July. You will be emailed as soon as possible after the Board to confirm whether you can progress.
3. If you are not sure whether you have passed Year 2, you should NOT depart for your year abroad and you should contact the Study Abroad Coordinator as soon as possible.
4. If you are required to depart for your Year Abroad before the Second Year exam board takes place, please contact the Philosophy Office for further advice before departing.

### Academic Requirements for Students undertaking an Integrated Year Abroad

1. To undertake the integrated year abroad, a student must meet the requirements to pass their first year (usually pass all core modules and obtain an overall average of at least 40.0%). Students who fail at the June Exam Board are not permitted to undertake a year abroad. Students who fail the first year and have mitigating circumstances will be considered on a case-by-case basis, based on the nature and extent of the mitigation.
2. Your ability to progress will be confirmed at the First Year Exam Board, which takes place in late June. You will be emailed as soon as possible after the Board to confirm whether you can progress.
3. If you are not sure whether you have passed Year 1, you should NOT depart for your year abroad and you should contact the Study Abroad Coordinator as soon as possible.
4. If you are required to depart for your Year Abroad before the exam board takes place, please contact the Philosophy Office for further advice before departing.

## 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.

**Split placements:** if you are considering going to two placements, please remember it is only the European placements that receive a grant. As an example, if you intend to study in Europe it is important that you indicate on your **Arrival Placement Plan** the dates you intend to stay in Europe. 70% of the Erasmus+ grant is transferred to you based on this Arrival Placement Plan. So, if you stated you would be in Europe for a full-year, and then only spent the first term in Europe, you would need to pay back some of the Erasmus+ grant. This does not mean you cannot change your mind during a placement; just as long as you know the implications for any Erasmus+ grant. If you are in any doubt, the Study Abroad team can always help you.

**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 ISO.
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).

## Department-Specific Requirements

1. You must take the minimum course load required by the host institution, in line with any requirements of your visa. This is usually four modules per semester. 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. 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).
3. You may take modules from across the university's offerings, not necessarily limited to Philosophy, subject to the availability of such modules at the host institution. If your year abroad will count for part of your degree it is normally expected that you will take modules relevant to that degree and of similar level to the Warwick provision.
4. You are encouraged to pursue language courses at the appropriate level.
5. You are required to take all relevant assessments (including exams).
6. 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.
7. All module choices are subject to confirmation by the Study Abroad Coordinator.

## 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.

## Progression

1. To progress to the final year of study from a year abroad students must pass their year abroad.
2. Students on the Integrated Year Abroad should produce a copy of their transcript to the Department Office by no later than Monday 31 August 2020. Students on an intercalated year abroad must submit your transcript by Monday week 2 of the Autumn term.
3. The Integrated Year abroad does count for credit and will form 50% of the marks towards your degree classification in your final year. The intercalated year abroad does not count for credit for Philosophy students, but will be marked as pass/fail on your HEAR.
4. You are expected to pass the year abroad by the standards of the host institution. On your return to Warwick, you must submit your transcript. You can retain a copy of your Year Abroad transcript as evidence of your achievements.

## While you are away

### General Requirements

Whilst on your year abroad you must comply with the following requirements:

1. You must continue to check your Warwick email account regularly. This is the only account we will use to contact you whilst you are away.
2. You should keep in regular contact with the Study Abroad Coordinator whilst you are away. This person will also be your personal tutor.
3. You must observe the academic calendar of your host institution, and remain at that institution for the full academic year. You may return and/or travel during holiday periods, and you may remain abroad for the summer after your year abroad (subject to any visa restrictions), provided you return to Warwick in time to begin your final year of study.
4. You must abide by all 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.
5. You must respect the laws and customs of your host country and comply with all requirements of your visa.
6. You must complete all forms, and attend all meetings, required by the Philosophy Department, the International Student Office, and your host institution. This includes meeting all monitoring as set out on the Tabula Attendance Tab and in the Philosophy Department Handbook (online).
7. It is your responsibility to ensure that you take the correct credit load and that your modules choices are approved by the Study Abroad Coordinator.
8. On your return, you must provide a copy of your transcript from your host institution to the Philosophy Office by the date specified above. You are responsible for meeting all requirements necessary for the host institution to release the transcript, including payment of all outstanding fees.
9. You should keep the university informed of your contact details while you are abroad. You can do this via Student Records Online.
10. You will receive instructions regarding the online submission of module preferences for your final year during the early Summer Term via your Warwick email address. You must follow the instructions carefully as late submission of your choices will reduce your chances of being allocated places on your first choice modules.

### Mitigation

1. Students should inform the Study Abroad 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.
3. You are required to keep in contact with the Study Abroad Coordinator while you are abroad. They will be able to support you with any problems you may face.

Please do also contact your sectional Year Abroad convenor and personal tutor 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

Policy Statement for the Accreditation of Placement Year in Industry and Year Abroad and remedy for failure. Approved by Senate: July 2018

[https://warwick.ac.uk/services/aro/dar/quality/categories/placementlearning/accreditation\\_of\\_year\\_out\\_policy.pdf](https://warwick.ac.uk/services/aro/dar/quality/categories/placementlearning/accreditation_of_year_out_policy.pdf)

At the end of your year abroad you will be required to submit an official copy of your transcript to the Department (PPE/PPL students should submit theirs to the PPE/PPL Office).

### Students on an Intercalated Year

Students whose results are insufficient to meet the requirements to automatically pass their intercalated year abroad should, where possible, resit any assessments or examinations whilst at their host institution.

Where this is not possible or where resits are unsuccessful you will be offered the opportunity to remedy failure by submitting a 3,000 word essay summarising your experiences abroad including contextual information on the host institution, the cultural and academic environments, any skills you have developed and how they relate to personal, academic or career development.

If you are required to do this you will be contacted shortly after receipt of your transcript and a deadline for this will be set during your final year.

Students who fail to submit this document may be returned to the original version of their course, without the intercalated year being accredited.

### Students on an Integrated Year

Students whose results are insufficient to meet the requirements to automatically pass their integrated year abroad should, where possible, resit any assessments or examinations whilst at their host institution.

Where this is not possible or where resits are unsuccessful you should contact the Study Abroad Coordinator immediately for further information.

## Part 2 International Student Office (ISO) Planning

1. The role of the ISO is to provide the mechanism for your department to set up agreements, and to support students throughout the nomination, application and placement. The ISO does not make decisions on academic matters.
2. The University has over 250 partners, some will be specific to your department and some exchanges will be offered across the University. In 2018 there will be over 800 individual student placements taking place. The ISO will offer a series of briefings throughout the autumn term on options for studying abroad and will introduce you to worldwide exchanges and the Erasmus+ programme. Places are only offered through your department and you must be nominated by your department in order to progress your application to the partner university.
3. Our aim is not to bombard you with emails; if we email you we really do need a reply.
4. The ISO generic information reminding you about deadlines for grant payments, forms to be returned will be posted onto the study abroad website;  
[www.warwick.ac.uk/go/studyabroad](http://www.warwick.ac.uk/go/studyabroad).
5. The process starts with you being nominated by your department, usually by the end of the autumn term, the ISO will work to match your choices with the places available in any given year. Your department will receive a list confirming the place you have been offered usually by the end of January each year. The ISO will always try and meet your needs but occasionally on a worldwide exchange you may be offered another option. This is not negative – just a case of matching resources and all of our partners are selected carefully.
6. A nomination is just that – it is not a guarantee you will be accepted by the partner.
7. The ISO nominate you to the partner university and then you will be asked to complete the partner's application materials. There is no one-way-fits all – each university has a different way of working. The best advice is to follow the instructions carefully. You must supply all of the information requested and make sure you keep to the partner's deadlines.
8. If a partner asks for a language qualification; you must supply the information. Not supplying essential details can delay your application.
9. British Council Language assistants will apply directly to the British Council.
10. You are expected to attend one of the ISO pre-departure briefings; this is where the information on insurance, funding etc is explained in detail.
11. Important points to note: funding evidence will be required to receive a visa to study in destinations such as Hong Kong, the USA and Canada.
12. The ISO will upload a copy of the presentation at the end of March each year.
13. Drop-in sessions are run by the ISO throughout the year and provide an opportunity for you to talk to one of the coordinators. You may also find the materials in the ISO reception useful for researching a potential partner. The ISO website also provides a good source of information on each partner and links to partner information materials.  
[www.warwick.ac/go/studyabroad/outbound](http://www.warwick.ac/go/studyabroad/outbound)
14. If your degree enables a split placement (work/study), or study at two destinations, this is possible but remember to check the dates of each partner's term times as they may not be compatible. For worldwide exchanges you will also need to ensure sufficient time to plan for visas.
15. The expectation from our partners, and as set out in all of our agreements, is that you will have good academic standing, or more specifically be working to a 2:1 level, and will have the necessary language qualifications if required.

## 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 ISO have a printed copy of the Diversity and Inclusion: [Safe Overseas Travel Guidance](#) and will be able to provide a copy.

## Student Finance

1. As you are part of a reciprocal exchange programme, you do not pay the academic fee to the host partner. The fee you will pay to Warwick is set [here](#).
2. You will see that worldwide work places are charged at a higher fee. You may wish to consider studying for the first placement and then working for the second part of the year, in this way the lower fee will apply.
3. 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.
4. You are eligible for funding even though you are out of Warwick for a year.
5. 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.
6. 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.
7. 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.
8. Student Funding Team – [Funding Study Abroad](#).
9. For UK students the following link is useful for external advice [Gov.UK](#).
10. 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.

## Erasmus+ grants

1. When thinking about an Erasmus+ or worldwide placement, one of the advantages of studying in Europe is 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. \*\*\*Note: the student mobility team have warned that given Brexit uncertainty Erasmus funding for 2020-21 is not confirmed\*\*\* If you are thinking of Erasmus please check with them for the latest updates as this situation may change.

### Tier 4 Visa Holders

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. However, as there will be some additional requirements for you if you are on a Tier 4, we would advise contacting the ISO office for advice. Briefing sessions will be held as part of the pre-departure programme and you will be advised of any processes you need to complete. As the guidance is regularly updated, it is always best to keep in contact with the ISO.

### Travel

1. Consult the Foreign and Commonwealth Office website. This is a useful source of information (see below).
2. Leave plenty of time to apply for a visa (holidays can wait, ensure your study visa has been obtained).
3. [Do I need a visa?](#) You may require a visa to study or work in your destination country for your study abroad placement. It is your responsibility to ensure you obtain the correct immigration permission for your placement in good time to begin your placement.

### 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 ISO are here to help and to ensure you do not feel isolated. The ISO 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.

## 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. This insurance is not private health insurance – it is for emergency situations, accidents, loss etc. **Please also note that it is not for the loss or damage of mobile phones or computers.** The details of the policy are all online <https://warwick.ac.uk/services/finance/insurance>. The fee for this policy is paid for by the International Student Office. An insurance card will be available in the ISO (usually by the spring term each year) if you would like to take a hard copy of the contact details.

## Additional Insurance Costs

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. If you are required to purchase additional private health insurance this will be a cost you must factor into your budget. The costs can vary considerably between US institutions in particular and you will need to check on an individual basis for the annual charge.

## Accommodation

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 ISO 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.

## 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](#).

## Emergency Contacts

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

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

Link to Warwick's Travel Safely Abroad Leaflet

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

## Code of Conduct

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

## Intercultural Training

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

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

## External Resources

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

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

Includes a Pre-Departure Guide: <http://go.international.ac.uk/going-abroad/pre-departure-guide-students>

## Erasmus+ UK

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

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.