LIBERAL ARTS

INTERCALATED STUDY YEAR ABROAD HANDBOOK

2019–2020

For students intending to go on placement in 2020-2021
PART 1—INTRODUCTION AND ACADEMIC PLANNING

Key Contacts
Emergency Contacts
Overview of the Study Abroad Year
Aims of the Year Abroad
Learning Outcomes
Academic Requirements

BEFORE YOU LEAVE
Preparation
Application Process
Finances
Split placements
Module Choices and Credit Load
Examination Board

WHILE YOU ARE AWAY
Department-Specific Academic Requirements
Withdrawal or Suspension of Studies During Year Abroad
Attendance Monitoring and Engagement While Abroad
Monitoring Points for Students on Year Abroad
Academic Progression
Mitigating Circumstances
Remedy for Failure
List of departmental contacts:

PART 2—INTERNATIONAL STUDENT OFFICE (ISO) PLANNING

Diversity and Inclusion
Student Finance
Erasmus+ grants
Tier 4 Visa Holders
Travel
Wellbeing
Business Travel Insurance ............................................................................................................. 24
Additional Insurance Costs ............................................................................................................ 24
Accommodation .............................................................................................................................. 24
Students’ Union Advice Centre ...................................................................................................... 25
Emergency Contacts ...................................................................................................................... 25
Link to Warwick’s Travel Safely Abroad Leaflet ............................................................................ 25
Code of Conduct ............................................................................................................................ 25
Intercultural Training ..................................................................................................................... 25
External Resources ......................................................................................................................... 26
  Global Graduates .......................................................................................................................... 27
  Go International ........................................................................................................................... 27
  Erasmus+ UK ............................................................................................................................... 27
  British Council ............................................................................................................................... 27
  Erasmus Student Network (ESN) ................................................................................................. 28
# Part 1—Introduction and Academic Planning

## Key Contacts

<table>
<thead>
<tr>
<th>Year Abroad Coordinator</th>
<th>Dr Bryan Brazeau</th>
<th><a href="mailto:B.Brazeau@warwick.ac.uk">B.Brazeau@warwick.ac.uk</a></th>
<th>+44 (0)2476 522764</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Tutor</td>
<td>Dr Bryan Brazeau</td>
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</tr>
<tr>
<td>Senior Tutor</td>
<td>Dr Gavin Schwartz-Leeper</td>
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<td>+44 (0)2476 574228</td>
</tr>
<tr>
<td>Liberal Arts UG Office</td>
<td></td>
<td><a href="mailto:liberalarts@warwick.ac.uk">liberalarts@warwick.ac.uk</a></td>
<td>+44 (0)2476 575975</td>
</tr>
<tr>
<td>Study Abroad Team</td>
<td>Study Abroad Co-ordinator (dependent on your choice of host institution)</td>
<td>Study Abroad Contact Form</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact</td>
<td>Warwick Out of Office Emergency 24 Hour Contact</td>
<td>ISO Emergency Contacts</td>
<td></td>
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<tr>
<td></td>
<td>+44 (0)24 7652 2083</td>
<td></td>
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</tbody>
</table>

The Study Abroad team is based in the International Student Office (ISO). You are allocated a named Study Abroad 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 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 ISO 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 advice given.

OVERVIEW OF THE STUDY ABROAD YEAR

See the Undergraduate Handbook for full Course Regulations.

For students taking a four-year course with an intercalated year, the relative weightings for each year of study are:

Year 1: 10%
Year 2: 40%
Year 3: 0%
Year 4: 50%

AIMS OF THE YEAR ABROAD

1. To demonstrate the ability to study abroad and to achieve personal and academic excellence for a year at a host institution approved by your department;
2. To experience and gain a deeper understanding of the social and cultural diversity of the country where you will undertake your year abroad;
3. To engage with continual personal and professional development by intellectually engaging with a different educational culture;
4. To develop your spoken, written, and communication skills in the language of the country where you undertake your year abroad, if appropriate;
5. To critically reflect on different forms of teaching and learning, including different approaches to Liberal Arts education, if appropriate.

**Learning Outcomes**

On completion of this year you will have:
1. Broadened your knowledge and understanding of your chosen pathway;
2. Developed the qualities and skills necessary for working or studying in another country and in a different academic system;
3. Refined your oral and written language skills through the demands of study in a different country;
4. Expanded your intercultural competencies and acquired an international critical perspective.

**Academic Requirements**

1. You will pursue the aims of the year abroad as set out in this handbook. Remember: when studying abroad, you are serving as an ambassador for the Liberal Arts department and for the university. Your conduct (both personal and professional) should reflect this privilege.
2. You will check your Warwick email regularly.
3. You will keep in regular contact with the departmental year abroad coordinator and your personal tutor.
4. You will observe the academic calendar of your host institution, and remain at that institution for the duration of your agreed exchange period.
5. You will abide by all of the rules, regulations and practices of the host institution. This includes submission deadlines, attendance requirements, codes of conduct, respect of intellectual and physical property, as well as non-academic regulations.

6. Your attendance at classes is a requirement of your exchange.

7. You must comply with Warwick’s Attendance and Engagement Monitoring Plan, set by your department.

8. You must respect the laws and customs of your host country and comply with all requirements of your visa, if applicable.

9. Tier 4 students will also need to keep in close contact with the International Student Office (see section below).

10. You must register as a student at Warwick when requested to do so, even though you are abroad.

11. On your return, you will be required to provide a transcript from your host institution to your department. You are responsible for meeting all requirements necessary for the host institution to release the transcript, including payment of any outstanding fees.

12. You are able to update your contact details centrally on Student Records Online.

13. You will receive instructions regarding the online submission of module preferences for your returning year during the spring or early summer term via your Warwick email address. You must follow the instructions carefully. If in doubt, contact your department.

14. You may be visited by a member of Warwick academic or administrative 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.

15. 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 responsibilities you are expected to take part in these events. We really do value your experience, as do future students who are considering undertaking a year abroad.

16. You are advised to fulfil the academic requirements for the year abroad as set out in this handbook.
PREPARED BY: 

BEFORE YOU LEAVE

Preparation

Taking a year away from Warwick is a big decision. You will need to research your destination carefully. Discussions with your study abroad co-ordinator, family, and friends are important. 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 your returning year module choices. You may have limited module choice, or may not be able to enrol for the modules you require.

All students applying for study abroad are expected to be of a 2:1 (60%) academic standing or better, and are expected to maintain this performance during their time at the host institution. Students who do not obtain at least a year mark of 2:1 (60%) in their first year may not be deemed eligible—either by the home department or the exchange partner—to apply for study abroad opportunities.

In order to progress from your second year to your year abroad, you must pass the second year. If in the rare case, you do not pass your second year, and therefore cannot go on your year abroad, you should talk to your personal tutor at the first opportunity to discuss your options. As an example, in recent years, the number of students going to Australia has increased. The academic year (semester 2) starts in July. You may not have your results from the relevant examination board before your flights and other details are arranged. A similar situation may arise in the case of resits/first sits where the examination board meets in late August or September.

In such cases you must be confident that you have passed your pre-departure academic year (normally your second year) before travelling abroad. The final decision on whether borderline candidates can continue with their preparation for Australia, or any other country, lies with the department’s senior tutor.

If you do not pass your pre-departure year, progression to your partner institution will need to be reconsidered. You may not continue with your plans to go to a partner without express permission of your department, and the partner institution will have the final decision.
Application Process

At the beginning of each academic year, the department will provide students with information on that year’s application process for studying abroad (often through an event organised by the study abroad co-ordinator). Information events will also be organised by the ISO/Student Mobility. You are strongly encouraged to attend both events in order to obtain as much information as possible. All applications will be managed via the Study Abroad tab on E-Vision. Should you have any queries, please reach out to the study abroad co-ordinator for the department or the ISO/Student Mobility.

Current Liberal Arts student mobility partnerships include the following institutions:

**Europe**

*Germany*
- Leuphana University (Lüneburg)
- Jacobs University (Bremen)
- University College Freiburg

*The Netherlands*
- Amsterdam University College
- University College Leiden

**North America**

*Canada*
- Concordia University (Montréal)

**Oceania**

*Australia*
- Monash University (Melbourne)

Placement at other international partners may be possible depending on availability and language competency. Please speak to the study abroad advisor as soon as possible in Term 1 of the year prior to your intercalated year if you are interested in a placement not listed above.
Finances

You will pay a reduced administrative fee to the University of Warwick while studying abroad. You can find the most up to date fee information on the Student Finance webpage You will receive the same student loan from the Student Loan Company as in your other years of study, if applicable.

For the moment, if you are a UK citizen, and travelling to an EU country, you will also be entitled to an ERASMUS+ travel grant. The amount available is subject to change every year. In order to receive your travel grant, you must file the following forms on e-Vision in time:

1) Student protocol (filed at the time that your placement is confirmed)
2) Grant Agreement for Erasmus +
3) Arrival Placement Plan For Studies (detailing the modules you will be taking in your first term/semester).
   (This form should be filed in Week 2 of Warwick Term 1 as per the monitoring point schedule)
4) If you are on a full-year placement, you must submit your Mid Term Placement Plan form once you start your second semester.
   (please note that you must also submit this form if you change your modules from the Arrival placement plan filed above)

Find out more on the ERASMUS+ webpage. You will not pay fees to your host university, but will have to pay for travel to and from the university, your accommodation and living expenses. The Student Loan Company does currently award grants on travel expenses, subject to income assessment.

You may also wish to create your own budget for this year, considering the cost(s) of living in your host country, along with additional costs for visa, travel, and other necessities.

Study Abroad is ultimately YOUR responsibility.

While we are here to support you, it is important that you remember that this is your project. You will need to independently research opportunities and universities in order to create the most rewarding bespoke study abroad experience that is tailored to your future goals. While we can
advise, you will be responsible for making sure that your paperwork is completed and handed in on time, and that you have secured the necessary visa(s) and additional health insurance (if applicable).

Split placements

If you are considering going to two placements, please remember it is only the European placements that receive a grant. For example, if you intend to study in Europe it is important that you indicate on your Arrival Placement Plan the dates you intend to stay in Europe. 70% of the Erasmus+ grant is transferred to you based on this Arrival Placement Plan. Thus, if you stated you would be in Europe for a full-year, and then only spent the first term in Europe, you would need to pay back some of the Erasmus+ grant. This does not mean you cannot change your mind during a placement; but you must be aware of the implications for any Erasmus+ grant. If you are in any doubt, the Study Abroad team can always help you.

Any student considering split placement should let the year abroad co-ordinator know as soon as possible. Split placements are possible, but often require obtaining two separate visas (which can take a great deal of time). Not all host institutions will offer split placements. More information on this can be obtained from the year abroad co-ordinator.

Module Choices and Credit Load

You must take a module load equivalent to 120 CATS per year.

Your modules must be selected on the basis of your pathway and in consultation with your personal tutor and the year abroad co-ordinator. Normally, we would expect you to engage with modules within the host department or University College.

1. You are required to take modules at a level approved by your department.
2. The terminology for credit may vary by institution and you are responsible for ensuring that you are taking the required number of credits.
3. Module choices are subject to confirmation by your academic year abroad coordinator and on the Study Placement Plans required by the ISO.
4. Individual marks from the partner will not be shown on your HEAR. You will, however, have your transcript from the partner university to demonstrate your academic performance. This document will be important for future employment and applications for further (i.e. postgraduate) study.

5. Our partner universities will also have minimum course loads, and these may also be linked to visa requirements. It is important that you do not ignore these requirements as you may invalidate your visa and/or not receive an Erasmus+ grant.

Your module choices for the first term/semester must be registered on the Arrival Placement Plan form uploaded to e-vision as per the monitoring point schedule. If on a full-year placement, you must upload your module choices for the second term/semester using the Mid-Term Placement Plan form by the start of the second semester (or whenever your modules change). You may wish to discuss these choices with your personal tutor, with the year abroad co-ordinator, and/or with your home department at your host institution.

**Examination Board**

The second-year board of examinations in Liberal Arts will be meeting on 8th July, 2020. Confirmed marks will not be available before this date. Although we understand that you may be purchasing flights and organising your departure prior to this date, it remains YOUR responsibility to ensure that you are on track to meet the department’s degree progression criteria as set out in the Liberal Arts undergraduate handbook.

The department will be in touch with you shortly after the exam board to confirm your marks on Liberal Arts modules. If you have any questions about how your results will affect you and your plans to study abroad, you should contact your personal tutor and/or the study abroad co-ordinator.

Students who do not complete the requirements for their second year will normally not be allowed to progress to the subsequent year of study and this may affect your plans for the year abroad.

Any travel arrangements made prior to the receipt of confirmed marks are made at your own risk.
**WHILE YOU ARE AWAY**

**Department-Specific Academic Requirements**

You must take a full load when abroad (equivalent to 120 CATS).

We expect you to take modules that are relevant to your chosen pathway and selected in consultation with the year abroad co-ordinator and your personal tutor.

**Withdrawal or Suspension of Studies During Year Abroad**

There may be some circumstances why you need to suspend or withdraw from your year abroad. If you are considering suspending your studies or withdrawing from the year abroad, you should speak with your personal tutor and the year abroad co-ordinator as soon as possible.

If you withdraw from your year abroad, you would normally return to the UK/home and revert to the 3-year degree course. While you will not receive credit for study you have undertaken abroad, you will not face any academic penalties and will resume the final year of your Liberal Arts degree course in Term 1 of the next academic year (2021-2022).

Suspension of studies may be possible via the temporary withdrawal or retrospective temporary withdrawal routes. Speak to your personal tutor about this possibility.

***N.B.: While there are no academic penalties for withdrawing from the year abroad, there may be financial implications, particularly around the Erasmus+ grant and regarding your student financing. If you are a student on a Tier 4 visa, there may also be visa implications. You must consult with the ISO immigration service and take advice before making a final decision.

You are responsible for familiarising yourself with these consequences before withdrawing. For more information on financial and immigration implications, you should consult with Student Finance England and the ISO.
In all cases, you must consult with the Study Abroad Co-Ordinator, your personal tutor, and the International Student Office before you make a final decision.

**Attendance Monitoring and Engagement While Abroad**

Monitoring points are equally compulsory while on your year abroad. These check points have been set up by the department to help us to gauge how successfully you are engaging with your course, to identify any problems which you may be experiencing and to offer support. The monitoring points are set out below. Your student profile record on Tabula will be updated at the end of each term to show that you have met (or not met) each point during the term.

**MONITORING POINTS FOR STUDENTS ON YEAR ABROAD**

Students on study exchange abroad will be monitored as follows:

<table>
<thead>
<tr>
<th>YEAR 3 TERM 1</th>
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</thead>
<tbody>
<tr>
<td>1. Email or Skype message with Warwick Personal Tutor to confirm module choices at partner institution – recorded on TABULA</td>
</tr>
<tr>
<td>2. Confirmation by the partner institution that the student has attended at least one teaching session in week 4</td>
</tr>
<tr>
<td>3. Email or Skype message with Warwick Personal Tutor - recorded on TABULA</td>
</tr>
<tr>
<td>4. Confirmation by the partner institution that the student has attended at least one teaching session in week 8</td>
</tr>
<tr>
<td>5. Confirmation by the partner institution that the student has attended at least one teaching session in week 9</td>
</tr>
<tr>
<td>6. Submission of progress report (via Moodle) to Departmental Study Abroad Officer</td>
</tr>
</tbody>
</table>
### YEAR 3 TERM 2

<table>
<thead>
<tr>
<th></th>
<th>Task</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Email or Skype message with Warwick Personal Tutor to confirm continued attendance at partner institution - recorded on TABULA</td>
<td>In week 2</td>
</tr>
<tr>
<td>8</td>
<td>Confirmation by the partner institution that the student has attended at least one teaching session in week 4</td>
<td>In week 4</td>
</tr>
<tr>
<td>9</td>
<td>Submission of progress report (via Moodle) to Departmental Study Abroad Officer</td>
<td>In week 6</td>
</tr>
<tr>
<td>10</td>
<td>Confirmation by the partner institution that the student has attended at least one teaching session in week 8</td>
<td>In week 8</td>
</tr>
<tr>
<td>11</td>
<td>Email or Skype message with Warwick Personal Tutor to confirm continued attendance at partner institution - recorded on TABULA</td>
<td>In week 10</td>
</tr>
</tbody>
</table>

### YEAR 3 TERM 3

<table>
<thead>
<tr>
<th></th>
<th>Task</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Email confirmation from the partner institution of the student’s expected completion of the exchange</td>
<td>In week 9</td>
</tr>
<tr>
<td>13</td>
<td>Contact with Warwick Personal Tutor to confirm completion/expected completion of the exchange and return to Warwick for final year of study – recorded on TABULA</td>
<td>In week 10</td>
</tr>
</tbody>
</table>

Your attendance in class will also be monitored while abroad and you are expected to attend all classes and engage as an active participant. Remember, you are an ambassador for Warwick Liberal Arts while abroad and your conduct should reflect this.

You should familiarise yourself with the University’s Regulation 36, which applies to all students whether based at Warwick or abroad for the full duration of their course of study. The following is an extract of the regulation which is also included in the Liberal Arts undergraduate handbook:
1. Students are expected to engage fully with their course of study, take responsibility for their own learning and co-operate with their department and wider University as members of the University community. Students must comply with the requirements for their course as set out by the department.

2. Students are expected to inform departments of any health problems, changes in circumstances or other difficulties that may affect their progress. If a student fails to inform the department, these circumstances cannot be taken into account.

3. Students may be required by the Head of Department to meet with staff in the department. Students may also be required to meet with administrative staff in the wider University.

4. If a student’s progress or behaviour persistently fails to meet the expectations set out in this Regulation and departmental course requirements, the Head of Department may recommend to a Continuation of Registration Committee that the student be required to withdraw (under section 36.4.4).

**Academic Progression**

Your time abroad will be an intercalated year. All of our Liberal Arts partners mentioned above teach a full range of modules in English. Modules taught in other languages are acceptable—and indeed encouraged—so long as you meet an appropriate level of linguistic competency and fitness for the module. Assessment of such competency and fitness will be up to the module tutor or the department at the host institution.

The marks that you achieve while studying will not be taken into consideration towards your final degree mark or classification (all modules taken abroad are on a pass/fail basis). However, your studies abroad will be recorded on your HEAR certificate as a record of your involvement.
Please see sections below on mitigating circumstances/remedying failure.

1. An additional or intercalated year will be recorded as a Pass / Fail year abroad on your Higher Education Achievement Record (HEAR).

2. The year abroad aims to enable you to develop your skills and to experience a different culture. You may be studying in a different academic system, or even a different language. Your department will be able to give specific guidance, and you must always follow specific subject related guidance. However, if you do not meet the 40% Warwick threshold for passing your modules, your department may be able to offer you a remedy to avoid failing your year abroad.

3. In some circumstances there may be a reason why you need to return to the UK and are not able to complete your year of study.

4. Please note that there will be implications for withdrawing from a year abroad. You are advised to contact Student Finance England (or other relevant body), any sponsors you may be receiving finance from and to notify your department, before you make a decision.

5. Withdrawal part way through your study abroad year will also impact on your Erasmus+ grant and you should contact the ISO before making any final decisions.

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

7. Your department must be consulted before you make a final decision and discuss the implications of withdrawing from your additional or year of study.
Mitigating Circumstances

If you are experiencing difficulties that are preventing you from completing your work in a timely manner and to a high standard, you should first speak to the appropriate person at your host institution (either the relevant module convenor and/or the study abroad contact there).

At the same time, we are also here to help. If you are concerned about any of the above or going through difficulties, please don’t hesitate to get in touch with your personal tutor and the year abroad co-ordinator if you are concerned about any of the above. Studying abroad can often be harder than it looks, and we all want to see you succeed and do well!

Remedy for Failure

Measures for remedying failure will be based on the host institution’s policies in the first instance. If these are not available or not practical, measures for remedying failure will be determined in the Liberal Arts department on a case by case basis in line with university policy.

For more information, please see the University’s Policy Statement for the Accreditation of Placement Year in Industry and Year Abroad and remedy for failure.

List of departmental contacts:

You should have these email addresses at hand for any questions during your year abroad.

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
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<tbody>
<tr>
<td>Dr Bryan Brazeau</td>
<td>Year Abroad Co-ordinator</td>
<td><a href="mailto:B.Brazeau@warwick.ac.uk">B.Brazeau@warwick.ac.uk</a></td>
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<tr>
<td>Dr Bryan Brazeau</td>
<td>Personal Tutor</td>
<td><a href="mailto:B.Brazeau@warwick.ac.uk">B.Brazeau@warwick.ac.uk</a></td>
</tr>
<tr>
<td>Dr Gavin Schwartz-Leeper</td>
<td>Senior Tutor</td>
<td><a href="mailto:G.E.Schwartz-Leeper@warwick.ac.uk">G.E.Schwartz-Leeper@warwick.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Liberal Arts Office</td>
<td><a href="mailto:liberalarts@warwick.ac.uk">liberalarts@warwick.ac.uk</a></td>
</tr>
</tbody>
</table>
PART 2—INTERNATIONAL STUDENT OFFICE (ISO) PLANNING

1. 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.

2. The University has over 250 partners, some will be specific to your department and some exchanges will be offered across the University. In 2018 there will be over 800 individual student placements taking place. 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. Places are only offered through your department and you must be nominated by your department 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 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.

5. The process starts with you being nominated by your department, usually by the end of the autumn term, the ISO will work to match your choices with the places available in any given year. Your department will receive a list confirming the place you have been offered usually by the end of January each year. The ISO will always try and meet your needs but occasionally on a worldwide exchange you may be offered another option. This is not negative—just a case of matching resources and all of our partners are selected carefully.

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

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

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

10. You are expected to attend one of the ISO pre-departure briefings; this is where the information on insurance, funding etc is explained in detail.

11. Important points to note: funding evidence will be required to receive a visa to study in destinations such as Hong Kong, the USA and Canada.

12. The ISO will upload a copy of the presentation at the end of March each year.

13. 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

14. 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.

15. The expectation from our partners, and as set out in all of 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 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.
You may also find Warwick’s Diversity and Inclusion website pages helpful – or the ISO have a printed copy of the Diversity and Inclusion: Safe Overseas Travel Guidance and will be able to provide a copy.

**STUDENT FINANCE**

1. As you are part of a reciprocal exchange programme, you do not pay the academic fee to the host partner. The fee you will pay to Warwick is set [here](#).
2. You will see that worldwide work places are charged at a higher fee. You may wish to consider studying for the first placement and then working for the second part of the year, in this way the lower fee will apply.
3. Students on a substitute year (integrated), will be charged at separate fees depending on whether you are a home or overseas student. You are advised to check the above link to the academic office before making any decisions.
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 will include the partner’s term dates.
6. 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 a student travelling to North American or Australia 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.
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 make contact with 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.

**ERASMUS+ GRANTS**

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 (around November). You will receive the final 30% of your grant on your return, and completion of all of 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 will require a number of forms to complete in order 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. 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 eligible 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. However, as there will be some additional requirements for you if you are on a Tier 4, we would advise contacting the ISO office for advice. Briefing sessions will be held as part of the pre-departure programme and you will be advised of any
processes you need to complete. As the guidance is regularly updated, it is always best to keep in contact with the ISO.

**TRAVEL**

1. Consult the Foreign and Commonwealth Office website. This is a useful source of information (see below).
2. Leave plenty of time to apply for a visa (holidays can wait, ensure your study visa has been obtained).
3. **Do I need a visa?** You may require a visa to study or work in your destination country for your study abroad placement. It is your responsibility to ensure you obtain the correct immigration permission for your placement in good time to begin your placement.

**WELLBEING**

1. Your wellbeing is important and you’re still a Warwick student when you are away from Coventry. Should you require support, your Warwick academic study abroad coordinator is still here to help you. In addition, the ISO are here to help and to ensure you do not feel isolated. The ISO contact details are all on the study abroad website. If you need someone to talk to, or have concerns we would rather you contacted us.
2. **Counselling Service:** Studying Abroad resources: including a Podcast on studying overseas.
3. **Culture Shock** - Our Counselling Service offers useful resources on managing culture shock.
4. **European Health Insurance card:** 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.
5. 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 would suggest contacting the Wellbeing service at Warwick who will then be able to liaise with the partner university on support required.
BUSINESS TRAVEL INSURANCE

1. You will be covered by the University's Business Travel Insurance while you are studying at the partner. This applies whether you are in Europe or on a worldwide exchange. 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. The details of the policy are all online [https://warwick.ac.uk/services/finance/insurance](https://warwick.ac.uk/services/finance/insurance). The fee for this policy is paid for by the International Student Office. An insurance card will be available in the ISO (usually by the spring term each year) if you would like to take a hard copy of the contact details.

ADDITIONAL INSURANCE COSTS

1. There are countries where it is mandatory to take out additional health insurance. Australia, USA, Canada, Turkey will definitely 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.

ACCOMMODATION

1. Information on accommodation will be available on the partner’s website. Worldwide exchanges tend to house students on campus; and European exchanges frequently will 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/work placement.
3. 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.
4. Worldwide exchanges will have deadlines for Campus University; and for European exchanges make sure you leave sufficient time to organise your accommodation.
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.
6. 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. 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**

1. You may also find the Students’ Union Advice Centre helpful. 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. For a full details, here is the [link](#).

**EMERGENCY CONTACTS**

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

**LINK TO WARWICK’S TRAVEL SAFELY ABROAD LEAFLET**

[https://warwick.ac.uk/services/supportservices/travelsafelyleaflet.pdf](https://warwick.ac.uk/services/supportservices/travelsafelyleaflet.pdf)

**CODE OF CONDUCT**

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

**INTERCULTURAL TRAINING**

[https://warwick.ac.uk/study/international/students/interculturaltraining](https://warwick.ac.uk/study/international/students/interculturaltraining)

The intercultural training programme is designed to help enrich your intercultural experience. 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
study abroad.

**EXTERNAL RESOURCES**

Useful FCO links include:

The [Foreign and Commonwealth Office (FCO)](https://www.gov.uk/foreign-travel-advice) 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

- 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.
  [https://www.gov.uk/foreign-travel-advice](https://www.gov.uk/foreign-travel-advice)

- 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.
  [https://www.gov.uk/travelaware](https://www.gov.uk/travelaware)
  [https://www.gov.uk/guidance/foreign-travel-checklist](https://www.gov.uk/guidance/foreign-travel-checklist)

- How to find your local British Embassy, High Commission or Consulate while abroad
  [https://www.gov.uk/government/world/organisations](https://www.gov.uk/government/world/organisations)

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

Global Graduates
https://globalgraduates.com/

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.

Go International
www.go.international.ac.uk/

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.

Includes a Pre-Departure Guide: http://go.international.ac.uk/going-abroad/pre-departure-guide-students

Erasmus+ UK
https://www.erasmusplus.org.uk/advice-for-participants

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
https://www.britishcouncil.org/study-work-create

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.
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.