



# Warwick Business School

[www.wbs.ac.uk](http://www.wbs.ac.uk)

## PIM SCHOOL INFORMATION SHEET

### Contact people (first point of contact first):

Sam Brook  
Operations Coordinator (International), Masters Group

Gail Gibson  
Programmes Officer (Executive), Master Programmes

Nigel Pye  
Assistant Dean (Executive), Masters Programmes

Geoffrey Wood  
Associate Dean, Masters Programmes

School Address (when sending documents please send to the relevant name and title followed by this address):

Warwick Business School  
University of Warwick  
Coventry CV4 7AL  
United Kingdom

### WWW-address:

Full-time MBA:  
<http://www.wbs.ac.uk/courses/mba/full-time/>

Warwick Business School:  
<http://www.wbs.ac.uk>

University of Warwick:  
<http://www.warwick.ac.uk/>

International Office  
<http://www.warwick.ac.uk/services/international/>

Accommodation Office  
<http://www2.warwick.ac.uk/services/accommodation/studentaccommodation/>

### Deadlines:

\* See Language Requirements on page 2

We require **nominations**, to include a CV/resume and \*IELTS or TOEFL results (where English is not the first language or language of instruction in the home school) which takes the place of an application form on our part, to reach us by:  
3 months before start date.

Module requests must reach us by:  
As soon as possible to ensure more chance of a place.

All other completed documents/forms to reach us by (unless otherwise notified):  
3 weeks prior to arrival (as individually advised).

### Required Documents:

CV/resume and where required Language proof (see page 2) with nomination  
Registration data \*  
Choice of Modules form \*



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Accommodation form \*  
University enrolment (online) \*  
Electronic photograph for University card (online) \*  
*All should be sent/completed electronically, as advised*

\* These, or instructions for, will be sent to nominated students directly at the relevant time.

## Study program:

We offer a general MBA so, as such, there are no specific majors. Main concentrations, however, are within areas of Marketing, Strategy and Finance. We also offer modules in a variety of other areas.

We do not normally offer modules or classes to students outside of the MBA.

## Courses:

An overview list of elective modules can be found at the following sites:  
[http://www.wbs.ac.uk/wbs2012/assets/PDF/downloads/mba/ftmba/Warwick MBA full time elective modules.pdf](http://www.wbs.ac.uk/wbs2012/assets/PDF/downloads/mba/ftmba/Warwick%20MBA%20full%20time%20elective%20modules.pdf)

(Note this lists the electives available across the whole MBA programme, covering the full academic year, with most modules only running once per year).

More in-depth information is available to schools and exchange students upon request.

## Faculty:

See Faculty profiles at:  
<http://www.wbs.ac.uk/research/staff/>

## FACULTIES/COLLEGES:

## Language of Instruction:

All classes are taught in English

## Language requirement:

Competence in reading, speaking and writing in English is essential if you are to get the most from your time at WBS. If you are a national of the UK, or one of the following countries recognised by the [UKBA](#), you do not need to take an English test:

- Antigua & Barbuda
- Australia
- The Bahamas
- Barbados
- Belize
- Canada
- Dominica
- Grenada
- Guyana
- Jamaica
- New Zealand
- St Kitts & Nevis
- St Lucia
- St Vincent & the Grenadines
- Trinidad & Tobago
- USA.

All other nationals must arrange to take one of the following recognised English language



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tests. We accept:

- [IELTS](#) minimum score 7.0 no component score below 6.0 AND no more than two components at 6.0
- [TOEFL iBT](#), minimum overall score 100 Minimum: Listening 21, Speaking 23, Reading 22, Writing 21
- [PTE Academic](#) minimum score of 70 with 51+ in every section
- [CPE](#) pass
- [CAE](#) Pass grade B.

Exchange students should be very comfortable communicating in English with classmates, academics and guest speakers from a variety of cultural backgrounds. As syndicate work is an important factor of the Warwick MBA, quick comprehension and response in English is required in order to participate fully, and to be successful in modules.

## Language courses:

The [Language Centre](#) offers numerous language classes (not English) on which you may choose to enrol, for a small fee. Please note these are open to all students from across the University. Additionally they have a language lab which you may use. Additional support is available for overseas students to improve their English language via the [Centre for Applied Linguistics](#). The [Learning English On-Line](#) is most suitable programme for exchange students.

## Academic/Experience Requirements:

### Full-time Workload:

### A minimum of 3 years post-degree, business related work experience.

The full-time workload for Exchange Students is normally up to 5 modules spread over a 12 week period. Students are strongly advised not to take more than 2 modules back to back due to the preparation, study and assessment period spanning 9 weeks total (see Materials and Exams sections below).

These modules will consist of electives, taken as required by the home institution - see available exchange period (page 5) for dates. It is possible to take more or less modules but this must be confirmed by the home institution. If taking more than 5 modules in 12 weeks please be aware of the extra work load, as 5 is normal maximum for a Warwick MBA student within that timeframe.

Each MBA module is equivalent to 10 CATS (CNAU UK credit scheme).

Modules are described in terms of their learning outcomes and assessment criteria rather than by the mode of delivery, since emphasis in the UK education system is on learning achieved rather than on actual time served. Nonetheless, there are normally c.30 class contact hours for a taught (full-time) module, while individual study for an average student can be expected to total c.50 hours per module.

It is up to the home institution to state if there are any specific requirements relating to module topics and the number of modules to be taken.

*(Please refer to the links under the Courses section on page 2)*

## Materials:

Materials are typically available 4 weeks in advance of their start date, to ensure



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sufficient preparation and pre-reading time. These materials (study packs) will consist of a folder, notes, cases and core textbook, as required; some materials will be available via the module pages of my.wbs (our Extranet available to all registered students). We normally offer to send the first pack to incoming exchange students via courier but ask that you bear the additional weight in mind for your travels, as new packs cannot be provided upon arrival. Due to copyright restrictions we are currently unable to provide most resources electronically in place of these notes/textbooks. You are advised to ensure you receive the study pack in sufficient time to fully prepare for the module.

Later study packs will be available for collection after arrival, as available. You are encouraged to collect these as soon as possible and where these have not been collected by a participant to allow sufficient preparation time before the module the academic running the module may not allow the participant to continue with the module.

There is no charge for study packs on which you are registered. It is not possible to purchase study packs for any module which you are not registered on.

## Attendance:

The University operates formal attendance monitoring of all students on all programmes, requiring a minimum of 80% attendance for each module, which includes 100% attendance of Days 1 and 5 of all modules. We expect all students to attend all of the module week; no exceptions are made for Day 1 (Monday) or Day 5 (Friday) which are particularly important days, but we may consider exceptions for other days, if unavoidable. Unfortunately if you do not attend the first day of a module you will not be able to continue with the module and your registration on it will be cancelled.

During your formal module selection you will be required to indicate if each module will be for credit or not. If not for credit this will be classified as auditing a class and you will be required to fully participate in the class including any group work, you will not however be required, or expected, to submit the post module assignment.

## Learning Expectations:

The typical Full-time MBA class is made up of around one third female. Around a quarter of the class are from the EU, with a total of around 30 nationalities represented. The total class size can reach 80 students including exchange students and those from other variants.

The elective modules bring together all MBA variants for the one-week modules, so the classroom experience varies. Individual class sizes vary depending on the individual module, ranging from 15 - 70. Each module is then split into syndicate groups of between 5 and 10 students. These syndicate groups represent diversity in students through experience, nationality and gender. Group work and in-class participation allow both individual participation and attendance to be evaluated.

## Grading:

Marks are given in percentages. The pass mark is 50%. Marks, when available, are distributed together with marking criteria and distribution of grades for comparison, accessible by students via the extranet. When all marks have been received a final transcript will be provided.

## Exams:

Many different methods of assessment are used throughout the Warwick MBA: Examinations; Group and Individual Assignments; Class Contribution; Presentations; Projects; Dissertation.



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Exchange students are examined under the same policy as Warwick MBA students and there is normally an opportunity for reassessment or re-sits, these must be registered for online. However due to the additional period that the resits take place in we do not advise exchange students to request a resit unless specifically required by your home institution.

For elective modules, no examinations are held. These are assessed by assignments with a standard submission deadline of four weeks from the Monday following the module ending. Assessments from these modules are marked by the Named Internal Examiner then second marked internally. Where necessary, for example in borderline cases, papers will be further reviewed by a third internal marker. Note final marks are distributed as and when available, typically 2-3 months after the module.

Please take these factors into consideration if your expected graduation date is less than 3 months after your exchange period ends.

## TERM DATES FOR THE ACADEMIC YEAR (not exchange periods):

### 2013/2014:

The following dates provide the full MBA calendar and not periods for exchange - see Available Exchange Periods section below for these.

Induction:	Mon, 23 Sept '13 – Sat, 28 Sept '13
Autumn:	Mon, 30 Sept '13 – Sat, 14 Dec '13
Spring:	Mon, 6 Jan '14 – Sat, 22 Mar '14
Summer:	Wed, 23 April '14 – Sat, 28 June '14
Project:	Sat, 28 June '14 – Fri, 12 Sept '14

### 2014/2015 (tentative):

Induction (tbc):	Mon, 22 Sept '14 – Sat, 28 Sept '14
Autumn:	Mon, 29 Sept '14 – Sat, 13 Dec '14
Spring:	Mon, 5 Jan '15 – Sat, 21 Mar '15
Summer:	Wed, 22 April '15 – Sat, 27 June '15
Project:	Sat, 27 June '15 – Fri, 11 Sept '15

### Calendar:

The University of Warwick operates a quarter term system, but we run our MBA modules across most of the year.

### Available Exchange Period

#### **2014:**

17 February – 4 July 2014\*  
(Includes Easter break 14 - 25 April)

Electives over the exchange period bring together Full-time, Executive and Distance learning MBA students. This means that incoming students will not have to arrive until their first module begins, although we do advise a week to settle in before the start of classes.

\*Start and end dates are flexible as all available modules will be taught on a 5-day basis, usually running Monday – Friday.



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The normal *full-time* load is 5 modules spread over 12 weeks; we can also receive exchange students for individual modules if your school allows (see short-term programme below).

## Note

Students are required to be in attendance for all one-week modules on which they have registered. Expected arrival is a week before the first class begins to allow an Induction meeting with the Programme staff before the classes begin and time to settle into campus life. Students may wish to stay on campus after their exchange period has finished, to continue working on assignments.

Because of the highly interactive nature of the course we cannot accept late comers. Students are expected to attend from the first day of each of their modules, and must attend a minimum of 80% which must include the full first and last days.

*Please consider the results data listed under Exams on page 4*

## **2015 (expected):**

Mid February – early July 2015

## **Short-term programmes:**

We are able to accept students for just 1 or 2 modules during the standard exchange period, for effectively a shorter exchange period. Please contact your home coordinator to see if this is possible for you.

## **Alternative periods:**

There *may* be an opportunity to arrange an exchange outside the available period above, but **only** when your school *does not* offer an exchange within the dates noted.

Whilst modules do run from end September we focus the exchange period during the Available Exchange period, as above, when the widest choice of electives are available; earlier in the academic year the focus is on core modules, which exchange students are most likely to have already covered and typically over a 12 week period only 5 or 6 electives would be available.

## Note

Each case will need to be assessed individually and we will require, as well as the standard nomination data, an academic transcript for the proposed candidate with the initial enquiry, to enable us to establish if we have suitable modules on offer at these times. Exact arrangements are not normally confirmed until very close to the exchange and accommodation can be very hard to come by at these times.

## **Living Expenses, weekly (figures are approximate for 2013/14):**

Rent/ Accommodation	£140
Food	£ 80+
Local travel	£ 25 <sup>1</sup>
Laundry	£ 10
Books/stationery	£ 20
Clothes	£ 20
Telephone/Postage	£ 20
Entertainment/Social Events	£ 25
<b>Total</b>	<b>£340+</b>

Students living off campus should allow at least £35.00 a week more for local travel,



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heating and electricity bills. Students sharing a house off campus with non-students should also allow for the Council Tax which is approximately £600 over a full year.

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<sup>1</sup> *this excludes travel to the University at the start of Term or travel costs during vacations.*

## Health insurance:

The UK [National Health Service](http://www.nhs.uk) provides free health care to students who are resident in the UK for **6 months or more**. Please see further advice for overseas visitors to the UK at [Accessing NHS Services in the UK](#).

The University of Warwick Health Centre state:

“If you come from overseas you can register with a doctor here and receive NHS care if you are going to be resident and studying at this University **for 3 months or more.**”

It is therefore important that you register with them **as soon as you arrive** at the University. We always ensure that your University registration period is for a minimum of 3 months (detailed on your student card) to enable you to utilise this facility. Please see their website for further details:

<http://www.uwhc.org.uk/>

If students are not covered by this agreement (e.g. reside off campus or are here for less than 3 months), or wish to have private cover, then they are advised to purchase adequate travel insurance from their home country.

## Visa:

To check if students need a visa to study here they should visit:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/do-you-need-a-visa/>

Due to changes in immigration all students must enter the UK with a visa or entry stamp which entitles them to study; a tourist or business visa will not enable them to be registered at the University.

We will, upon request, provide a specific letter suitable for Embassies to assist with visa applications if necessary.

You may also find the following link to the Warwick's Immigration Service useful (note: if contacting this office ensure you mention you are coming on an MBA exchange):

<http://www2.warwick.ac.uk/services/international/immigration/visitor/studentvisitor/>

## Accommodation:

Warwick is a purpose-built, modern, campus University with prestigious well-appointed accommodation. We endeavour to provide University managed accommodation to our exchange students, but please note that availability is limited and allocated on a first come, first served basis. In most cases exchange students are allocated single roomed accommodation on campus; occasionally it may be necessary to offer accommodation off site in the local area. Most Warwick MBA students choose to live in Lakeside, Heronbank or Claycroft residences, on the edge of campus and a 10-15 minute walk from the teaching facilities. Or at Tocil, where exchange students typically stay, more centrally located on the campus and a short walk from the Business School.

Please be aware that this is usually only available until the last Saturday in June, so if attending a module into July you will need to source additional/alternative accommodation for the period beyond; vacation accommodation is available but not usually available to book until just a few weeks in advance (i.e. early June).



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Please note that University arranged accommodation will be charged for the standard exchange period i.e. a minimum of 12 weeks, plus any additional days/weeks either side, regardless of the actual time you will spend at the campus. The rates charged for these lets are slightly higher compared to the standard full-year rates to cover the additional turn-around costs necessary at each departure.

Should you be considering a short-term exchange then student campus accommodation *may* be available during your period here but at an elevated rate. Such accommodation would only be offered for a continuous period from the start to the end of the agreed exchange period. Alternatively there may be accommodation available at one of the onsite Conference Centres.

Due to special arrangements, all accommodation enquiries should be directed to the first point of contact above, not the Accommodation Office.

## Note

If you plan to bring your partner or family with you on an exchange, please be aware that suitable campus accommodation is extremely limited. You should therefore make this known to us as soon as you are able and we will do our best to assist you.

## **Facilities:**

Warwick offers an array of social and shopping services on site.

Banks - We have some of the major banks on campus ([Barclays](#) and [Santander](#)) each with cash points; Hairdresser and Beauty Salon (Thompson & Murray hairdressers); Pharmacy; a travel agency ([STA Travel](#)); [Costcutter](#) supermarket has a bakery, the basic cooking essentials (and oven-ready meals, packets of crisps, lots of fruit and vegetables, the odd bottle of wine....) and also houses a [Post Office](#); the [Arts Centre](#) (largest of its kind outside of London) houses a film theatre, conference room, theatre, music room and Butterworth hall in addition to the University [Bookshop](#) (which also sells WBS and University merchandise and greetings cards). The [Sports Centre](#) on campus offers somewhere to de-stress.

There are numerous places to eat on campus, ranging from a quick snack to a 3-course meal, and in the main all dietary requirements are catered for.

For a virtual tour of the campus please go to:

<http://www.warwick.ac.uk/about/campustour/index.html>

And for even more shops and services, then make the 10 minute walk to the Cannon Park Shopping Centre, where there are many more shops including [Tesco](#), [Boots](#), [Wilkinson](#) and [Iceland](#). Or for a wider variety you can travel into Coventry, Leamington Spa, Warwick or Birmingham. If you fancy a trip to London, there are frequent train services (as short as a 1 hour journey) running from both Coventry and Leamington Spa stations; as well as coach services with [Megabus](#) from Cannon Park, or [National Express](#) from the campus or Coventry Pool Meadow.

## **Student Services:**

### Counselling:

Each student has access to a pool of personal tutors should they need to address any academic matters. The Students' Union offers an Advice and Welfare service for any





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personal concerns. The members of the Masters Portfolio team are also available for any queries or concerns.

## Buddy system:

We have an interactive Extranet, access to which is provided to exchange students several weeks prior to arrival; this platform has numerous discussion areas on which pre-arrival introductions can be made and exchange students can connect with Warwick MBA students.

## Mail Boxes:

Student mail boxes (or *pigeon holes* as we call them) are provided for the week of registered modules. Some class notes may be delivered to these boxes. As they are not permanent they are not suitable for receiving incoming mail or packages, instead that should be sent to your residential addresses.

## Computer Services:

Exchange students have 24 hour access to computer facilities at WBS, including my.wbs (WBS's interactive Extranet), e-mail and the World Wide Web.

WBS has a hub of PCs available solely for use by postgraduate students and there are printers (black and white) which are free to use. Most students tend to bring a laptop (if any computer) although it is not required but may be beneficial for presentations, assignment work and research. We cannot guarantee availability of a power point during lectures. We also have Wi-Fi hot-spots across WBS and there are numerous other Wi-Fi points available across the University campus.

All student accommodation on campus has a network connection and most are now equipped with Wi-Fi; you are advised to bring an Ethernet card (or suitably set up computer) to ensure you will be able to use it with your own PC/laptop which can be purchased on site. There is no extra charge for the use of the network in your room.

IT information can be found at

<http://www.warwick.ac.uk/services/its/>

## Social:

Students on the MBA arrange various events throughout the year. The MBA have active sports teams (which has included rugby, football, skiing, squash, cricket, and sailing). Students often have special theme evenings (usually held on campus) such as Diwali celebration, Chinese New Year celebration, Greek name days, Russian night, Latin American evening. There is also the [Students' Union](#) on campus, where there is a wide range of student associations available and who offer a vast choice of events throughout the term. Each term the International Office arranges several [trips](#) to various locations in the UK.

## **Orientation:**

We do not run a specific orientation programme each term. We do provide access to our extranet *my.wbs* prior to arrival, which enables exchange students to contact Warwick MBA students who they will study alongside. We encourage exchange students to arrive a week before their first class begins to allow sufficient time for an Induction meeting with the Programme staff and time to settle into campus life before their first class.



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**Internships:**

We do not offer internships to our exchange students.

**Career services:**

Warwick Business School has a professional CareersPlus team who deliver a wide range of high quality career services to support your career strategy and develop your personal skills.

Working in partnership with you, their aim is to prepare you for the jobs market so you can go on to achieve the career goals you have set yourself. You will be welcome to participate in the skills and personal development workshops and will have access to their team of career coaches and sector specialists, assuming of course that these do not clash with your teaching sessions.

CareersPlus are an enthusiastic and approachable team who are committed to offering you a friendly, flexible and professional experience whilst you are on exchange at WBS.

**Exchange Coordinator Services:**

Your key point of contact is Sam Brook (contact details on first page), but the rest of the Masters Portfolio team are wholly involved with the exchange students. On occasions students may be referred to other offices, e.g. to arrange family accommodation.

**Info Dissemination:**

Exchange information is sent mostly by Email.