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1. Introduction

This handbook outlines the academic procedures and requirements relating to the ECLS Year Abroad. All non-academic information about studying abroad is provided by the International Student Office (see Appendix 1).

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

We hope that your year abroad is a fulfilling experience both personally and academically. We encourage you to make the most of your year abroad by embracing opportunities to study and travel in the country you have chosen. If you encounter any problems while you are abroad, or have any questions that are not answered in this handbook, please contact the Department or the International Student Office.

2. Key Contacts

2.1 Department of English and Comparative Literary Studies
Website: https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/studyabroad
Address: Department of English and Comparative Literary Studies, University of Warwick, Coventry, CV4 7AL, United Kingdom

Director of Study Abroad Programmes: Dr Nicholas Lawrence
Email: N.Lawrence@warwick.ac.uk
Skype: nicklaw08
Telephone: +44(0)24 76 523309

UG Coordinator for Year Abroad: Dee Parker
Email: D.Parker.1@warwick.ac.uk
Telephone: +44(0)24 76 574638 or +44(0)24 76 524928

2.2 International Student Office
Website: http://www2.warwick.ac.uk/study/studyabroad/outbound/
Address: University House, University of Warwick, Coventry CV4 8UW, United Kingdom
Contact Information: https://warwick.ac.uk/study/studyabroad/contact/studyabroadcontact/

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

3. Year Abroad Degree Structure

The English Year Abroad is taken as an additional third year between your second and final years. It does not count towards your degree classification but will appear as pass/fail on your HEAR.

4. Aims of the Year Abroad
1. To demonstrate the ability to study abroad for a year at a host university approved by the English department;
2. To experience and gain a deeper understanding of the social and cultural diversity of the host city and country;
3. To develop your spoken, written, and communications skills in the language of the country where you undertake your year abroad;
4. To broaden understanding and knowledge of the host institution’s subject specialism(s);
5. To travel abroad and achieve personal development in preparation for employment and global citizenship;
6. To provide the opportunity to study modules outside of English that might not normally be available to study at Warwick.

5. Learning Outcomes

On completion of this year students will have:
   1. Broadened their knowledge and understanding of their subject specialism(s);
   2. Developed the qualities and transferable skills necessary for working or studying in another country and in a different academic system;
   3. Developed enhanced oral and written language skills through the demands of study in a different country;
   4. Developed transferable skills and sensitivity to diversity in terms of culture and inter-cultural competencies.

6. Progression from Year 2 to the Year Abroad

1. To undertake the year abroad, a student must normally have passed at least 60 credits and have an overall mean of at least 60.0% in the second year. Students who fail the second year are not permitted to undertake a year abroad. Students who fail the second year and have mitigating circumstances will be considered on a case-by-case basis, based on the nature and extent of the mitigation.
2. Your ability to progress will be confirmed at the Year 2 Exam Board, which takes place at the end of June or in early July. You will be notified as soon as possible after the Board to confirm whether you can progress to the Year Abroad.
3. If you are departing for your Year Abroad before the Year 2 Exam Board (sometimes the case for students attending universities in the Southern Hemisphere), you will be contacted as soon as your results are processed (before the board sits) to confirm whether you can progress to the Year Abroad. If you are not sure whether you have passed Year 2, you should NOT depart for your year abroad. You should contact the Director of Study Abroad Programmes as soon as possible to discuss your situation.

7. Requirements of the Year Abroad

7.1 General Requirements
   1. You must pursue the aims of the year abroad as set out above.
   2. You are expected to be a full-time student at your host institution. Please consider your commitments to your host institution before taking on any paid work during your placement, remembering that your contact time may be significantly higher than at Warwick (especially when you may be taking language classes or modules taught in a language other than English) and that you may need to commute to/from multiple campuses at your host institution.
3. **You must check your Warwick email account regularly.** This is the ONLY account we will use to contact you.

4. You must keep in regular contact with the Director of Study Abroad Programmes, who will be your Personal Tutor for this year. This includes the monthly check-ins, which constitute monitoring points for your year abroad.

5. **You must complete a termly 2-page progress report, due at the end of Term 1 and at the end of term 2.**

6. You will receive instructions regarding the online submission of module preferences for your final year during the Spring or early Summer Term via your Warwick email address. You must follow the instructions carefully, as late submission of your choices will reduce your chances of being allocated places on your first-choice modules.

7. You must observe the academic calendar of your host institution, and remain at that institution for the full academic year. You may return and/or travel during holiday periods, and you may remain abroad for the summer after your year abroad (subject to any visa restrictions), provided you return to Warwick in time to begin your final year of study.

8. You must abide by all the rules, regulations and practices of the host institution. This includes submission deadlines, attendance requirements, codes of conduct, use of plagiarism software, etc., as well as non-academic regulations.

9. You must respect the laws and customs of your host country and comply with all requirements of your visa.

10. You must complete all forms, and attend all meetings, required by the Department of English and Comparative Literary Studies, the International Student Office, and your host institution.

11. It is your responsibility to ensure that you take the correct credit load and that your modules choices are approved by the Director of Study Abroad Programmes (see Section 7.2 of this handbook).

12. You must register as a student with Warwick when requested, for module EN3D6.

13. On your return, you must provide a copy of your transcript from your host institution to the English Office by Monday week 2 of the autumn term. You are responsible for meeting all requirements necessary for the host institution to release the transcript, including payment of all outstanding fees.

14. You should keep the University informed of your contact details while you are abroad. You can do this via Student Records Online.

15. You may be visited by a member of Warwick academic or administrative staff during your year abroad. You will be informed of the timing of visits in advance, and we will endeavour to arrange them during the teaching terms at your host institution. You are required to be available for discussion with the member of staff concerned.

16. You may be asked to participate in meetings set up for students preparing for the Year Abroad, or to be asked to provide advice via email or on a 1-1 basis. Please contact the Director of Study Abroad Programmes if you are unwilling to be contacted in this way. If you do not raise an objection we will presume that we have your permission to share your contact details with prospective Year Abroad students.

17. You must fulfil the academic requirements of the year abroad as laid out in this handbook.

### 7.2 Module Choices, Credit Loads, and Assessment

1. You must take the minimum course load required by the host institution, in line with any requirements of your visa. This is usually four modules per semester. NB: The terminology for credit may vary by institution, and students are responsible for ensuring that they are taking the required number of credits.

2. You should confirm your course load with the Director of Study Abroad Programmes at the start of your placement and complete the required arrival placement form to be uploaded to your Study Abroad dossier AFTER signature by your host institution and the Director of Study Abroad.

3. You may take modules in any language (e.g. if you are studying at a partner that primarily teaches in a foreign language, you may take modules in English).
4. You may take modules from across the University’s offerings, not necessarily limited to English or related subjects, subject to the availability of such modules at the host institution. However, we require that half of your credits (60 CATS equivalent) be taken in literary and cultural studies. Please check with the department’s Director of Study Abroad to verify that your modules meet the requirements.

5. You are encouraged to take at least one module in the literature or culture of the country, region, or city in which you are studying.

6. You are encouraged to pursue language courses at the appropriate level. (Some institutions may require these.)

7. You are required to take all relevant assessments (including exams).

8. Note that when you return to Warwick, you may NOT submit work for summative assessment that you submitted for summative assessment whilst you were abroad: this is self-plagiarism. You also may not submit work you submitted during your first and second years at Warwick to your host institution.

9. All module choices are subject to confirmation by the Director of Study Abroad Programmes.

7.3 Mitigating Circumstances

1. Students should inform the Director of Study Abroad Programmes of any circumstances that affect their work whilst they are abroad.

2. If students fall ill or have other mitigating circumstances while they are abroad, in the first instance they should follow the policies of the host institution.

3. You are required to keep in contact with the Director of Study Abroad Programmes while you are abroad. They will be able to support you with any problems you may face.

4. Wellbeing Support Services are available to Warwick students during their intercalated year.

8. Progression from the Year Abroad to the Final Year

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

2. Students must also complete the termly 2-page progress reports during their year abroad.

3. You are expected to pass the year abroad by the standards of the host institution.

4. As the Department needs to approve your progression to your final year at our summer or September exam boards, please notify the Director of Study Abroad Programmes if you are likely to fail any modules at your host institution or not fulfil the required course load for any reason by early June at the latest. You are expected to remedy failure at your host institution to in the first instance. Successful completion of the reflective assignment (see below) may also enable you to pass the year abroad. The Director of Study Abroad will discuss your options with you.

5. The Department also requires a transcript from your host institution by the second week of the autumn term at the latest. You can retain a copy of your Year Abroad transcript as evidence of your achievements.

6. The year abroad does not count for credit for English students, but will be marked as pass/fail on your HEAR.

7. If you do not pass your year abroad, you may revert, or the Department may oblige you to revert, to the three-year degree structure. There may be financial consequences of this decision for you in terms of your student loans or any Erasmus+ grant you may have received. You should contact your Student Finance company or any Sponsors you receive financial assistance from. If you are receiving an Erasmus+ Grant, you should contact the International Student Office.

9. Early Return to Warwick

1. Be sure that you are confident about your desire to study abroad and your destination before you go, by doing plenty of research on your destination, discussing it with your family and friends, and
talking to former Year Abroad students, your Year 2 Personal Tutor, and the Director of Study Abroad Programmes.

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

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

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

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

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

10. Complaints and Problems

1. If something goes wrong while you are abroad, your first point of contact should be your host institution’s support team – their security staff, study abroad office, complaints procedure, or your academic department, depending on the nature of the issue. We hope that any issues are minor and can be resolved quickly.

2. Do not assume that Warwick will be automatically informed of any issues that arise, so please contact the Director of Study Abroad Programmes as soon as possible if you have any problems or complaints for which you require English Department support.
Appendix 1: International Student Office (ISO) Handbook

1. Introduction
The guidance in this handbook is provided by the International Student Office (ISO). The role of the ISO is to provide the mechanism for your department to set up agreements, and to support students throughout the nomination, application and placement. The ISO does not make decisions on academic matters. The University has over 250 partners; some will be specific to the department and some exchanges will be offered across the University. In 2019-20, there will be over 800 individual student placements taking place. Places are only offered through the department and you must be nominated by the department to progress your application and year abroad.

2. Information from the ISO
   1. The ISO will offer a series of briefings throughout the autumn term on options for studying abroad and will introduce you to worldwide exchanges and the Erasmus+ programme.
   2. The ISO generic information reminding you about deadlines for grant payments, forms to be returned will be posted onto the study abroad website: www.warwick.ac.uk/go/studyabroad.
   3. You are expected to attend one of the ISO pre-departure briefings; this is where the non-academic information on studying abroad is explained in detail. The ISO will upload a copy of the presentation at the end of March each year.
   4. Drop-in sessions are run by the ISO throughout the year and provide an opportunity for you to talk to one of the coordinators. You may also find the materials in the ISO reception useful for researching a potential partner. The ISO website also provides a good source of information on each partner and links to partner information materials: www.warwick.ac/go/studyabroad/outbound
   5. You must respond to all emails from the ISO.

3. Application and Nomination Processes
   1. The ISO nominate you to the partner university and then you will be asked to complete the partner’s application materials.
   2. A nomination is no guarantee that you will be accepted by the partner.
   3. You must follow all instructions carefully, supply all of the information requested and make sure you keep to the partner’s deadlines. Failure to do so will result in your application being unsuccessful.

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

1. As you are part of a reciprocal exchange programme, you do not pay the academic fee to the host partner, but you do continue to pay tuition fees to Warwick: https://warwick.ac.uk/services/academicoffice/finance/fees/.

2. Warwick’s student finance team will inform the funding companies (if applicable) of your name if you are going overseas and will include the partner’s term dates.

3. If the partner’s term 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 students travelling to North America or Australia, there will be a gap between when you start your term, and when your funding starts that you will need to plan for in advance.

4. Sponsorship: it has been our experience that not all sponsors will agree to a year abroad. Before you start the process, you are advised to contact your sponsor and check on their position.

5. It is possible that you 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.

5.1 Erasmus+ grants

1. Students studying in Europe may be eligible for the Erasmus+ grant. The rates of payment per month vary but are approximately €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 (around November). You will receive the final 30% of your grant on your return, on completion of all your forms.

3. The Erasmus+ programme will require you to complete several forms to receive your grant. The study abroad website will have all the 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. A final report will need to be completed and will be 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.

6. Split placements: if you are considering going to two placements, please remember it is only the European placements that receive a grant. It is important that you indicate on your Arrival Placement Plan the dates you intend to stay in Europe as 70% of the Erasmus+ grant is transferred to you based on this Arrival Placement Plan.

6. Visas

1. You may require a visa to study or work in your destination country for your year abroad.

2. It is your responsibility to ensure you obtain the correct immigration permission for your year abroad in good time.

3. Use the list of foreign embassies in the UK to find the website for the UK-based embassy of the country where you will be studying: https://www.gov.uk/government/publications/foreign-embassies-in-the-uk. The embassy’s website will tell you whether people of your nationality need to apply for a visa to study there.

4. You should also seek guidance from your host university, who will be able to issue any documentation you require and guide you through the process of obtaining appropriate visa documentation for your purpose of travel. Your host university will have advice and guidance on applying for visas.
7. Tier 4 Visa Holders
   1. All students are encouraged to take part in study abroad. A student who has entered Warwick on a Tier 4 is eligible for study abroad and will be supported throughout the process.
   2. There are additional requirements for Tier 4 Visa Holders, so you should contact the ISO for advice before applying for a year abroad.
   3. Briefing sessions will be held as part of the pre-departure programme and you will be advised of any processes you need to complete.
   4. You should keep in regular contact with the ISO as guidance changes regularly.

8. Insurance

8.1 Business Travel Insurance
   1. You will be covered free-of-charge by the University's Business Travel Insurance while you are studying abroad.
   2. This insurance is not private 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.
   3. The details of the policy are available at: https://warwick.ac.uk/services/finance/insurance.
   4. An insurance card will be available in the ISO (usually by the spring term each year) if you would like a hard copy of the contact details.

8.2 Health Insurance
   1. There are countries where it is mandatory to take out additional health insurance. Australia, USA, Canada, Turkey will require additional private health insurance.
   2. 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 and you will need to check on an individual basis for the annual charge.
   3. In Europe, carry a European Health Insurance Card. This is free of charge and will entitle you to reciprocal health care: https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-ehic-european-health-insurance-card/

9. Accommodation
   1. Information on accommodation will be available on the partner’s website. Worldwide exchanges tend to house students on campus, and European exchanges will often house students off campus.
   2. The level of support for accommodation in Europe can vary considerably and you are advised to work closely with your host university and 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.
   3. Worldwide exchanges will have deadlines for campus accommodation; for European exchanges, make sure you leave enough time to organise your accommodation.
   4. Different countries and universities will expect behaviour and protocols; it is essential that you make sure you are clear about the rules and regulations in a hall of residence.
   5. The ISO 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.

10. Wellbeing
   1. The ISO and the University Counselling Service are still available to support you while you are abroad: https://warwick.ac.uk/services/counselling/informationpages/studying_abroad/
   2. If you have a disability it is useful to let the partner university know in advance to enable special arrangements to be made if required – for example, planning accommodation, or additional time
for examinations. Any notification is confidential – and we suggest contacting the Wellbeing service at Warwick who will then be able to liaise with the partner university on support required.

11. Code of Conduct
All students will be expected to complete a Code of Conduct and this will be retained by the ISO.
Appendix 2: Reflective Assignment

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

1. Broadened their knowledge and understanding of their subject specialism(s);
2. Developed the qualities and transferable skills necessary for working or studying in another country and in a different academic system;
3. Developed enhanced oral and written language skills through the demands of study in a different country;
4. Developed transferable skills in sensitivity to diversity in terms of culture and inter-cultural competencies.

Being able to articulate what you have gained from your year abroad is an important part of your personal development, and will be useful to you whether you go on to employment or further study. Students will be able to use this assignment, as well as their transcript from their host institution, to demonstrate their achievements on their year abroad.

2. Format and Submission
You can submit the assignment in any format (e.g. essay, video, blog, project, poster, cv & cover letter)

- Word Count: 3000 words (or equivalent).
- Deadline: The Director of Study Abroad Programmes will inform you of the deadline for the remedial assignment. The assignment needs to be submitted via Tabula.

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

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

4. Support
Support for completing the assignment will be provided by the Director of Study Abroad Programmes. There is also a range of resources available on the Year Abroad webpages. You may also wish to participate in the Go Global Intercultural Training (part 2 and 3).

5. Marking Criteria
Assignments will be marked pass/fail according to the University’s 20-point marking criteria. Students who fail will have the opportunity to remedy failure through a resit assignment.