



WARWICK
THE UNIVERSITY OF WARWICK

Department of Sociology

**Study Abroad
Handbook**

2021-22

This handbook outlines the academic procedures and requirements relating to the Sociology Year Abroad. All non-academic information about studying abroad is provided by the International Student Office.

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

We hope that your year abroad is a fulfilling experience both personally and academically. We encourage you to make the most of your year abroad by embracing opportunities to study and travel in the country you have chosen. If you encounter any problems while you are abroad, or have any questions that are not answered in this handbook, please contact the Sociology Department / Director of International Programmes: Dr Hannah Jones h.jones.1@warwick.ac.uk or the Student Mobility Team (see contacts below).

1. Key Contacts

1.2. Student Mobility Team Website:

<https://warwick.ac.uk/services/studentopportunity/studentmobility/studyabroad/> Address: University House, University of Warwick, Coventry CV4 8UW, United Kingdom Contact Information: <https://warwick.ac.uk/services/studentopportunity/studentmobility/about/contact/>

1.3 Emergency Contact Information Website:

<https://warwick.ac.uk/study/studyabroad/contact/emergencycontacts/> Telephone: (Warwick Out of Hours Emergency 24 Hour Contact Line): +44 (0)24 7652 2083.

2. Year Abroad Degree Structure

The Sociology Year Abroad is taken as an additional third year between your second and final years. It does not count towards your degree classification but will appear as pass/fail on your HEAR. Upon successful completion (or other Joint Honours degree), the degree awarded will state: *with Intercalated Year*. If you fail the Year abroad, you will be transferred back to the 3 year degree programme and the degree certificate will not mention the year abroad.

3. Aims of the Year Abroad

1. To demonstrate the ability to study abroad for a year at a host university approved by the Sociology department;
2. To experience and gain a deeper understanding of the social and cultural diversity of the country where you undertake your year abroad;
3. To travel abroad and achieve personal development in preparation for employment and global citizenship;

4. To further your knowledge and understanding of Sociology by taking modules that are not available to study at Warwick;
5. To provide the opportunity to study modules outside of Sociology that might not normally be available to study at Warwick.

4. Learning Outcomes

On completion of this year students will have:

1. Broadened their knowledge and understanding of their 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 sensitivity to diversity in terms of culture and inter-cultural competencies.
5. Progression from Year 2 to the Year Abroad.

4.1. To undertake the year abroad, a student must normally have passed at least 60 credits and have an overall grade of at least 60.0% in the second year. Students who fail the second year 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.

4.2. Your ability to progress will be confirmed at the Year 2 Exam Board, which takes place at the end of June or in early July. You will be emailed as soon as possible after the Board to confirm whether you can progress to the Year Abroad.

4.3. If you are departing for your Year Abroad before the Year 2 Exam Board (sometimes the case for students attending universities in the Southern Hemisphere) you will be contacted as soon as your results are processed (before the board sits) to confirm whether you can progress to the Year Abroad. If you are not sure whether you have passed Year 2, you should NOT depart for your year abroad and you should contact the Director of International Programmes as soon as possible.

5. Requirements of the Year Abroad

5.1 General Requirements

1. You must pursue the aims of the year abroad as set out above.
2. You must check your Warwick Tabula and email accounts regularly. This is the ONLY way we will contact you.
3. You must keep in regular contact with the Director of International Programmes.
4. 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.

5. 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.
6. You must respect the laws and customs of your host country and comply with all requirements of your visa.
7. You must complete all forms, and attend all meetings, required by the Sociology Department, the International Student Office (<https://warwick.ac.uk/study/international>), and your host institution.
8. It is your responsibility to ensure that you take the correct credit load and that your modules choices are approved by the Director of International Programmes.
9. You must provide a copy of your transcript from your host institution to the Sociology Office at the latest by the end of August. You are responsible for meeting all requirements necessary for the host institution to release the transcript, including payment of all outstanding fees.
11. You should keep the university informed of your contact details while you are abroad.
12. You will receive instructions regarding the online submission of module preferences for your final year 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 of modules.
13. You may be visited by a member of Warwick academic or administrative staff during your year abroad. You will be informed of the timing of visits in advance, and we will endeavour to arrange them during the teaching terms at your host institution. You are required to be available for discussion with the member of staff concerned.
14. You may be asked to participate in meetings set up for students preparing for the Year Abroad, or to be asked to provide advice via email or on a 1-1 basis. Please contact the Director of International Programmes if you are unwilling to be contacted in this way. If you do not raise an objection we will presume that we have your permission to share your contact details with prospective Year Abroad students.
15. You must fulfil the academic requirements of the year abroad as laid out in this handbook.

6. Module Choices, Credit Loads, and Assessment

1. You must take the minimum course load and or credits required by the host institution, in line with any requirements of your visa. 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. 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.
3. All module choices are subject to confirmation by the Director of International Programmes: Hannah Jones.

7. Mitigating Circumstances

1. Students should inform the Director of International Programmes 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 Director of International Programmes and respond to monitoring point requests while you are abroad. This is a mandatory requirement in order to comply with the stringent University and UKVI requirements. The Department of Sociology and the Director of International Programmes (Hannah Jones) will be able to support you with any problems you may face.

8. Progression from the Year Abroad to the Final Year

1. To progress to the final year of study from a year abroad which does not count for credit, students must pass their year abroad.

2. On your return to Warwick, you must submit your transcript by the end of August.

3. The year abroad does not count for credit for Sociology students, but will be marked as pass/fail on your HEAR. Upon successful completion (or other Joint Honours degree), the degree awarded will state "with Intercalated Year". If you fail the Year abroad, you will be transferred back to the 3 year degree programme and the degree certificate will not mention the year abroad.

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. NB: Where students have not passed the year abroad by the standards of the host institution, successful completion of the reflective assignment (see below) will enable them to pass the year abroad.

5. You are required to submit a reflective assignment that demonstrates that you have met the learning outcomes of the Year Abroad. This will be marked pass/fail.

9. Early Return to Warwick

1. Be sure that you are confident about your desire to study abroad and your destination before you go, by doing plenty of research on your destination, discussing it with your family and friends, and talking to former Year Abroad students, your Personal Tutor, and the Director of International Programmes.

2. We understand that your circumstances may change in the weeks and months before you depart, or while you are abroad. If you decide not to go abroad, or to return early, you must notify the Director of International Programmes as soon as possible.

3. If you return (or do not depart) before the start of the Warwick academic year, you will be able to return to Warwick for your third year. However, your module options may be limited.

4. If you return after the start of the Warwick academic year, you may be required to wait until the following academic year to resume your studies.

5. Returning early may also have financial implications. You should contact your Student Finance Company or any Sponsors you receive financial assistance from. If you are receiving an Erasmus+ Grant, you should contact the International Student Office.

6. Tier 4 students who do not complete the year abroad will need to consult with the International Student Office (ISO) and to take advice before making a final decision.

10. Complaints and Problems

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

Appendix 1: [Information from the Student Mobility Team](#)

[Study abroad during the Covid-19 pandemic](#)

1. Due to the uncertainty surrounding the Covid-19 pandemic, your study abroad plans may be subject to change at short notice, depending upon your destination. You are required to follow guidelines from both your host university and the University of Warwick in the event of changes arising from this continuing public health emergency. It is also very important to ensure that your contact and placement details are up to date on your eVision online portal and that an up to date risk assessment has been completed.
2. If you are required to change your plans, travel or programme of study, you must inform both the Student Mobility Team at Warwick and the Study Abroad/Exchanges Coordinator in your academic department as soon as possible. Similarly, if you become ill or are otherwise affected by the pandemic, please notify the Student Mobility Team and your academic department and follow their guidance.

[Introduction](#)

The guidance in this section is provided by the Student Mobility (SM) Team. The role of the Student Mobility Team is to provide the mechanism for your academic department to set up agreements with partner universities, and to support students in applying to these universities. The University has many different partners worldwide; some partners will only have placements available for certain academic departments whilst others will be open to students across the University. Places are only offered through the academic department so you must apply for a study abroad place through your academic department and they will allocate the places available. Once this has been completed, the SM Team will work with you on the formal nomination and application process for your study placement. Please note that the SM Team does not make decisions on academic matters or on which students are selected as this is undertaken by your academic department.

[Information from the Student Mobility Team](#)

1. The SM Team will offer a briefing during the autumn term which will provide information on the options for studying abroad and will introduce you to worldwide exchanges and the Erasmus+/Turing Scheme. Departmental Study Abroad Coordinators will also often arrange

academic department specific briefings as well. These briefings provide different information so it is recommended that you attend both.

2. Information on the process, FAQs and details on the documentation required can be found on <https://www.warwick.ac.uk/studentmobility>.
3. Students who have had their study placement confirmed are expected to attend one of the SM Team pre-departure briefings; this is where the non-academic information on studying abroad is explained in detail. The SM Team will upload a copy of the presentation at the end of March each year.
4. [Drop-in sessions](#) are run by the SM Team throughout the year and provide an opportunity for you to talk to one of the team. You can also get in touch via the [Contact Form](#).
5. Please ensure you respond to all emails from the SM Team in a timely manner.

Application and Nomination Process

1. A selection process will be undertaken by your academic department (they will provide information on how to apply)
2. The academic department will notify the selected students of which partner university they have been allocated to
3. The SM Team will formally nominate the selected students to their allocated university (the SM Team may also request further information from the students in order to nominate, please also note that a nomination is not a guarantee that students will be accepted by the partner)
4. After the formal nomination, the selected students will be asked to complete the partner's application process. The SM Team is available to support students during their application however, please note that students themselves are responsible for completing and submitting their application on time. Therefore, students must follow all application instructions carefully, supply all of the information requested by the partner and make sure to keep to the partner's deadlines (it's important to note differences in time zones when it comes to deadlines). Failure to do so will result in the application being unsuccessful
5. The partner university will then notify students on whether their application has been successful or not

Diversity and Inclusion

All of our partnership agreements include a diversity and inclusion statement: *The parties, recognising the value of sustaining and advancing a safe and welcoming learning environment, strive to treat both employees and students with respect and dignity, treat them fairly with regards to all assessments, choices and procedures, and to give them encouragement to reach their full potential. Therefore, the parties strive to treat all its members, and visitors, fairly and aim to eliminate unjustifiable discrimination on the grounds of gender, race and nationality, ethnic or national origin, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate ground.*

Tuition Fees, Student Finance and Grants

1. As you are part of a reciprocal exchange programme, you do not pay any academic tuition fee to your host university, but you do continue to pay tuition fees to Warwick (usually 15%

of the standard tuition fee - further details can be found on the following webpage: <https://warwick.ac.uk/services/academicoffice/finance/fees/>)

2. Warwick's student finance team will inform Student Finance England (if applicable) of your name if you are going overseas and will include the host university's term dates. This will ensure that Student Finance England are aware that you should be charged the reduced study abroad fee rather than the standard level of tuition fee.
3. If the term starts more than one month before the Warwick academic year, Student Finance England will aim to pay your funds (tuition fee and any maintenance loan) at an earlier date, but do not rely on this, as the payments may not be made until the start of Warwick's term. For students travelling to North America or Australia, there will be a gap between when you start your term, and when your funding starts; you will need to plan for this in advance.
4. Sponsorship: it has been our experience that not all sponsors will agree to a year abroad. Before you start the process, you are advised to contact your sponsor and check on their position.
5. It is possible that you might receive a grant from Student Finance England to cover some of your travel expenses if you normally live in England. You do not have to pay back a travel grant, but the amount will vary, and you will need to check on your eligibility.

Erasmus+ grants

1. Students studying a placement for 3+ months or undertaking a work placement for 2+ months (must be an in person placement, not virtual) in Europe (excluding Switzerland, Monaco and other small principalities) may be eligible for the Erasmus+ grant. The rates of payment per month vary but it's approximately £300 a month, for (usually) a maximum of 9 months. [Note: Due to the UK withdrawal from the Erasmus+ scheme, grants will only be payable up to May 2023]
2. The Erasmus+ grant is paid in two parts: 70% of the grant is paid upon receipt of your arrival form (around November) and the final 30% of the grant is paid upon your return, on completion of all your forms, however, please note that due to the scheme withdrawal, the grant will only cover the period up to 31st May 2023.
3. The Erasmus+ programme will require you to complete several forms at the appropriate time to receive your grant. Consult the following page for the forms you will need to complete:
<https://warwick.ac.uk/services/studentopportunity/studentmobility/studyabroad/forms/>
4. Split placements: if you are being allowed to undertake two half year placements, please remember that it is only the European placements that receive a grant. It is important that you indicate on your Arrival Placement Plan the dates you intend to stay on your placement as 70% of the Erasmus+ grant is transferred to you based on this Arrival Placement Plan. You can still receive a grant for both placements if they are both eligible but you will have to complete the forms for each placement.

Turing Grants

A new funding opportunity is available to students on international exchanges. This is the Turing Scheme, which allows for grants to UK students undertaking an in person study or work abroad placement anywhere in the world (students undertaking a placement in Europe may be eligible for the Erasmus+ grant instead which is payable up to May 2023), please visit the following webpage for the latest details:

<https://warwick.ac.uk/services/studentopportunity/studentmobility/studyabroad/turing/>

Visas

1. You may require a visa to study or work in your destination country for your year abroad.
2. It is your responsibility to ensure you obtain the correct immigration permission for your year abroad in good time.
3. Use the list of foreign embassies in the UK to find the website for the UK-based embassy of the country where you will be studying:
<https://www.gov.uk/government/publications/foreign-embassies-in-the-uk> . The embassy's website will tell you whether people of your nationality need to apply for a visa to study there.
4. Use the travel checklist from the Foreign, Commonwealth & Development Office for guidance on planning and preparation: <https://www.gov.uk/guidance/foreign-travel-checklist>
5. Check the travel advice for your destination country (you can also sign up for email updates): <https://www.gov.uk/foreign-travel-advice>
6. You should also seek guidance from your host university, who will be able to issue any documentation you require and guide you through the process of obtaining appropriate visa documentation for your purpose of travel. Your host university will have advice and guidance on applying for visas.

Student Visa (previously known as Tier 4 Visa) Holders

1. All students are encouraged to take part in study abroad. A student who has entered Warwick on a student visa is eligible for study abroad and will be supported throughout the process.
2. There may be additional requirements for student visa holders, so you should contact the Immigration Team (<https://warwick.ac.uk/study/international/immigration/>) for advice before applying for a year abroad.
3. Briefing sessions will be held as part of the pre-departure programme and you will be advised of any processes (such as meeting the monitoring points for Engagement/Attendance Monitoring) you need to complete.

Insurance

1. You will be covered free of charge by the University's Business Travel Insurance whilst you are studying abroad however, this only covers emergency medical expenses and is not private health insurance hence it is strongly recommended for students to secure additional travel insurance. Please also note that the University's Business Travel Insurance is not for the loss or damage of mobile phones or computers and travel costs due to Covid-19 are not covered
2. You will be required to complete a risk assessment
3. Please view the details of the policy at: <https://warwick.ac.uk/services/finance/insurance>
4. There are countries where it is mandatory to take out additional health insurance (eg: Canada, USA) and your host university may also require you to purchase specific insurance as well
5. Please factor in the cost of additional insurance into your budget as costs can vary considerably and you will need to check on an individual basis
6. If travelling to Europe, it's recommended to apply for a free of charge Global Health Insurance Card (GHIC) which will allow you to access medically necessary state-provided healthcare, however, it may not cover all health costs and is not a substitute for travel

insurance. Please visit the following webpage for further information:

<https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>

Accommodation

1. Information on accommodation will be available on the host university's website and they may also provide you with details during the application process. Depending upon the host university, some might offer accommodation on campus whilst for others, students live off campus
2. The level of support for accommodation can vary considerably and you are advised to work closely with your host university and be wary of scams, do not sign anything until you are sure of what you are paying for
3. Organising accommodation is your responsibility. If there is still uncertainty over whether you will be studying in your host country or remotely, consider carefully when you pay for accommodation and the terms of your accommodation contract
4. Different countries and universities will expect certain standards of behaviour and adherence to protocols; it is essential that you make sure you are clear about the rules and regulations
5. The [Student Mobility Facebook](#) page is a good way of communicating with previous students which might be helpful

Wellbeing

1. If you have any concerns about applying for a year abroad or require support whilst overseas, please do get in touch with Warwick Wellbeing Support Services: <https://warwick.ac.uk/services/wss> . You will also be able to access support services at your host university during your time there as well.
2. If you have a disability, it's useful to let the host university know in advance, to enable alternative arrangements to be made if required – for example, additional time for examinations. Any notification is confidential – and we suggest contacting Warwick Wellbeing Support Services who will then be able to liaise with the host university on support required

Appendix 2: Reflective Assignment

In case of not achieving the required credits to proceed to the 3rd year, the Sociology Department will request a 3000 word reflective essay on the study abroad experience to make up for missing credits. The award will be a Pass/Fail mark.

1. Purpose

This assignment is designed to enable you to demonstrate that you have met the learning outcomes of the year abroad, which are that on completion of this year students will have:

1. Broadened their knowledge and understanding of their 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 sensitivity to diversity in terms of culture and intercultural competencies. Being able to articulate what you have gained from your year abroad is an important part of your personal development and will be useful to you whether you go on to employment or further study.

2. Content

You can reflect on any combination of the following in order to demonstrate that you have met the learning outcomes of the year abroad.

1. The host institution and country you studied in, and the different academic and cultural environments you encountered;
2. The academic knowledge that you have gained, or any new perspectives you now bring to Sociology (and/or your joint degree, if applicable);
3. Your personal development, including the language skills (if applicable) or any intercultural sensitivities you have gained;
4. Any skills you have developed that may be useful in later life, or in your future career.

3. **Support** for completing the assignment will be provided by the Director of International Programmes. There are also a range of resources available on the Year Abroad webpages.

4. Marking Criteria

Assignments will be marked pass/fail according to the university's 20 point marking criteria.