



# The Warwick International Intensive Study Programme (WIISP) Handbook

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Individual stakeholder actions listed in the  
Handbook can be found in the Appendices

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## 1) Outline and glossary

### Introduction to programme

<b>What it is?</b>	WIISP offers students global exposure in an alternative and dynamic short term mobility opportunity to study and network alongside students from Warwick and international partners on residential cross-faculty intensive modules. The complementary WIISP enhancement programme is also provided to further networking, reflection and employability.
<b>When does it take place?</b>	Modules run between May and July Each module is 2-4 weeks long
<b>Where does it take place?</b>	Modules are taught on Warwick campus and at relevant overseas locations (Venice and Brussels) (location is set and varies by module)
<b>Who can take part?</b>	<ul style="list-style-type: none"> <li>For-credit (15 CATS) options are available for all inbound students and all Warwick non-finalist UG students (this varies by module)</li> <li>Not for credit (co-curricular/ audit-only/ 0 CATS) options are available for all Warwick registered degree studying students, and incoming exchange students registered at Warwick for full or part year exchange during the period of the module and subject to home institution approval</li> </ul>
<b>What credit options are available?</b>	<p><u>For-credit:</u></p> <ul style="list-style-type: none"> <li>All inbound students will be registered on the for-credit option (15 CATS/ 7.5 ECTS) irrespective of whether or not credit can be transferred to the home institution (home institution to advise on policy)</li> <li>Warwick non-finalist undergraduate students can take modules for-credit (15 CATS) if this is possible as part of their course (as advised by their home department) and they meet any pre-requisites</li> <li>There are two credit periods which vary by individual module: <ul style="list-style-type: none"> <li>Current year credit - with May-July final assessment submission deadline</li> <li>Carry-credit - with October final assessment submission deadline</li> </ul> </li> </ul> <p><u>Not for credit/ co-curricular</u></p> <ul style="list-style-type: none"> <li>Not for credit (0 CATS) places are open to all Warwick registered degree studying students (subject to their home department approval), and incoming exchange students registered at Warwick for full or part year exchange during the period of the module and subject to home institution approval</li> </ul>

### Definition of stakeholders/ roles

<b>Home Department</b>	The Warwick department in which the student is registered, responsibility typically lies with the programme team
<b>Host Department</b>	The Warwick department running the module, typically the programme team
<b>Inbound student</b>	Student registered at University of Warwick on WIISP solely to attend WIISP
<b>Module Leader</b>	The Academic convenor running the module
<b>Partner</b>	The home institution of inbound student registered at University of Warwick on WIISP
<b>Warwick student</b>	Warwick registered student, which can include incoming exchange students registered at Warwick for full or part year exchange
<b>WIISP</b>	WIISP team (based in Student Mobility)

## 2) DECISIONS ON MODULES FOR NEXT ACADEMIC YEAR

### Overview

Period: JANUARY – SEPTEMBER

This is the preparatory period during which the availability of students and modules is determined to set the WIISP timetable for the forthcoming teaching period (May-July).

### Actions for Partners

Establish availability for WIISP via discussions with WIISP team with consideration of: <ul style="list-style-type: none"> <li>• Dates students are available</li> <li>• Location of interest</li> <li>• Modules of interest and combinations</li> <li>• Webpage usage</li> <li>• Date of promotion events/ fairs/ etc</li> </ul>	August - September
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### Actions for Host Departments

MA1 created for new module	February – early August
Confirm if any new WIISP modules to be included in next academic year	August
Schedule modules and deadlines in conjunction with module leader	Mid September
Request meeting from WIISP team to explain WIISP for the forthcoming year – difference and deadlines for-credit/ not for credit (co-curricular) application process, etc	Mid - End September

### Actions for Module Leaders

Contact WIISP team with proposed new module to discuss suitability, fit and logistics	January – April (preceding year)
MA1 created for new module	February – early August
New module coded	By end August
New or amendments to existing WIISP module content on <a href="#">Module Online Approval System</a>	By Mid September
Schedule modules and deadlines in conjunction with programme team	Mid September
Confirm module content/ amends for WIISP webpages	Mid September

### Actions for WIISP team

Establish availability for WIISP via discussions with consideration of: <ul style="list-style-type: none"> <li>• Dates students are available</li> <li>• Location of interest</li> <li>• Modules of interest and combinations</li> <li>• Webpage usage</li> <li>• Date of promotion events/ fairs/ etc</li> </ul>	August - September
Contact relevant departments with partners' areas of interest for potential new WIISP modules to establish fit	August - September

Contact host departments and module leaders to inform on partner students' availability and request confirmation of which modules will run in the forthcoming academic year and availability for scheduling timetable	September
Finalise WIISP timetable	Mid - End September
Update Warwick in Venice team of timetable to ensure teaching space held at Palazzo	Mid – End September
Update WIISP module pages for forthcoming academic year	By end September
Confirmed WIISP module timetable provided to partner institutions	End September

### 3) PROMOTION AND MARKETING

#### Overview

Period: SEPTEMBER - FEBRUARY

This is an outline of the key promotional periods to market WIISP opportunities to students.

#### Actions for Partners

Incorporate WIISP 1-page flyer into study abroad opportunities to promote WIISP	End September - February
Promotion of WIISP within study abroad opportunities as relevant	End September - February

#### Actions for Host Departments

Incorporate WIISP 1-page flyer to departments for departmental Welcome/ Welcome back events and ongoing to promote WIISP within study abroad opportunities	End September - February
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#### Actions for Home Departments

Incorporate WIISP 1-page flyer to departments for departmental Welcome/ Welcome back events and ongoing to promote WIISP within study abroad opportunities	End September - February
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#### Actions for WIISP team

Send copy of advertising for-credit opportunity (Insite inbox email/ departments/ student eNewsletter)	Mid September
Provide 1-page flyer to departments for departmental Welcome/ Welcome back events and ongoing to promote WIISP within study abroad opportunities	End September
Provide 1-page flyer to partners to support promotion of WIISP within study abroad opportunities	End September
Stand/ session during Welcome Week (possibly within wider short term mobility (STM) opportunities)	End September – Early October
Send copy of advertising last for-credit opportunity (Insite inbox email/ departments/ student eNewsletter); for departments to inform new Spring inbound students	Mid December
Send copy for advertising not for credit/ co-curricular first round application dates (Insite inbox email/ departments/ student eNewsletter)	Early February



## 4) APPLICATION PROCESS

### Overview

Period: SEPTEMBER - JULY

This outlines the various application periods during which students apply for WIISP modules.

### For-credit

#### Actions for Partners

<p>Application process to be run by home institutions</p> <ul style="list-style-type: none"> <li>• Maximum two WIISP modules per student per year</li> <li>• Provide back-up module(s)</li> <li>• Inform students that they are responsible for identifying and booking accommodation. Warwick will simply provide direction on where some students stayed in 2023 and have recommended (see sect 7)</li> <li>• Inform students that they are responsible for checking their own visa requirements and all associated costs. Warwick is not able to provide visa advice for Venice/ Brussels modules, but can provide a letter (see sect 7)</li> <li>• Inform student of Insurance cover provided through home institution, or if they will need to source their own</li> </ul>	October - February
Nominations to be sent via spreadsheet provided by WIISP team in line with agreed numbers	1 March

#### Actions for Inbound Students

Apply for WIISP modules via home institution	October - March
Request to change for-credit assessment (e.g. carry-credit to current year) to WIISP	Before module teaching begins

#### Actions for Warwick students

For-credit WIISP module selection for first and intermediate year undergraduates through the <a href="#">Module Registration system on eVision</a>	End September – Mid October (see <a href="#">here</a> )
For-credit WIISP module drop/ change/ confirmation for first and, intermediate year undergraduates through the <a href="#">Module Registration system on eVision</a>	January (see <a href="#">here</a> )
Request to change from for-credit to not for credit/ co-curricular to WIISP	Before <a href="#">start of term 3</a>

#### Actions for Host Departments

For-credit module registrations confirmed by module leader and on SITS	Early - Mid November (see <a href="#">here</a> )
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Module registrations confirmed to WIISP team (at end of registration period) to include: <ul style="list-style-type: none"> <li>Warwick Undergraduate Bursary recipient or Warwick Scholar (as outlined <a href="#">here</a>)</li> <li>For overseas modules - Understand they are responsible for arranging and covering all associated travel, accommodation and subsistence costs, and where necessary securing a visa, and can afford to do so</li> </ul>	Mid November (see <a href="#">here</a> )
For-credit module registrations confirmed by module leader and on SITS	End January - Mid February (see <a href="#">here</a> )
Module registrations confirmed to WIISP team (at end of registration period) to include: <ul style="list-style-type: none"> <li>Warwick Undergraduate Bursary recipient or Warwick Scholar (as outline <a href="#">here</a>)</li> <li>For overseas modules - Understand they are responsible for arranging and covering all associated travel, accommodation and subsistence costs, and where necessary securing a visa, and can afford to do so</li> </ul>	Mid February (see <a href="#">here</a> )

#### Actions for Module Leaders

For-credit module registrations via <a href="#">Module Registration system on eVision</a>	Early - Mid November (see <a href="#">here</a> )
For-credit WIISP module drop/ change/ confirmation for first and, intermediate year undergraduates through the <a href="#">Module Registration system on eVision</a>	January (see <a href="#">here</a> )
For-credit module registrations confirmed on SITS	End January - Mid February (see <a href="#">here</a> )
Modules confirmed (viability meeting minimum numbers)	Early March
Confirmation of acceptance of students	Early - Mid March

#### Actions for Home Departments

For-credit module registrations approved to host department	Early - Mid November (see <a href="#">here</a> )
For-credit module registrations approved to host department	End January - Mid February (see <a href="#">here</a> )

#### Actions for WIISP team

Check Warwick for-credit student registrations on MRM with module leader/ department	Mid October
Update WIISP webpage for current application closed and next application period	Mid November
Check Warwick for-credit student registrations on MRM with module leader/ department	End January
Send anticipated Warwick for-credit numbers to module leaders	Early February

Send nomination spreadsheet to partners with reminder of nomination deadline	Early - Mid February
Check with host department if any student registration change to fo- credit can be accepted and if so adjust registration with Modules, Marks and Assessment (MMA)	By <a href="#">start of term 3</a>
Check with home department/ partner and host department if student change in credit option request is possible (to ensure alternative assessment/ credit period is appropriate for their degree).	Before module teaching begins
Send confirmation of any change in registrations to module leader and host department and partner if necessary	Before module teaching begins

### Not for credit/ co-curricular (only available to Warwick students)

#### Actions for Warwick students

Not for credit/ co-curricular applications for all students. Must have approval from home department	Mid – end February
2 <sup>nd</sup> round not for credit/ co-curricular applications for all students	Early – Mid March
Request to change from not for credit/ co-curricular to for-credit to WIISP	Before <a href="#">start of term 3</a>

#### Actions for Module Leaders

Review Warwick for-credit numbers and confirm if module is open for not for credit/ co-curricular applications	Mid February
Modules confirmed (viability meeting minimum numbers)	Early March
Confirm if module is open for 2 <sup>nd</sup> round not for credit/ co-curricular applications	Early March
Confirmation of acceptance of students	Early - Mid March

#### Actions for Home Departments

Departmental approver to confirm not for credit/ co-curricular application approved/ not	Mid February – Early March
Authorise student requests to change from not for credit/ co-curricular to for-credit, or vice versa, and send confirmation to WIISP to adjust registration	By <a href="#">start of term 3</a>

#### Actions for WIISP team

Update WIISP webpages for-credit applications closed and launch not for credit/ co-curricular application period (update form, module pages, links, dates)	Mid February
Process not for credit/ co-curricular applications – check non-clashing modules where two selected and contact department approver to confirm approval	Mid – end February
Where any application isn't approved inform students and offer potential alternative	Mid February – mid March
Nominations (inbound) and not for credit/ co-curricular applications with numbers sent to Module leaders for review/ approval	Early March

Update WIISP webpages for 2 <sup>nd</sup> round not for credit/ co-curricular application period (update form, module pages, links, dates)	Early March
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## 5) MODULE CONFIRMATION

### Overview

Period: MARCH - APRIL

This is the period during which places on WIISP modules are formally confirmed.

### Actions for Inbound students

Complete formal registration for Warwick via Universal Admissions application portal (after confirmation email from WIISP team)	By end March
Enrolment opens (registration UA must be completed) – email autogenerated approximately 4 weeks before start date	End March

### Actions for Warwick students

Check Summer exam/ assessment timetable to ensure no clashes with WIISP teaching periods. If any you will be required to withdraw from the WIISP module	End April
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### Actions for Host Departments

Teaching room bookings for teaching at Warwick campus	Mid March
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### Actions for Module Leaders

Brussels modules - Confirm teaching room requirements with contact at VUB	Mid March
Venice modules – Confirm teaching room requirements with Warwick in Venice team	Mid March
Teaching room bookings for teaching at Warwick campus	Mid March

### Actions for WIISP team

Module places confirmed to inbound students (formal confirmation and link to formally register with Warwick University on Universal Admission [UA]) and home institution	Mid March
Not for credit/ co-curricular module places confirmed to students	Mid March
Ensure Brussels and Venice modules have teaching rooms requirements provided	Mid March

## 6) REGISTRATION AND ENROLMENT (INBOUND STUDENTS)

Overview

Period: MARCH - NOVEMBER

This outlines the enrolment process and period for inbound students

### Actions for Inbound students

Complete Warwick Values Moodle (as part of enrolment) and optional Moodles - Academic and Study skills, variety of online courses to support assessed work activities (esp Researching for assignments, Introduction to referencing, Avoiding plagiarism and Presenting and visualising information in particular)	Before start date ( <a href="#">Start of term 3</a> )
Enrolment closes	Before start date ( <a href="#">Start of term 3</a> )
WIISP formal registration period <ul style="list-style-type: none"> <li>• Ensures sufficient time to access preparatory materials/ readings/ Moodles</li> <li>• Allows access to enhancement programme activities</li> </ul>	<a href="#">Start of term 3</a> – 30 November

### Actions for WIISP team

Students registered on module(s)	By start date ( <a href="#">Start of term 3</a> )
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## 7) PRE-MODULE PREPARATION

### Overview

Period: MARCH – JULY

This outlines the pre-teaching period and preparation that needs to be undertaken.

### Actions for Partners

Remind students that Warwick is not responsible for identifying or providing accommodation beyond direction on where some students stayed in 2023 and have recommended	Early May
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### Actions for Inbound students

<p>Check if a visa is required.</p> <p>Arrangement of visa application, all associated costs, and any implications of leaving the country of study during studies is the student's responsibility.</p> <ul style="list-style-type: none"> <li>For Warwick modules students who require a visa to enter UK (refer <a href="#">here</a>), i.e. are a visa national, need to apply for a (Standard Visitor) visa in advance of visiting the UK. A letter to confirm attendance at University of Warwick campus for the module teaching period can be provided on request and students will likely need a letter from their home institution confirming their approval of their attending and will return to them after the module - assuming they are still registered to study with them</li> <li>For Venice/ Brussels modules as we are running the WIISP modules there is no sponsor in the host country, as such students should be applying for a <b>Tourist Schengen short-stay Visa</b> (cannot apply for a Student Schengen Visa for Study purposes).</li> </ul>	March - May
<p>For Venice based module – source and arrange accommodation. This will not be arranged by Warwick.</p> <p>The following is where some students stayed in 2023 and have recommended (price is as provided by students based on June/July 2023 in EUROS per week):</p> <ul style="list-style-type: none"> <li><b>Camping Rialto</b> (chalet), Via Orlanda, 16, 30173 Venice VE (mainland): €150 <a href="https://www.campingrialto.it/en/home-page-english/">https://www.campingrialto.it/en/home-page-english/</a></li> <li><b>Camplus Santa Marta</b> (student style), Calle Larga S. Marta, 2137, 30123 Venice VE: €535 pp (twin occupancy) - €700 (single) <a href="https://www.camplus.it/en/city/venice/camplus-santa-marta/">https://www.camplus.it/en/city/venice/camplus-santa-marta/</a> (select short stay lower down the page not from the upper menu)</li> <li><b>Don Orione</b> (guest house/ B&amp;B), Rio Terrà Foscarini, 909/A, 30123 Venice VE: €630 pp (triple occupancy) - €910 (single) <a href="https://donorione-venezia.it/rooms">https://donorione-venezia.it/rooms</a></li> </ul>	March - May
For Brussels based module – source and arrange accommodation. This will not be arranged by Warwick	March - May

For Warwick based module – source and arrange accommodation. Consider Homestay where some students stayed in 2023 with host families and have recommended (details will be emailed): anticipated (2024) £300 per week <a href="https://warwick.ac.uk/fac/soc/al/study/short-courses/accommodation/homestay">https://warwick.ac.uk/fac/soc/al/study/short-courses/accommodation/homestay</a>	April - June
Ensure travel insurance cover. This may be through home institutions' Overseas Business Travel Insurance policy, or arrange own private cover	April - June
Check Warwick email account regularly, as all communications related to WIISP sent only to students here	<a href="#">Start of term 3</a>
Install MTeams on desktop and access WIISP events/ sessions via Warwick account	<a href="#">Start of term 3</a>
Deadline to inform on accessibility/ support needs	Early May
For Venice and Brussels modules complete and return <ul style="list-style-type: none"> <li>• Personal risk assessment</li> <li>• Student travel itinerary</li> </ul>	May – July (Before teaching period begins)
For Venice and Brussels modules complete and submit <ul style="list-style-type: none"> <li>• Photo Film Audio consent form (16 and over) – online form</li> </ul>	May – July (Before teaching period begins)

#### Actions for Warwick students

<p>For overseas modules - check if a visa is required. As we are running the WIISP modules there is no sponsor in the host country. As such students should be applying for a <b>Tourist Schengen short-stay Visa</b> (<u>cannot</u> apply for a Student Schengen Visa for Study purposes).</p> <p>Arrangement of visa application, all associated costs, and any implications of leaving the country of study during studies is the student's responsibility.</p> <p>If required request from WIISP team a <i>No objection letter</i> relevant to attending the module(s) which may be needed to support an application by emailing <a href="mailto:WIISP@warwick.ac.uk">WIISP@warwick.ac.uk</a> with the subject "WIISP - No objection letter request" providing the following details and allow up to 3 working days for receipt (i.e. before the appointment date):</p> <ul style="list-style-type: none"> <li>• Warwick ID number</li> <li>• WIISP module(s) you will be attending</li> <li>• First name</li> <li>• Last name</li> <li>• Full name (as on the passport you are travelling on)</li> <li>• Nationality (as on the passport you are travelling on)</li> <li>• Date of Birth</li> <li>• Address of the Visa Application Centre you are applying to</li> <li>• Date of appointment (anticipated if not confirmed)</li> </ul>	March - May
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For Venice based module – source and arrange accommodation. This will not be arranged by Warwick. The following is where some students stayed in 2023 and have recommended (price is as provided by students based on June/July 2023 in EUROS per week):	March - May
<ul style="list-style-type: none"> <li>• <b>Camplus Santa Marta</b> (student style), Calle Larga S. Marta, 2137, 30123 Venice VE: €535 pp (twin occupancy) - €700 (single) <a href="https://www.camplus.it/en/city/venice/camplus-santa-marta/">https://www.camplus.it/en/city/venice/camplus-santa-marta/</a> (select short stay lower down the page not from the upper menu)</li> <li>• <b>Camping Rialto</b> (chalet), Via Orlanda, 16, 30173 Venice VE (mainland): €150 <a href="https://www.campingrialto.it/en/home-page-english/">https://www.campingrialto.it/en/home-page-english/</a></li> <li>• <b>Don Orione</b> (guest house/ B&amp;B), Rio Terrà Foscarini, 909/A, 30123 Venice VE: €630 pp (triple occupancy) - €910 (single) <a href="https://donorione-venezia.it/rooms">https://donorione-venezia.it/rooms</a></li> </ul>	
For Brussels based module – source and arrange accommodation. This will not be arranged by Warwick	March - May
For overseas modules - ensure travel insurance cover.	April - June
<ul style="list-style-type: none"> <li>• Warwick degree awarding students will be covered under the <a href="#">Overseas Business Travel Insurance Policy</a>. Must arrange own cover for activities or extension beyond the module</li> <li>• Incoming exchange students registered at Warwick for full or part year exchange may be covered through home institutions' Overseas Business Travel Insurance policy, or arrange own private cover</li> </ul>	
Check Warwick email account regularly, as all communications related to WIISP sent only to students here	<a href="#">Start of term 3</a>
Install MSTeams on desktop and access WIISP events/ sessions via Warwick account	<a href="#">Start of term 3</a>
Deadline to inform on accessibility/ support needs	Early May
For Venice and Brussels modules complete and return	May – July (Before teaching period begins)
<ul style="list-style-type: none"> <li>• Personal risk assessment</li> <li>• Student travel itinerary</li> </ul>	
For Venice and Brussels modules complete and submit	May – July (Before teaching period begins)
<ul style="list-style-type: none"> <li>• Photo Film Audio consent form (16 and over) – online form</li> </ul>	

#### Actions for Host Departments

WBS only: Set up module page on my.wbs	Early May
WBS only: Arrange for students to be registered on my.wbs	Early May

#### Actions for Module Leaders

Inform WIISP team if Moodle already set up/ in use	Early-mid May
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#### Actions for WIISP team

Provide <i>No objection letter</i> to Warwick students as requested for overseas modules to support Schengen visa applications. Not able to provide advice on visas/ applications	March - June
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Provided a WIISP proof of placement letter to all inbound students. Reiterate not able to provide advice on visas/ applications	April - May
Contact Warwick students on overseas modules and all inbound students to check if they have any accessibility/ support needs	Mid April
Pass details on any declared accessibility/ support needs to module leaders (as permitted)	Late April - mid May
Email inbound students with "WIISP at Warwick" next steps and directions for support	<a href="#">Start of term 3</a>
Contact Moodle team to set up single Moodle for each module (WIISP as Teaching editor – to view live activities) and confirm students for each	Early May
Contact module leader with Moodle link for confirmed Moodle once all students have access	Early - mid May
Contact module leaders/ host departments with confirmed student registration list and ask to inform if a Moodle already in use	May
For Venice modules, approx 2-weeks in advance of the teaching period, send all information documents: <ul style="list-style-type: none"> <li>• Country-wide risk assessment</li> <li>• Technology Guidelines for Mobility</li> <li>• WIISP Pastoral Care Plan for Venice Residential Modules (Appendix 1)</li> <li>• Personal risk assessment - for completion and return</li> <li>• Student travel itinerary - for completion and return</li> <li>• Photo Film Audio consent form (16 and over) – online form for completion</li> </ul>	May - June
For Brussels module, approx 2-weeks in advance of the teaching period, send all information documents: <ul style="list-style-type: none"> <li>• Country-wide risk assessment</li> <li>• Technology Guidelines for Mobility</li> <li>• Personal risk assessment - for completion and return</li> <li>• Student travel itinerary - for completion and return</li> <li>• Photo Film Audio consent form (16 and over) – online form for completion</li> </ul>	May - June
For Venice/ Brussels modules share completed forms with module leader and as relevant overseas officers	May - July

## 8) WIISP ENHANCEMENT PROGRAMME

### Overview

Period: APRIL – JULY

This outlines the complementary WIISP enhancement programme available. It is anticipated that students will engage with this programme to support networking.

### Actions for Partners

Confirm periods of availability of students in early May	Early April
Attend Welcome session (online)	Early May

### Actions for Inbound Students

Complete availability form for Working in Multicultural Teams workshop	End April - early May
Attend Welcome session (online)	Early May
Attend Multicultural Teams workshop (online)	Early-mid May
Attend pre-module information sessions workshop (online)	Early May – mid June
Check Warwick email account regularly, as all communications related to WIISP sent only to students here	May - July

### Actions for Warwick Students

Complete availability form for Working in Multicultural Teams workshop	End April - early May
Attend Welcome session (online)	Early May
Attend Multicultural Teams workshop (online)	Early-mid May
Attend pre-module information sessions workshop (online)	Early May – mid June
Check Warwick email account regularly, as all communications related to WIISP sent only to students here	May - July

### Actions for Module Leaders

Schedule pre-module info session with module leaders, usually 2 weeks before teaching begins (WIISP team provides template slides)	Late April - June
Attend Welcome session (online)	Early May
Attend pre-module information sessions workshop (online)	Early May – mid June

### Actions for WIISP team

Confirm dates for Multicultural Teams workshop with Student Internationalisation	By April
Check with partners for a suitable date for WIISP Welcome session and periods for Multicultural Teams workshop	Early April
Confirm date for online WIISP Welcome session	Mid April

Email detail of enhancement programme (save dates) and link to Multicultural Teams workshop availability form	<a href="#">Start of term 3</a>
Send calendar invite to all parties for WIISP Welcome session	<a href="#">Start of term 3</a>
Schedule pre-module info session with module leaders, usually 2 weeks before teaching begins (WIISP team provides template slides)	Late April - June
Run WIISP Welcome session including highlighting the wider enhancement programme: <ul style="list-style-type: none"> <li>• Multicultural Teams workshop</li> <li>• Global Connections Community (online)</li> <li>• <a href="#">Warwick Award</a></li> </ul>	Early May
Allocate students to Multicultural Teams workshops and inform Student Internationalisation so they can send invites	Early May
Attend pre-module information sessions workshop (online)	Early May – mid June
Send calendar invite to students for each pre-module information session	May - June

## 9) MODULE TEACHING PERIOD

### Overview

Period: MAY – OCTOBER

This is the period during which all WIISP modules run.

### Actions for Inbound students

WIISP module teaching period	May – July (2-4 week period as relevant for specific module)
As modules are highly intensive there is not expected to be free time during the teaching period for students to undertake other activities. There will be limited time available during the teaching period to explore the surrounding area	May – July (2-4 week period as relevant for specific module)
Fully engage and participate in the module including attend all lectures and group work activities in real time, be it in person or online (this might include some activities in the prep week)	May – July (2-4 week period as relevant for specific module)
Whilst we would not expect any withdrawals, students are not able to withdraw from a module after submitting any assessed work	May – July

### Actions for Warwick students

WIISP module teaching period	May – July (2-4 week period as relevant for specific module)
As modules are highly intensive there is not expected to be free time during the teaching period for students to undertake other activities. There will be limited time available during the teaching period to explore the surrounding area	May – July (2-4 week period as relevant for specific module)
Fully engage and participate in the module including attend all lectures and group work activities in real time, be it in person or online (this might include some activities in the prep week)	May – July (2-4 week period as relevant for specific module)
Whilst we would not expect any withdrawals, students are not able to withdraw from a module after submitting any assessed work	May – July

### Actions for Host Departments

Create student groups on first day of module (with confirmed attendees) in coordination with module leader	May - July
Attendance recorded for each session	May – July
Inform WIISP if students repeatedly absent (or module leader)	May – July
For withdrawing students update departmental lists/ records	May - July

## Actions for Module Leaders

WIISP module teaching period	May – July (2-3 week period as relevant for specific module)
Create student groups on first day of module (with confirmed attendees) via host department	May - July
Attendance recorded for each session and confirmed to host department	May – July
Email, or inform WIISP to, non-attendees re requirements to attend future sessions (typically max 2 days absence) or be withdrawn [CC WIISP team	May - July
Inform WIISP if students repeatedly absent (or host department)	May – July

## Actions for WIISP team

Check in with module leaders/ host department re attendance/ engagement of students (end of first day, second week, in-between if issues)	May - July
Email non-attendees re requirements to attend future sessions (typically max 2 days absence) or be withdrawn, as informed by module leader/ host department	May - July
Withdraw non-participating students from modules, updating module leaders/ departments/ home institutions	May - July

## 10) POST TEACHING PERIOD

Overview

Period: MAY – FEBRUARY

This is the period after teaching where assessments are completed and marked.

### All credit options

#### Actions for Inbound students

Complete End of Module (EOM) feedback – details to be provided by module leader	May – July (at end of teaching)
Undertake the full assessment irrespective of whether credit [15 CATS/ 7.5 ECTS] can be transferred to their home degree; home institutions to determine credit transfer if they deem appropriate	May – October (period as relevant for specific module)
Continue to check Warwick email account regularly, as all communications related to WIISP sent only to students here	July - January
Complete general WIISP feedback (link will be provided)	Late July – Mid August
GradIntel registration email sent to students – autogenerated (to enable access to <a href="#">Higher Education Achievement Report (HEAR)</a> )	September ( <i>anticipated</i> )

#### Actions for Warwick Students

Complete EOM feedback – details to be provided by module leader	May – July (at end of teaching)
For-credit students only - Undertake the full assessment	May – October (period as relevant for specific module)
Complete general WIISP feedback (link will be provided)	Late July – Mid August
Continue to check Warwick email account regularly, as all communications related to WIISP sent only to students here	July - January

#### Actions for Host Departments (in collaboration with module leaders)

Provide EOM feedback	Early-mid August
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#### Actions for Module Leaders (in consultation with host department)

Provide EOM feedback	Early-mid August
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#### Actions for WIISP team

Produce and email <i>Certificate of Attendance</i> to Warwick postgraduate students who attended WIISP modules over the summer	Mid August
Confirm list of Warwick undergraduates who took WIISP as not for credit/ co-curricular over the summer so enable recognition of attendance under HEAR Additional Activity section (via Transcript team template spreadsheet)	September

**Current year credit** (with May-July final assessment submission deadline)

## Actions for Inbound Students

Final assessment submission	May - July
Resit period (as required)	Mid August – Early September

## Actions for Warwick Students

Final assessment submission	May - July
Resit period (as required)	Mid August – Early September

## Actions for Host Departments (in collaboration with module leaders)

Inform of any non-submissions (1 week after deadline) or fails *	Mid June – End July
Inform WIISP of date for WIISP module board *	Early August
WIISP Module board	Mid August
As required, resits set and student(s) informed *	Mid - end August
Provide WIISP with final marks breakdown *	Mid - end August
Resit period (as required)	Mid August – Early September
Report to WIISP outcome of WIISP module board and if any changes provide final marks breakdown *	End August
As required, provide marks breakdown to WIISP for resits*	End September

## Actions for Module Leaders (in consultation with host department)

Inform WIISP of any non-submissions (1 week after deadline) or fails	Mid June – End July
Inform WIISP of date for WIISP module board	Early August
As required, resits set and student(s) informed	Mid - end August
Provide WIISP with final marks breakdown	Mid - end August
Resit period (as required)	Mid August – Early September
Report outcome of WIISP module board and if any changes provide final marks breakdown	End August
Inform WIISP of any non-submissions (1 week after deadline) or fails	End September
As required, provide WIISP with marks breakdown for resits	End September

## Actions for WIISP team

As required, seek clarification from home institution/ department on resit required and Mitigating Circumstances and inform host department and module leader	Mid August
Final confirmed marks released, including resits if required: <ul style="list-style-type: none"> <li>• Communicated to home institution</li> <li>• Available on HEAR for students</li> </ul>	End September



**Carry-credit** (with October final assessment submission deadline)

## Actions for Inbound Students

Final assessment submission	Early October
Resit period (as required)	November – early January

## Actions for Warwick Students

Final assessment submission	Early October
Resit period (as required)	November – early January

## Actions for Host Departments (\* in collaboration with module leaders)

Request MMA team to transfer for-credit student records to next (credit bearing) year – CC in WIISP*	Mid August – end September
Inform WIISP of any non-submissions (1 week after deadline) or fails*	Mid October
Inform WIISP of date for WIISP module board	Mid October
WIISP Module board	Mid November
Provide WIISP with final marks breakdown *	Mid - end November
As required, resits set and student(s) informed *	Mid - end November
Report to WIISP outcome of WIISP module board and final marks breakdown if any changes*	End November
Resit period (as required)	November – early January
As required, inform of any non-submissions or fails for resits *	Mid January
As required, provide WIISP with final marks breakdown for resits	Early February

## Actions for Module Leaders (in consultation with host department)

Request MMA team to transfer for-credit student records to next (credit bearing) year – CC in WIISP	Mid August – end September
Inform WIISP of any non-submissions (1 week after deadline) or fails	Mid October
Inform WIISP of date for WIISP module board	Mid October
As required, resits set and student(s) informed	Mid - end November
Provide WIISP with final marks breakdown	Mid - end November
Report to WIISP outcome of WIISP module board and final marks breakdown if any changes	End November
Resit period (as required)	November – early January
As required, inform WIISP of any non-submissions or fails for resits	Mid January
As required, provide WIISP with final marks breakdown for resits	Early February

## Actions for WIISP team

As required, seek clarification from home institution/ department on resit required and Mitigating Circumstances and inform host department and module leader	End October
Final confirmed marks released: <ul style="list-style-type: none"><li>• Communicated to home institution</li><li>• Available on HEAR for students</li></ul>	End November
As required, final confirmed resit marks: <ul style="list-style-type: none"><li>• Communicated to home institution</li><li>• Available on HEAR for students</li></ul>	Early February

## APPENDIX 1 – Draft WIISP Pastoral Care Plan for Venice Residential Modules

### HANDBOOK AND PASTORAL CARE PLAN FOR WARWICK INTERNATIONAL INTENSIVE STUDY PROGRAMME (WIISP) MODULES TAKING PLACE IN VENICE

SUMMER 2024

#### 0.0 - Preamble

This brief plan outlines the policies and procedures in place for pastoral care and student support while undertaking residential Warwick International Intensive Study Programme modules in Venice in Summer 2024.

The policies and procedures below apply to the following modules:

- HI2K4 — Music and History (27 May – 7 June 2024)
- IP315 — A Sustainable Serenissima: Water and the Future of Venice (10-28 June 2024)\*
- HI2H2— Venice in the Renaissance (17-28 June 2024)
- IP317 — Venice: Resistance and Representation (24 June – 12 July 2024)\*
- CX391 — Health and the Environment from Antiquity to Renaissance Venice (1-12 July 2024)
- IB2D1/IB2D2 — Engaging with International Business – Strategic Luxury Leadership (1-12 July 2024).

*\* includes online prep-week*

The teaching space for these modules (when not participating in an onsite field-based activity) will be at the Warwick in Venice teaching and research centre on the second floor of the [Palazzo Giustinian Lolin, San Marco 2893, 30124, Venice, Italy](#).

#### 0.1 - Governing Policies

Policies and procedures below are taken from existing regulations and policies at the University of Warwick. In the case of any conflict between the policies outlined below and official university regulations and policies that apply to you through your formal relationship with the university—such as those found in the [University Calendar](#), on the pages of [Education Policy and Quality](#), guidelines found on the pages of [Wellbeing Support Services](#), [Health and Safety Services](#), and the [Dean of Students office](#)—the latter will supersede any policies outlined here. Staff and students are encouraged to familiarise themselves with the policies below and broader university policies before arriving for residential teaching and learning in Venice.

#### 0.2 - Accommodation

Please note that students are responsible for identifying and booking their own accommodation. WIISP will simply provide direction on where some students stayed in 2023 and have recommended. Students are advised to consider the varying facilities, including security and reception facilities provided at different accommodations. Staff will not be on hand or available outside of teaching hours to help with minor incidents.

### 0.3 - Insurance Cover

Warwick fee-paying students on the module are covered by the [University's Business Travel Insurance Policies](#). (If you are an Erasmus or Exchange student at Warwick, please note that you are not covered by this policy). Please note that the University's policy does not cover you if:

- a) You are under the influence of alcohol.
- a) You are under the influence of drugs.
- b) You are committing an activity that is in violation of local laws.

If you are not covered by these policies, it is your responsibility to arrange independent private insurance cover. You are also required to obtain independent private insurance cover for any personal travel that you may do around the scheduled teaching in Venice.

## 1.0 - Expectations

### 1.1 - Community Values and Expectations

All students on WIISP residential modules are expected to abide by Warwick's [Core Values](#) to create a supportive, accessible and inclusive environment within which all members of our community can successfully learn, work, live and socialise with dignity. We uphold the importance not only of freedom of thought and expression, but also the significance of academic and personal integrity, equality and diversity, and mutual respect and consideration for the rights, safety, and dignity of all. Any form of violence, harassment, or discrimination will not be tolerated and will be treated with the utmost severity and sincerity in accordance with University misconduct policies.

During your time in Venice, please keep in mind that you are guests in a foreign country and that you are representing the university. You are expected to behave accordingly.

Please note that the only official line of communication between you and the university will be your Warwick email (even if you are a visiting student from another institution). **You are expected to check your Warwick email daily and it is your responsibility to do so. We encourage you to set up your [Warwick email on your mobile device](#).**

#### 1.1.1 - Sexual Misconduct

The University Principles make clear that we do not tolerate sexual misconduct, violence, or abuse (Principle 3). They also make clear that we are committed to providing a learning environment in which all members of our community feel safe and are respected. We are committed to preventing and eliminating all forms of sexual misconduct. You should familiarise yourself with the university's [sexual misconduct policy](#). Support is available for all students who witness or are victims of sexual misconduct, and this also applies to your time in Venice. If you think that you have witnessed or been the victim of sexual misconduct, you are strongly encouraged to contact [Warwick's Report and Support](#) service, along with any other support services listed on the above page regarding the sexual misconduct policy.

#### 1.1.2 - Alcohol and Illegal Drugs

You are also encouraged to familiarise yourself with [Regulation 27 of the University's Residential Life Policy](#), which includes the policy on Illegal Drugs and Alcohol use. Extracts of this policy are adapted below:

If you are over 18 then you can legally drink alcohol in Italy. You should be respectful of other students who choose not to drink alcohol and mindful not to disturb flatmates or neighbours both

on campus and in the local community. Venice is already overrun by noisy and disrespectful tourists. As Warwick students you are encouraged to be respectful of Venetian residents and keep your voices down when you are out in the evening or passing through residential neighbourhoods.

The University promotes sensible drinking in social facilities. We recognise that moderate and responsible use of alcohol plays an important and enjoyable role in the social lives of many students. Abuse of alcohol by a minority can, however, be damaging both to those students themselves and to those who live, study and work alongside them.

Antisocial drunken behaviour may lead to fines from the Italian authorities, legal penalties, and/or disciplinary action. Such behaviour in the teaching spaces or accommodation may lead to a ban from the premises. If this occurs, the university will not be responsible for finding alternative accommodation or making alternative travel or teaching arrangements for the student.

It is the University's policy not to tolerate the use of illegal substances in its teaching facilities or in its buildings. Students found to be using or in possession of or knowingly allowing any illegal substance, including cannabis, to be used in contravention of this policy, may face disciplinary or legal action from the local authorities. Such behaviour in the in the teaching spaces or accommodations may lead to a ban from the premises. If this occurs, the university will not be responsible for finding alternative accommodation or making alternative travel arrangements for the student.

You may also face legal action by the Italian authorities if you break any Italian laws.

## 1.2 - Respect, Safety, and Security in Venice

While in Venice, you are expected to respect the city and its residents. This means (among other things):

- Do not litter. Carry your waste around until you find a trash bin.
- When possible, carry your wheeled suitcases
- Do not feed pigeons or other birds
- Do not walk around in beach wear
- Do not swim in the canals
- Don't stop on bridges to take pictures if doing so will block circulation of pedestrian traffic
- On narrow streets walk in single file to allow others to pass
- Don't be loud at night. Venetians have been known to throw water (or worse) at loud tourists
- Do not sit and eat on steps of churches, bridges, monuments, streams, canals, etc.
- Do not sit and eat/drink in St Mark's square at any time (other than in designated restaurants/café's)
- Treat Venice the way you would like your own neighbourhood to be treated
- For more information, see the [#EnjoyRespectVenezia pages](#).

### 1.2.1 - Safety in Venice

You should stay up to date with the most recent [travel advice for Italy](#) from the Foreign, Commonwealth, and Development Office (FCDO).

While Venice is a very safe city, it is still a major tourist site. As such, pickpockets and luggage thieves do operate throughout the city. Use the same common sense you would use in any major city: keep your belongings in sight at all times, avoid using open tote bags, be aware of your surroundings and beware of anyone who comes up to you trying to distract you or draw your attention elsewhere. For

safety reasons, you are expected to travel in groups of two or more, even during daytime when possible.

You should keep all of your travel documents in a safe place. Except for when arriving/departing from your residence, you will only need to carry a copy/scan of your identification documents while in Venice. Keep all originals in a safe place (such as the safe in your accommodation or hidden in a locked suitcase). Do not carry around large amounts of cash or valuables.

You are required to take a scan/photograph of all important documents (passport, BRP card, ID cards, etc... and ensure that you can access an electronic copy of these documents if required—for example, you may wish to save them in the notes function on your phone, email them to yourself, or upload them to files.warwick.)

At certain times of year the tide can be quite high at night (though this rarely occurs in the summer months), which often leads to flooding of some streets and squares. Be very careful when you see water. The stones are often quite slippery and the water can sometimes be deeper than expected. Proceed with extreme caution, or, if possible, try to find another route to your destination.

### 1.3 - Attendance, Engagement, and Preparation

Unless otherwise advised by your module tutor, punctual attendance at all scheduled teaching sessions is mandatory. Please note that quite often each session counts as **at least a full week** session during normal term time. Each day you miss is the equivalent of at least a missed weekly session during term time (if not more). The register will be taken at the start time indicated on the schedule. A combination of non-engagement and missing two consecutive sessions will trigger the missing student protocol and may be escalated to Wellbeing support services for a wellbeing check (please note that the delays between each step will be reduced to one working day due to the intensive nature of the modules).

You are expected to attend regularly and to show up to classes ready to learn and actively participate. During field-based sessions, you are expected to show up at the time and location provided by your module tutor. Please be punctual as module tutors will not wait around for late arrivals. Preparation for all scheduled teaching sessions and active participation are critical. Preparation for class equally means arriving with an open mind and a willingness to engage and collaborate with others, ready to take notes, work together, and to contribute to group discussions.

#### 1.3.1 – Mental Health Support Plans, Learning Difficulties, and Preparation for your WIISP Module

You are encouraged to disclose any mental health or learning difficulties prior to your arrival in Venice. Any students who struggle with their mental health are advised to make robust preparations before going abroad. If you are currently seeking support from any medical or wellbeing professional, you are advised to discuss and create a support plan with that professional **prior to travel**. If you currently have reasonable adjustments in place, you are advised to communicate these to [WIISP@warwick.ac.uk](mailto:WIISP@warwick.ac.uk) where they will be passed to the relevant module tutor. If you have a specific learning difficulty but do not have an RA plan in place, you should contact [disability services at Warwick](#) to put in place a reasonable adjustments plan **before your WIISP module begins**.

## 2.0 - Pastoral Care and Welfare

### 2.1 - Personal Tutoring

#### 2.1.1 - For Existing Warwick Students (on a three- or four-year UG degree programme, or PG students)

If you are a Warwick student, you will retain your regular personal tutor while you are in Venice. They will be available to you via email and Microsoft Teams during normal office hours. **You are expected to check your Warwick email regularly and it is your responsibility to do so.** As the modules may be outside of term time, there may be a slightly longer delay for your PT to get back to you. **You should inform your personal tutor that you will be participating in a WIISP module and the dates when it will be running. You should check with them whether there are any anticipated periods of annual leave and who you can contact in their absence (e.g. Senior Tutor, etc..).**

#### 2.1.2 - For Visiting Students (based at another partner institution)

During your WIISP module(s), the module tutor will also serve as your personal tutor.

Warwick's Personal Tutor system is central to the network of support services which you can expect from the University. Every undergraduate student is allocated a Personal Tutor. For more on the role of the personal tutor, see the [Dean of Students'](#) pages.

Your Personal Tutor is available to discuss any issues or queries which you may have about your academic, social or personal life and will, in most cases, be your first point of contact in the event that you 'need to talk'. You are encouraged to email them with any concerns and they will usually get back to you within one working day. As your personal tutor will be the module tutor, you may wish to speak to them after any timetabled teaching sessions if you would rather chat in person.

The main functions of the Personal Tutor (as per the Personal Tutor Code of Practice) are:

- To be an accessible and approachable departmental point of contact discharging all University and Departmental requirements of personal tutors including acting as a possible referee.
- To provide responsive academic and routine wellbeing support and guidance that facilitates tutees' learning development and experience - keeping brief and factual records of discussions and agreed actions.
- To maintain awareness of relevant University regulations and policies, departmental and University support and development opportunities, to signpost and refer students as required.
- To undertake personal tutor training as required

Personal Tutors are not:

- Normally available outside of regular office hours (M-F 9-5)
- Trained to provide mental health advice, counselling, or treatment. Support for such issues can be found via Wellbeing Support Services (see information below)
- Able to provide logistical help (travel arrangements, accommodation issues, restaurant recommendations, etc...)
- Trained to assist in the event of an emergency or a crisis. **In an emergency, you should contact emergency services.** Please refer to the guidance below that follows. It is strongly recommended that you store all emergency contact numbers below on your mobile phones upon receipt of this guidance.

## 2.2 - Emergency Support Available

Please note that module tutors and personal tutors are not trained to provide emergency assistance and are unable to respond rapidly to major events outside of teaching hours.

### 2.2.1 - Emergency Support at your hotel

In the event of an emergency occurring within or on the grounds of your accommodation you are advised to contact the reception staff at the front desk who will be able to help and contact the local emergency services if appropriate:

### 2.2.2 - Emergency Support away from your hotel

If the event happens off the grounds of your accommodation, you should contact the numbers below as appropriate (you may need to dial +39 as a prefix depending on your carrier):

- For immediate Police, Ambulance, or Fire Assistance: **112**
- For emergency medical assistance (to call an ambulance directly): **118**

You should save these numbers in your phone immediately.

If you have a medical emergency, but do not require an ambulance, the nearest hospital is **Ospedale SS. Giovanni e Paolo (also known as San Zanipolo)**. The pedestrian entrance is open 24 hours and is on Campo SS. Giovanni e Paolo (north of Piazza San Marco, near Fondamente Nove). You can see the hospital on a map [here](#).

## 2.3 - Duty Phone

Your module tutor will have a duty phone, but you should **only call this in the event of major emergencies**, and only **after** you have called emergency services (above). A major emergency consists of an event for which you would need emergency services (e.g. hospitalisation, arrest by police, or if you are the victim of a crime).

**The duty phone number is: + 39 333 3308575**

You should save this number in your phone. Please note that module tutors will **not** be able to respond quickly to major emergencies (it may take some time for the tutor to travel to the hospital or police station). You should only contact them on the duty phone to make them aware of the situation once you have contacted emergency services.

Module tutors will be able to provide support by signposting to Warwick services and helping you navigate university policies. This support would be the same as the support that can be provided by a personal tutor. They are unable to make alternative travel or accommodation arrangements for you, and are not trained in crisis management or able to support acute mental health crises.

Please see the FAQ below if you have questions on what to do if different situations.

## 2.4 Non-Emergency Support Available

The following support services are available to you during your time on the WIISP modules. These are available to **all** students, both those from visiting partners and Warwick UG/PG students.

### 2.4.1 – Warwick in Venice

Warwick's Venice Programme Co-Ordinator, Chiara Croff, may be able to provide support with any logistics issues regarding your time in Venice. Her knowledge of Venice and resources available to students is extensive, but please note that as Venice Programme Co-Ordinator she has many duties



to fulfil and is not a tour guide or a travel agent. She is available Monday to Friday from 9 a.m. to 5 p.m. The easiest way to get in touch with her is via email: [venice@warwick.ac.uk](mailto:venice@warwick.ac.uk), though you may also meet her in person at the Warwick in Venice Campus on the second floor of the Palazzo Giustinian Lolin. During the above hours, she is usually reachable at the following phone number +39 377 5907617 (but may not always be able to answer if she is carrying out other Warwick-in-Venice-related duties).

#### 2.4.2 - Wellbeing Support Services

Wellbeing Support Services provides a range of support for students. More information about the full range of support available can be found on their website: <https://warwick.ac.uk/services/wss>

If there is something troubling you, or hindering you from focusing on your studies, you are encouraged to contact them. The issues may be:

- practical - for example, difficulties with accommodation;
- emotional - homesickness, family difficulties, anxiety, depression, or anything else that is related to mental health;
- wellbeing-related - concerns about your wellbeing and how you can better manage it, or that of another member of the University community;
- safety-related - concerns about security, harassment or crime.

The best way to access wellbeing support services remotely is to log onto the wellbeing portal <https://wellbeing.warwick.ac.uk/> and submit an enquiry to speak to a wellbeing adviser via a brief consultation (available Monday - Friday 10 am - 3pm UK time; remember, Venice is one hour ahead of the UK, so the hours will be 11 a.m. – 4 p.m. Italian time).

If you have any queries about how to access the portal or need any further guidance about wellbeing services, you can telephone Wellbeing Support Services on +44 24765 75570 Monday to Friday 8.30am-5pm UK time (Friday until 4pm UK time).

#### 2.4.3 - Warwick Nightline

[Warwick Nightline](#) is a student-run, confidential, and non-judgmental peer-to-peer support listening service open to all students on WIISP modules. You can contact them via email, instant messaging, or telephone. It is open from 9pm to 9am every night of term and trained volunteers are happy to listen to anything you may wish to discuss. Nothing is too difficult or too trivial to be worth mentioning. This service may or may not be available during your time in Venice (depending on when your module falls; Term 3 ends on Saturday 1 July, 2023).

#### 2.4.4 - Chaplaincy

The University operates a multifaith Chaplaincy year-round for students of all faiths and none. The Chaplains work closely with Wellbeing to help support students. Any student should feel free to contact any Chaplain, regardless of faith. For more information, see the [Chaplaincy](#) webpage. The chaplaincy is open to all students on WIISP modules.

#### 2.4.5 - Mental Health Support for British Nationals in Italy

The FCDO can provide some limited support for British Nationals in Italy who require mental health support. You can find out more about this support here:

<https://www.gov.uk/government/publications/italy-mental-health-support-abroad/mental-health-support-for-british-nationals-in-italy>

If you are normally a resident of Warwickshire, you may wish to contact the Warwickshire mental health matters helpline: <https://wellbeingforwarwickshire.org.uk/#>

If you are not normally a resident of Warwickshire or a British National, you are encouraged to contact your local embassy or consulate who may be able to provide limited additional support if need be. This support might include help if you lose your passport or possibly repatriation in case of an unexpected global/national crisis.

#### 2.4.6 – Report and Support

[Report and Support](#) is the University of Warwick’s single online platform for reporting bullying and harassment, discrimination, sexual misconduct and/or hate crime. The website allows you to disclose both anonymously and with details, to ensure that all students and staff can access support. It doesn’t matter if the incident(s) took place on or off campus, or if the incident(s) happened in the past—Student Liaison Officers are available to provide confidential support and outline the potential next steps. No reports trigger a formal complaints procedure, and no further action will be taken without your consent. Report and Support is open to all students on WIISP modules

#### 2.4.7—Togetherall

The university subscribes to the [Togetherall](#) mental health support service. This service offers a safe, online community where people support each other anonymously to improve mental health and wellbeing. It is available 24/7 and all you need is a Warwick email address to sign up. Togetherall is open to all students on WIISP modules.

### 3.0 - Frequently Asked Questions

The following section details some examples of situations and how you should respond in each case. Please familiarise yourself with these situations and responses. Many of these situations will not occur during your time in Venice. These are provided solely as examples, and the list below is not meant to be exhaustive.

#### 3.1 - What do I do if...

##### **...I am in a hotel and my neighbour is making too much noise?**

A) Contact the reception and inform them of the problem. Unfortunately, Warwick staff cannot engage in supporting incidents that occur in self sourced accommodation (just as we would not be able to do so if you were living in private accommodation in Coventry).

##### **...I am in independently rented accommodation (e.g. apartment) and my neighbour is making too much noise?**

A) Unfortunately, Warwick staff cannot engage in supporting incidents that occur in self sourced accommodation (just as we would not be able to do so if you were living in private accommodation in Coventry). You may wish to consult the [housing support pages](#) offered by the Warwick Students’ Union.

##### **...I have been the victim of pickpocketing.**

A) Contact the police on 112 to report the theft. Let the module tutor know (via email if you do not need urgent assistance, or via the duty phone if you need them to come to the police station).

##### **...I have witnessed or been the victim of sexual misconduct.**

A) Contact the police on 112 to report what happened if a crime has been committed. Contact Warwick's Report and Support service. Call the duty phone if you need the module tutor to come to the police station or hospital.

**...I have gotten lost and can't find my way back to my accommodation**

A) Firstly, be sure to identify the area you are staying in and have some key points to help guide you (such as Vaparetto stops). Ask for directions to a nearby areas. Do not call the duty phone.

**...I am feeling homesick / anxious / worried /depressed.**

A) Homesickness can be difficult, and can affect anyone. Please know that this is a very normal experience and nothing to be ashamed of. You may wish to call a friend from back home, contact Warwick wellbeing services, or email your personal tutor (you may not receive an immediate response). [Warwick Wellbeing Services](#) has a number of self-service tools, including the [Togetherall online community](#) that might be helpful.

If you are experiencing an acute mental health crisis, you may wish to contact emergency services. Call the duty phone only if you need the module tutor to come to the hospital.

**...I have committed a crime and have been brought to a police station.**

A) Let the module tutor know by calling the duty phone. Please note that the module tutor is unable to provide any kind of legal representation or to negotiate on your behalf.

**...I fell in a canal / fell down and hit my head / have been physically injured.**

A) Contact emergency services if you need medical attention. Call the duty phone if you need the module tutor to come to the hospital.

**...I missed my flight home.**

A) Contact your airline or travel agent to rebook.

## APPENDIX 2 – WIISP Timeline

	Item	Date	Who
<b>DECISIONS ON MODULES FOR NEXT ACADEMIC YEAR</b>			
1.	Establish availability for WIISP via discussions with consideration of: <ul style="list-style-type: none"> <li>Dates students are available</li> <li>Location of interest</li> <li>Modules of interest and combinations</li> <li>Webpage usage</li> <li>Date of promotion events/ fairs/ etc</li> </ul>	August - September	Partner/ WIISP
2.	Confirm if any new WIISP modules to be include in next academic year	August	Host department
3.	Contact WIISP team with proposed new module to discuss suitability, fit and logistics	January – April (preceding year)	Module leader
4.	MA1 created for new module	February – early August	Host department/ Module leader
5.	Contact relevant departments with partners’ areas of interest for potential new WIISP modules to establish fit	August - September	WIISP
6.	New module coded	By end August	Module leader
7.	New or amendments to existing WIISP module content on <a href="#">Module Online Approval System</a>	By Mid September	Module leader
8.	Contact host departments and module leaders to inform on partner students’ availability and request confirmation of which modules will run in the forthcoming academic year and availability for scheduling timetable	September	WIISP
9.	Schedule modules and deadlines in conjunction with programme team	Mid September	Module leader
10.	Confirm module content/ amends for WIISP webpages	Mid September	Module leader
11.	Request meeting from WIISP team to explain WIISP for the forthcoming year – difference and deadlines for-credit/ not for credit (co-curricular) application process, etc	Mid - End September	Host department
12.	Finalise WIISP timetable	Mid - End September	WIISP
13.	Update Warwick in Venice team of timetable to ensure teaching space held at Palazzo	Mid – End September	WIISP
14.	Update WIISP module pages for forthcoming academic year	By end September	WIISP
15.	Confirmed WIISP timetable provided to partner institutions	End September	WIISP
<b>PROMOTION AND MARKETING</b>			
16.	Send copy for advertising for-credit opportunity (Insite inbox email/ depts/ stu eNewsletter)	Mid September	WIISP
17.	Stand/ session during Welcome Week (possibly within wider short term mobility opportunities)	End September – Early October	WIISP

	Item	Date	Who
18.	WIISP provides 1-page flyer to departments for departmental Welcome/ Welcome back events and ongoing to promote WIISP within study abroad opportunities	End September - February	Host department/ Home department/ WIISP
19.	WIISP provides 1-page flyer to partners to support promotion of WIISP within study abroad opportunities	End September - February	Partner/ WIISP
20.	Send copy of advertising last for credit opportunity (Insite inbox email/ departments/ student eNewsletter); for departments to inform new Spring inbound students	Mid December	WIISP
21.	Send copy for advertising not for credit/ co-curricular first round application dates (Insite inbox email/ departments/ student eNewsletter)	Early February	WIISP
<b>APPLICATION PROCESS</b>			
22.	For-credit WIISP module selection for first and intermediate year undergraduates through the <a href="#">Module Registration system on eVision</a>	End September – Mid October (see <a href="#">here</a> )	Warwick student
23.	Check Warwick for-credit student registrations on MRM with module leader/ department	Mid October	WIISP
24.	Application process to be run by home institutions <ul style="list-style-type: none"> <li>• Maximum two WIISP modules per student per year</li> <li>• Provide back-up module(s)</li> <li>• Inform students that they are responsible for identifying and booking accommodation. Warwick will simply provide direction on where some students stayed in 2023 and have recommended (see sect 7)</li> <li>• Inform students that they are responsible for checking their own visa requirements and all associated costs. Warwick is not able to provide visa advice for Venice/ Brussels modules, but can provide a letter (see sect 7)</li> <li>• Inform student of Insurance cover provided through home institution, or if they will need to source their own</li> </ul>	October - February	Partner/ Inbound student
25.	For-credit module registrations via <a href="#">Module Registration system on eVision</a>	Early - Mid November (see <a href="#">here</a> )	Host department/ Module leader/ Home department
26.	For-credit Module registrations confirmed to WIISP team (at end of registration period) to include: <ul style="list-style-type: none"> <li>• Warwick Undergraduate Bursary recipient or Warwick Scholar (as outlined <a href="#">here</a>)</li> <li>• For overseas modules - Understand they are responsible for arranging and covering all associated travel, accommodation and subsistence costs, and where necessary securing a visa, and can afford to do so</li> </ul>	Mid November (see <a href="#">here</a> )	Host department
27.	Update WIISP webpage for current application closed and next application period	Mid November	WIISP

	Item	Date	Who
28.	For-credit WIISP module drop/ change/ confirmation for first and, intermediate year undergraduates through the <a href="#">Module Registration system on eVision</a>	January (see <a href="#">here</a> )	Warwick student/ Host department/ Module leader/ Home department
29.	Check Warwick for-credit student registrations on MRM with module leader/ department	End January	WIISP
30.	For-credit module registrations confirmed on SITS	End January - Mid February (see <a href="#">here</a> )	Host department/ Module leader/ Home department
31.	Send anticipated Warwick for-credit numbers to module leaders	Early February	Module leader/ WIISP
32.	Send nomination spreadsheet to partners with reminder of nomination deadline	Early - Mid February	Partner/ WIISP
33.	For-credit module registrations confirmed to WIISP team (at end of registration period) to include: <ul style="list-style-type: none"> <li>Warwick Undergraduate Bursary recipient or Warwick Scholar (as outline <a href="#">here</a>)</li> <li>For overseas modules - Understand they are responsible for arranging and covering all associated travel, accommodation and subsistence costs, and where necessary securing a visa, and can afford to do so</li> </ul>	Mid February (see <a href="#">here</a> )	Host department
34.	Review Warwick for-credit numbers and confirm to WIISP if module is open for not for credit/ co-curricular applications	Mid February	Module leader
35.	Update WIISP webpages for-credit applications closed and launch not for credit/ co-curricular application period (update form, module pages, links, dates)	Mid February	WIISP
36.	Not for credit/ co-curricular applications via WIISP website – must have approval from home department (two rounds)	Mid February – mid March	Warwick student/ Home department
37.	Process not for credit/ co-curricular applications – check non-clashing modules where two selected and contact department approver to confirm approval	Mid February – mid March	WIISP
38.	Departmental approver to confirm not for credit/ co-curricular application approved/ not	Mid February – mid March	Home department
39.	Where any application isn't approved inform student and offer potential alternative	Mid February – mid March	WIISP
40.	Nominations to be sent to WIISP team via spreadsheet	By 1 March	Partner
41.	Nominations (inbound) and co-curricular applications with anticipated total numbers sent to Module leaders for review/ approval and whether space for 2 <sup>nd</sup> round co-curricular	Early March	WIISP
42.	Modules confirmed (viability meeting minimum numbers)	Early March	Module leader
43.	Confirm if module is open for 2 <sup>nd</sup> round co-curricular applications	Early March	Module leader
44.	Update WIISP webpages for 2 <sup>nd</sup> round co-curricular application period (update form, module pages, links, dates)	Early March	WIISP

	Item	Date	Who
45.	2 <sup>nd</sup> round not for credit/ co-curricular applications for all Warwick students	Early – Mid March	Warwick student
46.	Confirmation of acceptance of students	Early - Mid March	Module leader
47.	Check with host department if any student registration change to for-credit can be accepted	By <a href="#">start of term 3</a>	Host department/ WIISP
48.	Send request to change from not for credit/ co-curricular to for-credit, or vice versa, to WIISP	By <a href="#">start of term 3</a>	Warwick student
49.	Authorise student requests to change from not for credit/ co-curricular to for-credit, or vice versa, and send confirmation to WIISP to adjust registration	By <a href="#">start of term 3</a>	Home department
50.	Send request to change for-credit assessment (e.g. carry-credit to current year) to WIISP	Before module teaching begins	Inbound student
51.	Check with home department/ partner and host department if student change in credit option request is possible (to ensure alternative assessment/ credit period is appropriate for their degree)	Before module teaching begins	Partner/ Home department/ WIISP
52.	Send confirmation of any change in registrations to module leader and host department and partner if necessary. If accepted adjust registration with Modules, Marks and Assessment (MMA)	Before module teaching begins	WIISP
<b>MODULE CONFIRMATION</b>			
53.	Venice modules – Confirm teaching room requirements with Warwick in Venice team	Mid March	Module leader/ WIISP
54.	Brussels modules - Confirm teaching room requirements with contact at VUB	Mid March	Module leader/ WIISP
55.	Teaching room bookings for teaching at Warwick campus	Mid March	Host department/ Module leader
56.	Module places confirmed to inbound students (formal confirmation and link to formally register with Warwick University on Universal Admission [UA]) and home institution	Mid March	WIISP
57.	Not for credit/ co-curricular module places confirmed to students	Mid March	WIISP
58.	Complete formal registration for Warwick via Universal Admissions application portal (after confirmation email from WIISP team)	By end March	Inbound student
59.	Universal Admissions application portal closes	End March	Inbound student
60.	Enrolment opens (registration UA must be completed) – email autogenerated approx 4 weeks before start date	End March	Inbound student
61.	Check Summer exam/ assessment timetable to ensure no clashes with WIISP teaching periods. If any you need to inform WIISP team and will be required to withdraw from the WIISP module	End April	Warwick student

	Item	Date	Who
<b>REGISTRATIONS AND ENROLMENT (INBOUND STUDENTS)</b>			
62.	Complete Warwick Values Moodle (as part of enrolment) and optional Moodles - Academic and Study skills, variety of online courses to support assessed work activities (esp Researching for assignments, Introduction to referencing, Avoiding plagiarism and Presenting and visualising information in particular)	Before start date ( <a href="#">Start of term 3</a> )	Inbound student
63.	Enrolment closes	Before start date ( <a href="#">Start of term 3</a> )	Inbound student
64.	Students registered on module(s)	By start date ( <a href="#">Start of term 3</a> )	WIISP
65.	WIISP formal registration period <ul style="list-style-type: none"> <li>Ensures sufficient time to access preparatory materials/ readings/ moodles</li> <li>Allows access to enhancement programme activities</li> </ul>	<a href="#">Start of term 3</a> – 30 November	Inbound student
<b>PRE-MODULE PREPARATION</b>			
66.	<p>Check if a visa is required. Arrangement of visa application, all associated costs, and any implications of leaving the country of study during studies is the student's responsibility.</p> <ul style="list-style-type: none"> <li>For Warwick modules students who require a visa to enter UK (refer <a href="#">here</a>), i.e. are a visa national, need to apply for a (Standard Visitor) visa in advance of visiting the UK. A letter to confirm attendance at University of Warwick campus for the module teaching period can be provided on request and students will likely need a letter from their home institution confirming their approval of their attending and will return to them after the module - assuming they are still registered to study with them</li> <li>For Venice/ Brussels modules as we are running the WIISP modules there is no sponsor in the host country, as such students should be applying for a <b>Tourist Schengen short-stay Visa</b> (<u>cannot</u> apply for a Student Schengen Visa for Study purposes).</li> </ul>	March - May	Inbound student





	Item	Date	Who
70.	Provide <i>No objection letter</i> to Warwick students as requested for overseas modules to support Schengen visa applications. Not able to provide advice on visas/ applications	March - June	WIISP
71.	Provided a proof of WIISP placement letter to all inbound students. Reiterate not able to provide advice on visas/ applications	April - May	WIISP
72.	For Warwick based module – source and arrange accommodation. Consider Homestay where some students stayed in 2023 with host families and have recommended (details will be emailed): anticipated (2024) £300 per week <a href="https://warwick.ac.uk/fac/soc/al/study/short-courses/accommodation/homestay">https://warwick.ac.uk/fac/soc/al/study/short-courses/accommodation/homestay</a>	April - June	Inbound student
73.	Ensure travel insurance cover. This may be through home institutions’ Overseas Business Travel Insurance policy, or arrange own private cover	April - June	Inbound student
74.	For overseas modules - ensure travel insurance cover. <ul style="list-style-type: none"> <li>Warwick degree awarding students will be covered under the <a href="#">Overseas Business Travel Insurance Policy</a>. <b>Must arrange own cover for activities or extension beyond the module</b></li> <li>Incoming exchange students registered at Warwick for full or part year exchange may be covered through home institutions’ Overseas Business Travel Insurance policy, or arrange own private cover</li> </ul>	April - June	Warwick student
75.	Contact Warwick students on overseas modules and all inbound students to check if they have any accessibility/ support needs	Mid April	WIISP
76.	Pass details on any declared accessibility/ support needs to module leaders (as permitted)	Late April - mid May	WIISP
77.	All communications sent only to students via @warwick.ac.uk email account – must check regularly	<a href="#">Start of term 3</a>	Inbound student/ Warwick student
78.	Install MSTeams on desktop and access WIISP events/ sessions via Warwick account	<a href="#">Start of term 3</a>	Inbound student/ Warwick student
79.	Email inbound students with “WIISP at Warwick” next steps and directions for support	<a href="#">Start of term 3</a>	WIISP
80.	Remind students that Warwick is not responsible for identifying or providing accommodation beyond direction on where some students stayed in 2023 and have recommended	Early May	Partner
81.	Deadline to inform on accessibility/ support needs	Early May	Inbound student/ Warwick student
82.	WBS only: Set up module page on my.wbs	Early May	Host department
83.	WBS only: Arrange for students to be registered on my.wbs	Early May	Host department
84.	Contact Moodle team to set up single Moodle for each module (WIISP as Teaching editor – to view live activities)	Early May	WIISP

	Item	Date	Who
85.	Contact module leader with Moodle link for confirmed Moodle once all students have access	Early May	WIISP
86.	Pass details on to check if they have any accessibility/ support needs to module leaders (as permitted)	May	WIISP
87.	Contact module leaders/ host departments with confirmed student registration list and ask to inform if a Moodle already in use	Early May	WIISP
88.	Inform WIISP team if Moodle already set up/ in use	Early-mid May	Module leader
89.	For Venice modules, approx 2-weeks in advance of the teaching period, send all information documents to students: <ul style="list-style-type: none"> <li>• Country-wide risk assessment</li> <li>• Technology Guidelines for Mobility</li> <li>• WIISP Pastoral Care Plan for Venice Residential Modules</li> <li>• Personal risk assessment - for completion and return</li> <li>• Student travel itinerary - for completion and return</li> <li>• Photo Film Audio consent form (16 and over) – online form for completion</li> </ul>	May - June	WIISP
90.	For Brussels module, approx 2-weeks in advance of the teaching period, send all information documents to students: <ul style="list-style-type: none"> <li>• Country-wide risk assessment</li> <li>• Technology Guidelines for Mobility</li> <li>• Personal risk assessment - for completion and return</li> <li>• Student travel itinerary - for completion and return</li> <li>• Photo Film Audio consent form (16 and over) – online form for completion</li> </ul>	May - June	WIISP
91.	For Venice and Brussels modules complete and return <ul style="list-style-type: none"> <li>• Personal risk assessment</li> <li>• Student travel itinerary</li> </ul>	May – July (Before teaching period begins)	Inbound student/ Warwick student
92.	For Venice and Brussels modules complete and submit <ul style="list-style-type: none"> <li>• Photo Film Audio consent form (16 and over) – online form</li> </ul>	May – July (Before teaching period begins)	Inbound student/ Warwick student
93.	For Venice/ Brussels modules share completed forms with module leader and as relevant overseas officers	May - July	WIISP
<b>WIISP ENHANCEMENT PROGRAMME</b>			
94.	Confirm dates for Multicultural Teams workshop with Student Internationalisation	By April	WIISP
95.	Check with partners for a suitable date for WIISP Welcome session and periods for Multicultural Teams workshop	Early April	WIISP

	Item	Date	Who
96.	Confirm periods of availability of students in early May to WIISP	Early April	Partners
97.	Confirm date for online Welcome event	Mid April	WIISP
98.	Schedule pre-module info session with module leaders, usually 2 weeks before teaching begins (WIISP team provides template slides)	Late April - June	Module leader
99.	Email detail of enhancement programme (save dates) and link to Multicultural Teams workshop availability form	<a href="#">Start of term 3</a>	WIISP
100.	Send calendar invite to all parties for WIISP Welcome session	<a href="#">Start of term 3</a>	WIISP
101.	Complete availability form for Working in Multicultural Teams workshop	End April - early May	Inbound student/ Warwick student
102.	Run WIISP Welcome session including highlighting the wider enhancement programme: <ul style="list-style-type: none"> <li>• Multicultural Teams workshop</li> <li>• Global Connections Community (online)</li> <li>• <a href="#">Warwick Award</a></li> </ul>	Early May	WIISP
103.	Attend Welcome event (online)	Early May	Partner/ Inbound student/ Warwick student/ Module leader/ WIISP
104.	Allocate students to Multicultural Teams workshops and inform Student Internationalisation so they can send invites	Early May	WIISP
105.	Attend Working in Multicultural Teams workshop (online)	Early-mid May	Inbound student/ Warwick student
106.	Check Warwick email account regularly, as all communications related to WIISP sent only to students here	May - July	Inbound student/ Warwick student
107.	Send calendar invite to students for each pre-module information session	May - June	WIISP
108.	Attend pre-module information sessions workshop (online)	Early May – mid June	Inbound student/ Warwick student/ Module leader/ WIISP
<b>MODULE TEACHING PERIOD</b>			
109.	WIISP module teaching period	May – July (2-3 week period as relevant for specific module)	Inbound student/ Warwick student/ Module leader
110.	As modules are highly intensive there is not expected to be free time during the teaching period for students to undertake other activities. There will be limited time available during the teaching period to explore the surrounding area	May – July (2-4 week period as relevant for specific module)	Inbound student/ Warwick student

	Item	Date	Who
111.	Fully engage and participate in the module including attend all lectures and group work activities in real time, be it in person or online (this might include some activities in the prep week)	May – July (2-4 week period as relevant for specific module)	Inbound student/ Warwick student
112.	Whilst we would not expect any withdrawals, students are not able to withdraw from a module after submitting any assessed work	May – July	Inbound student/ Warwick student
113.	Create student groups on first day of module (with confirmed attendees)	May - July	Host department/ Module leader
114.	Attendance recorded for each session	May – July	Host department/ Module leader
115.	Check in with module leaders/ host department re attendance/ engagement of students (end of first day, second week, in-between if issues)	May - July	WIISP
116.	Email, or inform WIISP to, non-attendees re requirements to attend future sessions (typically max 2 days absence) or be withdrawn [CC WIISP team]	May - July	Module leader/ WIISP
117.	Inform WIISP if students repeatedly absent (or module leader)	May – July	Host department/ Module leader
118.	Withdraw non-participating students from modules, updating module leaders/ departments/ home institutions	May - July	WIISP
119.	For withdrawing student updating departmental lists/ records	May - July	Host department
<b>POST TEACHING PERIOD</b>			
120.	Complete End of Module (EOM) feedback – details to be provided by module leader	May – July (at end of teaching)	Inbound student/ Warwick student
121.	Current year credit modules: Final assessment submission	May - July	Inbound student/ Warwick student
122.	Undertake the full assessment irrespective of whether credit [15 CATS/ 7.5 ECTS] can be transferred to their home degree; home institutions to determine credit transfer if they deem appropriate	May – October (period as relevant for specific module)	Inbound student
123.	For-credit students only: Undertake the full assessment	May – October (period as relevant for specific module)	Warwick student
124.	Current year credit modules: Individual assessment completion (for-credit only)	Mid June – End July	Inbound student/ Warwick student
125.	Current year credit modules: Inform of any non-submissions (1 week after deadline) or fails	Mid June – End July	Module leader/ Host department
126.	Continue to check Warwick email account regularly, as all communications related to WIISP sent only to students here	July - January	Inbound student/ Warwick student

	Item	Date	Who
127.	Complete general WIISP feedback (link will be provided)	Late July – Mid August	Inbound student/ Warwick student
128.	Current year credit modules: Inform WIISP of date for WIISP module board	Early August	Host department/ Module leaders
129.	Provide EOM feedback	Early-mid August	Host department/ Module leader
130.	Current year credit modules: WIISP Module board	Mid August	Host department
131.	Current year credit modules: As required, seek clarification from home institution/ department on resit required and	Mid August	WIISP
132.	Produce and email <i>Certificate of Attendance</i> to Warwick postgraduate students who attended WIISP modules over the summer	Mid August	WIISP
133.	Current year credit modules: As required, resits set and student(s) informed	Mid - end August	Host department/ Module leader
134.	Current year credit modules: Provide WIISP with final marks breakdown	Mid - end August	Host department/ Module leader
135.	Current year credit modules: Resit period (as required)	Mid August – Early September	Inbound student/ Warwick student/ Module leader/ Host department
136.	Carry-credit modules: Request MMA team to transfer for-credit student records to next (credit bearing) year (for carry-credit modules - with October final assessment submission deadline) – CC in WIISP	Mid August – end September	Host department/ Module leaders
137.	Current year credit modules: Report outcome of WIISP module board and if any changes provide final marks breakdown	End August	Host department/ Module leaders
138.	Confirm list of Warwick undergraduates who took WIISP as not for credit/ co-curricular over the summer so enable recognition of attendance under HEAR Additional Activity section (via Transcript team template spreadsheet)	September	WIISP
139.	GradIntel registration email sent to students – autogenerated (to enable access to <a href="#">Higher Education Achievement Report (HEAR)</a> )	September (anticipated)	Inbound student
140.	Current year credit modules: Inform WIISP of any non-submissions (1 week after deadline) or fails *	End September	Module leader
141.	Current year credit module: As required, provide marks breakdown for resits	End September	Host department/ Module leaders
142.	Current year credit module: As final confirmed marks released, including resits if required: <ul style="list-style-type: none"> <li>• Communicated to home institution</li> <li>• Available on HEAR for students</li> </ul>	End September	WIISP
143.	Carry-credit modules: Final assessment submission	Early October	Inbound student/ Warwick student
144.	Carry-credit module: Inform of any non-submissions (1 week after deadline) or fails	Mid October	Host department/ Module leader
145.	Carry-credit modules: Inform WIISP of date for WIISP module board	Mid October	Host department/ Module leader

	Item	Date	Who
146.	Carry-credit modules: As required, seek clarification from home institution/ department on resit required and Mitigating Circumstances and inform host department and module leader	End October	WIISP
147.	Carry-credit modules: Resit period (as required)	November – early January	Inbound student/ Warwick student/ Host department/ Module leaders
148.	Carry-credit modules: WIISP Module board	Mid November	Host department
149.	Carry-credit modules: Provide WIISP with final marks breakdown	Mid - End November	Host department/ Module leader
150.	Carry-credit modules: As required, resits set and student(s) informed	Mid - End November	Host department/ Module leader
151.	Carry-credit modules: Report to WIISP outcome of WIISP module board and final marks breakdown if any changes	End November	Host department/ Module leader
152.	Carry-credit modules: Final confirmed marks released: <ul style="list-style-type: none"> <li>• Communicated to home institution</li> <li>• Available on HEAR for students</li> </ul>	End November	WIISP
153.	Carry-credit modules: As required, inform of any non-submissions or fails for resits	Mid January	Host department/ Module leader
154.	Carry-credit modules: As required, provide WIISP with final marks breakdown for resits *	Early February	Host department/ Module leader
155.	Carry-credit modules: As required, final confirmed resit marks released: <ul style="list-style-type: none"> <li>• Communicated to home institution</li> <li>• Available on HEAR for students</li> </ul>	Early February	WIISP

## APPENDIX 3 – Partner WIISP Handbook

## Actions for Partners

Establish availability for WIISP via discussions with WIISP team with consideration of: <ul style="list-style-type: none"> <li>• Dates students are available</li> <li>• Location of interest</li> <li>• Modules of interest and combinations</li> <li>• Webpage usage</li> <li>• Date of promotion events/ fairs/ etc</li> </ul>	August - September
Incorporate WIISP 1-page flyer into study abroad opportunities to promote WIISP	End September - February
Promotion of WIISP within study abroad opportunities as relevant	End September - February
Application process to be run by home institutions <ul style="list-style-type: none"> <li>• Maximum two WIISP modules per student per year</li> <li>• Provide back-up module(s)</li> <li>• Inform students that they are responsible for identifying and booking accommodation. Warwick will simply provide direction on where some students stayed in 2023 and have recommended (see sect 7)</li> <li>• Inform students that they are responsible for checking their own visa requirements and all associated costs. Warwick is not able to provide visa advice for Venice/ Brussels modules, but can provide a letter (see sect 7)</li> <li>• Inform student of Insurance cover provided through home institution, or if they will need to source their own</li> </ul>	October - February
Nominations to be sent via spreadsheet provided by WIISP team in line with agreed numbers	1 March
Confirm periods of availability of students in early May	Early April
Remind students that Warwick is not responsible for identifying or providing accommodation beyond direction on where some students stayed in 2023 and have recommended	Early May
Attend Welcome session (online)	Early May



## APPENDIX 4 – Inbound Student WIISP Handbook

## Actions for Inbound Students

Apply for WIISP modules via home institution	October - March
Complete formal registration for Warwick via Universal Admissions application portal (after confirmation email from WIISP team)	By end March
Enrolment opens (registration UA must be completed) – email autogenerated approximately 4 weeks before start date	End March
<p>Check if a visa is required. Arrangement of visa application, all associated costs, and any implications of leaving the country of study during studies is the student's responsibility.</p> <ul style="list-style-type: none"> <li>For Warwick modules students who require a visa to enter UK (refer <a href="#">here</a>), i.e. are a visa national, need to apply for a (Standard Visitor) visa in advance of visiting the UK. A letter to confirm attendance at University of Warwick campus for the module teaching period can be provided on request and students will likely need a letter from their home institution confirming their approval of their attending and will return to them after the module - assuming they are still registered to study with them</li> <li>For Venice/ Brussels modules as we are running the WIISP modules there is no sponsor in the host country, as such students should be applying for a <b>Tourist Schengen short-stay Visa</b> (cannot apply for a Student Schengen Visa for Study purposes).</li> </ul>	March - May
<p>For Venice based module – source and arrange accommodation. This will not be arranged by Warwick. The following is where some students stayed in 2023 and have recommended (price is as provided by students based on June/July 2023 in EUROS per week):</p> <ul style="list-style-type: none"> <li><b>Camplus Santa Marta</b> (student style), Calle Larga S. Marta, 2137, 30123 Venice VE: €535 pp (twin occupancy) - €700 (single) <a href="https://www.camplus.it/en/city/venice/camplus-santa-marta/">https://www.camplus.it/en/city/venice/camplus-santa-marta/</a> (select short stay lower down the page not from the upper menu)</li> <li><b>Camping Rialto</b> (chalet), Via Orlanda, 16, 30173 Venice VE (mainland): €150 <a href="https://www.campingrialto.it/en/home-page-english/">https://www.campingrialto.it/en/home-page-english/</a></li> <li><b>Don Orione</b> (guest house/ B&amp;B), Rio Terrà Foscarini, 909/A, 30123 Venice VE: €630 pp (triple occupancy) - €910 (single) <a href="https://donorione-venezia.it/rooms">https://donorione-venezia.it/rooms</a></li> </ul>	March - May
For Brussels based module – source and arrange accommodation. This will not be arranged by Warwick	March - May
<p>For Warwick based module – source and arrange accommodation. Consider Homestay where some students stayed in 2023 with host families and have recommended (details will be emailed): anticipated (2024) £300 per week <a href="https://warwick.ac.uk/fac/soc/al/study/short-courses/accommodation/homestay">https://warwick.ac.uk/fac/soc/al/study/short-courses/accommodation/homestay</a></p>	April - June
Ensure travel insurance cover. This may be through home institutions' Overseas Business Travel Insurance policy, or arrange own private cover	April - June

Complete Warwick Values Moodle (as part of enrolment) and optional Moodles - Academic and Study skills, variety of online courses to support assessed work activities (esp Researching for assignments, Introduction to referencing, Avoiding plagiarism and Presenting and visualising information in particular)	Before start date ( <a href="#">Start of term 3</a> )
Enrolment closes	Before start date ( <a href="#">Start of term 3</a> )
WIISP formal registration period <ul style="list-style-type: none"> <li>Ensures sufficient time to access preparatory materials/ readings/ Moodles</li> <li>Allows access to enhancement programme activities</li> </ul>	<a href="#">Start of term 3</a> – 30 November
Check Warwick email account regularly, as all communications related to WIISP sent only to students here	<a href="#">Start of term 3</a>
Install MSTeams on desktop and access WIISP events/ sessions via Warwick account	<a href="#">Start of term 3</a>
Request to change for-credit assessment (e.g. carry-credit to current year) to WIISP	Before module teaching begins
Complete availability form for Working in Multicultural Teams workshop	End April - early May
Deadline to inform on accessibility/ support needs	Early May
Attend Welcome session (online)	Early May
Attend Multicultural Teams workshop (online)	Early-mid May
Attend pre-module information sessions workshop (online)	Early May – mid June
Check Warwick email account regularly, as all communications related to WIISP sent only to students here	May - July
For Venice and Brussels modules complete and return <ul style="list-style-type: none"> <li>Personal risk assessment</li> <li>Student travel itinerary</li> </ul>	May – July (Before teaching period begins)
For Venice and Brussels modules complete and submit <ul style="list-style-type: none"> <li>Photo Film Audio consent form (16 and over) – online form</li> </ul>	May – July (Before teaching period begins)
WIISP module teaching period	May – July (2-4 wk period as relevant for specific module)
As modules are highly intensive there is not expected to be free time during the teaching period for students to undertake other activities. There will be limited time available during the teaching period to explore the surrounding area	May – July (2-4 wk period as relevant for specific module)
Fully engage and participate in the module including attend all lectures and group work activities in real time, be it in person or online (this might include some activities in the prep week)	May – July (2-4 wk period as relevant for specific module)
Whilst we would not expect any withdrawals, students are not able to withdraw from a module after submitting any assessed work	May – July
Complete end of module feedback – details to be provided by module leader	May – July (at end of teaching)
Current year credit modules: Final assessment submission	May - July

Undertake the full assessment irrespective of whether credit [15 CATS/ 7.5 ECTS] can be transferred to their home degree; home institutions to determine credit transfer if they deem appropriate	May – October (period as relevant for specific module)
Continue to check Warwick email account regularly, as all communications related to WIISP sent only to students here	July - January
Complete general WIISP feedback (link will be provided)	Late July – Mid August
GradIntel registration email sent to students – autogenerated (to enable access to <a href="#">Higher Education Achievement Report (HEAR)</a> )	September ( <i>anticipated</i> )
Current year credit modules: Resit period (as required)	Mid August – Early September
Carry-credit modules: Final assessment submission	Early October
Carry-credit modules: Resit period (as required)	November – early January

## APPENDIX 5 – Warwick Student WIISP Handbook

## Actions for Warwick students

For-credit WIISP module selection for first and intermediate year undergraduates through the <a href="#">Module Registration system on eVision</a>	End September – Mid October (see <a href="#">here</a> )
For-credit WIISP module drop/ change/ confirmation for first and, intermediate year undergraduates through the <a href="#">Module Registration system on eVision</a>	January (see <a href="#">here</a> )
Not for credit/ co-curricular applications for all students. Must have approval from home department	Mid – end February
2 <sup>nd</sup> round not for credit/ co-curricular applications for all students	Early – Mid March
<p>For overseas modules - check if a visa is required. As we are running the WIISP modules there is no sponsor in the host country. As such students should be applying for a <b>Tourist Schengen short-stay Visa</b> (<u>cannot</u> apply for a Student Schengen Visa for Study purposes).</p> <p>Arrangement of visa application, all associated costs, and any implications of leaving the country of study during studies is the student's responsibility.</p> <p>If required request from WIISP team a <i>No objection letter</i> relevant to attending the module(s) which may be needed to support an application by emailing <a href="mailto:WIISP@warwick.ac.uk">WIISP@warwick.ac.uk</a> with the subject "WIISP - No objection letter request" providing the following details and allow up to 3 working days for receipt (i.e. before the appointment date):</p> <ul style="list-style-type: none"> <li>• Warwick ID number</li> <li>• WIISP module(s) you will be attending</li> <li>• First name</li> <li>• Last name</li> <li>• Full name (as on the passport you are travelling on)</li> <li>• Nationality (as on the passport you are travelling on)</li> <li>• Date of Birth</li> <li>• Address of the Visa Application Centre you are applying to</li> <li>• Date of appointment (anticipated if not confirmed)</li> </ul>	March - May
<p>For Venice based module – source and arrange accommodation. This will not be arranged by Warwick.</p> <p>The following is where some students stayed in 2023 and have recommended (price is as provided by students based on June/July 2023 in EUROS per week):</p> <ul style="list-style-type: none"> <li>• <b>Camping Rialto</b> (chalet), Via Orlanda, 16, 30173 Venice VE (mainland): €150 <a href="https://www.campingrialto.it/en/home-page-english/">https://www.campingrialto.it/en/home-page-english/</a></li> <li>• <b>Camplus Santa Marta</b> (student style), Calle Larga S. Marta, 2137, 30123 Venice VE: €535 pp (twin occupancy) - €700 (single) <a href="https://www.camplus.it/en/city/venice/camplus-santa-marta/">https://www.camplus.it/en/city/venice/camplus-santa-marta/</a> (select short stay lower down the page not from the upper menu)</li> <li>• <b>Don Orione</b> (guest house/ B&amp;B), Rio Terrà Foscarini, 909/A, 30123 Venice VE: €630 pp (triple occupancy) - €910 (single) <a href="https://donorione-venezia.it/rooms">https://donorione-venezia.it/rooms</a></li> </ul>	March - May
For Brussels based module – source and arrange accommodation. This will not be arranged by Warwick	March - May

Send request to change from not for credit/ co-curricular to for-credit, or vice versa, to WIISP	Before <a href="#">start of term 3</a>
Check Summer exam/ assessment timetable to ensure no clashes with WIISP teaching periods. If any you will be required to withdraw from the WIISP module	End April
For overseas modules - ensure travel insurance cover: <ul style="list-style-type: none"> <li>Warwick degree awarding students will be covered under the <a href="#">Overseas Business Travel Insurance Policy. Must arrange own cover for activities or extension beyond the module</a></li> <li>Incoming exchange students registered at Warwick for full or part year exchange may be covered through home institutions' Overseas Business Travel Insurance policy, or arrange own private cover</li> </ul>	April - June
Check Warwick email account regularly, as all communications related to WIISP sent only to students here	<a href="#">Start of term 3</a>
Install MTeams on desktop and access WIISP events/ sessions via Warwick account	<a href="#">Start of term 3</a>
Complete availability form for Working in Multicultural Teams workshop	End April - early May
Deadline to inform on accessibility/ support needs	Early May
Attend Welcome session (online)	Early May
Attend Multicultural Teams workshop (online)	Early-mid May
For Venice and Brussels modules complete and return <ul style="list-style-type: none"> <li>Personal risk assessment</li> <li>Student travel itinerary</li> </ul>	May – July (Before teaching period begins)
For Venice and Brussels modules complete and submit <ul style="list-style-type: none"> <li>Photo Film Audio consent form (16 and over) – online form</li> </ul>	May – July (Before teaching period begins)
Attend pre-module information sessions workshop (online)	Early May – mid June
Check Warwick email account regularly, as all communications related to WIISP sent only to students here	May - July
WIISP module teaching period	May – July (2-4 wk period as relevant for specific module)
As modules are highly intensive there is not expected to be free time during the teaching period for students to undertake other activities. There will be limited time available during the teaching period to explore the surrounding area	May – July (2-4 wk period as relevant for specific module)
Fully engage and participate in the module including attend all lectures and group work activities in real time, be it in person or online (this might include some activities in the prep week)	May – July (2-4 wk period as relevant for specific module)
Whilst we would not expect any withdrawals, students are not able to withdraw from a module after submitting any assessed work	May – July
Complete end of module feedback – details to be provided by module leader	May – July (at end of teaching)
For-credit students only - Undertake the full assessment	May – October (period as relevant for specific module)

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Current year credit modules: Final assessment submission	May - July
Continue to check Warwick email account regularly, as all communications related to WIISP sent only to students here	July - January
Complete general WIISP feedback (link will be provided)	Late July – Mid August
Current year credit modules: Resit period (as required)	Mid August – Early September
Carry-credit modules: Final assessment submission	Early October
Carry-credit modules: Resit period (as required)	November – early January

## APPENDIX 6 – Host Department WIISP Handbook

Actions for Host Departments (\* in collaboration with module leaders)

Confirm if any new WIISP modules to be included in next academic year	August
Schedule modules and deadlines in conjunction with module leader	Mid September
Request meeting from WIISP team to explain WIISP for the forthcoming year – difference and deadlines for-credit/ not for credit (co-curricular) application process, etc	Mid - End September
Incorporate WIISP 1-page flyer to departments for departmental Welcome/ Welcome back events and ongoing to promote WIISP within study abroad opportunities	End September - February
For-credit module registrations confirmed by module leader and on SITS	Early - Mid November (see <a href="#">here</a> )
For-credit module registrations confirmed to WIISP team (at end of registration period) to include: <ul style="list-style-type: none"> <li>Warwick Undergraduate Bursary recipient or Warwick Scholar (as outlined <a href="#">here</a>)</li> <li>For overseas modules - Understand they are responsible for arranging and covering all associated travel, accommodation and subsistence costs, and where necessary securing a visa, and can afford to do so</li> </ul>	Mid November (see <a href="#">here</a> )
For-credit module registrations confirmed by module leader and on SITS	End January - Mid February (see <a href="#">here</a> )
For-credit module registrations confirmed to WIISP team (at end of registration period) to include: <ul style="list-style-type: none"> <li>Warwick Undergraduate Bursary recipient or Warwick Scholar (as outline <a href="#">here</a>)</li> <li>For overseas modules - Understand they are responsible for arranging and covering all associated travel, accommodation and subsistence costs, and where necessary securing a visa, and can afford to do so</li> </ul>	Mid February (see <a href="#">here</a> )
Teaching room bookings for teaching at Warwick campus	Mid March
WBS only: Set up module page on my.wbs	Early May
WBS only: Arrange for students to be registered on my.wbs	Early May
Create student groups on first day of module (with confirmed attendees) in coordination with module leader	May - July
Attendance recorded for each session	May – July
Inform WIISP if students repeatedly absent (or module leader)	May – July
For withdrawing students update departmental lists/ records	May - July
Current year credit modules: Inform of any non-submissions (1 week after deadline) or fails *	Mid June – End July
Current year credit modules: Inform WIISP of date for WIISP module board *	Early August
Provide End of Module feedback*	Early-mid August
Current year credit modules: WIISP Module board	Mid August
Carry-credit credit modules: Request Modules, Marks and Assessment team to transfer for-credit student records to next (credit bearing) year – CC in WIISP *	Mid August – end September
Current year credit modules: As required, resits set and student(s) informed *	Mid - end August

Current year credit modules: Resit period (as required)	Mid August – Early September
Current year credit modules: Provide WIISP with final marks breakdown *	Mid August – end September
Current year credit modules: Report to WIISP outcome of WIISP module board and final marks breakdown if any changes *	End August
Current year credit modules: As required, provide marks breakdown to WIISP for resits*	End September
Carry-credit modules: Inform WIISP of any non-submissions (1 week after deadline) or fails*	Mid October
Carry-credit modules: Inform WIISP of date for WIISP module board	Mid October
Carry-credit modules: WIISP Module board	Mid November
Carry-credit modules: As required, resits set and student(s) informed *	Mid - End November
Carry-credit modules: Provide WIISP with final marks breakdown *	Mid - End November
Carry-credit modules: Report to WIISP outcome of WIISP module board and final marks breakdown if any changes*	End November
Carry-credit modules: As required, resit period	November – early January
Carry-credit modules: As required, inform of any non-submissions or fails for resits	Mid January
Carry-credit modules: As required, provide WIISP with final marks breakdown for resits *	Early February



## APPENDIX 7 – Module Leader WIISP Handbook

Actions for Module Leaders (\* in consultation with host department)

Contact WIISP team with proposed new module to discuss suitability, fit and logistics	January – April (preceding year)
MA1 created for new module *	February – early August
New module coded	By end August
New or amendments to existing WIISP module content on <a href="#">Module Online Approval System</a>	By Mid September
Schedule modules and deadlines in conjunction with programme team	Mid September
Confirm module content/ amends for WIISP webpages	Mid September
For-credit module registrations via <a href="#">Module Registration system on eVision</a>	Early - Mid November (see <a href="#">here</a> )
For-credit WIISP module drop/ change/ confirmation for first and, intermediate year undergraduates through the <a href="#">Module Registration system on eVision</a>	January (see <a href="#">here</a> )
For-credit module registrations confirmed on SITS	End January - Mid February (see <a href="#">here</a> )
Send anticipated Warwick for-credit numbers to module leaders	Early February
Review Warwick for-credit numbers and confirm if module is open for not for credit/ co-curricular applications	Mid February
Module viability confirmed (minimum numbers)	Early March
Confirm if module is open for 2 <sup>nd</sup> round not for credit/ co-curricular applications	Early March
Confirmation of acceptance of students	Early - Mid March
Brussels modules - Confirm teaching room requirements with contact at VUB	Mid March
Venice modules – Confirm teaching room requirements with Warwick in Venice team	Mid March
Teaching room bookings for teaching at Warwick campus	Mid March
Schedule pre-module info session with module leaders, usually 2 weeks before teaching begins (WIISP team provides template slides)	Late April - June
Attend Welcome session (online)	Early May
Inform WIISP team if Moodle already set up/ in use	Early-mid May
Attend pre-module information sessions workshop (online)	Early May – mid June
WIISP module teaching period	May – July (2-3 week period as relevant for specific module)
Create student groups on first day of module (with confirmed attendees) via host department	May - July
Attendance recorded for each session and confirmed to host department	May – July
Email, or inform WIISP to, non-attendees re requirements to attend future sessions (typically max 2 days absence) or be withdrawn [CC WIISP team] *	May - July
Inform WIISP if students repeatedly absent (or host department)	May – July

Current year credit modules: Inform WIISP of any non-submissions (1 week after deadline) or fails *	Mid June – End July
Current year credit modules: Inform WIISP of date for WIISP module board *	Early August
Provide end of module feedback *	Early-mid August
Current year credit modules: As required, resits set and student(s) informed *	Mid - end August
Current year credit modules: Provide WIISP with final marks breakdown *	Mid - end August
Current year credit modules: Resit period (as required)	Mid August – Early September
Carry-credit modules: Request MMA team to transfer for-credit student records to next (credit bearing) year – CC in WIISP *	Mid August – end September
Current year credit modules: Report to WIISP outcome of WIISP module board and final marks breakdown if any changes *	End August
Current year credit modules: Inform WIISP of any non-submissions (1 week after deadline) or fails *	End September
Current year credit modules: As required, provide WIISP with marks breakdown for resits *	End September
Carry-credit modules: Inform WIISP of date for WIISP module board *	Mid October
Carry-credit modules: Provide WIISP with final marks breakdown *	Mid - End November
Carry-credit modules: As required, resits set and student(s) informed *	Mid - End November
Carry-credit modules: Report to WIISP outcome of WIISP module board and final marks breakdown if any changes *	End November
Carry-credit modules: Resit period (as required)	November – early January
Carry-credit modules: As required, inform WIISP of any non-submissions or fails for resits *	Mid January
Carry-credit modules: As required, provide WIISP with final marks breakdown for resits *	Early February

## APPENDIX 8 – Home Department WIISP Handbook

### Actions for Home Departments

Incorporate WIISP 1-page flyer to departments for departmental Welcome/ Welcome back events and ongoing to promote WIISP within study abroad opportunities	End September - February
For-credit module registrations approved to host department	Early - Mid November (see <a href="#">here</a> )
For-credit module registrations approved to host department	End January - Mid February (see <a href="#">here</a> )
Departmental approver to confirm not for credit/ co-curricular application approved/ not	Mid February – Early March
Authorise student requests to change from not for credit/ co-curricular to for-credit, or vice versa, and send confirmation to WIISP to adjust registration	By <a href="#">start of term 3</a>

## APPENDIX 9 – WIISP Team WIISP Handbook

## Actions for WIISP team

Establish availability for WIISP via discussions with consideration of: <ul style="list-style-type: none"> <li>• Dates students are available</li> <li>• Location of interest</li> <li>• Modules of interest and combinations</li> <li>• Webpage usage</li> <li>• Date of promotion events/ fairs/ etc</li> </ul>	August - September
Contact relevant departments with partners' areas of interest for potential new WIISP modules to establish fit	August - September
Contact host departments and module leaders to inform on partner students' availability and request confirmation of which modules will run in the forthcoming academic year and availability for scheduling timetable	September
Finalise WIISP timetable	Mid - End September
Update Warwick in Venice team of timetable to ensure teaching space held at Palazzo	Mid – End September
Update WIISP module pages for forthcoming academic year	By end September
Confirmed WIISP module timetable provided to partner institutions	End September
Send copy of advertising for-credit opportunity (Insite inbox email/ departments/ student eNewsletter)	Mid September
Provide 1-page flyer to departments for departmental Welcome/ Welcome back events and ongoing to promote WIISP within study abroad opportunities	End September
Provide 1-page flyer to partners to support promotion of WIISP within study abroad opportunities	End September
Stand/ session during Welcome Week (possibly within wider short term mobility (STM) opportunities)	End September – Early October
Check Warwick for-credit student registrations on MRM with module leader/ department	Mid October
Update WIISP webpage for current application closed and next application period	Mid November
Send copy of advertising last for-credit opportunity (Insite inbox email/ departments/ student eNewsletter); for departments to inform new Spring inbound students	Mid December
Check Warwick for-credit student registrations on MRM with module leader/ department	End January
Send anticipated Warwick for-credit numbers to module leaders	Early February
Send nomination spreadsheet to partners with reminder of nomination deadline	Early - Mid February
Send copy for advertising not for credit/ co-curricular first round application dates (Insite inbox email/ departments/ student eNewsletter)	Early February
Update WIISP webpages for-credit applications closed and launch not for credit/ co-curricular application period (update form, module pages, links, dates)	Mid February
Process not for credit/ co-curricular applications – check non-clashing modules where two selected and contact department approver to confirm approval	Mid – end February

Where any application isn't approved inform students and offer potential alternative	Mid February – Early March
Nominations (inbound) and not for credit/ co-curricular applications with numbers sent to Module leaders for review/ approval	Early March
Update WIISP webpages for 2 <sup>nd</sup> round not for credit/ co-curricular application period (update form, module pages, links, dates)	Early March
Module places confirmed to inbound students (formal confirmation and link to formally register with Warwick University on Universal Admission [UA]) and home institution	Mid March
Not for credit/ co-curricular module places confirmed to students	Mid March
Brussels modules – Module leaders to confirm teaching room requirements with contact at VUB	Mid March
Venice modules – Module leaders to confirm teaching room requirements with Warwick in Venice team	Mid March
Provide <i>No objection letter</i> to Warwick students as requested for overseas modules to support Schengen visa applications. Not able to provide advice on visas/ applications	March - June
Confirm dates for Multicultural Teams workshop with Student Internationalisation	By April
Check with partners for a suitable date for WIISP Welcome session and periods for Multicultural Teams workshop	Early April
Contact Warwick students on overseas modules and all inbound students to check if they have any accessibility/ support needs	Mid April
Confirm date for online WIISP Welcome session	Mid April
Provided a WIISP proof of placement letter to all inbound students. Reiterate not able to provide advice on visas/ applications	April - May
Students registered on module(s)	By start date ( <a href="#">Start of term 3</a> )
Check with host department if any student registration change to for-credit can be accepted and if so adjust registration with Modules, Marks and Assessment MMA	By <a href="#">start of term 3</a>
Email inbound students with “WIISP at Warwick” next steps and directions for support	<a href="#">Start of term 3</a>
Email detail of enhancement programme (save dates) and link to Multicultural Teams workshop availability form	<a href="#">Start of term 3</a>
Send calendar invite to all parties for WIISP Welcome session	<a href="#">Start of term 3</a>
Pass details on to check if they have any accessibility/ support needs to module leaders (as permitted)	Late April - mid May
Schedule pre-module info session with module leaders, usually 2 weeks before teaching begins (WIISP team provides template slides)	Late April - June
Run WIISP Welcome session including highlighting the wider enhancement programme: <ul style="list-style-type: none"> <li>• Multicultural Teams workshop</li> <li>• Global Connections Community (online)</li> <li>• <a href="#">Warwick Award</a></li> </ul>	Early May
Allocate students to Multicultural Teams workshops and inform Student Internationalisation so they can send invites	Early May
Contact Moodle team to set up single Moodle for each module (WIISP as Teaching editor – to view live activities) and confirm students for each	Early May

Contact module leader with Moodle link for confirmed Moodle once all students have access	Early - Mid May
Attend pre-module information sessions workshop (online)	Early May – mid June
Contact module leaders/ host departments with confirmed student registration list and ask to inform if a Moodle already in use	May
Check with home department/ partner and host department if student change in credit option request is possible (to ensure alternative assessment/ credit period is appropriate for their degree).	Before module teaching begins
Send confirmation of any change in registrations to module leader and host department and partner if necessary	Before module teaching begins
For Venice modules, approx 2-weeks in advance of the teaching period, send all information documents: <ul style="list-style-type: none"> <li>• Country-wide risk assessment</li> <li>• Technology Guidelines for Mobility</li> <li>• WIISP Pastoral Care Plan for Venice Residential Modules</li> <li>• Personal risk assessment - for completion and return</li> <li>• Student travel itinerary - for completion and return</li> <li>• Photo Film Audio consent form (16 and over) – online form for completion</li> </ul>	May - June
For Brussels module, approx 2-weeks in advance of the teaching period, send all information documents: <ul style="list-style-type: none"> <li>• Country-wide risk assessment</li> <li>• Technology Guidelines for Mobility</li> <li>• Personal risk assessment - for completion and return</li> <li>• Student travel itinerary - for completion and return</li> <li>• Photo Film Audio consent form (16 and over) – online form for completion</li> </ul>	May - June
Send calendar invite to students for each pre-module information session	May - June
For Venice/ Brussels modules share completed forms with module leader and as relevant overseas officers	May - July
Check in with module leaders/ host department re attendance/ engagement of students (end of first day, second week, in-between if issues)	May - July
Withdraw non-participating students from modules, updating module leaders/ departments/ home institutions	May - July
Email non-attendees re requirements to attend future sessions (typically max 2 days absence) or be withdrawn, as informed by module leader/ host department	May - July
Produce and email <i>Certificate of Attendance</i> to Warwick postgraduate student who attended WIISP modules over the summer	Mid August
Current year credit modules: As required, seek clarification from home institution/ department on resit required and Mitigating Circumstances and inform host department and module leader	Mid August
Confirm list of Warwick undergraduates who took WIISP as not for credit/ co-curricular over the summer so enable recognition of attendance under HEAR Additional Activity section (via Transcript team template spreadsheet)	September

Current year credit modules: Final confirmed marks released, including resits if required: <ul style="list-style-type: none"><li>• Communicated to home institution</li><li>• Available on HEAR for students</li></ul>	End September
Carry-credit modules: As required, seek clarification from home institution/ department on resit required and Mitigating Circumstances and inform host department and module leader	End October
Carry-credit modules: Final confirmed marks released: <ul style="list-style-type: none"><li>• Communicated to home institution</li><li>• Available on HEAR for students</li></ul>	End November
Carry-credit modules: As required, final confirmed resit marks: <ul style="list-style-type: none"><li>• Communicated to home institution</li><li>• Available on HEAR for students</li></ul>	Early February