

Department of Psychology

Study Abroad Handbook

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Introduction

The Study Abroad Programme offered at the University of Warwick enables our students to become global citizens, increasing global awareness, and providing students the opportunity to take on the challenge of living and studying abroad for one academic year. It is an opportunity to increase international exposure, to improve language skills, develop culture sensitivity, and to demonstrate to future employers an ability to adapt and thrive in an unfamiliar environment.

Studying abroad for an extended period of time can be daunting, but it can be an exceptionally fulfilling and exciting experience. You will meet interesting people, make new friends, visit places you have never been before, and discover new food and cultural practices. Whilst it can be challenging, and there may be a few bumps along the way, you will learn how to solve problems, and importantly, by taking on this challenge, you will gain insight into who you are and what you are capable of!

This handbook

This handbook is for students of the Department of Psychology taking part in the Study Abroad Programme whether for the full year or a part year. Students taking part in this programme have responsibilities before, during and after the placement, including academic work in the host institution.

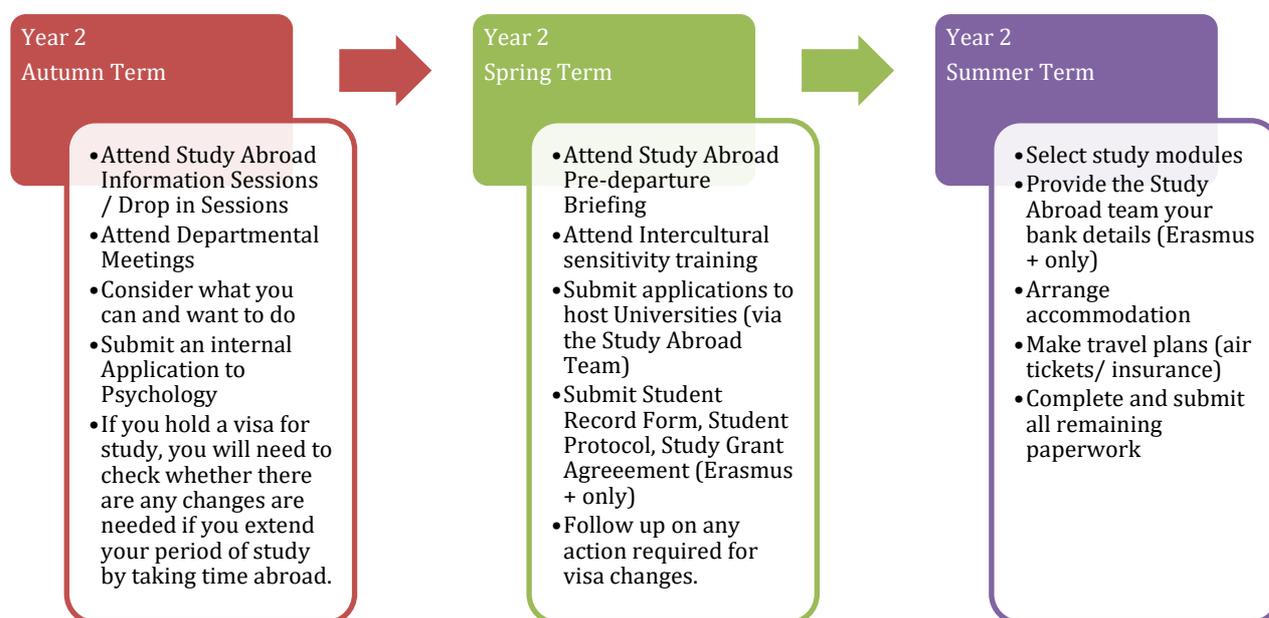
This handbook is designed to provide information which will be useful throughout the process. It details the academic and monitoring requirements of the year studying abroad, includes details of arrangements you should make to ensure that your experience overseas is both safe and rewarding, and gives useful contacts for you to refer to at different points in the programme. Please read this handbook carefully and keep it for reference. You should supplement this information with any further instructions given by both Psychology and the University's Study Abroad Team.

It is particularly important that you understand the academic requirements of the year abroad, and this handbook should be your first point of reference for any questions you may have. If you have further questions, please contact the Department's Study Abroad Coordinator or the University's Study Abroad Team (see *Contacts* section).

Whilst we try to keep the information in this handbook as accurate and up-to-date as possible, it is also important that you maintain contact through the monitoring forms, via email and Moodle. Your Warwick email account will still be the primary form of contact whilst you are away, and information will be available via the Study Abroad page on the Undergraduate Guide page of Moodle. If there is any information that you would find useful to have, either in the Handbook, or on the Moodle pages, please do let us know.

Application and pre-departure considerations and timescales

The basic process, prior to departure is:



These processes and timescales are relevant to both full and part year study abroad opportunities. The University pages <https://warwick.ac.uk/study/studyabroad/outbound/> detail all the initial considerations.

It is expected that ALL Study Abroad students are at 2:1 standard prior to departure, and that you have the necessary language skills (usually a B2 language level) for the country for which you are applying. It is also expected that you attend information sessions provided and you must demonstrate that you have researched the institution.

Remember that some partner Universities will have their own requirements and will be expecting participants to undertake modules in the appropriate fields – some institutions are less flexible, and some partner institutions do not allow nationals to return to their home country, as the experience is intended to be both academic and cultural learning. It is also important that you have ensured that you have adequate funding and that you have checked whether any changes are required to any visa you may hold to allow you to undertake the additional year and time abroad.

Before you go

Planning and preparation are vital once you have decided that you would like to take part in the programme. By the beginning of the Spring term, you should have already chosen a destination and preferred institution, and have been nominated by the department.

During the Spring term, you will need to attend both departmental and study abroad sessions, submit your application to the host university (via the Study Abroad Team), and attend pre-departure briefing sessions and Intercultural Sensitivity training sessions from the Study

Abroad team. If you hold a visa for study, you need to check whether any changes are required to the visa to allow you to undertake the additional year and time abroad.

During the Summer term, you will need to look at the modules you can study in your chosen institution, arrange accommodation, make your travel plans and complete and submit all remaining paperwork.

For those who are on Erasmus +, there is some additional paperwork and information needed.

If you have any questions, get in touch with the [Warwick Study Abroad Team](#).

Student Mobility Tool

All paperwork should be completed on the Student Mobility tool. This is a new facility from 2019/20 to collate all the information for both study abroad and other placement opportunities. Please note, the tool will not be used for monitoring points, these should still be submitted via Tabula.

You will be provided with information on the forms and paperwork that are required for study abroad in the briefings from the Study Abroad team. For reference study abroad forms can be found at

<https://warwick.ac.uk/study/studyabroad/outbound/studyabroadforms/>

Worldwide placements:

<https://warwick.ac.uk/study/studyabroad/outbound/studyabroadforms/worldwideforms>

Erasmus+ (European) placements:

<https://warwick.ac.uk/study/studyabroad/outbound/studyabroadforms/studyandworkforms>

You can upload documentation to the Student Mobility Tool.

Destinations

Exchange agreements do vary year on year, and the host institutions reserve the rights to decline applications. In the event your application is not accepted by your first choice host institution, the Warwick Study Abroad Team will help you identify a suitable alternative host institution.

Example Psychology partners

- Katholieke Universiteit Leuven, Belgium
- University of Helsinki, Finland
- Jagiellonian University, Krakow, Poland
- University of Barcelona, Spain
- Universidad Complutense De Madrid, Spain
- University of Tartu, Estonia

Example University partners

- Monash University, Australia
- University of British Columbia, Canada
- Waterloo University, Canada
- Hong Kong University of Science & Tech
- Hong Kong University
- Sun Yat Sen University, China
- Xiamen University, China
- Shanghai Jiao Tong University, China
- Nottingham Ningbo University, China
- *Renmin University of China Summer School*, China
- Chinese University of Hong Kong Shenzhen, China
- Xiamen University, China
- VU Amsterdam
- Amsterdam University
- Keio University, Japan
- Kyoto University, Japan
- Universitas Gadjah Mada (UGM), Indonesia
- Seoul National University, South Korea

Tuition Fees and finances

On your year away from university, whether abroad or on placement, you must:

- still enrol – you are still a Warwick student and will require IT access
- pay a percentage of your normal tuition fee (for details see [Student Finance Page](#)))
- pay for accommodation, travel and living costs (food, clothes etc.)
- pay for any additional costs (e.g.administration fees to your host university or country)

If you are studying abroad, you will not pay tuition fees at your host university. You will still be eligible for your student loans and other financial support. Further funding information can be found at:

<https://warwick.ac.uk/services/academicoffice/funding/fundingyourstudies/studyabroad>

A 'To Whom it May' (TWIM) concern letter will be uploaded to your [unique folder](#) giving the details of your exchange, which you can send to your funding authority when you apply to them.

Visas

If you require immigration permission to enter and study in your host country, we recommend that you refer to your host university website or to [the Foreign and Commonwealth Office website](#).

Most of our partners will be able to advise you on what type of immigration permission you will need to study with them, and issue information on where and how you can apply for your visa. Remember that visa application procedures vary between countries and you need to make sure that you factor in enough time to make your application when preparing to study abroad. For more information please contact [Warwick's Immigration Service](#)

University Travel Insurance

The University offers [travel insurance](#) for all current students, studying abroad with a recognised programme through a recognised scheme. This does not include any summer work placements or any departmentally organised placements. If you need clarification on whether you are entitled to use this insurance policy for the duration of your placement, please contact the Insurance Services Team.

The Insurance Services website is <https://warwick.ac.uk/services/finance/insurance/>

Depending on your host university, you may need to take out compulsory or specific health and travel insurance. Your host university will advise you on this. If this is not included in your welcome information, or you wish to investigate further insurance cover, please research this before you travel. The NUS Preferred Student Insurer Endsleigh Insurance, provide Study Abroad insurance. Please compare with other providers for individual needs.

Please note that University of Warwick Travel Insurance it is NOT a HEALTH INSURANCE. Some students going to certain countries may be required by partners OR Visas to take out an additional Medical Insurance (i.e. Turkey, USA, Canada...)

Health Insurance

Students are responsible for covering all health insurance costs, and it is strongly recommended students research and purchase appropriate cover for period of their mobility.

Students are advised to visit [The National Travel Health Centre Network](#) or the [Fit for Travel website](#) at least three months before they leave. They can find country-by-country health guides with detailed information on necessary vaccinations and disease-prevention drugs, such as anti-malarials. Some immunisations or tablets need to be taken months before going, so students should make sure they visit their local GP well in advance of leaving. They can also ask their GP for medication for any long term medical conditions.

Information about the European Health Insurance Card (EHIC) can be found at <https://www.nhs.uk/using-the-nhs/healthcare-abroad/moving-abroad/studying-abroad/>. You will require a student card so consider this website carefully to make sure you are aware of the information.

Those who wear contact lenses and glasses should also make sure they have enough back-up lenses or glasses, as it may not be as easy to get replacements in their new home.

Travel Documents

Personal information to travel with:

- Passport number
- Visa information if relevant
- Driving licence number
- Bank and/or credit card information
- Home or emergency contact
- Medical information and/or medical insurance information.

During the year

Enrolment with the University of Warwick

Whilst on your year away, whether abroad or on placement, you are still a registered student at Warwick and you must still complete the annual re-enrolment process at the beginning of the new academic year. This is simply an online confirmation of your details via the MyWarwick student records portal. You will receive reminders to do this.

Pastoral support

During the year abroad, you will remain registered as a Warwick student and will be entitled to access the same support as other students based at Warwick. You will continue to have access to the library and all learning resources available on the Psychology Moodle page.

You will be kept on the student mailing list, and be made aware of updates via email. The sort of information you will continue to receive will be that relevant to you whilst abroad or relevant for your forthcoming academic year when you will be back at Warwick e.g. your new Student-Staff Liaison Committee (SSLC) representative and important events/dates (e.g., enrolment dates; social/career events; accommodation support).

You will also retain a personal tutor within the department, with whom you must have regular contact. You must have regular meetings, these can be electronic, via SKYPE and should be once per term (or equivalent). These should be arranged between you and your tutor. It is understood that, if you are studying in the southern hemisphere, e.g. at Monash, you may need to have these outside of Warwick term times.

There are not routine visits from the department scheduled, although it is possible to arrange one if necessary.

Accommodation at the University of Warwick for your return

Information and applications for Warwick Accommodation for the following year (your return) will open whilst you are away. You will receive an email from the Accommodation office to your Warwick email, it is important that you respond quickly to this to ensure that your preferences are taken into account. The email will come during term 1. If you are returning from a voluntary year abroad or placement you are **not** guaranteed a room on campus for your final academic year, but you are welcome to apply for a place on campus through the ballot if you will be eligible as a final year student.

Information, including deadlines for applications, can be found at

<https://warwick.ac.uk/services/accommodation/studentaccommodation/apply/>

Academic workload and attendance

For those taking a full year abroad, the prescribed workload is 120 CATS (or 60 ETCS). Students can take up to 90 CATS or (or 45 ETCS) worth of non-Psychology modules, although allowances would be made depending on the availability of appropriate modules. For those taking a part year abroad, the prescribed workload is 60 CATS (or 30 ETCS). Students can take up to 45 CATS or (or 22 ETCS) worth of non-Psychology modules, although allowances would be made depending on the availability of appropriate modules. There is not a restriction on the level of the modules. This allows the broadest learning experience. Students on an Erasmus+ programme must obtain approval from Psychology for your module selection during the year abroad.

Additionally, if the language of the chosen university/country is not English or your native tongue, you are required to take at least 1 language class during the year abroad to enhance your language skills.

It is expected that you engage fully with your modules whilst abroad and that your attendance at your host institution does not fall below 80%

Academic requirements of the study abroad programme

Your experience studying abroad for a year will appear on HEAR, the Higher Education Achievement Report. Both credit and marks will be shown. **Marks obtained whilst abroad will not count towards degree classification**, but you must pass the programme to fulfill the requirements of the Intercalated Warwick degree.

To Pass the Programme, you must:

- Achieve a pass mark (or equivalent) in all selected and approved modules taken whilst abroad
- Submit a reflective learning portfolio upon your return to Warwick. The size of the portfolio is 3000 words for a full year abroad, and 1500 for the part year
- Give a 5-minute presentation to peers and faculty based on your experience abroad upon your return to Warwick.

Monitoring points and contact

You are expected to arrange regular meetings with your personal tutor even whilst you are away. These can be electronic, via SKYPE and should be once per term (or equivalent). These should be arranged between you and your tutor. It is understood that, if you are studying in the southern hemisphere, e.g. at Monash, you may need to have these outside of Warwick term times.

Just as when studying at Warwick, we are required to monitor engagement and attendance. Whilst you are abroad, this is done through the submission of a form via Tabula every couple of weeks – just as when at Warwick, there is a list of dates for these points on Moodle.

The monitoring form asks you to comment on your learning, attendance and wellbeing, and as such allows you not only to fulfill the monitoring requirements, but provides a record for your own use in your reflective account of your time away.

As monitoring points, these are still recorded by the university, and failure to complete the monitoring forms will not only potentially impact upon your ability to pass the Programme (see above requirements) but is part of the requirements of Regulation 36 which lays out the expectations of attendance and progression, and under which as student can be required to withdraw if engagement with a programme has not been demonstrated.

(<https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/>). If you have any problems with the monitoring forms, do contact us as soon as possible. We will also send email reminders to assist you.

Reflective learning portfolio

As part of the requirements of passing your Study Abroad Programme, you must submit a reflective learning portfolio.

The portfolio should:

- be a maximum of 3000 words for a full year abroad, or 1500 for a part year abroad.
- describe your experience at the host country/institution, and how the experience matched your initial expectation
- demonstrate, with examples, what you have learnt culturally during the year abroad
- demonstrate, with examples, skills (e.g., language, interpersonal, life etc.) that you have developed during the year abroad
- describe adversities that you have encountered, if any, and how you have resolved and overcome these
- describe any change in your world view due to your experiences abroad
- reflect on your experience and any personal growth
- show evidence of cultural learning or personal growth in and because of your time studying overseas

You may submit photos to help illustrate your experience.

The submission for the Reflective Learning Portfolio will be via Tabula and will fall over the summer. You will be able to see the submission date through Tabula, and you will be emailed about this nearer the time.

Preparing for and upon return to Warwick

Presentation

Upon your return, you will be expected to give a 5-min presentation to students and staff.

Although it forms part of your assessment for the study abroad module, the presentation is informal and interactive. You may use Powerpoint to present if you wish, and you can use materials you have already collated in the learning portfolio. Use of images and/or videos is encouraged. The purpose of this presentation session is for you to share your learning from your experience and pass this on to prospective study abroad participants.

The dates, times and location of the presentations is announced at the beginning of the new academic year.

PS302 - Final Year Project

The selection of your final year project supervisor will be done whilst you are abroad. This will be completed online so that you are able to meet with your supervisor as soon as the new term starts. All information will be sent to you via email.

Initial information about the module can be found on the website, from the PS302 Module Outline:

<http://www2.warwick.ac.uk/fac/sci/psych/study/bsc/ugmodule/modules/ps302outline/>

Module choices

The module registration portal (eVision) opens 1 week prior to the start of term, but you will need to start thinking about the options you would like to take whilst you are still on your year abroad. The presentation on the available modules given to Year 2 students in the summer term will be made available to you via Moodle. If you are thinking of taking an outside option, it is advisable to contact the relevant department during the summer term as all outside options will need the agreement of the relevant module convener, and some departments / modules work on a 1st come, 1st served basis. You will also need sign off from Psychology for any outside module you wish to undertake.

Enrolment with the University of Warwick

Upon your return, you must complete the annual re-enrolment process at the beginning of the new academic year. This is simply an online confirmation of your details via the MyWarwick student records portal. You will receive reminders to do this.

Preparation for the forthcoming academic year

General timetables are normally available on Moodle 1 -2 weeks before the start of term. These can be helpful when looking at your module choices. Remember, you will not see your personal timetables on Tabula until your modules are selected, and Seminars may be added later as these are manually allocated once the module selection is complete.

Personal Tutor meeting

Your Personal Tutor is likely to remain the same, although there are some circumstances in which a change will be necessary. If a change is necessary, e.g., due to academic leaving, we will contact you via email. Upon your return, you should contact your tutor prior to the start of the new academic year to arrange a meeting in the first or second week of term.

Useful Contacts

This section of the handbook is about who to contact if you have questions before you go or during your time abroad. If you encounter any problems whilst abroad, we advise that you contact the Study Abroad team, but also copy in one of the Psychology department contacts so they department can also support you where we can. This section will also help you identify who will be best placed to help you, depending upon the questions you may have.

The Warwick Study Abroad Team

The Study Abroad team look after all of those on the Study Abroad Programme across the University. The best person to contact will depend upon which country you have chosen to go to.

The study abroad home page is <https://warwick.ac.uk/study/studyabroad>

There is a contact form at

<https://warwick.ac.uk/study/studyabroad/contact/studyabroadcontact/studyabroadcontact/> or you can email on studyabroad@warwick.ac.uk

You can call the office on Tel: +44 (0)24 7652 3706

Name	Title	Contact
Helen Johnson	Head of Student Mobility	
Amanda Osborne	Student Mobility Manager (Institutional Erasmus+ Co-ordinator)	
Maria Fox	Enhancing Short Term Mobilities Officer	
Lauren McEwan	Senior Programmes Co-ordinator [Worldwide]	studyabroad@warwick.ac.uk Tel: +44 (0)24 7657 4055
Ben Meering	Student Mobility Co-ordinator [Erasmus+]	erasmusplus-region1@warwick.ac.uk Tel: +44 (0)24 7657 4229
Tarla Patel	Student Mobility Co-ordinator [Erasmus+]	erasmusplus-region2@warwick.ac.uk Tel: +44 (0)24 7657 5567
Anna Kmiec	Senior Student Mobility Co-ordinator [Erasmus+]	erasmusplus-region3@warwick.ac.uk Tel: +44 (0)24 7615 1943
Liam Manley	erasmusplus-region3@warwick.ac.uk Tel: +44 (0)24 7615 1943	studyabroad@warwick.ac.uk Tel: +44 (0)24 7652 4133

Kerry Carr	Student Mobility Co-ordinator [Erasmus+]	erasmusplus-region3@warwick.ac.uk Tel: +44 (0)24 7615 1315
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Psychology Contacts

Name	Title	Contact
Olga Feher	Study Abroad Co-ordinator (Psychology Department)	o.feher@warwick.ac.uk
Emily Biggs	Academic Programmes Manager (Psychology Department)	e.biggs@warwick.ac.uk
Jody Roche	Undergraduate Programmes Officer (Psychology Department)	j.roche@warwick.ac.uk

Who should I talk to?

As the Study Abroad programme involves a range of people across the university, who can help you answer any questions you may have can vary. It can be helpful to know who you can talk to and what each area is responsible for.

The Psychology department is responsible for providing suitable year abroad opportunities, providing the programme framework, selecting the right students to participate in the programme, monitoring the academic progress of the students, delivering departmental pre-departure briefing, and providing general advice and support before, during and after the programme.

The Study Abroad Team is responsible for providing assistance to students in preparation for the programme including support in the completion of application forms, organisation of finance, accommodation, visa queries and completion, and queries and organisation of insurance and travel plans. Their website can be found at <https://warwick.ac.uk/study/studyabroad>

Student Finance may also be able to assist with financial queries. Their website is <https://warwick.ac.uk/services/academicoffice/funding/fundingyourstudies/studyabroad>

Some common types of queries and who to talk to can be found in the table below

Type of Query	Direct to	Name	Contact details
I need guidance on the year abroad process Signing learning agreement Responding to difficulties encountered during the year abroad	Department Study Abroad Co-ordinator or Academic Programmes Manager	Dr. Olga Feher Emily Biggs	o.feher@warwick.ac.uk e.biggs@warwick.ac.uk
I need advice on university modules or academic issues.	Department Study Abroad Co-ordinator or personal tutor	Dr. Olga Feher or your personal tutor	o.feher@warwick.ac.uk or your personal tutor
I need help submitting my monitoring forms	Undergraduate Programmes Officer	Jody Roche	j.roche@warwick.ac.uk
I need help with my study abroad application, Erasmus agreement or contacting my host institution	Study Abroad team Study Abroad co-ordinator for the appropriate region	Please see list above for the correct co-ordinator for the appropriate region	contact form on Study Abroad webpages
I need help or advice on student loans, tuition fees, payments etc	Student Finance	Student Finance	studentfinance@warwick.ac.uk +44 (0)24765 28471 +44 (0)24765 28472
Accommodation at Warwick for return year	Warwick Accommodation	Warwick Accommodation	accommodation@warwick.ac.uk +44 (0) 24 7652 3772
Accommodation at host institution	Study Abroad team Study Abroad co-ordinator for the appropriate region Host Institution	Please see list above for the correct co-ordinator for the appropriate region Host Institution webpages	contact form on Study Abroad webpages Host Institution webpages

Useful links

- Warwick Term Dates: <http://www2.warwick.ac.uk/study/termdates/>
- Study Abroad Team: <http://www2.warwick.ac.uk/study/studyabroad/>
- Department's Website: <http://www2.warwick.ac.uk/fac/sci/psych/>
- Department's Moodle Page: <http://moodle.warwick.ac.uk/my/>
- Warwick Psychology Society: <https://www.facebook.com/warwickpsychsoc>
- Foreign Office Travel advice: <https://www.gov.uk/foreign-travel-advice>
- Warwick Student Support Services: <https://www2.warwick.ac.uk/services/student-support-services/>
- Warwick Accommodation
<https://warwick.ac.uk/services/accommodation/studentaccommodation/>