Mathematics

INTERCALATED STUDY YEAR ABROAD HANDBOOK

2019-2020

For students intending to go on study abroad in 2020-2021
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Part 1 Introduction and Academic Planning

Key Contacts

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Overview of the Study Abroad Year

See the Mathematics Undergraduate Handbook for full Course Regulations.

There are three variants of Mathematics with intercalated year as follows:

- **G101 Mathematics (BSc) with Intercalated Year** weighted 10:30:0:60 (year 3 abroad does not count for credit, on your return you enter Year 3);

- **G105 Mathematics (MMath) with Intercalated Year** weighted 10:20:0:30:40 (year 3 abroad does not count for credit, on your return you enter Year 3);

- **G106 Mathematics (MMath) with Study in Europe** weighted 10:20:20:50 (year 3 abroad counts for credit and on your return you enter Year 4).

In exceptional cases G106 is possible with a few universities outside Europe. Please contact the Study Abroad Coordinator.
Aims of the Year Abroad

1. To demonstrate the ability to study abroad 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 travel abroad and engage with continual personal and professional development;
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 further your academic knowledge as directed by your department.

Learning Outcomes

On completion of this year you will have:

1. Broadened your knowledge and understanding of your 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 terms of culture and intercultural competencies.
5. For specific learning outcomes and aims for your course, please see the Departmental Specific Academic Requirements as set out below.

Academic Requirements

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.
3. You will keep in regular contact with the departmental Study Abroad Coordinator and the Study Abroad secretary. The Study Abroad Coordinator will be your personal tutor for when you are abroad.
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, use of plagiarism software etc, 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.

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

10. You must register as a student at Warwick when requested 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. If you have completed a work placement, you will also need a reference, if you require a template reference then go to the study abroad website, outbound and you will see a link to the transcript for work.

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

14. 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 and if in doubt, contact your department.

15. 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.

16. 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.

17. You are advised to fulfil the academic requirements for the year abroad as set out in this handbook.
Departmental Specific Academic Requirements

**Before you leave:** The mathematics department requires you to

- participate in the Study abroad meeting at the end of November to find out about other exchange students’ experiences at Warwick and abroad
- meet with the Study Abroad Coordinator to discuss your motivations and plans for the year abroad
- submit your application to study abroad on time to the Study Abroad Secretary
- attain at least 60% End of Year 2 average

**When you come back:** All students going abroad (G101, G105 and G106) need to submit an end of year report to show how they have further developed their cultural awareness, mathematical and language skills, overcome administrative or other difficulties. The report will be made available online for future candidates. See

https://warwick.ac.uk/fac/sci/maths/undergrad/erasmus/personal_experiences/

**During your stay:** Stay in regular contact with the Study Abroad Secretary and the Study Abroad Coordinator. Reply to emails promptly. Adhere to the monitoring scheme as set by the Mathematics Institute and University policies.

Comply with the Student Mobility’s team regulations. Collect signatures when requested and upload documents you are required to submit to the Student Mobility tool.

**For G106:** The chosen modules need to be comparable with the requirements for a 3rd year in MMath in Warwick - i.e. 90 CATS at least of Mathematics from lists A and C (bearing in mind that this should include quite a lot of MA3 material as preparation for year 4), and 120 CATS in total. [We expect G106 candidates to take 60 ECTS, though some of this can be non-maths, e.g. language etc.]. NB you will be required to take 108 CATS total of list C modules (MA4… or equivalent) in years 3 and 4 taken together. The list of modules needs to be approved by the Mathematics Department via the Study Abroad Coordinator.
Preparation
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 your returning year module choices. You may have limited module choice, or may not be able to enrol for the modules you require.

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 academic co-ordinator 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 examination results before your flights are arranged; in this case you must be confident that you have passed your pre-year academic year (normally your first or second year) before travelling abroad. The final decision on whether borderline candidates can continue with their preparation for Australia, or any other country, is with your department.

If you have not passed your first or second year, progression to your partner institution will need to be reconsidered. 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!
Module Choices and Credit Load

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. But, you will have your transcript from the partner university to demonstrate your academic performance which is important for future employment.

5. Our partner universities will also have minimum 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 (this is more relevant on the worldwide exchanges).

Specific requirements for mathematics:

See p. 8 above for G106.

For G101 and G105: the marks will not count towards the degree but we expect students to take close to 60 ECTS during the year, including a good proportion of Maths, and to make a serious attempt.
Progression

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

2. The ethos of the year abroad is to enable you to develop your skills and to have time 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 will 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 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.

In order to pass the year abroad you need to fulfil the requirements set out on p.8 under Departmental Specific Academic Requirements.

A request to withdraw from the year abroad will be considered on an individual basis but in most cases it will be treated as a temporary withdrawal equivalent to the system in place at the Maths Institute at Warwick.
Before you leave:

Examination Board:

Year 2 Exam Boards usually meet in week 40 of the academic calendar. (‘week 11’ of term 3)

After discussion with the Director of Undergraduate Studies and the Chair of Year 2 Exam Board, the Study Abroad Coordinator will notify the student if he/she has fulfilled or missed the departmental requirements as set out on p. 8.

Given the timing in the case of e.g. Monash, the department may waive its requirement for 60% in Year 2 in order to pursue the year overseas on an individual basis.

If a student has not passed Year 2 due to failed modules or missed exams, he/she would be required to resit exams and pass these in the next Summer period in order to be able to progress to Year 3.

While you are away

Academic Progression

Students are expected to submit a learning agreement, usually twice a year, at the start of the semesters for approval by the department.

Mitigation

Please do contact your personal tutor (the Study Abroad Co-ordinator) if you are concerned about any of the above, and if you are experiencing difficulties which you believe will make timely completion of the Year Abroad tasks difficult. 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.

Remedy for Failure

Students on G106 may be asked to transfer to G105 or G101.
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 were 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. The ISO will upload a copy of the presentation at the end of March each year.

12. 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

13. 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.

14. 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 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 health 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

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

The intercultural training programme is designed to help enrich your intercultural experience. Delivered through three states 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) 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

- 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/guidance/foreign-travel-checklist

- How to find your local British Embassy, High Commission or Consulate while abroad
  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
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.

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.