Application to take a Voluntary Year Out for Work Experience

Students are permitted to make an application to take a voluntary year from their studies in order to gain work experience as set out in University Regulation 36.1 (10). Any such application must include a completed application form which will be considered, if supported by the student’s home department, for approval on behalf of the Senate by the Pro-Vice-Chancellor (Student Experience) and the Academic Registrar.

1. Eligibility Criteria

The Voluntary Year Out Scheme is available to any undergraduate student enrolled on a course which does not provide the opportunity to undertake a year out or an intercalated year. In most cases the voluntary year out would occur between the penultimate and final years of study.

It is not possible for a Tier 4 visa holder to take part in Warwick’s Voluntary Year Out Scheme. If you are here on a non-PBS student visa, it may be possible for you to take a year out of your studies to work if you participate in the University of Warwick Voluntary Year Out scheme. You must have gained approval from your department and from the Academic Office before taking a year out under this scheme.

Where an application is approved the student will be granted a 12-month suspension from their studies and will retain their student status throughout this duration. Students must return to the same course as the one they left. Only one such year out may be taken by any student. Students who are currently temporarily withdrawn from their course cannot apply to take part in this Scheme whilst they are temporarily withdrawn.

2. Objectives of the Scheme

The Voluntary Year Out Scheme is designed to enable students to put into practice the skills learned as part of their course and to develop broad-based transferable skills which will stand them in good stead when looking to enter the workplace after graduation.

3. Application Process

a. Students eligible under the criteria set out in 1, above, should first discuss their intention to make an application with their personal tutor and must make an appointment to see a careers advisor from the Centre for Student Careers and Skills before approaching potential employers. Contact careers@warwick.ac.uk to arrange the appointment with the careers advisor. The Centre for Student Careers and Skills may be able to offer advice and guidance on both sourcing one year placements and also with the completion of this application form. The Centre may also be able to offer support in approaching your personal tutor.

b. If your personal tutor is willing to support your application you should then complete this form and submit it to either the Director of Undergraduate Studies in your home department or your Head of Department to complete Section Four of the form.
c. Your department will then forward the form to the Student Records Co-ordinator in the Academic Office who will seek the consideration of both the Pro-Vice-Chancellor and Academic Registrar.

d. The deadline for the receipt of the application by the Student Records Co-ordinator is 30th June.

e. Students who undertake their work placement in France are likely to require a Convention de Stage, copies of which are available at go.warwick.ac.uk/studentrecords/students/placements/advice.

4. Completion Report

Upon completion of the voluntary year out you will be asked to submit a report which will formally document, review and evaluate the skills learned and used on your placement. The report form can be downloaded from go.warwick.ac.uk/studentrecords/students/placements and should be jointly submitted to your Head of Department and to the Centre for Student Careers and Skills.

Section One: About You

<table>
<thead>
<tr>
<th>Your University No.</th>
<th>Your Full Name</th>
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<table>
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<th>Your Course</th>
<th>Year of Study</th>
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<tr>
<th>Personal Tutor</th>
<th>Contact phone number &amp; email address</th>
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Are you an International student?

Yes [ ] No [ ]

If yes, ask Immigration Advisor to sign here to indicate you are eligible to apply to this Scheme

Section Two: About Your Placement

You must attach a formal confirmation letter from your placement provider to this form.

<table>
<thead>
<tr>
<th>Name of organisation providing work experience</th>
<th>Phone number for organisation</th>
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<tr>
<th>Address of organisation</th>
<th>Supervisor/Line Manager (include job title)</th>
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<tr>
<td>Period of employment</td>
<td>Is organisation a SME? (has fewer than 250 employees)</td>
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<td>----------------------</td>
<td>-----------------------------------------------------</td>
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<tr>
<td>From:</td>
<td>Yes ☐ No ☐</td>
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<td>To:</td>
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Description of proposed work experience (attach additional page if preferred)

Key skills to be delivered by proposed work experience

Will your work experience be paid or unpaid?

Paid ☐ Unpaid ☐

If unpaid, how will you support yourself financially during your year out?

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**Section Three: Your Consent**

I confirm that all of the information provided on this form is accurate and that, if my application is approved, I agree to abide by all University Regulations during my year out and that I will submit my completion report upon return to the University.

Signature: Date:

*Now pass your form to your Head of Department / Director of Undergraduate Studies*
Section Four: Recommendation from your Department

Issues of reintegration (eg. curriculum changes, modules taught in alternate years)

None identified  □  One/more identified and discussed with applicant (brief details below)  □

Personal Tutor notified  □

Head of Department / Director of Undergraduate Studies signature and date

Please forward completed form to Student Records Co-ordinator, Academic Office, University House to arrive no later than 30th June.

Section Five: Approval

Approval by Pro-Vice-Chancellor

Comments:

Signature

Date

Approval by Academic Registrar

Comments:

Signature

Date

Please return to Student Records Co-ordinator, Academic Office, University House

For Office Use

Completed form received on:

MOA on SCE changed to YV  □

Current block set to previous block  □

Next block amended  □

CoC form submitted  □

Student notified by SR Coordinator on:

Form copied to Centre for Student Careers & Skills on: