



# Warwick Business School

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## PIM SCHOOL INFORMATION SHEET

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

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Crispin Boyd  
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School Address:

(when sending documents please send to the relevant name and title followed by)

Executive Masters Group  
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:**

We require email nominations, to include a CV/resume and where required English Language ability proof.

\* See Language Requirements on page 2

Nominations for the Spring Terms (January – March 2018) must be received no later than 31<sup>st</sup> October 2017. Nominations for the Summer Term (April 2018-July 2018) must be received no later than 1<sup>st</sup> December 2017. Should you be eligible to attend outside of the available exchange period (see below), nominations should be received no later than 1<sup>st</sup> May 2017.

Module requests must reach us at least 12 weeks prior to start date to ensure more chance of a place.

All other completed documents/forms to reach us 12 weeks prior to arrival (or as individually advised).

**Required Documents:**

CV/resume



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where required English Language ability proof (where English is not a first language or language of instruction in the home school - see Language requirement page 2)

Registration data \*

Module Selections form \*

Accommodation form \*

University enrolment (online) \*

Electronic photograph for University card (online) \*

*All should be sent/completed electronically*

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

**Study program:**

Warwick Business School has both a 12 month Full-time MBA and various Part-time MBA courses. The award is an MBA. There are no specialised types of MBA and students take set core modules and can select from a very wide choice of electives.

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

**Modules:**

An indicative overview of elective modules can be found at the following site:

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

Modules take place at the WBS Coventry campus but some may also be available at the WBS London campus at The Shard.

**Faculty:**

More in-depth information is available upon request.

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 a national of the UK, or one of the following countries recognised by the [UK Visas & Immigrations](#), you do not need to take an English test:

- Antigua and Barbuda
- Australia
- the Bahamas
- Barbados
- Belize
- Dominica
- Grenada
- Guyana
- Ireland
- Jamaica
- New Zealand
- St Kitts and Nevis
- St Lucia



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- St Vincent and the Grenadines
- Trinidad and Tobago
- UK
- USA.

All other nationals must arrange to take one of the following recognised English language tests. We accept:

- [IELTS](#) minimum score 7.0 - all four languages elements have to be scored 6.0+, with maximum of two language components at lowest level 6.0 or 6.5
- TOEFL minimum overall score 100 - minimum language components L21, R22, W21, S23
- [PTE Academic](#) minimum score of 70 - with 51+ in every section
- [CPE](#) Grade C (CEFR level C2) or above
- [CAE](#) Grade C - scoring 60+, no worse than 3 component results at borderline and 1 at weak.

#### 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:

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

#### Full-time Workload:

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.



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## Materials:

Materials are typically available 4 weeks in advance of their start date, to ensure sufficient preparation and pre-reading time.

All materials are provided via our online study platform my.wbs. You are encouraged to access these as soon as possible.

## Attendance:

The University monitors attendance of all students. We expect all students to attend all of the module week; no exceptions are made for Day 1 or the final day 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.

All modules must be taken for credit and you will be required to fully participate in the class including any group work, and will be required to submit the post module assignment.

## Learning Expectations:

The typical Full-time MBA class is around one third female. Around a quarter of the class are from the EU, with an average total of around 30 nationalities represented. The total class size is around 50 students.

The one week elective modules at WBS bring together both Full-time and Part-time MBA students. Individual class sizes vary ranging from 15 - 70. Students in a module are then split into syndicate groups of between 5 - 10 students. These syndicate groups represent diversity in students through experience, nationality and gender.

## 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 my.wbs. When all marks have been received a final transcript will be provided. **Individual assignments must be submitted four weeks after the last face-to-face teaching session. The marking period will commence the day after the official submission date and markers have 20 working days to complete the marking. It is not possible to mark and return work any earlier than this.**

## Exams:

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

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 4 weeks from the Monday following the module ending. Assessments from these modules are marked by the module leader then second marked internally. Where necessary, for example in borderline cases, papers will be further reviewed by a third internal marker. Final assignment marks are available typically 4 weeks after submission; typically 2 months after the module class.

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



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## Calendar:

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

## Available Exchange Period

### 2017:

Spring Term: 17 January – 3 March July 2018\*

Summer Term: 11 April – 7 July 2018

Electives in the Autumn and Spring Terms bring together Part Time MBA students. Electives in the Summer Term bring together Full Time and Part Time 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; latest the Thursday before your first class.

\*Start and end dates are flexible as all available modules. From January 2018, modules delivered at the main Warwick campus in Coventry will be taught over 4 consecutive days (Wednesday to Saturday) Modules delivered at the London campus modules run in the 2 + 2 format – a Friday and Saturday, a week off, then another Friday and Saturday.

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 face to face sessions on a module 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.

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

## 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 elective modules 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 4 or 5 elective modules would be available. Between September 2017 and December 2017, modules delivered at the main Warwick campus in Coventry will be delivered over 5 consecutive days (Monday to Friday).



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## 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 2016/17):

Rent/ Accommodation	£180
Food	£100+
Local travel	£ 30 <sup>1</sup>
Laundry	£ 10
Books/stationery	£ 20
Clothes	£ 20
Telephone/Postage	£ 20
Entertainment/Social Events	£ 25
<b>Total</b>	<b>£370+</b>

Students living off campus should allow at least £50.00 a week more for local travel, heating and electricity bills. Students sharing a house off campus with non-students should also allow for the Council Tax which is approximately £750 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 may on exception allow students resident on campus for at least 3 months to register; you are advised to register as soon as possible. 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 and medical insurance from their home country.

## Visa:

To check if students need a visa to study here they should visit:  
<https://www.gov.uk/check-uk-visa>

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. If you are entitled to receive your visa at entry (i.e. not from a country on the Visa National list) we recommend that you still apply for a Short-term Study Visa in advance.

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/>



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## Accommodation:

Warwick is a purpose-built, modern, campus University with prestigious well-appointed accommodation. We endeavour to provide University managed student 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 Postgraduate student 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).

Please note that University arranged accommodation 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 [ftmba@wbs.ac.uk](mailto:ftmba@wbs.ac.uk) email point of contact, not the University 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](#)); [Rootes Grocery store](#) 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>



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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 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





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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.

**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 via the [ftmba@wbs.ac.uk](mailto:ftmba@wbs.ac.uk) email listed on the first page.

**Info Dissemination:**

Exchange information is sent mostly by Email.