



For the attention of exchange co-ordinators and incoming students,

We thought it might be a good idea, at this time of the year, to outline some important facts about the way in which Warwick is organized, about how the University delivers its teaching, and about our calendar year. This will hopefully help you in planning the period you will spend with us.

It is important to stress that what follows is in no way meant to be limiting the opportunities open to exchange students. The list below only points out some of the likely differences between our own structures and those of our partner institutions – differences which may at times seem obvious but which nevertheless we know can confuse incoming students.

- 1- The Warwick academic year is divided into three terms of 10 weeks each; term times go (approximately) from October to early December, from January to mid-March, and from late April till the end of June.
- 2- Most of the teaching is concentrated in Terms 1 & 2, with Term 3 almost entirely reserved for revision and examination; in some cases teaching may continue in Term 3 for two or at most three weeks, but certainly not beyond that. You should be assured that, although all our exams take place in Term 3, we are able to carry out assessment for those students who leave Warwick earlier (e.g. at the end of Term 2). Assessment can consist of written exams, the submission of individual essays, or other types of tests, where appropriate  
Information on modules that are available for part-year students can be found at <http://www2.warwick.ac.uk/study/studyabroad/incoming/departments/information/>
- 3- Most modules across the University (and especially in the Arts Faculty) are year-long and are taught over Terms 1 & 2 (in some cases with a few extra lessons in Term 3). This means that students aiming to take full advantage of our range of teaching are strongly advised to arrive in September/October. Arriving in January means that a large number of modules are already half way through their programme. Some may also be full, by then, and not admitting any new students.
- 4- Some departments offer 'half modules', which are normally taught over one term (either Term 1 or Term 2); students arriving in January are advised to look with particular attention at this provision.
- 5- We measure credits in CATS: one ECTS is equivalent to two CATS; full modules (year long) are normally 30 CATS (15 ECTS); half modules are counted as 15 CATS (7.5 ECTS); for part-year students, we will calculate relevant percentages of these weightings.
- 6- Students will be based in the department with which their home university holds an exchange. This means that their pastoral and academic care will be dealt with by that department (in our case: Italian), and that they will be assigned a personal tutor (usually the exchange co-ordinator) in that department. The personal tutor will be able to advise students on academic matters, while administrative issues are normally dealt with by our International Office.
- 7- Incoming students will normally be asked to take on a workload which is comparable to that of a home student (as set out by the Erasmus regulations); this in practice means no more than four full modules (or the equivalent CATS/ECTS in half modules). Students are also allowed to take three full modules (or equivalent) and carry out research for their degree dissertation. In some cases (e.g. students enrolled at 'specialistica/magistrale' level) the dissertation can go up to 60 CATS/30 ECTS, and they may then be allowed to take only two further modules. We try to be as flexible as possible, but you should be aware that these are the normal requirement. If there are special cases (e.g. PhD students, or other students who need to spend most or all of their time carrying out research) these will need to be discussed with the home university in detail and in advance. All students can also ask to Audit some lessons.

- 8- Students will not be allowed to take modules in excess of 120 CATS/60 ECTS: this is the full load for our home students, and our experience tells us that incoming students, who already have to adapt to a new system, are strongly disadvantaged if they try to do too much. Please remember that each module will require extensive weekly reading as well as active participation in seminars (including some individual or group presentations). Keeping up with more than four modules per term is almost unfeasible. For all modules attendance is compulsory and presence will be checked; student should be aware that unjustified absences will be reported centrally and may jeopardize their stay and/or their bursaries. This will come as a surprise to most Italian students, but it is something that needs to be taken very seriously. Equally serious is the treatment of deadlines for the submission of assessed work. Each department and module will have different requirements, but rules are applied very strictly and no exceptions can be made by individual tutors. If a student cannot meet a set deadline, they need to make sure they obtain an extension, usually well in advance.
- 9- Students are required to take at least one module in their home department. In our case this is the Department of Italian. You should keep in mind, however, that in Warwick such subjects as Translation (English-Italian and Italian-English), Applied Linguistics/Foreign Language Teaching, and some comparative literature modules are taught by the Italian Department (not by the Department of English). It is therefore very unusual for a student not to require a module taught by Italian.
- 10- Outside their home department, students have a wide variety of choices. There are, however, some limitations to be kept in mind. Warwick does not teach 'lauree miste', so any students asking to take modules in Business and Economics, Law, etc. will only be allowed to take these if s/he has the necessary pre-requisites (in practice this is very rare and therefore, for their own benefit, students may not be allowed to take such modules). Additionally, any one student may only take a maximum of two modules in the Department of English & Comparative Literary Studies, and, given the intensive reading required, those students may be asked for proof of their language proficiency (once again, please keep in mind that many subjects which might be taught in a department of English in Italy will be taught elsewhere in our faculty, e.g. by Film and TV Studies, History, History of Art, or, indeed, Italian).
- 11- Both 'Triennale' and 'Biennale' students tend to take modules at Undergraduate level; this is due to a number of factors: a) our UG degrees are four years long, in some cases; b) the choice of MA modules is much more limited; c) there is no guarantee of which MA programmes/modules will run each year; and d) most importantly, the nature of the MA courses and the method of teaching do not correspond to those of the 'specialistica/magistrale', so students tend not to find MA modules suitable to their needs and expectations. In some cases, where there is clear matching, we can allow 'specialistica/magistrale' students to take one or two modules at MA level. Triennale students, on the other hand, are not allowed access to MA modules, for obvious reasons.
- 12- Warwick does not offer modules in English language as such. A very rich programme of English language skills is available to all our students, but it is not offered 'for credit' (i.e. it carries no CATS/ECTS weighting). Exchange students are strongly encouraged to follow this programme, but they can only have informal recognition of this (e.g. by keeping a register of sessions attended and asking tutors to sign for each of them); it will then be up to the home institution to decide if and how these sessions can be credited in their system.
- 13- Warwick offers in-session English language courses, however if you undertake these you must be aware that you will only receive a certificate of completion if you have attended a minimum of 80% of the course.

**With Thanks for Your Attention**

**The department of Italian Studies & The Study Abroad Team – International Office**