Warwick Business School

BSc International Business
Year Abroad Handbook
(Study/Work Abroad)
2020-2021
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Introduction

The WBS Undergraduate Handbook aims to give you essential information regarding your degree and course regulations. The BSc International Business Year Abroad Handbook is designed to give key information on regulations governing your Year Abroad and outlines essential information regarding preparation of your year abroad and during your Year Abroad.

The Year Abroad is an integrated feature of the BSc International Business degree and may well be what attracted you to coming to WBS when you chose your degree. Going abroad for an extended period can nevertheless be daunting.

This Handbook is designed to help you plan for your Year Abroad and make the most of your time spent away. It is also intended to remind you of your responsibilities before, during and after the placement, and the responsibilities of WBS/the University regarding your period of residence abroad and the academic work you must carry out whilst there.

Please read the whole of this Handbook thoroughly and refer to it on my.wbs for future reference. Every effort has been made to ensure that the information contained here is up-to-date. Inevitably changes may occur. You should supplement this information with any further instructions given by the Undergraduate Programme Team, Student Opportunity Department and your Year Abroad Co-ordinator. If in doubt, check with a member of staff and on my.wbs, where updated versions of the Handbook will be posted.

Your Year Abroad will be an experience different from any other. It will demand independent thinking, creativity and resilience, and above all good planning and preparation. Make the most of this Handbook to set yourself up for a fantastic year!

Good Luck from all at WBS!
## Contacts

### Key Contacts

<table>
<thead>
<tr>
<th>Important Contacts</th>
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<tbody>
<tr>
<td>Year Abroad Co-ordinator</td>
<td>Dr Innan Sasaki</td>
<td><a href="mailto:Innan.Sasaki@wbs.ac.uk">Innan.Sasaki@wbs.ac.uk</a></td>
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<tr>
<td></td>
<td></td>
<td>+44(0)24 765 24267</td>
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<tr>
<td>Course Director</td>
<td>Dr Frances O’Brien</td>
<td><a href="mailto:Frances.O-Brien@wbs.ac.uk">Frances.O-Brien@wbs.ac.uk</a></td>
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<td></td>
<td>+44(0)24 765 22095</td>
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<tr>
<td>WBS Undergraduate Office</td>
<td>Rachel Cuddihy</td>
<td><a href="mailto:Rachel.Cuddihy@wbs.ac.uk">Rachel.Cuddihy@wbs.ac.uk</a></td>
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<tr>
<td></td>
<td>UG Programme Manager</td>
<td>+44(0)24 765 74669</td>
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<td>(International)</td>
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<td></td>
<td>Georgina Brannigan</td>
<td><a href="mailto:Georgina.Brannigan@wbs.ac.uk">Georgina.Brannigan@wbs.ac.uk</a></td>
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<tr>
<td></td>
<td>UG Senior Programme Co-ordinator</td>
<td>+44(0)24 765 22885</td>
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<td></td>
<td>Stuart Breese</td>
<td><a href="mailto:Stuart.Breese@wbs.ac.uk">Stuart.Breese@wbs.ac.uk</a></td>
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<td></td>
<td>UG Senior Programme Co-ordinator</td>
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<td>Undergraduate Office</td>
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<td>my.wbs homepage; and then select</td>
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<td>'My personal tutor' from the</td>
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<td>options under 'Learning Tools'.</td>
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<tr>
<td>Senior Tutor (Intermediate)</td>
<td>Dr Katy Hoad</td>
<td><a href="mailto:Kathryn.Hoad@wbs.ac.uk">Kathryn.Hoad@wbs.ac.uk</a></td>
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<td>+44(0)24 765 28450</td>
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<td>Student Mobility Team Student Opportunity</td>
<td>Student Mobility Co-ordinator</td>
<td><a href="https://warwick.ac.uk/study/studa">https://warwick.ac.uk/study/studa</a></td>
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<td>+44 (0)24 7652 2083</td>
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The Student Mobility Team is based in Student Opportunity (SO). You are allocated a named Student Mobility Co-ordinator for your Year Abroad. Each Co-ordinator looks after students undertaking mobility in specific countries.

You will still be allocated a Personal Tutor for Year 3 during your Year Abroad and you are expected to keep in contact with them. They are here to support you while away from Warwick.
Emergency Contacts
We hope that none of our students will experience an emergency while away, but you should always be prepared for any eventuality.

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

We strongly recommend you add the emergency 24 Hour number to your mobile phone, along with your local Consular/Embassy in your year abroad destination and the emergency telephone number of the country you are in (e.g. equivalent of 999 in the UK).

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

Read the Foreign and Commonwealth Office Travel Advice for the country you are in, and follow local advice given (e.g. if in an area common for natural disasters or hurricane warnings, what is the local advice?).

Careers support for WBS UG students
We hope you have a fabulous year abroad ahead. Whether you’re studying, working, or planning to do a bit of both, don’t forget that your WBS careers services are still here to support you. Even though you’re not here on campus we can help you with any careers related query you may have including:

- Providing feedback on your CV, cover letters and applications
- Exploring the career direction you want to take, providing ideas and resources on a wide range of career options
- Helping you explore career options or short-term work opportunities overseas
- … and any other career related enquiry you have.

All careers appointment can be held by phone or Skype (time zones permitting) or advice by email.

You can still access our My WBS on-line careers resources while away and if signed up, get updates through our UG Careers Facebook page and LinkedIn group (details below). Finally, don’t forget, if you’re studying at a university overseas, check out their careers service too to see how they can help. Contact us any time at: wbs.ug.careers@warwick.ac.uk

To keep up-to-date with what’s happening while you’re away your three key places for information on WBS careers support are:

- The Careers tab on my.wbs and the weekly WBS CareersPlus UG email bulletin
- The WBS CareersPlus Facebook group ('WBS CareersPlus')
  [https://www.facebook.com/groups/583510301670096/](https://www.facebook.com/groups/583510301670096/)
- The WBS CareersPlus LinkedIn group ('WBS UG Careers')
  [https://www.linkedin.com/groups/8763176/](https://www.linkedin.com/groups/8763176/)

Additionally, you can view further details, including all relevant up to date resources and live jobs boards for internships and placements (including international opportunities) on my.wbs at [www.warwick.ac.uk/wbsplacements](http://www.warwick.ac.uk/wbsplacements) and [www.warwick.ac.uk/wbsinternships](http://www.warwick.ac.uk/wbsinternships)
Glossary of Terms

Some key terminology you may come across in the organisation of your Year Abroad:

Application to Partner University: This is the application and supporting documentation you must submit to the Partner University. The documentation and process required is different per institution. Some documents that are common for Partners to ask for are a completed application form, a personal statement, reference(s), an academic learning plan, a passport copy etc. It is important you respect Partner University deadlines for submission of application and documentation.

Erasmus+: Refer to the section on Erasmus+ and Brexit regarding the current position of the UK’s participation in Erasmus+. Erasmus+ is the European Union programme for education, training, youth and sport. It runs for seven years, from 2014 to 2020. The Department for Education oversees Erasmus+ in the UK. The programme is managed by the UK National Agency which is a partnership between the British Council and Ecorys UK. Erasmus+ supports higher education students to study abroad for up to one year in another European university or to gain valuable international work experience in a European organisation and provides financial grants to eligible students.

Student Opportunity: Student Opportunity (SO) is a division at the University of Warwick. The teams in Student Opportunity are the Student Mobility Team, Immigration and Compliance, Careers, Internships and Work Experience, Skills, Student Internationalisation, Warwick Volunteers and the Welcome Team.

Nomination: This is the term used to describe the process for notifying a Partner University that we have selected you for a study abroad placement with them. This is triggered when results of the WBS internal Partner University allocation process is shared with Student Mobility, and they indicate to the Partner University that you have been selected and approved by Warwick to apply to them.

Partner University: Reciprocal contractual exchange agreement between University of Warwick/WBS and Partner University. The Partner University may be held by WBS or a University-Wide exchange. If it is WBS, only WBS can send students. If it is University-Wide, then any department may bid on places to send UG students. WBS bids on University-Wide places annually and all allocated places are included in Appendix 1.

A Partner University may also be referred to as ‘host institution / host university.’

Placement: Umbrella term referring to any type of placement (study at a Partner University or work abroad placement).

Student Mobility Co-ordinator: The member of the Student Mobility Team who is responsible for your destination country. You may have several Student Mobility Co-ordinators if you are travelling to two different countries on your Year Abroad.

Student Mobility Team: The Student Mobility Team is part of Student Opportunity (SO). The role of the Student Mobility Team is to provide the mechanism for your department to set up contractual exchange agreements, and to support students throughout the nomination, application and placement processes. They are responsible for applying for and managing the Erasmus+ grant payments and administration (if available) and for practically supporting students through the Partner University nomination and application processes.
Year Abroad Co-ordinator: The member of academic staff in WBS who has oversight of the Year Abroad and is the main point of contact for academic matters e.g. approval of year abroad destinations, approval of work placements, approval of module choices. They are usually your Module Leader for the Year Abroad assessments.

Year Abroad Regulations and Governance

Overview of the Year Abroad
See your Undergraduate Handbook 2020-2021 on my.wbs for full Course Regulations.

The weighting for each year which contributes towards your final degree classification is as follows:

- First Year 0%
- Second Year 40%
- Third Year 10%
- Fourth Year 50%

Aims of the Year Abroad
Your third year will be spent abroad, in either a partner institution and/or working on an approved work placement. This boosts your academic, personal and professional development, and enables you to build your global network, as well as improve your language competency. In your fourth year you will return to WBS to complete your studies, confident and empowered by your overseas experience.

1. To further your academic knowledge as directed by WBS in IB3900 Year Abroad Portfolio and IB3860 International Business in Context (in Year 3, always refer to my.wbs module pages as assessment information will be updated there).

IB3900 Year Abroad Portfolio – 60 CATS
*Refer to my.wbs module pages for module information.

IB3860 International Business in Context – 60 CATS
*Refer to my.wbs module pages for module information.

In addition to specific module aims;

2. To improve your language competency and to develop your business language skills.
3. To demonstrate the ability to study or work abroad for a year at a host institution/employer approved by your department;
4. To experience and gain a deeper understanding of the social and cultural diversity of the country where you will undertake your year abroad;
5. To travel abroad and engage with continual personal and professional development;
6. To develop your spoken, written, and communication skills in the language of the country where you undertake your year abroad.

Learning Outcomes of the Year Abroad
On completion of this year you will have met:
1. Specific learning outcomes as directed by WBS in IB3900 Year Abroad Portfolio and IB3860 International Business in Context (in Year 3, always refer to my.wbs module pages as assessment information will be updated there).

IB3900 Year Abroad Portfolio
*Refer to my.wbs module pages for module information.

IB3860 International Business in Context
*Refer to my.wbs module pages for module information.

In addition:

2. Improved your language competence and to develop your business language skills.
3. Broadened your knowledge and understanding of your subject specialism(s);
4. Developed the qualities and transferable skills necessary for working or studying in another country and in a different academic system;
5. Developed enhanced oral and written language skills through the demands of study in a different country;
6. Developed transferable skills in terms of culture and intercultural competencies.

Academic Requirements Governing the Year Abroad

Year Abroad: WBS Core Assessments
You will spend the third year studying and/or working abroad. You will be required to complete two core modules during this year, which are worth 10% of your overall degree classification:

- IB3860 International Business in Context (60 CATS)
- IB3900 Year Abroad Portfolio (60 CATS)

You must attend a compulsory Year Abroad Seminar contributing to IB3860 during your Year Abroad, held in Spring 2021. Information will be provided at your Pre-Departure Briefing and during your first term abroad.

What activities you can undertake on the Year Abroad
WBS has built in flexibility for you to undertake up to two placements on your Year Abroad, to allow you to find the most rewarding experience tailored to your future goals and what you want to achieve during your year. This is shown in the parameters listed below:
- **Minimum duration of 9 months** activity abroad to meet the requirement of your Year Abroad.
- **Minimum duration of 3 months** per work placement permitted, to enable an in-depth exposure to your chosen work placement.
- **Maximum 2 placements** permitted per year, structured as diagram above.

If you are combining study and work, then you should calculate 9 months using your Partner University semester dates plus the work placement duration. It should equal a minimum of 9 months.

Where can I go?
When choosing your year abroad destination, you must go to a country where your language stream is the native language.

You must not go to:

- Your home country(ies);
- A country in which you have spent a significant amount of time living in;
- A country where the main spoken language is not the language of your degree stream (French, German, Italian or Spanish);
- A country which the Foreign and Commonwealth Office advises against travel;
- A country where Warwick’s Travel Insurance recommends against travel or where countries are not covered by the Policy.

One of the aims of the year is to experience cultural immersion outside the UK in an environment you are unfamiliar with and which will enable you to develop the language skills of the language stream you are studying (French, German, Italian or Spanish).

If you are unsure if you can go to a specific country as you have spent time living there, contact your Year Abroad Co-ordinator to discuss on a case-by-case basis. The Year Abroad Co-ordinator will assess whether you can meet the aims and learning objectives of your compulsory assessments in the country you wish to spend your year.
eVision Mobility Tool: Application Deadlines

Your preferences must be submitted on eVision no later than **12:00 noon on Friday 29th November 2019 (Week 9)**. Submissions received after the deadline will be allocated placements after those submitted on time, and your choices will be limited. If you do not submit your allocation preferences, you will not be allocated and remaining partner university places will be made available to other degrees.

**If you intend to work, list work.** Partner Universities must not be used as back-ups in case you are unable to source an appropriate work placement, and we will not permit you to withdraw from a study placement to undertake a work placement. If you do not find a work placement by the deadlines listed in the Year Abroad Handbook and Information Briefing, we still guarantee you a study placement up until that deadline. You will be offered a list of Universities with remaining capacity, dependent on meeting the partner academic entry requirements and whether their nomination and application deadlines have passed.

**Do not** list a Partner University you would not be willing to attend - if allocated, we will not permit you to change without exceptional reasons. Allocating you to a University you do not intend to study at takes the place away from students across WBS and the University of Warwick, and can impact on partner relationships and places offered to WBS in future years.

You must submit a preference either way, even if you intend to work, so that we know your intentions for your Year Abroad.

**Study Abroad Placement(s)**

**Partner Universities**

WBS has the highest number of partner University exchanges available across the University of Warwick, and we are delighted to be able to offer such a diverse range of opportunities to our students. As an International Business student, we can guarantee you a placement at one of these partners for either one semester or a full academic year.

All study abroad opportunities are subject to availability of places and meeting Partner University academic requirements. WBS study abroad agreements work on a reciprocal exchange basis, and we accept in 1 exchange student for every 1 WBS student we send out. The places and Universities available change annually based on the nature of each agreement. Where possible, we will always try and allocate you to a preferred destination.

Once you complete your choices via the new eVision Mobility Tool and have been allocated a university, you must commit to it – otherwise you may be disadvantaging your peers who may have wanted to study at that destination as their first choice but were allocated to a less preferred choice. **Students who are allocated to a University placement will not be permitted to change to a work placement after allocations have been made.**

You are guaranteed a study abroad placement at one of our Partner Universities, however you must still apply to the host university and they reserve the right to refuse entry. It is compulsory for you to complete the required application and supporting paperwork requested by your host university within the given deadlines. This may be in the form of an application, registration and/or enrolment. You may jeopardise your placement by not respecting administrative deadlines set by your host university.

All Partner Universities expect an achievement of minimum average 60% or above across all first-year modules, and achievement of 40% or above in all first-year modules. The same applies for Semester 2 Placements after release of 2nd year results. Year 2 marks can impact on semester 2
placements, and if you do not reach the minimum entry requirements for your semester 2 placements, you may be asked to consider alternative options.

Some partners may be willing to be more flexible, indicated in Appendix 1. Please do not apply for Universities where you have not met the strict academic requirements, as we will be unable to consider your Preference even if there is capacity at the University.

Carefully read the requirements in Appendix 1 and the Student Instructions for using the eVision Mobility Tool before submitting your choices to eVision.

**Selection Process**

Although we guarantee a study placement, the selection process for individual universities is competitive. WBS allocates places on the following criteria:

- Allocation decisions will be informed on **first year average results**. Those with higher marks are allocated first, which is the fairest way to match students to partners;
  - first year language marks will be considered; and
  - in cases where candidates are very close on marks, the personal statement will be strongly taken into consideration.
- Meeting of Partner University entry requirements.
- Availability of Partner University places.

In the rare eventuality we are unable to allocate you based on your submission to eVision, your Year Abroad Co-ordinator will be in touch with you directly to discuss options.

**Study Abroad Academic Requirements**

If you choose to study abroad for all or part of your year, the following academic requirements apply:

- You must take module load equivalent to 120 CATS per year/60 CATS per semester, as defined by the WBS Credit Equivalency Table 2020-2021 (see Appendix 3):

  120 CATS / 60 ECTS per year  
  60 CATS / 30 ECTS per semester

  This is a University of Warwick requirement.

- Minimum 60% of the modules studied at the partner university must be in your core area (i.e. business, management). The remaining 40% can be taken in any area permitted by the host university e.g. culture, history etc.

- Minimum 75-80% of modules (delivered and assessed) in the language of your stream (French/German/Italian/Spanish).

- Module selection **must be approved by your Year Abroad Co-ordinator on arrival** during the ‘add/drop’ module selection window to ensure your modules meet the requirements of your year abroad.
  - You must submit an Arrival Placement Plan (also referred to as the Higher Education Placement Plan/Learning Agreement) to eVision within a suitable timeframe for WBS to consider your module choices.
• The Arrival Placement Plan template is available from the Student Mobility Team, and you can download it from their website.
• You must return it within the ‘add/drop’ module selection window at your University to enable you to make changes should your module selection be unsuitable.

You are expected to attend 100% of required classes at your host university. If you do not adhere to the attendance requirement of the Partner University, WBS reserves the right to withdraw you from your study placement, and you may be required to forfeit your Year Abroad (refer to section on Withdrawal or Suspension of Studies During Year Abroad).

Work Abroad Placement(s)
Working abroad has become an increasingly popular option, and students can choose to undertake work placements for their Year Abroad. This is something that you need to pursue independently of WBS. The WBS CareersPlus team are on hand to offer advice and support and it’s advisable to talk to students currently abroad/recently returned. You are solely responsible for the arrangement of the practicalities of taking a work placement, such as organisation of appropriate immigration permission, housing, health insurance etc.

Tier 4 students should be aware that the University is obliged under its Tier 4 sponsor duties to consider withdrawing sponsorship from you if you do not engage with your studies for 60 days or more. Any concerns you may have in this regard should be directed to the Immigration Service in Student Opportunity. If choosing to split your Year Abroad and the year includes a work placement, there must not be longer than a 60 day break between your first placement end date and your second placement start date.

UK nationals should be aware that the terms of the UK’s departure from the EU may affect your immigration rights to work in the EU in the event of a no-deal scenario if you cannot meet new immigration requirements. Ensure you carefully consider this risk before opting for working in the EU. If you hold dual nationality, you may wish to use your non-UK passport.

How can I find a work placement?
Finding a work placement is your responsibility, however the WBS CareersPlus team can help. See the WBS CareersPlus Working Abroad Guide.

You can also contact the WBS CareersPlus team to request information on where previous students have worked abroad (in cases where students have given us permission to share this information). You can also view a list of previous companies that WBS students have worked abroad for on my.wbs here: Work Abroad Companies

Work Abroad Academic Requirements
If you choose to work abroad for all or part of your year, the following requirements apply:

• Must be full-time standard working hours of the destination country AND must meet minimum 35 hours per week.
• Must be working predominantly in the language of your stream (French/German/Italian/Spanish).
• Placement must meet the duration requirements listed under ‘what activities am I permitted to do’ section of this Handbook.
• Placement must meet the minimum duration requirement of 3 months, and if combined with a second placement it must meet the 9 months minimum activity requirement.
• Must be engaged in a full-time placement relevant to your degree (i.e. business, management), as approved by your Year Abroad Co-ordinator.
• Placement must enable you to fulfil the Learning Objectives of IB3900 and IB3860.

We do not permit two part-time opportunities.

Your work placement must be approved by your Year Abroad Co-ordinator within the deadlines listed below by:

• Semester 1/Full Year Work Placements
  Final deadline for confirmation and approval is 13 March 2020
  • If no work placement confirmed, you are expected to commit to a remaining study placement. This is the last date we can guarantee you a study placement and safeguard your ability to complete the year for Semester 1.

• Semester 2 Work Placements
  Final deadline for confirmation and approval is 16th October 2020
  • If no work placement confirmed, you are expected to commit to a remaining study placement. This is the last date we can guarantee you a study placement and safeguard your ability to complete the year for Semester 2.

What if I do not find a work placement?
WBS can guarantee a study placement up until the deadlines above. We cannot extend this deadline, as these are set by our Partner Universities around the globe and this is the last possible dates for our latest Partner University application deadlines.

If you have not found a work placement by the deadlines, WBS strongly recommends you commit to a study placement to ensure you can meet the requirements of the year abroad. The WBS Undergraduate Office will post the available list of places on my.wbs in the run-up to the deadline, and you must contact your Year Abroad Co-ordinator before the deadline to discuss your options.

You can contact the WBS Undergraduate Office at any time to request the list on an ad-hoc basis.

There will be a very limited range of Partner Universities the longer you wait until the deadline. This is because very few partners have a deadline as late as 13th March and 16th October respectively. Study options will be limited as initial allocations will have taken place. You will need to commit to the study placement, as partner universities will be expecting you. We can nominate you for a place as below:

• Places still available at Partner University;
• the Partner University nomination/application deadlines are still open (these will be available on remaining partner list);
• you meet the academic entry requirements of the Partner University;
• you are willing to stop looking for work and commit to study.

Places are allocated on a first-come first-served basis.

There are serious risks involved in choosing not to abide by the deadlines below as you will not be able to meet the requirements of your Year Abroad in the event you are unsuccessful in finding a work placement (refer to section on Withdrawal or Suspension of Studies During Year Abroad).
How do I apply for work placement approval?

You need to do the following to have your work placement approved by your Year Abroad Co-ordinator when you receive an offer of employment:

- Fully complete the Work Placement Proposal Form (Found in Appendix 2 and published on my.wbs)
- Submit an application for Work on the eVision Mobility Tool. Upload your Work Placement Proposal Form, an offer letter/email from the company and job description as part of your application on eVision. There must be some evidence from an employer that you have been offered a position with them. Submit a contract if received.
- Your Year Abroad Co-ordinator will consider your work placement proposal, and either approve it via the eVision Mobility Tool or contact you to discuss your proposal further.

Once your placement has been approved, you can request a Convention de Stage / Convenio de Colaboración / Tripartite Agreement to be signed from the Academic Office if your employer requests one.

On arrival at your work placement, you must do the following:

- You must submit an Arrival Placement Plan to eVision (also referred to as the Higher Education Placement Plan/Learning Agreement) within 2 weeks of arrival.
- The Arrival Placement Plan template is available from the Student Mobility Team, and you can download it from their website.

Convention de Stage / Convenio de Colaboración

Students undertaking work placements in France, Belgium, Spain or Chile may be asked for a 'Convention de Stage' / 'Convenio de Colaboración'. This is a three-way agreement between the student, the University and host company.

The University has drafted the agreement templates which satisfy the requirements of the French and Spanish authorities. As such, students undertaking placements in France or Spain are asked to use the template on the website and not to sign a document provided by the placement provider themselves.

You can download the approved template and request a signature via the Academic Office here. As this is a legal document, WBS cannot sign this. The standard processing times advertised are 10 working days, so ensure you submit in good time for your employer.

If an employer in a different country from the above requests a three-way agreement, contact the Academic Office (convention@warwick.ac.uk) to request the English agreement template.

Year Abroad Seminars

You must attend a compulsory 3-day International Business Year Abroad Seminar during your year abroad in Spring (March/April) 2021. This contributes towards your assessment for IB3860 International Business in Context.

Reasonable return flights will be reimbursed in full from within Europe, and a maximum contribution of £895.00 for a return flight will be reimbursed if travelling from outside Europe. Reasonable expenses will be reimbursed after the seminar.
The dates will be released for planning purposes at your Pre-Departure Briefing in Summer Term 2020.

**Semester 1 or Full Year Study Abroad Nomination and Application Timeline**

Each partner will have different deadlines, application processes and requirements, this is your first taste of your partner University and the country they are based in.

Do not expect all your peers to have the same deadlines or turnaround times. Partner deadlines will be set to fit in with their own processes. Remember that it might be the standard in your destination country for administration to take longer or be dealt with later in the year.

WBS and The Student Mobility Team may not be able to find you an alternative if you are declined for your placement. The Student Mobility Team have examples of Partner Universities declining Warwick students because of * missed deadlines * missing documents * incorrect submissions * failing to meet academic criteria.

Partner Universities will contact you directly using your Warwick email address, keep checking it, including over the summer vacation; monitor clutter, spam and junk folders. If unsure, contact the Student Mobility Team for guidance.

### Term 2: Study Abroad allocation results released

Student Mobility Team ‘nominate’ you to host university to notify them we have selected you for exchange prior to application

After ‘nomination’ the host university will contact the Student Mobility team or yourself with application instructions. Timescale varies dependent on university.

Host university will process your application.

**Semester 2 Study Abroad Nomination and Application Timeline**

If you are studying in a new location for semester 2, the timelines will be different. These take place after Semester 1 nominations, and it is expected you will be asked to apply between August and December, dependent on your destination country. It is likely you will already have started your Year Abroad adventure when formally applying to the Partner University for Semester 2. It is very important you check your emails and respond promptly to the Student Mobility Team and Partner Universities to safeguard your semester 2 place.
Module Choices and Credit Load
The terminology for credit may vary by institution and you are responsible for ensuring that you are taking the required number of credits. You must use Appendix 3 WBS Study Abroad Credit Equivalency Table 2020-2021 to calculate your credit requirement at the relevant Partner University.

You must take module load equivalent to 120 CATS per year/60 CATS per semester, as defined by the WBS Credit Equivalency Table 2020-2021 (see Appendix 3). Follow instructions and requirements stated in Appendix 3 when selecting your modules abroad.

Module selection must be approved by your Year Abroad Co-ordinator on arrival during add/drop module selection window to ensure your modules meet the requirements of your year abroad.

Our partner universities will also have minimum/maximum course loads, and this may also be linked to visa requirements. It is important that you do not ignore these requirements as you may invalidate your visa.

Warwick does recognise that the value of a Warwick degree is enhanced if students are able to demonstrate that their degree demonstrates success in different academic and cultural contexts. An essential component of a placement abroad is gained through the intercultural experience of being abroad which cannot always be captured through marks and credit weighting. At the same time, the academic value of the student’s study must be recognised in appropriate ways, as part of a Warwick degree, and so credit has been regulated as the equivalent to 120 CATS per year.

All credit equivalency conversions have been carefully considered and scrutinised by the relevant University of Warwick governing committees and are reviewed regularly. This ensures that there is confidence that the educational experience and academic equivalency can be counted towards a Warwick degree and is commensurate with the standards and quality the University maintains for its students taught at Warwick.

Progression, Recognition and Remedying Failure
The ethos of the Year Abroad is to enable you to develop your skills and to have time to experience a different culture. You will be studying in a different academic system, and even a different language. Therefore, the marks earned at Partner Universities abroad do not directly contribute to your degree classification, which we hope will encourage you to make the most of your time abroad and broaden your academic horizons.

- The Year Abroad will be recorded on your Higher Education Achievement Record (HEAR) via IB3860 International Business in Context (60 CATS) and IB3900 Year Abroad Portfolio (60 CATS). These are third year modules which contribute to 10% of your overall degree classification. Both assessments are to be submitted at the end of your Year Abroad, deadlines to be confirmed during Year Abroad through the appropriate my.wbs Module pages.

- The assessment information for IB3860 International Business in Context (60 CATS) and IB3900 Year Abroad Portfolio (60 CATS) are available on my.wbs, as per standard assessment arrangements. This includes module leader, assessment information and assessment deadlines. This will be released at the beginning of Year 3.

- The Year Abroad is assessed by WBS via IB3860 International Business in Context (60 CATS) and IB3900 Year Abroad Portfolio (60 CATS), and the standard WBS assessment guidelines
apply (refer to WBS Undergraduate Handbook for assessment regulations). This includes Extension Requests and Mitigating Circumstance submissions, and progression requirements.

- The marks achieved at Partner Universities do not directly contribute to your degree classification.

- The marks achieved at Partner Universities/Employers are not listed on your HEAR, and the Partner University will issue you with a separate transcript of marks on completion of studies.

- The Partner University and/or Employer name is not listed on your HEAR.

Examination Board: Year 2

Refer to the Examination Board and Progression information in your WBS Undergraduate Handbook.

Your 2nd year results will be submitted to the Intermediate Examination Board for consideration, held in early July 2020. If you do not meet the progression requirements from Year 2 to Year 3, you may be required to withdraw from your Year Abroad.

If you do meet the progression requirements from Year 2 to Year 3, but achieve below 59% and/or are carrying fails, progression to your semester 2 study abroad placement may need to be reconsidered. This is in cases where you will be applying for a semester 2 study placement at a Partner University requiring a 2:1 minimum. These partners will consider your 2nd year transcript on application.

The WBS Undergraduate Office will contact you after the Year 2 Examination Boards (August) if there are any concerns regarding your academic achievement in Year 2 and your Semester 2 study placement.

Students in this position must not continue with your plans to go to a partner without express permission of your department, and of course the partner who has the final decision. Do not contact the Partner University directly – if agreed you will continue as planned, WBS and the Student Mobility Team will liaise directly with the Partner University. The general expectation is that students attending study abroad will be of a 2:1 academic standing.

While Away: Year 3

The Year Abroad is assessed by WBS modules IB3860 International Business in Context (60 CATS) and IB3900 Year Abroad Portfolio (60 CATS), and the standard WBS assessment regulations apply (refer to WBS Undergraduate Handbook). This includes Extension Requests and Mitigating Circumstance submissions, and progression requirements.

Refer to my.wbs Module pages for assessment information, deadlines etc.

Mitigation:

Please contact your Module Leader (who is also your Year Abroad Co-ordinator) and your Personal Tutor if you are concerned about any of the academic assessments, or if you are experiencing difficulties which you believe will make timely completion your Year Abroad assessments challenging. We are here to help, and it is far better to talk to us in advance of any deadline than to
bury your head in the sand or worry alone. If studying, talk to someone in the International Office at your University about your mitigating circumstances and take advantage of local support on which may be on offer.

If you have Mitigating Circumstances, you should make your Personal Tutor or Senior Tutor aware. If these may affect your WBS Year Abroad assessments then you will be able to make a mitigating circumstances submissions via my.wbs.

Examination Board: Year 4
Refer to the Examination Board and Progression information in the WBS Undergraduate Handbook.

The marks for IB3860 International Business in Context (60 CATS) and IB3900 Year Abroad Portfolio (60 CATS) will be progressed through the Year Away Examination Board during your 4th Year, and final marks will be available on your HEAR by January of your final year.

Withdrawal or Suspension of Studies During Year Abroad
*These options may apply if you cannot find a work placement for semester 2 after the deadline for committing to a study placement has passed or if you are withdrawn by WBS from your Partner University for any reason.

In some circumstances there may be reasons why you need to apply to suspend your year abroad, and either return to the UK/home and transferring to BSc Management (3 year variant) or by suspending your studies through the Temporary Withdrawal route (retrospective for the year or for a 12 month period). You need to be aware of and explore the implications before you do this.

1. There may be financial implications for withdrawing during a Year Abroad:
   a. You are advised to contact Student Finance England (or other relevant body), any sponsors you may be receiving finance from (including Warwick Bursaries), before you decide to fully understand the financial implications of withdrawal.
   b. You are advised to consult with Warwick’s Student Funding Team for advice.
   c. Withdrawal part way through your Year Abroad will impact on your Erasmus+ grant eligibility (if applicable) and you may be required to repay grants received. Contact the Student Mobility Team before making any final decisions.
   d. You may still be required to pay for your accommodation/health insurance abroad for the length of your contractual agreement – discuss with the relevant parties.

2. Tier 4 students who are considering withdrawal or suspension of studies must consult with the Immigration Service and to take advice before making a final decision – this is likely have an impact on your Tier 4 visa.

3. Dependent on when you suspend studies, module selection for final year may have taken place and options may be limited. You can consult with WBS on this when making your decision.

WBS must be consulted before you make a final decision and discuss the implications of Withdrawing from your Year Abroad or transferring degree course to BSc Management.

Possible routes for suspending study are applying for the following;

- Temporary Withdrawal
  Set period of 12 months.
- **Retrospective Temporary Withdrawal**
  Backdated to beginning of academic year for 12 months 2020-2021, enabling you to restart in 2020-2021 into the final year of BSc Management.

- **Transfer on to BSc Management (Year 3)**
  Dependent on when you make the decision, you may be required to apply for Retrospective Temporary Withdrawal.

Please discuss all options with your WBS Year Abroad Co-ordinator, Personal Tutor, WBS Undergraduate Office and Student Mobility Team before making a final decision regarding applying for Temporary Withdrawal or applying for a degree transfer.

**Attendance Monitoring and Engagement while abroad**

It is compulsory for your attendance to be monitored during your Year Abroad.

*Your Monitoring Plan will be available in the ‘attendance’ section of the WBS Undergraduate Handbook 2020-2021, accessible via my.wbs in Year 3.* It is expected that you will investigate what the attendance monitoring points are so that you don’t risk potential deregistration.

**University regulations governing attendance and progress**

Your Monitoring Points are compulsory and should be taken seriously. You should be aware of University Regulation 36 which sets out the requirements for students with respect to registration, enrolment, attendance and progress. Students are expected to familiarise themselves with this Regulation, to ensure that they understand fully the requirements. This Regulation can be found here.

Note that Regulation 36 includes information on penalties that may be imposed if the University’s expectations are not met. It also sets out procedures for requiring a student to withdraw. This applies to all students following a University course, **whether they are based at Warwick or elsewhere**, for the duration of their course of study.

Advice for international students on the implications of any changes to their registration for their right to remain in the UK is available from the Immigration Service in Student Opportunity.

**Warwick Business School’s procedures**

In accordance with University Regulations, and in order to support the academic progression and welfare of all students, Warwick Business School regularly monitors the attendance and progress of its students. It is your responsibility to provide evidence of any extenuating circumstances that may have impacted on your studies to your Personal Tutor or the WBS Undergraduate Office as soon as they arise.

**Monitoring points**

As a student, you have some responsibilities to the Department, just as we have responsibilities to you. We want to be sure that you are coping on your Year Abroad and engaging with your chosen activity, and so we ask that you meet your Monitoring Points throughout each academic year. Meeting your monitoring points is crucial and the consequences of missing three or more can be significant, as detailed by Regulation 36.

**Tier 4 Students**

Tier 4 students should be aware that the University is obliged under its Tier 4 sponsor duties to consider withdrawing sponsorship from you if you do not engage with your studies for 60 days or more. Any concerns you may have in this regard should be directed to the Immigration Service in Student Opportunity.
If choosing to split your Year Abroad and the year includes a work placement, there must not be a break longer than 60 days between your first placement end date and your second placement start date.

Tier 4 visa holders are monitored on a monthly basis and students on a Tier 4 visa can expect to hear from us any time they miss a monitoring point. They will also be reported to the University who may decide to withdraw sponsorship if students are not being seen to have engaged.

Forms
You are responsible for returning all forms expected by the Student Mobility Team and WBS within appropriate timeframes. The Student Mobility Team and WBS have different forms which you must complete throughout the year. The Student Mobility Team and WBS have different deadlines for the Arrival Placement Plan, so ensure you adhere to both.

Student Mobility Team Forms
The Student Mobility Team (SO) have a Forms Checklist available on their website and all forms are downloadable from this link.

- Non-submission of forms could lead to your Erasmus+ grant being revoked (if applicable).
- Non-submission of the Protocol (Code of Conduct) could lead to your placement being cancelled. This should be available from Summer Term in Year 2 and should be completed prior to departing on your year abroad.
- Tier 4 students are subject to additional attendance monitoring by the Student Mobility Team, and they will outline this to you prior to departure.
- Any questions relating to these forms should be directed to the Student Mobility Team.

WBS Forms
WBS also has a number of forms to complete during your year. These are:

- Submission of your study abroad preferences/intention to work by 29th Nov 2019.
- Work placements only: Submission of your Health and Safety Checklist to be completed prior to starting your placement.
- Submission of your Learning Agreements/Higher Education Placement Plans/Arrival Forms (available from the Student Mobility Team);
  - Submission deadline for work placements is within 2 weeks of arrival.
  - Submission deadline for study placements is during the add/drop module registration window at your host university.
- Meeting of all requirements listed in your Attendance and Monitoring Engagement Plan (available in your WBS Undergraduate Handbook) in Year 3.

Module Selection Year 4
You will have access to the Module Fair Resources and be reminded when you can view these via email. You are responsible for submitting your Module Application during the Module Application Window. The WBS Undergraduate Office will publicise this on my.wbs, and email students who are abroad.

Module Application is estimated to open in April-May 2021.
There will be a section at your Year Abroad Seminar on Module Application for Final Year. If you have any questions, contact undergraduate@wbs.ac.uk.

General Requirements

To ensure that you can fully participate in the Year Abroad, the University (including Warwick Business School and the Student Mobility Team) has certain responsibilities, as do you.

WBS are responsible for providing the programme framework, providing study placements, delivering preparatory meetings, setting assessments for the Year Abroad, the year abroad seminar and advice and guidance leading up to, during and after your time abroad.

You are responsible for sourcing and applying for accommodation abroad and ensuring you obtain the correct immigration permission to study or work in the country you are visiting. You are responsible for ensuring you abide by all WBS deadlines and partner university deadlines to ensure you safeguard your guaranteed study placement. You must research these aspects thoroughly before stating your preferences. For example, some destinations are particularly difficult to get accommodation shorter than the full academic year and some destinations have rigid restrictions on visa eligibility.

If you opt to work abroad, you are responsible for sourcing and applying for appropriate placements and having them approved by your Year Abroad Co-ordinator in WBS within the given timeframes. WBS CareersPlus are available to support you with advice and guidance.

Your own input and forward-planning will also determine the smooth running of the programme, from second to final year. The following sections set out what the University expects from you in organising your Year Abroad.

Overview

1. You will pursue the aims of the Year Abroad as set out in this Handbook.
2. You will check your Warwick email regularly. We will only communicate with you on your Warwick email address, unless in the event of emergency, in which case we will attempt to contact you on all available methods of communication.
3. Check my.wbs regularly.
4. Update your contact details abroad via eVision, Student Records Online. This is especially important in case we urgently need to contact you.
5. You must comply with Warwick’s Attendance and Engagement Monitoring Plan, set by WBS.
6. Keep in regular contact with your Personal Tutor, Year Abroad Co-ordinator and WBS.
7. You will observe the academic calendar of your host institution and remain at that institution for the duration of your agreed exchange period.
8. You will abide by all the rules, regulations and practices of the Partner University. This includes submission deadlines, attendance requirements, codes of conduct, use of plagiarism software etc, as well as non-academic regulations.
9. Your attendance at classes is a requirement of your exchange.
10. You must respect the laws and customs of your host country and comply with all requirements of your visa.
11. Tier 4 students will also need to keep in close contact with the Student Mobility Team.
12. You must enrol as a student at Warwick when requested for year 3 even though you are abroad.
13. On your return, you will be required to provide a transcript from your host institution to your department by submitting it on eVision. You are responsible for meeting all
requirements necessary for the host institution to release the transcript, including payment of any outstanding fees.

14. If you have completed a work placement, you may also need a reference, if you require a template reference then go to the Student Mobility Team’s website and you will see a link to the transcript for work.

15. You will receive instructions regarding the online submission of module preferences for your returning year during the Spring/Summer Terms via your Warwick email address. You must follow the instructions carefully and if in doubt, contact WBS Undergraduate Office.

16. You may be visited by a member of Warwick academic or professional service staff during your Year Abroad. You will be informed in advance of the visit. You are required to be available for discussion with the member of staff concerned wherever possible.

17. You may be asked to participate in meetings set up for students preparing for a study abroad, or you may be asked to help at a presentation or another type of Warwick event; as part of your study abroad you are expected to take part in these events – which can be fun, and your experiences are most valuable. Remember you are an ambassador for WBS!

18. You are advised to fulfil the academic requirements for the Year Abroad as set out in this Handbook and your WBS Undergraduate Handbook.

Before you go
You are expected to:

- Attend all preparatory meetings and read all materials relating to your forthcoming year abroad (including this Handbook).
- Read all material provided in relation to the Year Abroad provided by WBS and the Student Mobility Team.
- Carefully and thoroughly research your preferred Year Abroad destinations and make an informed decision as to where to spend your year abroad.
- Complete all applications and paperwork within set deadlines and reply to University communication requiring a response.
- Inform the department of any major development or changes in your plans and ensure all work placements and study plans are authorised by your Year Abroad Co-ordinator.
- Familiarise yourself with details of work (academic or other) and administration you are to undertake while abroad.
- Familiarise yourself with the country / region / town and institution / company where you will be based before you complete the option form, and before you depart.

On arrival abroad
You are expected to:

- Return all necessary paperwork to the Student Mobility Team and WBS via the eVision Mobility Tool.
- Ensure that you have updated eVision with your current home address, contact details, and emergency contact information.
- Check my.wbs and your Warwick email address on a consistent and regular basis as this will be an important means of contacting you and distributing key messages.
- Inform us immediately of any changes in circumstances.

It is very important that you keep in touch with us during your Year Abroad, as you might miss out on important information if we are unable to contact you.
While abroad
You are expected to...

- Undertake the assessments set by WBS.
- Respond in good time to any University communication.
- Attend the Year Abroad Seminar (compulsory and assessed).
- Attend all classes at Partner Universities.
- Notify the Undergraduate Programme (as well as any relevant contacts in the host country) of any major problems / emergencies.
- Inform us immediately of any changes in circumstances.
- Undertake Warwick ambassadorial duties as required, such as attend your host university study abroad fair and promote Warwick.

You are also expected to abide by the laws and respect the cultural traditions of your host country / host organisation and to be an ambassador for WBS.

On your return to Warwick
You are expected to...

- Participate in all debriefing activities relating to your Year Abroad.
- Submit your Year Abroad assessments in good time.
- Ensure all mandatory paperwork from WBS and the Student Mobility Team have been completed.

Preparation and Research
Taking a year away from Warwick is a big decision, and you will need to research your destination. Discussions with your family and friends are important, and if you are a sponsored student, it is vital that you talk to your sponsor before making any final decisions.

Changing your mind before the start of the Warwick term can impact on a number of areas, e.g. your returning year module choices, your student loan application, your immigration permission. In addition, if withdrawing from a study abroad placement it is unlikely to be reallocated to one of your peers who will have missed out on an opportunity to study at that partner university.

If in the rare case, you do not meet the progression requirements from Year 2 to Year 3 and cannot progress on to your year abroad, or need to apply for Temporary Withdrawal, you should talk to your Year Abroad Co-ordinator and the WBS Undergraduate Office at the earliest opportunity to discuss your options.

As an example, in recent years, the number of students going to study in Chile has increased. The academic year (semester 2) starts in August. You may not have your examination results before your flights and accommodation are arranged; in this case you must be confident that you have passed enough CATS to progress to Year 3 before travelling abroad (refer to WBS Undergraduate Handbook). The final decision on whether candidates can continue with their preparation for Chile, or any other country, is with WBS and the Partner University.

If you do meet the progression requirements from Year 2 to Year 3, but achieve below 59% and/or are carrying fails, progression to your semester 2 study abroad placement may need to be reconsidered. This is in cases where you will be applying for a semester 2 study placement at a Partner University requiring a 2:1 minimum. These partners will consider your 2nd year transcript on application. The WBS Undergraduate Office will contact you after the Year 2 Examination Boards
(August) if there are any concerns regarding your academic achievement in Year 2 and your Semester 2 study placement. You must not continue with your plans to go to a partner without express permission of your department; and of course, the partner who has the final decision. The expectation is that students attending study abroad will be of a 2:1 academic standing.

**Be proactive** – this is your project to manage, and while we are here to support you, you need to independently research opportunities and universities to source the most rewarding experience tailored to your future goals and what you want to achieve during your year!

- Refer to Appendix 4: Researching Your Placement Checklist
- Refer to Appendix 5: Planning your Budget Checklist
Research!

It is your responsibility to ensure all practical arrangements are made for your year abroad, such as applying for correct immigration permission, accommodation, insurance and travel etc. Carefully research these.

Here are some examples of questions to consider:
- Have you researched the student support services available in destination country?
- Do you have a pre-existing medical condition? Are prescriptions, medication and medical care accessible, available and legal in destination country?
- What mental health services are available in destination country?
- Do you need to obtain private healthcare? How much will this cost?
- Can you obtain immigration permission for your intended activity in your intended location?

Preparation for your Year Abroad

Stage 1: Research, Research, Research!

WBS Support includes:
- Attend Drop-in-Sessions held throughout Autumn Term with your Year Abroad Co-ordinator and the International section of the WBS UG Office (details on my.wbs)
- Read through the Year Abroad information on the my.wbs resource pages.
- Talk to the WBS Careers Team regarding application support and advice or attend one of their drop-ins in the UG Learning Space.
Preparation for your Year Abroad

Stage 3: Where am I going???

• Notification of allocation results by WBS Undergraduate Office by 10th January 2020!

• Semester 1/Full Year Work Placements – final deadline for confirmation and approval is 13th March 2020
  • If no work placement confirmed, you must commit to a remaining study placement.

• Semester 2 Work Placements – deadline for confirmation and approval is 16th October 2020
  • If no work placement confirmed, you must commit to a remaining study placement.

• Mandatory Student Mobility Pre-Departure Briefing held in Spring Term
• Mandatory WBS Year Abroad Pre-Departure Briefing held in Summer Term
The Student Mobility Team: Planning
*Guidance written from Student Opportunity (JUL 2018)

The Student Mobility Team is part of Student Opportunity (SO). The role of Student Mobility is to provide the mechanism for your department to set up contractual exchange agreements, and to support students throughout the nomination, application and placement processes. They are responsible for applying for and managing the Erasmus+ grant payments and administration (if applicable) and for practically supporting students through the Partner University nomination and application processes.

The Student Mobility Team often use the term ‘Study Abroad’ as an umbrella term including study, work and volunteering abroad.

The Student Mobility Team and WBS are different departments with separate roles and responsibilities, and you are expected to respond promptly to requests from both departments.

The Student Mobility Team does not make decisions on academic matters (such as approval for change of year abroad destination or module selection approval), which must be referred to your WBS Year Abroad Co-ordinator.

1. The University has over 250 partners, some will be specific to WBS and some exchanges will be offered across the University. In 2018 there were over 800 individual student placements taking place.

2. Student Mobility will offer a series of briefings throughout the Autumn term on options for studying abroad and will introduce you to Study Abroad programmes at Warwick. Places are only offered through WBS and you must be nominated by WBS in order to progress your application to the Partner University.

3. Our aim is not to bombard you with emails; if we email you, we really do need a reply.

4. The Student Mobility Team’s information on paperwork and reminding you about deadlines for required paperwork will be posted on eVision Mobility Tool, with reference to the Student Mobility website www.warwick.ac.uk/go/studyabroad.

5. The process of engagement with Student Mobility begins with you being nominated by WBS to Student Mobility by the first week of Spring Term (6th January 2020). WBS will receive a list confirming the place you have been offered by the end of January.

6. A nomination is just that – it is not a guarantee you will be accepted by the partner.

7. Student Mobility nominate you to the partner university and then you will be asked to complete the partner’s application materials. There is no one-size-fits all – each university has a different way of working. The best advice is to follow the instructions carefully and be proactive. You must supply all the information requested and make sure you be respectful of Partner University deadlines.

8. If a partner asks for a language qualification; you must supply the information. Not supplying essential details can delay your application.

9. You are expected to attend one of the Student Mobility Team’s Pre-Departure Briefings held in Spring Term; this is where the information on insurance, Erasmus+ updates (If applicable), funding, insurance etc. is explained in detail.

10. Student Mobility will upload a copy of the presentation at the end of March each year.

11. Drop-in sessions are run by the team throughout the year and provide an opportunity for you to talk to one of the Co-ordinators. You may also find the materials in the Student Opportunity Reception useful for researching a potential partner. The Student Mobility website also provides a good source of information on each partner and links to partner information materials. www.warwick.ac/go/studyabroad/outbound

12. If your degree enables a split placement (work/study), or study at two destinations, this is possible but remember to check the dates of each partner’s term times as they may not be...
compatible. For worldwide exchanges you will also need to ensure sufficient time to plan for visas.

13. The expectation from our partners, and as set out in all our agreements, is that you will have good academic standing, or more specifically be working to a 2:1 level and will have the necessary language qualifications if required.

Diversity and Inclusion
All our partnership agreements include a diversity and inclusion statement:

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

You may also find Warwick’s Diversity and Inclusion website pages helpful – the Student Mobility have a printed copy of the Diversity and Inclusion: Safe Overseas Travel Guidance and will be able to provide a copy, or you can download it from the link above. The Safe Travel Overseas guidance aims to raise awareness of issues and potential risks that students who identify with one or more Protected Characteristics may encounter when undertaking overseas travel on behalf of the University. A Safe Overseas Travel Guidance has been produced not to deter students who have one or more protected characteristics from travelling abroad in connection with their studies, but simply to research and consider the potential risks associated with such travel and the steps that can be taken to minimise the risks.

For example, in more than half the world, LGBTUA+ people may not be protected against discrimination by workplace law. Cultural acceptance and law can vary from country to country, research your destination thoroughly prior to travel.

Student Support and Wellbeing
One of the highlights of your University experience may be having the opportunity to work/study abroad as part of your studies. Whilst this may provide a great opportunity to immerse yourself within a new culture, any change (even positive ones) could produces stress – particularly in cases when you are distanced from your familiar surroundings and social networks; which makes it important to plan for how to look after your emotional wellbeing during this period.

Sometimes it feels like we only should focus on the positives and the opportunities of an experience, but naturally there will be some negatives and down-sides and a coping person will notice these too. Seeking help at an early stage can help to make sure that they do not become more problematic.

Your wellbeing is important and you’re still a Warwick student when you are away from Coventry. Should you require support, you have a range of support services open to you, including your Year Abroad Co-ordinator, Personal Tutor, Senior Tutor and the WBS Undergraduate Office – we are all still here to help and support you. The Student Mobility Team are also here to help and to ensure you do not feel isolated. If you need someone to talk to, or have concerns, please reach out and contact us.
You should be talking to your Personal Tutor at least termly to keep them informed of your year abroad. Be aware of any attendance monitoring points that might be having a virtual meeting or phone call with your Personal Tutor.

1. **Warwick Wellbeing Services:** Wellbeing Support Services provide a range of services that can help you to develop the personal resources and skills you need to navigate the challenges and opportunities of student life. The Counselling Service offers Year Abroad resources, including a Podcast on studying overseas. You can access remote support for email counselling and wellbeing services.

2. **Culture Shock - Our Counselling Service** offers useful resources on managing culture shock.

3. **European Health Insurance card if applicable post-Brexit:** also worth carrying with you – don’t fall for the scam websites. The card is free of charge and will entitle you to reciprocal heath care.

4. **If you have a disability, including a mental health difficulty,** we would encourage you to let the partner university know in advance to discuss any support requirements including special exam arrangements, accessible accommodation, etc. The information you share will be treated confidentially for support purposes.

Please note that support provision varies between different Partner Universities and liaising with them in advance is important to ensure appropriate support is in place. We would also suggest contacting Wellbeing Support Services at Warwick who can support you in liaising with the partner university.

Contacting the Wellbeing Service at Warwick who will then be able to liaise with the partner university on support required.
If you have Mitigating Circumstances, talk to your Personal Tutor or Senior Tutor, and if your WBS assessments may be impacted you can apply for Mitigating Circumstances via my.wbs (refer to your WBS Undergraduate Handbook).

Travel Safely Abroad
You should be more vigilant than usual with regard to your personal safety. The risk may not be higher than in the UK, but the fact that you are in unfamiliar surroundings means that it is all the harder to weigh up the danger and to deal with the consequences of resulting problems. Avoid putting yourself in a situation which involves unnecessary risks.

As a University of Warwick student, travelling abroad, you need to be aware of your rights and responsibilities. The University will offer you support both before you travel and during your stay but remember that you are adults and are fully responsible for your own actions and behaviour.

Please read the Travel Safely Abroad Leaflet provided by Warwick’s Support Services before departing.

Aviva Worldaware
Warwick’s Overseas Travel Insurance provider, Aviva, provide a free of charge travel risk resource called Aviva Worldaware. Once registered with the site, you can

- Set up alerts relating to a specific country and timeframe
- Access 24hr security assistance
- Access information on crime, security advice, terrorism, culture, logistics, health etc.
- Download the Travelkit mobile phone app via your phone App Store

For more information about accessing Worldaware please visit our Travel Insurance pages, registration requires using our insurance policy number.

Risk Assessments
Get to know the countries/regions you are thinking about travelling to. It’s helpful to be aware of possible risks that you may face whilst studying or working abroad. Identifying potential hazards and planning ahead will reduce risks and help ensure a smooth and safe transition to a new life abroad.

WBS strongly recommends completing a risk assessment to help you get to know the country you are intending to travel to. Warwick has a template you can use here.

The Foreign and Commonwealth Office website offers invaluable information on travel advice by country. Their pages cover:

- Safety and security
- Local laws and customs
- Entry requirements
- Health and natural disasters
- Other useful information.

We strongly recommend that students read the section related to their destination prior to departure.
**Code of Conduct**

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

You must complete this prior to departing on your Year Abroad, and we reserve the right to withdraw you from your Year Abroad work/study if you do not complete the form or are in breach of the Code of Conduct.

**Student Finance**

If you are studying/working abroad as part of your course, you may still qualify for student finance. Please see the [Student Funding website](#) for information on funding for a Year Abroad.

1. If you are studying abroad, you are part of a reciprocal exchange programme and you do not pay tuition fees to the Partner University.
2. Partner Universities may require administrative fees (e.g. enrolment), research this beforehand.
3. Whether working/studying abroad or both, you pay tuition fees to Warwick. The fee you will pay to Warwick is set by the Student Finance Team and can be viewed on their website. If you have any questions, contact the Student Finance Team.
4. You are eligible for funding even though you are out of Warwick for a year.
5. Warwick’s Student Finance Team will inform the funding companies (if applicable) of your name if you are going overseas, and if required for study abroad they will include the Partner University semester/term dates. If you require a ‘Course Abroad’ form to be signed, the WBS Undergraduate Office can authorise this.
6. If the Partner University’s semester starts more than one month before the Warwick academic year, the funding companies will aim to pay your funds at an earlier date, but do not rely on this, as the payments may not be made until the start of Warwick’s term. For a student travelling to Chile there will be a gap between when you start your term, and when your bursary starts that you will need to plan for in advance. Consider how you will fund your first few months if your student loan is delayed to Warwick’s academic year start date.
7. Sponsorship: it has been our experience that not all sponsors will agree to a year abroad. Before you start the process you are advised to contact your sponsor and check on the position.
8. Student Funding Team – Funding Study Abroad.
9. For UK students the following link is useful for external advice [Gov.UK](#).
10. It is possible that you will receive a grant from Student Finance England to cover some of your travel expenses if you normally live in England. You do not have to pay back a travel grant, but the amount will vary, and you will need to check on your eligibility. There are also links to other funding bodies outside of England; rules do vary so check the right website.

**Business Overseas Travel Insurance**

You will be covered by the University’s Business Travel Insurance while you are studying/working abroad. This applies whether you are in or outside of Europe.

This insurance is not health insurance – it is for emergency situations, accidents, loss etc. Please also note that it is not for the loss or damage of mobile phones or computers. The details of the policy are available online. The fee for this policy is paid for by the Student Mobility Team. An insurance card will be available in the Student Mobility Team (usually by the spring term each year) if you would like to take a hard copy of the contact details.
Download and keep the policy summary, which explains what you’re covered for and who to contact in the event of a claim. If you intend to travel in a personal capacity, you are likely to need to purchase separate travel insurance. If you are unsure if you will need to do this, contact the Insurance Service.

If you have any questions on the policy or claims process, contact the Insurance Service. The Insurance Service can also provide letters confirming policy details if required by work placement providers.

**Additional Health Insurance**

There are countries where it is mandatory to take out additional insurance. Australia, USA, Canada, Turkey will require additional private health insurance. If you are required to purchase additional private health insurance this will be a cost you must factor into your budget. The costs can vary considerably between US institutions in particular and you will need to check on an individual basis for the annual charge.

There are a number of countries where it is recommended by the partner you ensure you have adequate Health Insurance coverage – pay attention to guidance given to you by your prospective employer/University to ensure you are adequately covered.

**Erasmus+ and Brexit**

**Erasmus+ and Brexit update (October 2019):** As you will be aware, the terms of the UK’s departure from the European Union has yet to be determined. Continued participation is subject to the terms of the UK’s departure from the European Union, and as such, we are unable to provide clarity on the future of the UK’s participation in Erasmus+. A useful resource is the British Council’s guidance on Brexit [here](#).

The availability of Erasmus+ grants for 2020/21 will be dependent on the future of the UK’s participation in the Erasmus+ Programme. If funding is available, see the below information on management and administration of the Erasmus+ Scheme, if continuing.

The Erasmus+ Grant is managed by the Student Mobility Team, and they have provided the information below. Should you have any questions regarding the Erasmus+ grant, you will need to contact them.

1. **When thinking about an Erasmus+ or worldwide placement, one of the advantages of studying in Europe is the Erasmus+ grant.** The rates of payment per month do vary but as a guide can be between €280-€330 a month, for (usually) a maximum of 9 months. An extra payment is made to support you if you need financial help. The funds are identified by Warwick’s Student Finance Office and you do not need to make a separate application.
2. **70% of your Erasmus+ grant is paid on receipt of your Arrival Form-Higher Education Placement Plan.** Payment is usually made around November. You will receive the final 30% of your grant on your return, and completion of all your forms. This is due to the grant only being received from the British Council at the end of your placements.
3. **The Erasmus+ programme does have quite a number of forms to complete, but then the money is nice to receive too.** The Student Mobility Team website will have all the guidance and templates of forms you need to complete.
4. **An Online Language Survey:** assessing your outgoing and returning level of language will be required as an essential part of the Erasmus+ process.
5. In addition, a final report will need to be completed and is sent to you directly from the European Mobility Tool; this is how Warwick is assessed for future funding and is a vital part of the process.

**Tier 4 Visa Holders**

All students are encouraged to take part in a Year Abroad. All students on a Tier 4 visa are eligible for a Year Abroad and will be supported throughout the process.

If you were admitted to Warwick on BSc International Business, then you will already hold a 4-year visa, covering your year abroad. If you transferred into BSc International Business in Year 2 and are required to change your immigration permission from a 3 year degree course, please contact the Immigration Service for advice.

There will be some additional requirements for you if you are on a Tier 4 visa, organised through the Student Mobility Team. They will explain these in their Pre-Departure Briefing and you will be advised of any additional processes you need to complete. As the guidance is regularly updated, it is always best to keep in contact with them and contact them if you have questions.

In order to comply with our immigration responsibilities, we are required to report to the Home Office when students sponsored on a Tier 4 visa will be / working in a different location for a period of three months or longer. WBS will process your ‘change in location’ with the Student Records Team and Home Office at the start of the academic year (Year 3) and at the start of January 2021 if you have changed placements mid-year. We are also required to inform the Home Office when you return from your ‘change of location’, and we will process this within 2 weeks of your return to Warwick.

**Do I need a visa to work/study in my destination country(ies)?**

Warwick cannot offer information or guidance on immigration permission outside the UK, as only legally trained advisers can do this.

You may require a visa to study or work in your destination country for your year abroad placement(s). It is your responsibility to ensure you obtain the correct immigration permission for your placement in good time to begin your placement(s). There is a list of resources below to get you started:

1. Use the list of foreign embassies in the UK to find the website for the UK-based embassy of the country where you will be studying. The embassy’s website will tell you whether people of your nationality need to apply for a visa in order to study there.

   The UK Government publishes a list of all foreign Embassies and High Commissions in the UK. The London Diplomatic List contains the addresses and contact details of all Embassies and High Commissions in London. They also have a list of Consular Offices outside London in cities such as Edinburgh, Cardiff, Manchester and Birmingham.

   Consult the Foreign and Commonwealth Office website. This is a useful source of information.

2. You should also seek guidance from your host university or employer, who will be able to issue any documentation you require and guide you through the process of obtaining appropriate visa documentation for your purpose of travel. Your host university will have advice and guidance on applying for visas.
3. Leave plenty of time to apply for a visa (holidays can wait, ensure your study visa has been obtained).

4. Some employers may not be able to sponsor your immigration permission. It is advisable to check before applying if they can sponsor visas.

Accommodation
Students are responsible for sourcing appropriate accommodation for their Year Abroad. If opting to study abroad, the Partner University may offer accommodation or guidance on sourcing private accommodation. Information on accommodation will be available on the Partner University websites.

Worldwide exchanges tend to house students on campus; and European exchanges frequently will house students off campus. Explore what kind of accommodation may be available, and if organised by the Partner University, will you be sharing rooms?

1. The level of support for accommodation in Europe can vary considerably and you are advised to work closely with your host university/work placement provider.

2. Be wary of scams: students can be targeted in European cities particularly. Do not sign anything until you are sure of what you are paying for. You cannot claim on Warwick’s Travel Insurance for accommodation scams.

3. Worldwide exchanges will have deadlines for Campus University; and for European exchanges make sure you leave sufficient time to organise your accommodation.

4. The Student Mobility Facebook is a good way of communicating with previous students, and there will also be opportunities to network with returning students and find out good locations.

5. Different countries and universities will have expectations as to behaviour and protocols; it is essential that you make sure you are clear about the rules and regulations in Partner University organised accommodation e.g. hall of residence. Not all universities will be as flexible as Warwick when rules are not followed, and it is in your interest to make sure you keep within the regulations/rules.

Students’ Union Advice Centre
You may also find the Students’ Union Advice Centre helpful, and it is independent of the University of Warwick. It can provide practical advice or signpost you to sources of help, for example personal issues, housing, course-related problems, funding and finance, immigration or complaints. Visit their link for information on how they may be able to support you.

Intercultural Training
You may wish to participate in Intercultural Training. Warwick’s innovative intercultural training programme is designed to help enrich your intercultural experience as part of your Warwick journey.

Delivered through 3 stages the programme includes access to interactive workshops and online media, helping you to develop your intercultural competency before, during and after your intercultural experiences at Warwick, in the community or abroad.
External Resources
Here are a few links to some useful websites and sources of information to assist you in making the most of your year abroad experience. This list is not exhaustive, but highlights a number of resources you may wish to engage with, either before, during or after your year abroad.

Foreign and Commonwealth Office
The Foreign and Commonwealth Office (FCO) provides travel advice by country. It covers safety and security, local laws and customs, entry requirements, health and natural disasters along with a host of other useful information.

If you are not a British National, you will still find much of the advice and guidance useful. Remember to check your local embassy for information on the support and guidance they can provide you with for travelling and living overseas.

- View the FCO’s travel advice by country. This includes up-to-date information on topics such as local news, safety and security, entry requirements and local laws and customs.
- See the FCO’s guidance on support for British nationals living abroad on the government website. The government guide highlights some of the main ways you can help yourself stay safe abroad and what help the Foreign & Commonwealth Office (FCO) can provide if you do get into difficulty. It includes the FCO Consular Customer Charter.
- Know Before You Go - staying safe and healthy abroad. This includes a link to the FCO’s Travel Checklist.
- FCO advice for disabled travellers preparing for travelling abroad.
- FCO Lesbian, Gay, Bisexual and Transgender foreign travel advice.
- FCO advice on mental health and travelling abroad.
- How to find your local British Embassy, High Commission or Consulate while abroad
Global Graduates
Global Graduates is a network to support students who study, work or volunteer abroad during their degree (and help them start amazing careers!). It is the UK's biggest network of students who study or work abroad during their degree. The articles are written by and for university students across the world to provide up-to-date information, help and advice about living, studying and working abroad, to help make the whole process less scary. Get tips from other students going to your destination, share experiences, discoveries and recommendations and find out everything about where to go and what to do while you're there, making sure you really make the most of your year away.

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

Erasmus+ UK
The British Council (the UK National Agency for Erasmus+) has put together some useful information for participants who have successfully applied to take part in Erasmus+ and need a helping hand to sort out some of the logistics.

British Council
Study Work Create provides opportunities for UK students, recent graduates, and young professionals to study, work, volunteer, research or develop your creativity abroad. It houses a range of information on practicalities of studying or working abroad.

Erasmus Student Network (ESN)
The Erasmus Student Network (ESN) is a non-profit international student organisation. Our mission is to represent international students, thus provide opportunities for cultural understanding and self-development under the principle of Students Helping Students.
Appendix 1: BSc International Business Year Abroad Partner List 2020/2021
*Refer to my.wbs (published with the BSc International Business Year Abroad Handbook)

Appendix 2: Work Placement Proposal Form
*Refer to my.wbs (published with the BSc International Business Year Abroad Handbook)

Appendix 3: WBS Undergraduate Exchange Partners: Credit Equivalency Table 2020/2021
*Refer to my.wbs (published with the BSc International Business Year Abroad Handbook)

Appendix 4: Researching your Placement Checklist
*Refer to my.wbs (published with the BSc International Business Year Abroad Handbook)

Appendix 5: Planning your Budget Checklist
*Refer to my.wbs (published with the BSc International Business Year Abroad Handbook)

Appendix 6: WBS Year Abroad Information Session (Autumn 2019)
*Refer to my.wbs (published with the BSc International Business Year Abroad Handbook)

Appendix 7: Student Mobility Team’s Information Session (Autumn 2019)
*Refer to my.wbs (published with the BSc International Business Year Abroad Handbook)

Appendix 8: WBS Year Abroad Pre-Departure Briefing (Summer 2020)
*Refer to my.wbs (to be published with the BSc International Business Year Abroad Handbook when available)

Appendix 9: Student Mobility Team’s Pre-Departure Briefing (Summer 2020)
*Refer to my.wbs (to be published with the BSc International Business Year Abroad Handbook when available)

Appendix 10: How to find work abroad
*Refer to my.wbs (to be published with the BSc International Business Year Abroad Handbook when available)

Appendix 11: Health and Safety Checklist
*Refer to my.wbs (to be published with the BSc International Business Year Abroad Handbook when available)
We are pleased to be in a position to release the Study Abroad Partner University list and availability for 2020-2021!

WBS has the highest number of Partner Universities available across the University of Warwick, and we are delighted to be able to offer such a diverse range of opportunities to our students.

All study abroad opportunities are subject to availability of places and meeting Partner University academic requirements. WBS study abroad agreements work on a reciprocal exchange basis, and we accept in 1 exchange student for every 1 WBS student we send out. The places and Universities available change annually based on the nature of each agreement.

BSc International Business are allocated before BSc International Management and Placement Year students to ensure you can meet the language component of the Year Abroad. If places are remaining after initial allocation in December, they may be allocated to BSc International Management and Placement Year students.

All partner universities expect an achievement of minimum average 60% or above across all first year modules, achievement of 40% or above in all first year modules and minimum B2 CEFR language competency. Some partners may be willing to be more flexible, indicated in the list below.

If applying to study in two different locations, ensure the academic calendar of proposed University permits this and the dates do not overlap.

The Student Mobility Team hold some information about a number of Partner Universities on their website.

Please carefully read your BSc International Business Year Abroad Handbook (2020-2021) and thoroughly research your preferences before submitting your choices via the new eVision Mobility Tool in Week 9.

The information contained below outlines departmental requirements – it may differ from what you will see on Warwick’s eVision Student Mobility Tool, as the system has been designed for the use of all departments at Warwick. Follow these specific instructions for your degree programme to ensure you are not disadvantaged by applying for places we cannot allocate you to. For example:

- Do not apply for a Partner University where you do not meet the entry requirements listed below – these choices will be discounted;
- Do not apply for a Partner University that is not on this list - these choices will be discounted.

Our top tip: be proactive – your Year Abroad is your project to manage, and while we are here to support you, you need to independently research universities to source the most rewarding experience tailored to your future goals and what you want to achieve during your year!
Key:
- FYE = Full-Year equivalent of 1 academic year (2 semesters).
- Therefore a 0.5 place means 1 semester spot.
- A * after FYE Places number = there may be some flexibility on numbers if a higher number of students wish to attend.

## French speaking

<table>
<thead>
<tr>
<th>Partner University</th>
<th>Length of exchange</th>
<th>Academic Entry Requirements</th>
<th>FYE* Places</th>
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</thead>
<tbody>
<tr>
<td><strong>General Academic Entry Requirements:</strong></td>
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<tr>
<td>All partner universities expect a 1st year average of minimum 60% across all first year modules, achievement of 40% or above in all first year modules, and B2 CEFR minimum language. Some partners will not consider any students below this benchmark and this is indicated in the list below.</td>
<td></td>
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</tbody>
</table>
| **Burgundy School of Business**  
Groupe ESC Dijon-Bourgogne (ESC Dijon, BSB)  
Dijon, France | 1 or 2 semesters | | 1.0* |
| **ESSEC Business School**  
Cergy Pontoise, France | 1 or 2 semesters | | 1.0* |
| **Grenoble École de Management**  
Grenoble, France | 1 or 2 semesters | | 1.0* |
| **HEC Montreal**  
Montreal, Quebec, Canada | 1 or 2 semesters | *Achievement of minimum 60% minimum across 1st year modules.  
*Achievement of 40% or above in all first year modules. | 1.0* |
| **HEC Paris**  
Jouy-en-Josas, France | 1 or 2 semesters | *Achievement of minimum 60% minimum across 1st year modules.  
*Achievement of 40% or above in all first year modules. | 1.0 |
| **Solvay Brussels School of Economics and Management**  
Université Libre de Bruxelles  
Brussels, Belgium | 1 or 2 semesters | | 1.0 |
Key:
- FYE = Full-Year equivalent of 1 academic year (2 semesters).
- Therefore a 0.5 place means 1 semester spot.
- A * after FYE Places number = there may be some flexibility on numbers if a higher number of students wish to attend.

Spanish Speaking

<table>
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<tr>
<th>Partner University</th>
<th>Length of exchange</th>
<th>Academic Entry Requirements</th>
<th>FYE* Places</th>
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<tr>
<td>General Academic Entry Requirements:</td>
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<tr>
<td>All partner universities expect a 1st year average of minimum 60% across all first year modules, achievement of 40% or above in all first year modules, and B2 CEFR minimum language. Some partners will not consider any students below this benchmark and this is indicated in the list below.</td>
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<tr>
<td>Facultad de Economía y Negocios (FEN - Faculty of Economics &amp; Business) Universidad de Chile Santiago, Chile</td>
<td>1 or 2 semesters</td>
<td>*Achievement of minimum 60% minimum across 1st year modules. *Achievement of 40% or above in all first year modules. *Minimum B2 CEFR in Spanish</td>
<td>TBC</td>
</tr>
<tr>
<td>Pontificia Universidad Católica de Chile (PUC) Santiago, Chile</td>
<td>1 or 2 semesters</td>
<td>*Achievement of minimum 60% minimum across 1st year modules. *Achievement of 40% or above in all first year modules. *Minimum B2 CEFR in Spanish</td>
<td>1.0</td>
</tr>
<tr>
<td>Universidad Carlos III de Madrid Madrid, Spain</td>
<td>1 or 2 Semesters</td>
<td>*Split of semester and full-year spots.</td>
<td>4.0*</td>
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<tr>
<td>Universidad de Granada Granada, Spain</td>
<td>1 or 2 semesters</td>
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<td>3.0</td>
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<tr>
<td>Universidad de Talca Talca, Chile</td>
<td>1 or 2 semesters</td>
<td>*Achievement of minimum 60% minimum across 1st year modules. *Achievement of 40% or above in all first year modules. *Minimum B2 CEFR in Spanish</td>
<td>3.0</td>
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<tr>
<td>Universitat Pompeu Fabra Barcelona, Spain</td>
<td>1 or 2 semesters</td>
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<td>3.0*</td>
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Aims of the Year Abroad
To further your academic knowledge as directed by WBS in IB3900 Year Abroad Portfolio and IB3860 International Business in Context:

IB3900 Year Abroad Portfolio
The purpose of the assessment is to provide a record of how your time was spent during your year abroad, and to conduct a critical evaluation of your own personal experience. It should also demonstrate an awareness, appreciation and understanding of the wider cultural and business-related issues relevant to the country/ies in which you have spent your year.

IB3860 International Business in Context
Reflect critically on business and social issues experienced during the year abroad. The seminar aims to provide a forum for discussing students' experiences of their compulsory year abroad. Through group work and cases study sessions students will demonstrate a critical awareness and understanding of the major issues and problems associated with business in their chosen country.

In addition;

- To improve your language competence and to develop your business language skills.
- To demonstrate the ability to study or work abroad for a year at a host institution/employer approved by your department;
- to experience and gain a deeper understanding of the social and cultural diversity of the country where you will undertake your year abroad;
- to travel abroad and engage with continual personal and professional development;
- to develop your spoken, written, and communication skills in the language of the country where you undertake your year abroad (if appropriate).

The purpose of a work placement is therefore to provide the student with experience of the practical application and development of both the language skills and theoretical business knowledge they have already acquired.

Your work placement must be approved by your Year Abroad Co-ordinator within the deadlines listed below by:

- Semester 1/Full Year Work Placements
  Final deadline for confirmation and approval is 13 March 2020

- Semester 2 Work Placements
  Final deadline for confirmation and approval is 16th October 2020

Personal Information

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<th>Family name:</th>
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<tr>
<td>First name:</td>
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<td>Student ID number:</td>
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<td>Email:</td>
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</table>
**Information about the employing organisation**

<table>
<thead>
<tr>
<th>Name of employing organisation:</th>
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<tr>
<td>Your job title:</td>
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<td>Work address for student during the work placement:</td>
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<tr>
<td>Country of Placement:</td>
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<tr>
<td>Have you been previously domiciled/ are a national of this country? *if yes, discuss with Year Abroad Co-ordinator</td>
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<td>Email:</td>
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<td>Dates of employment:</td>
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<td>Salary of employment:</td>
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<td>Working hours per week:</td>
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<td>Language you will be working in:</td>
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<td>Basic activity of employing organisation:</td>
<td></td>
</tr>
<tr>
<td>Name and Title of Supervisor/Manager</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Proposed tasks for student:</td>
<td></td>
</tr>
</tbody>
</table>

**Explain your reasons for proposing this work placement, and how you believe it relates to your degree in International Business / Year Abroad aims.**
How did you hear about this opportunity / apply for this placement?

*You must provide a job description and offer letter/email when submitting this form. We require third-party evidence from an employer that you have been offered a position before approval.

☐ I confirm I have attached a job description/job advert
☐ I confirm I have attached an offer letter/email
☐ I confirm I meet the minimum 9 months duration for year abroad activity

The formal contract must be returned within 10 working days of starting your placement to undergraduate@wbs.ac.uk.

Additional Comments

Please submit this form through the eVision Student Mobility Tool for consideration and approval by your Year Abroad Co-ordinator Dr Innan Sasaki.

For any queries before submitting please contact either Manuela or the UG Team at: Innan.Sasaki@wbs.ac.uk Undergraduate@wbs.ac.uk

Your Year Abroad Co-ordinator will assess your Work Proposal and supporting documents, and be in touch with any questions. If approved, you will receive confirmation via the eVision Student Mobility Tool.

If you have any questions on how to use the eVision Student Mobility Tool, contact your Student Mobility Co-ordinator, details linked here.

Once your placement has been approved, you can request Convention de Stage / Convenio de Colaboración to be signed from the Academic Office if required by your employer.
WBS Undergraduate Exchange Partners: 
Credit Equivalency Table

Credit is expressed in quantified form so that achievement in different contexts can be broadly compared in terms of intellectual depth (level) and relative volume (number of credits). Students will be undertaking approximately the same volume of work overall, however the number of modules required to satisfy the minimum credit requirement will vary between institutions.

General requirements
All (BSc International Business, BSc International Management, BSc with Placement Year)

- Students must take minimum of 60 CATS per semester or 120 CATS per academic year.
- Students must take minimum of 60% of modules in business-related subjects.

*BSc International Business (with French/German/Italian/Spanish):

- Students must take 75-80% of modules (delivered and assessed) in the language of their stream (French/German/Italian/Spanish).

Equivalency Table

<table>
<thead>
<tr>
<th>University</th>
<th>Country</th>
<th>Credit Load Equivalent (60 CATS) Per Semester</th>
<th>Credit Load Equivalent (120 CATS) Per academic year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monash University</td>
<td>Australia / Malaysia</td>
<td>24 Credit Points</td>
<td>48 Credit Points</td>
</tr>
<tr>
<td>University of Sydney</td>
<td>Australia</td>
<td>24 Credit Points</td>
<td>48 Credit Points</td>
</tr>
<tr>
<td>Wirtschaftsuniversität Wien</td>
<td>Austria</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Solvay Brussels School of Economics and Management</td>
<td>Belgium</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Pontifical Catholic University of Rio de Janeiro (PUC Rio)</td>
<td>Brazil</td>
<td>20 Credits</td>
<td>40 Credits</td>
</tr>
<tr>
<td>HEC Montreal</td>
<td>Canada</td>
<td>15 HEC Montreal Credits</td>
<td>30 HEC Montreal Credits</td>
</tr>
<tr>
<td>McGill University</td>
<td>Canada</td>
<td>15 McGill Credits</td>
<td>30 McGill Credits</td>
</tr>
<tr>
<td>Queen’s University</td>
<td>Canada</td>
<td>15 Units</td>
<td>30 Units</td>
</tr>
<tr>
<td>University of Toronto</td>
<td>Canada</td>
<td>2.5 Units</td>
<td>5.0</td>
</tr>
<tr>
<td>University of British Columbia</td>
<td>Canada</td>
<td>15 UBC Credit</td>
<td>30 UBC Credits</td>
</tr>
<tr>
<td>York University</td>
<td>Canada</td>
<td>15 Schulich Credit Points</td>
<td>30 Schulich Credit Points</td>
</tr>
<tr>
<td>University</td>
<td>Country</td>
<td>Credit Load Equivalency (60 CATS)</td>
<td>Credit Load Equivalency (120 CATS)</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-------------</td>
<td>----------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Universidad de Talca</td>
<td>Chile</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Pontificia Universidad Católica de Chile</td>
<td>Chile</td>
<td>50 UC Credits</td>
<td>100 UC Credits</td>
</tr>
<tr>
<td>Universidad de Chile</td>
<td>Chile</td>
<td>30 FEN Credits</td>
<td>60 FEN Credits</td>
</tr>
<tr>
<td>Renmin University of China</td>
<td>China</td>
<td>15 Credits</td>
<td>30 Credits</td>
</tr>
<tr>
<td>Peking University</td>
<td>China</td>
<td>15 Peking Credits</td>
<td>30 Peking Credits</td>
</tr>
<tr>
<td>Fudan University</td>
<td>China</td>
<td>15 Fudan Credits</td>
<td>30 Fudan Credits</td>
</tr>
<tr>
<td>Shanghai Jiao Tong University</td>
<td>China</td>
<td>15 Credits</td>
<td>30 Credits</td>
</tr>
<tr>
<td>Sun Yat-sen University</td>
<td>China</td>
<td>15 Credits</td>
<td>30 Credits</td>
</tr>
<tr>
<td>Chinese University of Hong Kong</td>
<td>China (Hong Kong)</td>
<td>15 Credits</td>
<td>30 Credits</td>
</tr>
<tr>
<td>City University of Hong Kong</td>
<td>China (Hong Kong)</td>
<td>15 Credits</td>
<td>30 Credits</td>
</tr>
<tr>
<td>Hong Kong University of Science and Technology</td>
<td>China (Hong Kong)</td>
<td>15 HKUST Credits</td>
<td>30 HKUST Credits</td>
</tr>
<tr>
<td>University of Hong Kong</td>
<td>China (Hong Kong)</td>
<td>30 HKU Credits</td>
<td>60 HKU Credits</td>
</tr>
<tr>
<td>Copenhagen Business School</td>
<td>Denmark</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Aalto University</td>
<td>Finland</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Burgundy School of Business</td>
<td>France</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>ESSEC Business School</td>
<td>France</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Grenoble École de Management</td>
<td>France</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>HEC Paris</td>
<td>France</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Institut d’études politiques de Paris</td>
<td>France</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Reims Campus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Universität Mannheim</td>
<td>Germany</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Ludwig-Maximilians-Universität Munchen</td>
<td>Germany</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Università Bocconi</td>
<td>Italy</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Waseda University</td>
<td>Japan</td>
<td>15 Waseda Credits</td>
<td>30 Waseda Credits</td>
</tr>
<tr>
<td>University</td>
<td>Country</td>
<td>Credit Load Equivalency (60 CATS) Per Semester</td>
<td>Credit Load Equivalency (120 CATS) Per academic year</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Erasmus Universiteit Rotterdam</td>
<td>Netherlands</td>
<td>Trimester system</td>
<td>60 ECTS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Term = 20 ECTS (40 CATS)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Terms = 40 ECTS (80 CATS)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*2 Term minimum Autumn term unless studying semester 2 at a different university where academic calendar clashes *2 Term minimum required for Spring &amp; Summer terms</td>
<td></td>
</tr>
<tr>
<td>University of Groningen</td>
<td>Netherlands</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Saint Petersburg State University</td>
<td>Russia</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>National University of Singapore</td>
<td>Singapore</td>
<td>16 MCS</td>
<td>32 MCS</td>
</tr>
<tr>
<td>Nanyang Technological University</td>
<td>Singapore</td>
<td>15 AU Credits</td>
<td>30 AU Credits</td>
</tr>
<tr>
<td>Singapore Management University</td>
<td>Singapore</td>
<td>4 SMU Credits</td>
<td>8 SMU Credits</td>
</tr>
<tr>
<td>Korea University</td>
<td>South Korea</td>
<td>18 Credits</td>
<td>36 Credits</td>
</tr>
<tr>
<td>Seoul National University</td>
<td>South Korea</td>
<td>18 SNU Credits</td>
<td>36 SNU Credits</td>
</tr>
<tr>
<td>IE Business School Madrid/Segovia Campus</td>
<td>Spain</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Universidad Carlos III de Madrid</td>
<td>Spain</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>ESADE, Ramon Llull University</td>
<td>Spain</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Universidad de Granada</td>
<td>Spain</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Universitat Pompeu Fabra</td>
<td>Spain</td>
<td>Trimester system</td>
<td>60 ECTS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Term = 20 ECTS (40 CATS)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Terms = 40 ECTS (80 CATS)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*2 Term minimum Autumn term unless studying semester 2 at a different university</td>
<td></td>
</tr>
<tr>
<td>University</td>
<td>Country</td>
<td>Credit Load Equivalency (60 CATS) Per Semester</td>
<td>Credit Load Equivalency (120 CATS) Per academic year</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------</td>
<td>-----------------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Stockholm School of Economics</td>
<td>Sweden</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>University of St Gallen</td>
<td>Switzerland</td>
<td>30 ECTS</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Bentley University</td>
<td>USA</td>
<td>15 US Credits</td>
<td>30 US Credits</td>
</tr>
<tr>
<td>Cornell University</td>
<td>USA</td>
<td>15 US Credits</td>
<td>30 US Credits</td>
</tr>
<tr>
<td>University of California</td>
<td>USA</td>
<td>DEPENDANT ON CAMPUS</td>
<td>DEPENDANT ON CAMPUS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UC Berkley/ UC Merced (semester system) = 16 Credits</td>
<td>UC Berkley/ UC Merced (semester system) = 32 Credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UC All (excl. above) (quarter system) = 24 Quarter Credit*</td>
<td>UC All (excl. above) (quarter system) = 48 Quarter Credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*(2 term minimum required) / 40 CATS per term.</td>
<td></td>
</tr>
<tr>
<td>University of Connecticut</td>
<td>USA</td>
<td>15 US Credits</td>
<td>30 US Credits</td>
</tr>
<tr>
<td>University of Pennsylvania</td>
<td>USA</td>
<td>5 Penn Credit Units</td>
<td>10 Penn Credit Units</td>
</tr>
<tr>
<td>University of South Carolina</td>
<td>USA</td>
<td>15 US Credits</td>
<td>30 US Credits</td>
</tr>
</tbody>
</table>
Preparing for your Year Abroad

Whilst we hope your Year Abroad will be an enjoyable and transformative experience, we know students can face a number of challenges. One of the most important things to do to mitigate these risks is to fully research your Year Abroad destinations.

Here’s a non-exhaustive list of things to consider for your Year Abroad placement(s).

### Location

With so many options as to where you can spend your Year Abroad, it’s important that you research the location well to ensure it is somewhere you feel happy and safe for the duration of your placement.

<table>
<thead>
<tr>
<th>Things to Consider</th>
<th>My Research Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where is the placement located (city centre or suburbs)?</td>
<td></td>
</tr>
<tr>
<td>How will you travel to your placement (walk, public transport, hire car)?</td>
<td></td>
</tr>
<tr>
<td>What is the climate like? Does it vary throughout the year? Will you need to buy new attire for certain weather conditions?</td>
<td></td>
</tr>
<tr>
<td>Are there leisure activities nearby? What will you do with your social time?</td>
<td></td>
</tr>
<tr>
<td>Do you need a visa for your destination? How much will this cost? What is the application process? Contact your local embassy.</td>
<td></td>
</tr>
<tr>
<td>What is the first language of the destination you are considering? Are you familiar with this language? Will you undertake language classes before or on arrival to build your confidence?</td>
<td></td>
</tr>
</tbody>
</table>

### Brexit

**Erasmus+ and Brexit update (October 2019):** As you will be aware, the terms of the UK’s departure from the European Union has yet to be determined. Continued participation is subject to the terms of the UK’s departure from the European Union, and as such, we are unable to provide clarity on the future of the UK’s participation in Erasmus+. A useful resource is the British Council’s guidance on Brexit [here](#).

The availability of Erasmus+ grants for 2020/21 will be dependent on the future of the UK’s participation in the Erasmus+ Programme.

UK nationals should be aware that the terms of the UK’s departure from the EU may affect your immigration rights to work in the EU in the event of a no-deal scenario if you cannot meet new immigration requirements. Ensure you carefully consider this risk before opting for working in the EU. If you hold dual nationality, you may wish to use your non-UK passport.

Although the impact of a Brexit in the event of no-deal is difficult to predict, consider the following when researching your year abroad activities:
### Things to Consider

<table>
<thead>
<tr>
<th>Planning your budget without Erasmus+ funding guaranteed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immigration permission and the impact on right to work in a no-deal Scenario?</td>
</tr>
</tbody>
</table>

### Accommodation

Whilst at Warwick you’ll have lots of support in ensuring your accommodation is safe and easily accessible. Depending on where you travel abroad, you may have to source your own private accommodation, or accommodation facilities may differ when compared to the facilities available in the UK.

<table>
<thead>
<tr>
<th>Things to Consider</th>
<th>My Research Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will you source accommodation? Host university, friends and family, Facebook?</td>
<td></td>
</tr>
<tr>
<td>Be very aware of accommodation scams – Warwick’s Travel Insurance policy does not cover this.</td>
<td></td>
</tr>
<tr>
<td>Does the host university offer accommodation to inbound exchange students (if applicable)?</td>
<td></td>
</tr>
<tr>
<td>How much will accommodation cost? Does this include local taxes, electricity, water &amp; internet charges?</td>
<td></td>
</tr>
<tr>
<td>What are the deadlines/timeframes to apply for accommodation? Consider waiting lists, or host university deadlines.</td>
<td></td>
</tr>
<tr>
<td>Do you have specific accommodation requirements as a result of a disability/condition? Can you find accommodation with facilities to support this?</td>
<td></td>
</tr>
</tbody>
</table>

### Finance

A Year Abroad can pose a number of different financial demands that you don’t face in your day-to-day life at Warwick. Ensure your location is affordable for you, based on your circumstances and social activities.

<table>
<thead>
<tr>
<th>Things to Consider</th>
<th>My Research Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>What bursaries or additional funding might you be eligible for from Warwick or grant schemes? Are you eligible for current funding from student loans companies?</td>
<td></td>
</tr>
<tr>
<td>What is the average cost of living in your destination? For example, how much is a cup of coffee?</td>
<td></td>
</tr>
<tr>
<td>Will you need to purchase book supplies and pay for printing?</td>
<td></td>
</tr>
<tr>
<td>How much will it cost to call your home country from a mobile phone? Would you need to get a new contract?</td>
<td></td>
</tr>
</tbody>
</table>
How much does it cost to travel to your location? If you need to return home in an emergency, can you afford this?

Can you budget to travel during your free time? Is it cheap to travel to local destinations or nearby countries?

Will you undertake additional social activities? How much is a gym membership, joining a society or a glass of wine?

Can you open a bank account in your destination country? Research the requirements to open an account or if you can continue to use your UK bank account.

What will your tuition fees to Warwick be for your year?

Do you need to obtain private healthcare or compulsory health insurance? How much will this cost?

Does your host university have registration fees? (if applicable)

### Health & Wellbeing

A Year Abroad can pose a number of challenges, so it’s important that you can keep yourself safe and research the local laws and customs that will apply. You also need to consider the health and wellbeing services available to you for both your physical and mental health during your time away.

<table>
<thead>
<tr>
<th>Things to Consider</th>
<th>My Research Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you checked the Foreign Commonwealth Office travel guide for your intended destination and read information on local laws &amp; customs? (Attitudes towards appropriate dress, gender roles, alcohol consumption, diet, religion and beliefs, current affairs and other politically sensitive issues)</td>
<td></td>
</tr>
<tr>
<td>Do you need to obtain private healthcare? How much will this cost?</td>
<td></td>
</tr>
<tr>
<td>What are crime rates like? Are personal attacks common, are foreigners a target for scams?</td>
<td></td>
</tr>
<tr>
<td>Do you require particular support or special arrangements for your assignments? Can your host university provide support for this (if applicable)?</td>
<td></td>
</tr>
<tr>
<td>Will there be access to student support/mental health services at your host university, or through your healthcare provider? Is mental illness culturally accepted?</td>
<td></td>
</tr>
<tr>
<td>Can you obtain any medications you require in your host country? Have you spoken to your GP about how you may manage any current medications?</td>
<td></td>
</tr>
<tr>
<td>If you have a disability, are there facilities in place to help with accessibility?</td>
<td></td>
</tr>
</tbody>
</table>
Have you researched LGBTUA+ rights? Is LGBTUA+ culturally accepted?

| What is the cultural attitude towards protected characteristics? This includes, but is not limited to, Age, Disability, Gender Identity, Sexual Orientation, Race, Religion or belief |

Safety and risk assessments
Get to know the countries/regions you are thinking about travelling to. Be aware of possible risks that you may face whilst studying or working abroad. Identifying potential hazards and planning ahead will reduce risks and help ensure a smooth and safe transition to a new life abroad.

<table>
<thead>
<tr>
<th>Things to Consider</th>
<th>My Research Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete a risk assessment to help you get to know the country you are intending to travel to. Warwick has a template you can use here.</td>
<td></td>
</tr>
<tr>
<td>The Foreign and Commonwealth Office website offers invaluable information on travel advice by country. Their pages cover: Safety and security, Local laws and customs, Entry requirements, Health and natural disasters, Other useful information.</td>
<td></td>
</tr>
<tr>
<td>We strongly recommend that students read the section related to their destination prior to departure</td>
<td></td>
</tr>
</tbody>
</table>

Academic
Consider whether you want to use your studies to enhance your knowledge in any particular fields, attend a University with a particular specialism and how you will integrate into your host institution. Ensure that you meet all academic criteria for consideration.

<table>
<thead>
<tr>
<th>Things to Consider</th>
<th>My Research Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research your module options – does the host university have subject specialisms or focus on specific areas e.g.) industrial relations or finance?</td>
<td></td>
</tr>
<tr>
<td>How will you be assessed for your modules?</td>
<td></td>
</tr>
<tr>
<td>Is there a mandatory language class?</td>
<td></td>
</tr>
<tr>
<td>Do you meet the entry requirements?</td>
<td></td>
</tr>
<tr>
<td>If you’re going to split your year, what are the semester dates? Will these clash with your work placement plans?</td>
<td></td>
</tr>
<tr>
<td>Do you require particular support or special arrangements for your assessments? Do you want to make your host university aware of this?</td>
<td></td>
</tr>
</tbody>
</table>
Some advice from our 4th year students when reflecting on their Year Abroad preparations:

- “Prepare - contact WBS students who went to the same university previously.”

- “Research about the country beforehand”

- “Don’t pick placements based on university rankings, pick them based on the cultures you want to explore”

- “Speak to people who have done a year abroad before in the area you are interested in. They will not only make you feel less unsure/ nervous, but have great insights and advice. “

- “Think about what you want to get out of your year abroad prior to selection, do you want to learn a language, experience a certain culture? Don't merely dive into an option because the country sounds exciting or far away - better experiences may exist elsewhere.”

- “Do not look at the prestige of the university but rather consider the actual city/country you are going to.”

- “Prepare financially 50% more than what you think you'll need”

- “Research thoroughly the area you are going to live in, start looking for placements early on and think of back-up options/industries for a placement”
PLANNING YOUR FINANCE FOR STUDY ABROAD
This form has been designed for personal use to help with planning for Study Abroad. It is not exhaustive and the Study Abroad Team will not be liable for any costs not included.

### INCOME

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parental/Family Contributions</td>
<td></td>
</tr>
<tr>
<td>Part time work</td>
<td></td>
</tr>
<tr>
<td>NB: visa restrictions in many countries prevent working abroad as a student - we would advise that you research this if it is applicable to your circumstances</td>
<td></td>
</tr>
<tr>
<td>Student Loan</td>
<td></td>
</tr>
<tr>
<td>Grants/Scholarships/other Awards [e.g., ASSEC]</td>
<td></td>
</tr>
<tr>
<td>Spendable savings</td>
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</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

### EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation [including utility bills]</td>
<td></td>
</tr>
<tr>
<td>Travel to and from host destination</td>
<td></td>
</tr>
<tr>
<td>In country travel costs [monthly average]</td>
<td></td>
</tr>
<tr>
<td>Food [monthly average]</td>
<td></td>
</tr>
<tr>
<td>Registration fee/orientation fee</td>
<td></td>
</tr>
<tr>
<td>Entertainment [monthly average]</td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous important documentation [if required in country, i.e., visa costs, Embassy charges, police registration]</td>
<td></td>
</tr>
<tr>
<td>Healthcare/Insurance [compulsory at some partner Universities please research]</td>
<td></td>
</tr>
<tr>
<td>Mobile Phone/International calls</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
Year Abroad 2020/2021
Information Meeting
BSc International Business
Your Year Abroad Co-ordinator

Contact me about:

- Queries relating to your Year Abroad
- Year Abroad allocations
- Work placement approvals
- Module or work placement queries
- Year abroad support and guidance

Dr Innan Sasaki
Innan.Sasaki@wbs.ac.uk
Room WBS 2.144
Office Hours: Contact for appointment
Session Overview

• Preparing for your Year Abroad
  • Dr Innan Sasaki

• Finding a work placement
  • Hilary Riseley, WBS CareersPlus

• Student presentations by 4th year returners
Degree Structure

Year 2 - 40% of degree

Year 3 - 10% of degree (Year Abroad)

Year 4 - 50% of degree

In years 1, 2 and 4 students must take modules worth a total of 120 CATS Points.
Why go global?

Personal Development:
• Greater intercultural understanding
• Increased self-confidence and self-awareness, inclusion and understanding.
• Improved intuition, independence and problem-solving
• Greater adaptability
• Networking opportunities

Measurable Skills
• Language Skills

Correlation between outward mobility and improved academic and employment outcomes

Gone International (March 2017)

BETTER DEGREES AND BETTER JOBS

STUDENTS WHO GO ABROAD ARE:

<table>
<thead>
<tr>
<th></th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>MORE likely to gain a 1st or 2:1 degree</td>
<td>9%</td>
</tr>
<tr>
<td>LESS likely to be unemployed</td>
<td>24%</td>
</tr>
<tr>
<td>MORE likely to be in ‘graduate’ jobs six months after graduation</td>
<td>9%</td>
</tr>
<tr>
<td>HIGHER wage earners six months after graduation</td>
<td>5%</td>
</tr>
</tbody>
</table>
WHY SHOULD STUDENTS SPEND TIME ABROAD?

SKILLS FOR SUCCESS
International placements develop important global skills for students, such as:
- INTERCULTURAL AWARENESS
- LANGUAGE SKILLS
- DECIDIVENESS
- ADAPTABILITY
- CONFIENCE
- SELF-AWARENESS
- CURiosity

INTERNATIONAL NETWORKS
Students who go abroad build new international long-term social, academic and professional networks that can increase global job prospects further down the line.

BETTER DEGREES AND BETTER JOBS

STUDENTS WHO GO ABROAD ARE:

9% MORE likely to gain a 1st or 2:1 degree
24% LESS likely to be unemployed
9% MORE likely to be in ‘graduate’ jobs six months after graduation
5% HIGHER wage earners six months after graduation

THESE POSITIVE OUTCOMES ARE MIRRORED EUROPE-WIDE.

Research by the European Commission finds that Erasmus alumni are:
- HALF AS likely to be long-term unemployed as their non-mobile peers
- SIGNIFICANTLY MORE likely to hold managerial positions 10 years after graduation
- MORE likely to start their own company, with more entrepreneurs than the average for the total graduate population.

DISADVANTAGED GROUPS GAIN THE MOST
Students from disadvantaged backgrounds and black and minority ethnic groups are least likely to participate in study, work or volunteer abroad programmes but have the most to gain from them.

GRADUATES FROM DISADVANTAGED BACKGROUNDS WHO WERE MOBILE EARN
6.1% MORE...

BLACK GRADUATES WHO WERE MOBILE EARN
41% LESS likely to be unemployed...

...than peers who did not have international placements

---

3 European Commission (2014) The Erasmus Impact Study
UK Stand Out Campaign

The UK’s national campaign to double the percentage of UK-domiciled students who study, work or volunteer abroad during their degrees.

“I’M CHANGED FOREVER, FOR THE BETTER”

Simmone Mclean, six months Erasmus+, Netherlands

“I NOW HAVE FRIENDS ALL OVER THE WORLD”

Brian Johnston, year abroad, Canada
Year Abroad Objectives

• To improve your **language competence**

• To develop your **business language skills**

• To develop a **deeper understanding of the cultural context of management and business** in your chosen country

• To develop an appreciation of the **knowledge and skills needed to live and work in our increasingly international environment**
What can I do on my Year Abroad?

<table>
<thead>
<tr>
<th>Option</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>Study Abroad (Full Year Placement)</td>
<td></td>
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<tr>
<td>Option 2</td>
<td>Study Abroad (Location 1)</td>
<td>Study Abroad (Location 2)</td>
</tr>
<tr>
<td>Option 3</td>
<td>Study Abroad</td>
<td>Work Abroad</td>
</tr>
<tr>
<td>Option 4</td>
<td>Work Abroad (Full Year Placement)</td>
<td></td>
</tr>
<tr>
<td>Option 5</td>
<td>Work Abroad (Location 1)</td>
<td>Work Abroad (Location 2)</td>
</tr>
<tr>
<td>Option 6</td>
<td>Work Abroad</td>
<td>Study Abroad</td>
</tr>
</tbody>
</table>

Important:

- You are guaranteed a University place;
- **Maximum** 2 placements permitted per year
- **Minimum** duration 3 months per placement
- Work Placements must be F/T hours (min 35 per wk) and Study Places must be equivalent to 60 CATS per semester
- Finding a work placement is your responsibility but WBS Careers+ and Student Careers & Skills can help.
Requirements for Your Year Abroad

• You must be abroad an equivalent of an academic year (or 9 months minimum work placement)
  • If combining study and work abroad, total combined duration must be minimum 9 months

• Engaged in a full-time job relevant to your degree (i.e. business), as approved by your Year Abroad Co-ordinator
  *Full time is considered minimum 35 hours per week.
  *Majority of work should take place in the language stream of which you are studying

• Must take modules equivalent to 60 ECTS (120 CATS) per year

• 75 - 80% of the modules must be in your language stream

• 60% of the modules must be business related
Assessing your Year Abroad

You will complete 2 pieces of assessed work during the year which contribute 10% to your overall degree classification:

1. **International Business in Context (IB386)**
   - 60 CATS
   - 5%

2. **Year Abroad Portfolio (IB390)**
   - 60 CATS
   - 5%
Year Abroad Seminar

• 3-day Seminar in Europe
• March 2021 (tbc)

• Reasonable flight costs are covered from within Europe
• if you are outside of Europe you will receive a fixed contribution to your flight (max £895 return)
• Flights will be reimbursed after the seminar
• You will take part in assessed work contributing to your degree (12 CATS)
• Attendance is compulsory
Study Opportunities – Illustrative List

French speaking
• Burgundy School of Business, Dijon
• Grenoble École de Management
• HEC, Paris
  60% minimum entry requirement (40% in all modules)
• Solvay Brussels School of Economics & Management, Université Libre de Bruxelles
• HEC Montreal, Quebec
  60% minimum entry requirement (40% in all modules)

Spanish speaking
• Universidad de Granada
• Universidad Carlos III de Madrid
• Universitat Pompeu Fabra, Barcelona

60%+ minimum entry requirement (40% in all modules)
• FEN, Universidad de Chile, Santiago
• Pontificia Universidad Católica de Chile (PUC Chile), Santiago
• Universidad de Talca
Study Abroad Academic Requirements

• All partner universities require a 1st year minimum average of **60%**, with minimum **40%** reached in all modules.

• Some partners more flexible than others, and indicated when final partner list is released in Week 6.

• You must still **apply** to the host university and they reserve the right to refuse entry.  
  • Refusal is rare, and tends to be in cases where students have not respected host university deadlines, have not provided information requested in applications or do not meet the minimum entry requirement. Host Universities have full disclosure over who they accept on exchange.

• Year 2 marks can impact on semester 2 placements. If you do not reach the minimum entry requirements for your semester 2 placements, you may be asked to consider alternative options.
Studying Abroad – the process

• Once WBS allocated Study Abroad places internally, we inform the Student Mobility Team.

• The Student Mobility Team then inform our Partner University that we have selected you for our exchange. This is called a ‘nomination’.

• The Partner University / Student Mobility team will send you instructions on how to formally apply during the application window at the Partner University.

• The Partner University will process your application.

Term 2:
Study Abroad allocation results released

Student Mobility Team ‘nominate’ you to host university to notify them we have selected you for exchange prior to application

After ‘nomination’ the host university will contact the Student Mobility team or yourself with application instructions. Timescale varies dependent on university.

Host university will process your application.
Preparation for your Year Abroad

Stage 1:
Research, Research, Research!

Submit Year Abroad Allocation Form

• Make an informed decision!
• Know what you’ve signed up for!
• Study placement allocations final, so be prepared!

Research, research, research!

What / Where / When / Why?

• Study, work or both?
• Where in the world?
• Which University?
• What company?
• What do I want to achieve?

What modules are open to exchange students? Is it a set programme of learning?
• Budget – will I manage?
• Wellbeing services, disability and support services in country/university?
• Immigration – if working, can I get a visa?
• Accommodation and travel: what options? How far?
• Network and question exchange students, 4th year returners and 3rd years abroad
• Consider level of Language immersion
• Culture and customs?

• Make an informed decision!
• Know what you’ve signed up for!
• Study placement allocations final, so be prepared!

Submit Year Abroad Allocation Form

• Make an informed decision!
• Know what you’ve signed up for!
• Study placement allocations final, so be prepared!

What/Where/When/Why?

Stage 1:
Research, Research, Research!
Equality, Diversity and Inclusivity

Research and consider the potential risks associated with travel and the steps that can be taken to minimise the risks. See the University’s Safe Travel Overseas guidance.

• Local Laws and Customs
  - For example, in more than half the world, LGBTUA+ people may not be protected against discrimination by workplace law.
  - Some countries may recognise LGBTUA+ right’s, however, this may not be cultural accepted.
  - Research legal and cultural attitudes to race and gender.
  
• FCO Travel Advice
  Provides information & advice to help you make informed decision about safety.

Disability and Accessibility

Not everywhere has the same type or level of support available and all students should be aware of issues relating to working or studying within a different culture. For example:

- **Accessibility** issues in buildings and travel within some countries for individuals who have a disability

- **Cultural acceptance** of some disabilities in certain countries, for example, acceptance of mental illness

If you need advice on disability and accessibility while working or studying abroad, contact the Wellbeing Service at Warwick.
If you need advice on wellbeing and support services that may need to be put in place while working or studying abroad, contact the Wellbeing Service at Warwick.
Research!

It is your responsibility to ensure all practical arrangements are made for your year abroad, such as applying for correct immigration permission, accommodation, insurance and travel etc. Carefully research these.

Here are some examples of questions to consider:

• Have you researched the student support services available in destination country?

• Do you have a pre-existing medical condition? Are prescriptions, medication and medical care accessible, available and legal in destination country?

• What mental health services are available in destination country?

• Do you need to obtain private healthcare? How much will this cost?

• Can you obtain immigration permission for your intended activity in your intended location?
Preparation for your Year Abroad

Stage 1: Research, Research, Research!

WBS Support includes:

• Attend Drop-in-Sessions held throughout Autumn Term with your Year Abroad Co-ordinator and the International section of the WBS UG Office (details on my.wbs)

• Read through the Year Abroad information on the my.wbs resource pages.

• Talk to the WBS Careers Team regarding application support and advice or attend one of their drop-ins in the UG Learning Space.
Preparation for your Year Abroad

Stage 2: Make an Informed Choice

- Places are competitive, but you are guaranteed a study placement
- We will do our best to allocate you to one of your top choices, but if not possible, we will allocate you to another choice - you may be asked to reconsider your choices.
- Allocation decisions will be informed on first year average results
- Note where candidates are close on marks, the personal statement will be strongly taken into consideration
- Allocation submissions must be submitted no later than 12:00 noon on Friday 29th November 2019 (Week 9)
- Allocation submissions received after the deadline will be allocated placements after those submitted on time, and your choices will be limited.
- If you do not submit your allocation preferences, you will not be allocated and remaining partner university places will be opened up to other degrees.
How to submit your year abroad choices

New for 2019/20 – the eVision Mobility Tool

• You’ll submit your choices through the University's **new Warwick eVision Mobility Tool**. This system is managed by the Student Mobility team.

• Further instructions will follow in Week 6, and we'll release further information as it becomes available from our colleagues in Student Mobility.

• The International section of the Undergraduate Office will be running Drop-in-Sessions throughout the Allocation Window to help you submit your choices using the new system – feel free to visit us!
Preparation for your Year Abroad

Stage 3: Where am I going???

• Notification of allocation results by WBS Undergraduate Office by 10\textsuperscript{th} January 2020!

• Semester 1/Full Year Work Placements – final deadline for confirmation and approval is 13\textsuperscript{th} March 2020
  • If no work placement confirmed, you must commit to a remaining study placement.

• Semester 2 Work Placements – deadline for confirmation and approval is 16\textsuperscript{th} October 2020
  • If no work placement confirmed, you must commit to a remaining study placement.

• Mandatory Student Mobility Pre-Departure Briefing held in Spring Term
• Mandatory WBS Year Abroad Pre-Departure Briefing held in Summer Term
Erasmus+ and Brexit

As you will be aware, the terms of the UK's departure from the European Union has yet to be determined.

Continued participation is subject to the terms of the UK’s departure from the European Union, and as such, we are unable to provide clarity on the future of the UK’s participation in Erasmus+.

British Council resource:
https://www.erasmusplus.org.uk/brexit-update
Student Opportunity

*The Student Mobility team work within Student Opportunity*

- All nominations and applications to your host university are co-ordinated by the Student Mobility Team
- If you require UK visa advice, you can contact the [Immigration Service](#) for assistance.
Student Opportunity

The Student Mobility team run Information Sessions for students taking a Year Abroad, containing useful information and advice!
PREPARING TO STUDY OR WORK ABROAD?

SHARPEN YOUR INTERCULTURAL SKILLS AND AWARENESS AT ONE OF OUR FREE INTERACTIVE WORKSHOPS

For workshop dates and more details: warwick.ac.uk/intercultural training
LOOKING TO ENHANCE YOUR EMPLOYABILITY?

BOOK YOUR PLACE ON ONE OF OUR FREE AND INNOVATIVE INTERCULTURAL TRAINING PROGRAMME

For workshop dates and more details, visit: warwick.ac.uk/intercultural training
Timeline

Beginning of Term 1 –
- invite to the Year Abroad Information Session
- Year Abroad Coordinator

End of Term 1 –
- Deadline for confirming allocation preferences (week 9).

Middle of Term 1 –
- Global Opportunities Fair
- Year Abroad Handbook and University places released.
- Drop-in-sessions with Year Abroad Coordinator
- Student Mobility Team Information Session
- Global Destinations Networking Series

Middle of Term 2 –
- Student Mobility Pre-Departure Briefing

End of Term 2:
- Deadline for work placement approval for Semester 1

Beginning of Term 2 –
- Study Abroad Allocations confirmed.
- Allocations confirmed to Student Mobility Team for nomination to host universities

Term 2 and Easter Vacation –
- Application to host universities

Term 3 – WBS Pre-Departure Briefing
What Happens Now?

• Release of International Business Year Abroad Handbook by end of Week 6 (Friday 8\textsuperscript{th} November 2019)
  • including list of Universities and numbers available for 2020/21 & Contact Details for Year 3 & Yr 4 students
• Global Opportunities Fair (Week 6 – details tbc)
• Year Abroad Allocation submission - instructions released by end of Week 6 (Friday 8\textsuperscript{th} November 2019)
What Happens Now?

Research and familiarise your options on the my.wbs Year Abroad information pages.
Top Tip!

**Be proactive** – this is your project to manage, and while we are here to support you, you need to independently research opportunities and universities to source the most rewarding experience tailored to your future goals and what you want to achieve during your year!
Sources of Support

**Year Abroad Coordinator** for dedicated support regarding your year abroad

**Drop-ins with Year Abroad Coordinator**

**Undergraduate Office** for dedicated support regarding your year abroad

**Personal Tutor** for personal, academic or well-being issues

**Course Director** for support regarding degree course and route

**Student Mobility Team** for dedicated support regarding host universities, year abroad paperwork and practical matters

**CareersPlus team** for support regarding work placements
Good Luck!

Any Questions?
For the Open Minded

Hilary Riseley

WBS CareersPlus

Working Abroad
Put your hands up.....

Who is considering work abroad?
What about Study Abroad?

• Great way to develop personally for employability (e.g. problem-solving, independence, cultural awareness, language skills, networking)
• Try different modules and enhance relevant subject knowledge
• Try different extra-curricular activities (e.g. student societies, clubs)
• Get part-time work or volunteer work
• Make new friends and potentially useful international contacts
Why work abroad?

• More skills development / work experience for your CV
• More insights into careers you may want to consider
• Work with different cultures / enhance cultural awareness
• Earn money
• Extend your personal networks/international contacts
• Enhance your language skills in a work environment
Why work abroad?

Students with international experience twice as likely to get a job after graduation –

Going Global report, 2016
Who can you work for?

- Major employers (international)
- Major employers (national)
- Local SMEs and start-ups (they may really value the extra support)
- Student exchange and placement programmes
- Voluntary organisations
- Paid/unpaid

*Remember.......work must be relevant to your degree*
Challenges and overcoming them

Visa/work permit restrictions
- Check things out before applying

Competition from domestic students
- Understand the job market and opportunities
- Develop your unique selling points
- Develop your networks

Costs
- Consider costs of living in different cities ... but remember you should ideally be earning a wage!
Ways of finding jobs

- Job search – Jobs boards, company websites, list of previous employers in on-line handbook, international jobs websites – GoingGlobal, Grad Link UK, My.Advantage
- Careers fairs (UK and abroad)
- Overseas university careers services
- Speculative applications
- Networking – friends, family, previous employers, other WBS students, friends of friends of friends ...
- Returning international business/management students
- My.wbs Alumni Database and WBS LinkedIn group
Welcome to the WBS Directory. This area allows you to search, browse and connect with over 23,000 alumni and current students of Warwick Business School. Use the filters on the left to narrow down your search, or start exploring with the options below.
Dedicated Facebook Page – Search ‘WBS CareersPlus’ Group

Also check the my.wbs careers tab timeline
Careers Support Available – ‘Work Abroad’ guide

https://my.wbs.ac.uk/-/careers/content/resources/in/972169/item/972171/
External useful work abroad resources

https://my.wbs.ac.uk/-/careers/content/resources/in/907520/item/907776/
What can CareersPlus do for you?

• Help you decide whether work or study abroad or both

• Support you in your search for a work placement, even whilst you are abroad

• Advice on how to succeed in the recruitment process e.g. CV/application/cover letter checks, mock interviews etc

• Help you to prepare for your work/study abroad experience and how to enhance your employability
Careers Support Available

WBS UG Careers drop-ins:
• In WBS UG Learning Space: Mon, Tues, and Thurs, 11am – 12.30pm and 2-4pm, Fri 11am – 12.30pm during term 1.

Careers coaching appointments:
• Face to face or by phone/Skype – we can still support you while abroad!
• Book on: https://myadvantage.warwick.ac.uk
• During your year abroad or during vacations contact: wbs.ug.careers@warwick.ac.uk
Your WBS Undergraduate CareersPlus Team

Giorgia McDonald

Hilary Riseley
Student Mobility 2019

Lauren McEwan
Senior Programmes Coordinator
Introduction

- Student Opportunity: 
  *Snap shot of what we can offer!*
- Outcomes
- Where could I go?
- Who is eligible?
- Short-term opportunities.
- Intercultural training
What is Student Mobility at Warwick?
## What can the Student Mobility team do?

<table>
<thead>
<tr>
<th>Study Placement</th>
<th>Work Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warwick Approval</td>
<td>Department approves taking a work placement</td>
</tr>
<tr>
<td>Nomination to Partner University/Company</td>
<td>No – Student applies directly to Company</td>
</tr>
<tr>
<td>Support with Application process</td>
<td>No - Student to direct on this themselves</td>
</tr>
<tr>
<td>Help with Accommodation</td>
<td>No – student to arrange this independently</td>
</tr>
<tr>
<td>Connecting with the Partner University/institution</td>
<td>No – student to arrange this with the company</td>
</tr>
<tr>
<td>Visa support</td>
<td>No – student to arrange this with the company noting FCO advice e.g. Business Visa if you are working</td>
</tr>
</tbody>
</table>

**Notes:**
- Student to send initial nomination.
- Department approves taking a work placement for students.
- Students to apply directly to companies for work placements.
- Support with application process is available for students.
- Help with accommodation is provided by the partner university.
- Connecting with the partner university/institution is done by the student.
- Visa support is handled by the partner university.

---

*FCO = Foreign Commonwealth Office*
"I've met different students from different countries and cultures in Waseda University, Japan and made life-long friends with them."

Warwick Business School student (Japan)
The highlight of my study was the opportunities that came to me in such a vibrant city. I expanded my interest way beyond my field of politics into tech, business and further afield - I made many connections and learnt a lot."

Politics student (Hong Kong)
Why student mobility - Language

“Meeting people from all over the world. If you're lucky like me, you'll be placed in an area where there are language assistants as well as university students, and you'll get to make friends from all different countries and different backgrounds. As well as this, you may be lucky enough to travel with some of the friends you make, which is an incredible experience. “

French Studies Student – British Council Language Assistantship
Why student mobility - Friendships
“Having the opportunity to travel all around Canada as well as neighbouring countries like the USA and Mexico was absolutely amazing.”

School of Life Sciences, Canada
Outcomes

- **Warwick:**
  - 80% Mobile students achieve a 1st class or 2:1
  - 150+ students take a study work combination
  - 500+ students will take work based placements
  - 100+ students will take a worldwide/European combination

- **Universities UK International research:**
  - Go International: Stand Out:
    - [https://www.universitiesuk.ac.uk/International/Pages/outward-student-mobility.aspx](https://www.universitiesuk.ac.uk/International/Pages/outward-student-mobility.aspx)
  - 9% more likely to gain a 2:1, 24% less likely to be unemployed, 9% more likely to be in a graduate job six months after graduation, 5% higher earnings after six months of graduation.
Where can you go - Worldwide

Study Abroad Destinations 2018/2019

- Spain
- Australia
- Germany
- France

- Argentina
- Chile
- China
- Colombia
- Costa Rica
- Czech Republic
- Denmark
- Brazil
- Finland
- Malaysia
- Puerto Rico
- USA

- Germany
- Hungary
- Indonesia
- Italy
- Japan
- Martinique
- Mexico
- Netherlands
- Norway
- Poland
- Portugal
- Russia
- Sweden
- Switzerland
- Turkey
- West Indies
Where can you go - Worldwide
Monash Warwick Alliance

Over 100 students each year
One or two semesters
Malaysia and Australia options
Equity Bursary: 10 awards up to £2000
Monash Warwick Alliance: Project funding

Figure out the funding
Up to **£5,000** is available for Warwick students
⇒ Projects up to 18 months
⇒ Activities can be:
  ⇒ Intercultural
  ⇒ Academic
  ⇒ Club or society-based

Join forces
Your activity must include a current student at Monash and at Warwick. Don’t worry if you don’t yet know who that is, we can put you in touch with your counterpart.
It’s also a good idea to get a member of staff to support you at each institution and help you to maximise the opportunity.
Where can you go - Europe
Eligibility

- Typically During your 3\textsuperscript{rd} year
- Finalists are not eligible
- Academic standing: 2.1 student
- Department Briefing in Autumn
- Allocation will vary annually
- Student mobility team support your application to the partner
Support

Warwick and Host
Fees paid to Warwick for a year on exchange.

For Home and EU students the 19/20 fee for work or study: £1350 a year.

https://warwick.ac.uk/services/academicoffice/finance/fees/ugtuitionfees2017

https://warwick.ac.uk/services/academicoffice/finance/fees/overseasfees/study_abroad_fees_19-20_overseas.pdf

Scholarships offered for Monash: Equity Bursary

Scholarships offered for North America: Summer schools

https://www.gov.uk/travel-grants-students-england
1 WEEK TO FULL YEAR OPTIONS AVAILABLE

STUDENT MOBILITY

WARWICK.AC.UK/STUDENTMOBILITY
Short-term Options

“Positive outcomes are enjoyed by mobile students, regardless of mobility length, with students undertaking short-term mobility also more likely to be in a graduate level job and less likely to be unemployed than their non-mobile peers.”

Universities UK, Gone International: Expanding Opportunities Report
Short-term Options

Short Term Study Abroad launched @ Warwick across all departments in February 2019!

So far we have offered...

- 41 students with funded summer school places in China, Malaysia & Brazil
- 7 students with $6,000 bursaries to attend summer schools in the USA
- 10 students with £500 bursaries towards an international study experience
- 32 students with €500 bursaries in Europe.
Examples of department-specific opportunities:

- **Study**
  - Optional **modules** taught abroad
  - Summer **research project** with supervision at a university overseas
  - **Summer schools** to support university study or explore different academic subjects

- **Work**
  - International **Internships** (e.g. Chemistry student has sourced a placement in a micro-brewery in Portugal)

- **Volunteering**
  - Warwick in Africa
Warwick in Africa

"Warwick in Africa has been the best experience of my life so far. I loved the whole experience."

Joanna
URSS: Undergraduate Research Support Scheme

Manage your own research project

• Set your own 6-10 week research project over the summer vacation
• Get an insight into working in research
• Apply for a bursary to carry out your research
• Opportunity to travel abroad

“I never realised how rewarding the research process could be, and how much I would enjoy it”

For more information urss@warwick.ac.uk www.warwick.ac.uk/urss
Short-term Options

Short Term Study Abroad Opportunities

AVAILABLE THIS SUMMER

warwick.ac.uk/studyabroadopportunities
Intercultural Training & Study Abroad

Before
Intercultural Awareness Workshop

During
Go Global online modules:
- Intercultural Communication
- Intercultural Relationships
- Intercultural Sensitivity
- Intercultural Reflections

After
Intercultural Competence Workshop
Student feedback: how would you describe the workshop?

Interesting, helpful, engaging, friendly, good, useful, great, insightful, fun, informative.
WHAT NEXT?

- Full details shown on the intercultural training postcard
- Workshops run every 1-2 weeks in terms 1 and 2
- Sign up for a workshop at warwick.ac.uk/interculturaltraining
Important information

- Apply via eVision
- Applications open mid November
- Close end of November
- Speak to your department
Thank you
How to secure a job when working abroad

Working Abroad
So, are you potentially considering working abroad as part of your ‘year abroad’ programme if you are an International Business/Management student? Alternatively, perhaps you are deciding to take an intercalated year and work abroad if you are on any other WBS undergraduate course?

This guide will outline the types of things that you need to consider when thinking about international employment options and why you may wish to work abroad as opposed to staying in the UK or working back in your home country.

Why Work Abroad?

- Previous employment statistics show that generally, the majority of employers like applicants to have an international experience on their CV and this is considered important in recruitment (study abroad would also be considered equally important)
- Work alongside colleagues from a different culture or variety of backgrounds – witness first hand, how another culture typically operates in the work place
- Working abroad provides the perfect opportunity to enhance your language skills – what better way to improve learning/speaking another language, than emerging yourself in it?
- You will essentially become a ‘global graduate’ – gain a variety of employability skills in an international setting which is completely out of your comfort zone

Step 1: Considering which country/city you want to work in
Think about which country and more specifically, which city you would like to work in:

- Narrow down a list of a few potential locations – are these locations/countries, which you have a genuine interest in? Does their home language relate to what you are learning e.g. Spanish or French? Where have you always wanted to visit?
- What are your working rights to work in that country? Will you need to apply for a visa or find an employer that is willing to sponsor you for a short-term period? You will need to conduct some independent research into your working rights for those location(s) and what the application process is for applying to any relevant visas or work permits
- What is the cost of living like in the city/country that you would like to work in? Depending on the type of opportunities which you are applying to, can you afford to fund yourself in this location(s) over a half/full year period?
• Check out the undergraduate office’s most recent stipulations with regards to working abroad and whether the location in which you want to work will meet the requirements of your course. Particularly if you are an International Management/Business student.
• It is worth bearing in mind that unfortunately you are not able to work back in your home country or a country that you have previously lived in over a decent period of time if you are an International Management/Business student on your year abroad.

**Step 2: Country research**
• Are your chosen locations considered safe? Check out foreign travel advice at: [https://www.gov.uk/foreign-travel-advice](https://www.gov.uk/foreign-travel-advice)
• Research accommodation prices and the average cost of living more specifically in your chosen locations. What is the average rental price of a room/flat/house share? How much is a meal? Is tipping for certain services recommended?
• What kind of public transport is available there (should you need to travel around) and how much are flights to/from your chosen country?
• Do you hope to make regular visits back home throughout the academic year (providing that your employer allows this)? If so, consider the cost of this and how far this would be in terms of distance/travelling. If you were hoping to work in more than one city/country in the academic year, logistically, how easy would it be to move from one country to the next location? Consider visa application processes for this scenario too.

**Step 3: Job research**
• Firstly, think about what type of company you wish to work for – a large national/international brand, an SME, a charity or non-for-profit organisation? This will depend on your interests and the types of roles you are hoping to work in.
• Remember that the role(s) you source must be relevant to your course and get signed off from WBS accordingly.
• Are the roles paid/unpaid? Bear in mind the cost of living in your chosen location.
• What is the job market like in your chosen location? Does the general recruitment process differ from the UK’s? Some further resources which will allow you to gain some knowledge on this are accessible via some of the web links further below.

**Step 4: Applying and finding a suitable job**
*The following websites are particularly useful when searching for opportunities abroad:*

[www.goingglobal.com](http://www.goingglobal.com) A great website to start with is Going Global. Going Global will allow you to access a wide range of internship opportunities, job descriptions and country, visa and job advice information across a wide range of locations. As a University of Warwick student, you are able to access Going Global for free through the central Student Careers & Skills website whereby you will need to log in with your University ID/password. To access this, please visit: [https://warwick.ac.uk/services/careers/findingwork/international](https://warwick.ac.uk/services/careers/findingwork/international)

Upon visiting this link, click on the ‘Going Global’ option and then ‘sign in to web sign-on’ option on the next page.

[https://myadvantage.warwick.ac.uk/students/login](https://myadvantage.warwick.ac.uk/students/login) My.advantage is the University of Warwick’s job portal, whereby employers are specifically advertising their roles to Warwick students. You can filter down by job type and location/country specific on this portal for free.
GradLink UK is an award-winning specialist international careers site, which you can register on to for free. GradLink currently includes sections for China, South-East Asia (ASEAN), the Gulf, Canada, Africa, India and Bangladesh. Further country sections will be added in the future.

A free international job vacancy database used by employers who are seeking applications from UK university students.

The Midlands International Group consists of representatives from Careers Services at 16 universities (including the University of Warwick) across the midlands in the UK, all with a specific focus on working abroad. Useful resources are often uploaded on to here by these representatives.

For anyone considering international mobility, the ‘Living and Working Conditions database’ contains details on a number of important issues such as finding accommodation, finding a school, taxes, cost of living, health, social legislation, comparability of qualifications, etc. Another valuable information tool is the ‘Labour Market Information’ section, containing information on current trends on the European labour market by country, region and sector of activity.

The central University of Warwick Student Careers and Skills web resources that are available on working abroad.

Please note that the CareersPlus service here at WBS are not responsible for the content and advice that is included on these external careers/employment websites.

Facebook groups:

For anyone who is interested in working in China, please join the following Facebook group. Or simply search ‘Warwick China Careers’ when you log in to Facebook

A dedicated careers group for WBS students, whereby CareersPlus will post any work abroad opportunities that are received from employers. Simply search ‘WBS Student Careers and Skills’ when you log in to Facebook (please see below):
**Utilise the my.wbs alumni network**

Upon logging in to my.wbs, click on the ‘WBS Network’ link on the top left hand icon of the page. When clicking on this directory page, you are able to search for thousands of WBS alumni by location/company name/city or profession. Upon clicking on the ‘global map’ option, you can easily see how many WBS alumni are based in each country that you may be interested in working. Some alumni will have included their contact details on their profiles.

Contact alumni for advice – what is it like working in that country? Can they recommend any jobs within the companies that they work for or send you any useful employment contacts? If the alumni have included their contact details on their profiles, it means that they are happy to be contacted by current WBS students! This is the my.wbs alumni network below:

Check out the above ‘filtering’ system you can use to search for alumni in specific locations and to view their profiles

Hovering over certain countries on the ‘global map’ will also allow you to view the number of alumni located in a specific country
Making speculative applications

Through your online networking and independent research into companies that you are interested in working for, make a speculative application. This essentially means contacting the employer with your CV and covering letter (which outlines your current situation), outline your key relevant skills and strengths and exploring whether there is any possibility of future employment. Companies may be thinking about recruiting for a new role at some point in the near future and may keep your details on file! This approach works particularly well for SMEs (small to medium sized enterprises), who may not have a big recruitment budget to advertise any new or upcoming opportunities.

If making speculative applications:
- Make sure your cover letter and CV is tailored to the company which you are contacting
- Don’t be surprised if you don’t receive an immediate response – companies may simply keep your details on file and contact you at a later date which is convenient to them
- During your research of the company, try and source an appropriate contact which the letter/CV could be sent to. A general HR/recruitment email address could also be used
- Searching for ‘off cycle’ internships online may result in some appropriate findings, however ‘off cycle’ internships are not usually advertised until much nearer the time of employment commencing

Other Resources

In addition to the above job searching methods, also considering the following:
- Utilise any careers events which are taking place here on the University of Warwick campus and attend these if you know that the employer is globally well known and perhaps employing students into international opportunities
- Network with your fellow classmates here in WBS – you are part of a multicultural society right here on campus! Can your fellow classmates who may be from different countries be able to recommend any contacts to you from back home?
- Are there any international societies right here on campus, whose contacts you could utilise abroad? There are over 250! AIESEC in particular may be useful. Check all societies out at the following link: https://www.warwicksu.com/societies/ You can also view AIESEC’s website out here: http://www.aiesecwarwick.org/
- Speak with returning fourth year students here in WBS who have just completed their year abroad about their work experience and utilise any contacts that they have made abroad. If you are interested in working within a particular country, contact the undergraduate CareersPlus team at wbs.ug.careers@warwick.ac.uk and let us know. We can pass on the contact details of returner students to you, providing that they have granted us their permission for their details to be circulated
- If you are splitting your year abroad and are planning to study in the first semester, make use of that University’s careers/jobs service abroad once you arrive. This is providing that you haven’t secured a role for semester two yet and that you are planning on remaining in the same country. It is advised to try and source an opportunity before you leave if possible though. It is also essential that you let the WBS undergraduate office know your semester 2 plans before any specified deadline dates that are set
- Search for contacts on LinkedIn and use the LinkedIn alumni database to filter down for contacts by location. For further information on how to use this tool, please visit: http://uk.businessinsider.com/how-to-use-linkedin-alumni-tool-2017-1?r=US&IR=T
**IMPORTANT:** During your job applications, make sure that you sell yourself – remember it is a tough marketplace and, particularly if you’re moving to a country whose economy is struggling, you’ll really need to stand out! You will also need to stand out against domestic competition that employers will not need to sponsor. Think about what you can offer that other students can’t and target your application to the company you’re applying for.

**Step 5: Make the most of your CareersPlus support from WBS**

At WBS you’ll have lots of opportunities to access information, meet people, hone your skills and get yourself ready for applications. So, think about what you’d like to do, make an action plan ... then get going!

We strongly encourage any student considering working abroad to book a careers appointment with Hilary Riseley or Chris Knight. Appointments can be booked via myAdvantage: https://myadvantage.warwick.ac.uk and can be in person or via Skype or phone.

We’ll also be at Careers Drop-Ins during the autumn/spring terms on a Tuesday and Thursday (2-4pm) in the WBS Undergraduate Learning Space (times are subject to change). During drop-ins and appointments, we can check your applications, CVs and cover letters or just have a general chat about your work abroad options.

If you have any questions please get in touch: wbs.ug.careers@warwick.ac.uk

**Step 6: Make the most of your year abroad**

Reflect on your skills development

As far as your career development’s concerned, there’s no use being involved in loads of things if you can’t later articulate what you did and the skills you have developed. It’s likely this will be a really busy year for you, adapting to lots of new situations.

Keep a skills log as you go so that you can reflect on and capture examples of the skills you’ve developed. Think about the things that future employers will be looking for – things like communication, teamwork, leadership, analytical abilities, presentation skills, influencing, adaptability – and make sure you capture full examples of how you’ve developed these.

The central Student Careers & Skills website has some useful links to show you ways to capture and record your skills: http://www2.warwick.ac.uk/services/scs/career/developingself/skills/#capture

**Develop your language skills**

It sounds obvious when you are abroad but do make the most of the opportunity to develop your language skills. It can be easy to end up spending most of your time with groups of people who share your native language and it’s only by pushing yourself to be in new situations and with new people that you will really develop your language skills. Employers highly value people with language abilities so the more you do, the more you can impress future employers.
Undertake the University of Warwick’s Intercultural Training Programme

The University’s innovative intercultural training programme is designed to help enrich your intercultural experience as part of your Warwick journey. This programme is being delivered by the International Student Office in partnership with the Centre for Applied Linguistics (CAL) with content being devised by leading Warwick academics in the field of Intercultural Communication. Delivered through three stages the programme includes access to interactive workshops and online media, helping you to develop your intercultural competency before, during and after your intercultural experiences at Warwick, in the community or abroad. This programme is now available to all students at Warwick.

It may be that you are:

- Preparing to study or volunteer abroad, or have recently returned from doing so
- Currently studying or working abroad
- Studying at Warwick and seeking to make the most of the intercultural opportunities available to you on campus or in the local community

Whatever your situation, the programme will help you to prepare for your intercultural experiences, make the most of them through reflective tools, then articulate intercultural skills you have developed to prospective employers. For further information, please visit: https://www2.warwick.ac.uk/study/international/students/interculturaltraining

Hints, tips and advice from previous WBS students on their work abroad experiences:

“There is a lot of administration paperwork to deal with (security number, policy number, insurance and some other documents) – all of this in German. I would recommend to come prepared with sufficient German knowledge”. German Placement

“I would encourage International Management/International Business students to undertake a work placement as part of their year abroad as it is a great opportunity to learn more about the work culture in the chosen country. Additionally, it is an opportunity to gain international professional experience and build diverse skills that allow for an increased employability.

I recommend IM/IB students start searching for work placements as soon as possible. If they are interested in a work placement for the second semester, I recommend applying for positions no later than September. Most internship opportunities for January/February are advertised around Autumn (September). Moreover, it is important to apply early as recruiters often take time to process applications”. Belgium Placement

“Securing an internship in France was not easy. In fact it proved to be very difficult and luckily enough I managed to get an offer very late.

I think it’s important to stay positive and realise that once a company gets back to you, things happen very fast. To give an example, a few days after I submitted my application, I had a phone
interview on a Monday, followed by a face-to-face interview on Thursday of the same week. I started the internship the following Monday.

I would recommend students to use student intranet websites as well as Facebook pages with internship opportunities. I actually saw the ad for my internship on a university Facebook page and applied directly via email. I found that smaller companies or start-ups answered very quickly and I lost time applying to multinationals and big corporations via recruitment pages and standardised systems”. French Placement

“The best tool for finding internships is Linkedin. I have completed 5 internships which I all got via being “pushy” on LinkedIn. Once you have an internship, the most important thing is to be fully committed from the beginning until the end because even if it’s only an internship, it can get you a good recommendation and contacts for the future”. Italian Placement

“Be creative in your job search as the Canadian job market is not as black and white – it is still developing a lot so many companies are trying new ways of recruitment that are not as structured. Although academic studies are considered important, companies are really looking for that real life experience and attitude as they want you to add value as soon as you join – your personality can actually be the persuading factor when it comes to a job offer. Definitely do research on the country’s working culture – Canada had a little bit of a different culture to the UK so I struggled at first to adapt. For example, networking and the social aspect of work has a huge impact on team culture and how effective people tend to be. I had to get used to meeting a lot of people before even working with them! Lead with the fact that you are coming from abroad. Employers like to hear that you are keen to broaden your experiences and go out of your comfort zone. You can offer an international perspective that not everyone else has”. Canadian Placement

“I used Warwick Advantage, and applied to a start-up in which I was accepted (but I did not choose to proceed) and I have a friend from Warwick who was also accepted in this start up, so this is a good option and it is reassuring to know we have this option. Consider applying in Melbourne as well since I thought that finding an internship in Sydney was quite hard”. Australian Placement

“Be prepared for everything to be done last minute. I had interview offers two weeks before my placement started even though I had applied months in advance. Be aware that Spanish working times are longer than English ones: 9 to 7 is standard. This does take away a lot of your social life/free time but for me personally it was worth it for the work experience. In Barcelona: Look for smaller companies rather than large ones. Large ones will have their main offices in Madrid but Barcelona is a great start-up hub so look into that! If you do not speak the language of the country well enough, expect difficulties finding work in English (at least in Spain)”. Spanish Placement