
FOR THE ATTENTION OF STUDY ABROAD CO-ORDINATORS AND INBOUND STUDENTS

This document has been prepared to assist Study Abroad Co-ordinators, in their support of students who are considering the University of Warwick as their destination for Study Abroad. We have highlighted some of the differences between our own structure and those of our partner institutions, differences which can often cause confusion to inbound students. Please ensure that your students receive a copy of this information.

The Warwick Calendar

1. The Warwick academic year is divided into three terms of 10 weeks each; the term times are approximately; **Autumn:** October to December, **Spring:** January to March, **Summer:** April to June. (www.warwick.ac.uk/termdates)
2. Teaching: lectures and seminars are mainly held in the Autumn and Spring Terms
3. The Summer Term is mainly reserved for revision and examinations; although there are some subject areas which continue teaching modules.

Agreements and Level of Study

1. Most University agreements are at Undergraduate level, although there are a few at Postgraduate level in a limited number of subject areas. Students must take modules at the level that is stated on the University agreement. We appreciate that some students will do Study Abroad during the postgraduate part of their degree but are considered to be undergraduates at Warwick. Students who join Warwick under a postgraduate agreement for the full academic year will be considered to be Study Abroad students and will not complete or receive a postgraduate qualification.

Departments and Responsibility

1. Students will be based in the department with which their home university holds an inter-institutional agreement. Students will be assigned a personal tutor (usually the Study Abroad co-ordinator) in that department.
2. Academic matters: are the responsibility of the personal tutor in the base department
3. Module and assessment selection is considered to be an academic matter

4. Administrative issues: are the responsibility of the Study Abroad Team in the Office for Global Engagement
5. Students should carefully research module availability and keep in mind that subject departments at Warwick may not correspond to subject areas in the home University.
6. Some subject areas may give priority to students who are based with them.

Expectations

1. Workload: The standard workload for a student at Warwick is 4 full modules (120 CATS/60 ECTS). Inbound students should meet this expectation. Students wishing to take a reduced workload to allow them to undertake research will need to provide endorsement from their home Study Abroad Co-ordinator, together with acknowledgement from the Study Abroad Co-ordinator in their base department at Warwick.
2. Students may request to Audit modules, this will not carry any credit.
3. Students will not be allowed to take modules in excess of 120 CATS/60 ECTS: this is the full load for our home students, and our experience tells us that inbound students, who already have to adapt to a new system, are strongly disadvantaged if they try to do too much. Please remember that each module will require extensive weekly reading as well as active participation in seminars (including some individual or group presentations).

Modules and Assessment

1. Most modules are year-long, meaning that students have a wider selection of modules if they start their placement September/October. Arriving in January may restrict module availability and students are advised to consider the part-year module handbook very carefully.
2. Special Assessment methods are available for students who leave Warwick prior to the Summer Term or who do not complete a full academic year. Special Assessment methods can consist of written exams, the submission of individual essays, or other types of tests, where appropriate. Part-year methods of Assessment can be viewed at: www.warwick.ac.uk/studyabroad/inbound/modules/partyearstudents-examinationmethods/
3. Credit is given in CATS: one ECTS is equivalent to two CATS.

4. Full modules (full academic year) are normally 30 CATS (15 ECTS); half modules are counted as 15 CATS (7.5 ECTS); for part-year students, we will calculate relevant percentages of these, the weighting used is 40% for Autumn Term, 40% for Spring Term and 20% for Summer term:

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| a. Autumn only 40% of the total CATS credits | workload = 48 CATS |
| b. Autumn and Spring 80% of the total CATS credits | workload = 96 CATS |
| c. Spring Only 40% of the total CATS credits | workload = 48 CATS |
| d. Spring and Summer 60% of the total CATS credits | workload = 72 CATS |
| e. Full Year 100% of the total CATS credits | workload = 120 CATS |

5. Non Base Departments: selection of modules outside of your base department are registered on arrival at Warwick and will be done on a '1st come, 1st served basis'. Some modules will require students to have completed 'pre-requisite' learning and they may be required to provide a transcript of studies as evidence of this. Some departments are unable to accommodate part-year students, students based outside of that department, or may be able to offer only limited module selections. We would recommend that all students research this prior to joining Warwick to ensure that they are able to meet the requirements of their home University.

English and Comparative Literary Studies: students based outside of this department will only be allowed to take 1 English and Comparative Literary Studies module. Due to specific restraints only suitably qualified students will be accepted.

Warwick Business School: students based outside of this department will only be allowed to take 1 Warwick Business School module. Due to specific restraints only suitably qualified students will be accepted.

6. Deadlines for the submission of assessed work: rules are applied very strictly and no exceptions can be made by individual tutors. All modules will have different requirements and each department will manage the operation of this autonomously. Students should make themselves aware of the deadlines and requirements. If a student cannot meet a set deadline, they need to make sure they request an extension, in advance. Extensions will only be granted in exceptional circumstances.

7. Study Abroad students have no right of re-sit.

www.warwick.ac.uk/quality/categories/examinations/policies/k_examinationarrangementsforvisitingandexchange/hangestudents/

Attendance

1. Compulsory at all lectures and seminars: attendance will be regularly monitored. Students should be aware that unjustified absences will be reported centrally and may jeopardize their stay and/or their bursaries. Students should follow the departmental procedure to report absence.
2. Term dates: students must attend the University for the full term, late arrivals and early departures will only be authorized in exceptional circumstances.
3. Attendance certificates and learning agreements: will be signed after arrival at the University. We use the arrivals weekend of the term for students who arrive on time, or orientation if attended. The completion date will be taken as the last day of the term, or the date the student returns home, whichever is earliest.

Language Support

1. English language tuition is offered by the Centre for Applied Linguistics, full information can be found at www.warwick.ac.uk/al/study/learn-english
Places are booked on courses on a 1st come 1st served basis. These courses are not 'for credit', however informal recognition of this can be obtained. Home institutions may then decide whether sessions can be credited in their system.
2. In-sessional English language courses: certificates of completion will be provided if students attended a minimum of 80% of the course.