Booking & attendance: our policies

All Student Careers & Skills workshops, events and appointments are optional and free of charge.

Eligibility
The Undergraduate Skills Programme (USP) is open to all undergraduate students at Warwick.

The Masters Skills Programme (MSP) is open to all taught Masters students at Warwick.

The Research Student Skills Programme (RSSP) is designed for postgraduate research students registered on one of the following courses: PhD, MPhil, Masters by Research, EngD, EdD, professional doctorate.

Graduate access
If you have graduated from the University of Warwick within the last 3 years, you are eligible to access many of our workshops and careers services. Please note, however, that alumni are not eligible to apply for most internal sources of funding nor to enter competitions.

Booking
You are required to book a place for events, workshops and appointments through our online booking system, myAdvantage. You will need to register a few details in myAdvantage the first time you use it.

For Undergraduate and Masters Skills Programme workshops, booking will open two weeks before the workshop is due to take place, and will usually close at 12 noon on the day before the workshop.

For Research Student Skills Programme workshops, booking will open eight weeks before the workshop is due to take place, and will usually close at 12 noon on the day before the workshop.

All students booked on a workshop will receive an email reminder at 12 noon two days before the workshop takes place.

If a workshop is fully booked and a place becomes available, all students on the waiting list will receive an email notifying them that a place has become available. The first student to respond to the email will be allocated the place.

Absences, cancellations and attendance monitoring
If you are unable to attend a workshop for which you have booked, you are required to cancel your booking via myAdvantage at the earliest opportunity. (Click on the event, then select ‘Cancel my booking’ at the bottom of the event page.) If booking is closed, you must email skills@warwick.ac.uk (for Undergraduate and Masters Skills Programme events) or pgresearchskills@warwick.ac.uk (for research student events) to let us know the reason for your absence.

If you do not cancel your booking, you will be marked absent. If you fail to attend an event on two occasions within 30 days, without cancelling your place in advance, you will be blocked from making any further bookings for 30 days.

A register is taken at Student Careers & Skills workshops and events; please ensure you sign in.
We may pass on, if requested, your name and a list of events attended to your academic department. See the full Student Careers and Skills privacy statement.

Attending workshops: arriving and leaving
You are expected to arrive on time and to attend the entire workshop. If a student arrives more than five minutes late for a workshop, at the tutor’s discretion, the student may not be admitted. If a student leaves before the end of a workshop, at the tutor’s discretion, the student may be marked absent.

Proof of attendance
If you require proof of attendance for the events you have attended, you can generate your own attendance report at any time. Simply log in to the myAdvantage booking system, then click on the 'Event Bookings' tab in the grey ribbon at the top of the page. A list of all events which you have attended will be displayed and can be printed from this page.