



# IWU Pembroke Program Application Packet

**All IWU students seeking to study abroad on the Pembroke Program must complete this application in order to receive permission to study abroad.** Students seeking to study abroad on another IWU program, an affiliated program, or an exchange should complete the appropriate IWU application.

Students who fail to complete the appropriate IWU study abroad application will not be approved to study abroad. Failure to complete the application in a timely fashion may result in the delayed issuing of your IWU transcript and the delayed completion of any Pembroke-required approval forms.

## Definitions

**Study Abroad:** Educational experience abroad with credit-bearing coursework that contributes to a student's degree progress.

**IWU Study Abroad Program:** One of two semester-length programs open only to IWU students—specifically, the IWU London Program and the IWU Spain Program. Also includes the **Pembroke Program** for junior-year study at Pembroke College, Oxford.

**IWU Exchange Program:** A study abroad program that involves the reciprocal movement of students between partner schools. IWU has exchange programs with Keio University in Tokyo (Japan), Al Akhawayn University in Ifrane (Morocco), and Lingnan University and the Hang Seng Management College in Hong Kong.

**Affiliated Study Abroad Program:** A study abroad program operated by one of IWU's approved partners:

Arcadia University  
Central College  
Abroad CIEE

College Year in Athens  
DIS Abroad  
IES Abroad

IFSA-Butler  
SACI  
SIT

## Eligibility

Students seeking to study abroad on the Pembroke Program must meet the following eligibility criteria:

- You must have a formally declared major.
- You may not be on academic or social probation during the semester in which you apply for study abroad or the semester you are abroad.
- You must have a cumulative GPA of at least 3.7. This is a firm GPA requirement: no exceptions will be made.
- You must have sophomore standing at the time of application.
- Your IWU account must not be in arrears.

## Deadlines

Pembroke Program materials are due no later than **January 5, 2018**. Applications will then be reviewed by the Study Abroad Advisory Committee, which may make recommendations for changes to applicants. IWU will then determine which applicants to formally nominate to Pembroke College. Final admission decisions are made by faculty at Pembroke College.

## Instructions

1. Carefully read the Study Abroad Policies. If you have questions about any of the policies, make an appointment to talk with someone in the International Office, CLA 3<sup>rd</sup> Floor.
2. Complete and submit the IWU Pembroke Program application and the Pembroke College Visiting Student Application by January 5. Return completed forms and all other required materials to the International Office, CLA 3<sup>rd</sup> Floor.
3. Complete and submit scholarship applications, as appropriate.





# Study Abroad Policies

## Pembroke Program

Retain this policy information for your records.

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### Eligibility

- You must have a formally declared major.
- You may not be on academic or social probation during the semester in which you apply for study abroad or the semester you are abroad.
- You must have a cumulative GPA of at least 3.7 for the Pembroke Program. This is a firm requirement: no exceptions will be granted.
- Your IWU account must not be in arrears.

### General Policies

- All students seeking to study abroad must meet with an advisor in the International Office. Neither credit nor financial aid will be granted if you skip the IWU application and attempt to enroll directly in a study abroad program.
- You may not study abroad in any location under a US State Department Travel Warning. For a current listing, visit [www.travel.state.gov](http://www.travel.state.gov).
- You must participate in the IWU predeparture orientation program. If you miss orientation and fail to attend a scheduled make-up session, approval to study off-campus will be rescinded.
- IWU will award credit for a maximum of two semesters of study abroad plus a summer program. Transfer students may be limited to earning fewer credits abroad.
- IWU financial aid may be applied to one semester of study abroad. Students on the Pembroke Program may use their financial aid for the full year at Oxford.
- Students on F-1 and J-1 visas are restricted from studying abroad in their home country.

### Registration & Academic Issues

#### Courses and Course Load

As part of the application process, you are required to complete a Course Approval Form, which pre-approves your course selections for IWU credit. When approval is granted for your study abroad courses, the approval is for the *specific* course of study listed on your Course Approval Form. This means that once you are abroad, you are expected to take the course of study outlined in your proposal. If you must change courses for valid academic reasons (e.g., scheduling conflicts or course availability issues), you should contact the International Office immediately; they will help you request the necessary IWU approval of those changes.

Pembroke College does not offer a list of regularly taught courses from which students can select their classes. Rather, students, in cooperation with their primary tutor, arrange their courses/tutorials shortly before the start of each term. The International Office can help students identify some possible tutorials, but students on the Pembroke Program generally have to get courses approved by email from Oxford or in person when they return.

You are required to carry a full-time load of coursework. Coursework at Oxford University is generally on the tutorial system, with students taking at least one full and one half tutorial each of the three terms. Depending on your field of study, you may be required to take two full tutorials each term, and in the sciences, may also be required to take regular classes and labs. IWU generally awards 1 unit of credit for each half tutorial and 2

units for each full tutorial, but students on the Pembroke Program will receive a maximum of 9 IWU units for the year.

## Examinations

Students at Pembroke are generally not required to sit for *collections* (exams taken at the start of a term to test student's learning from the previous term), but students should check with their tutors directly. Failure to sit at the scheduled time for a required examination may result in a failing grade. Students are also required to stay at Pembroke College for the full length of each term; arrangements for an early departure are not allowed.

## Credits and Grades

IWU does not allow students to take their study abroad coursework on a credit/no credit basis. All coursework from a year of study at Pembroke College will be reflected as transfer credit on your IWU transcript, including failed courses. *All grades are factored into your IWU cumulative grade point average.* Your off-campus study program must report all credit earned.

Oxford uses a numerical grading scale and IWU will convert your Pembroke grades to the 4.0 US scale using a conversion chart provided by Pembroke. If you have questions about how your numerical marks compare with the US grading scale, consult with your tutor.

Upper- and lower-division credit is determined by the teaching institution. Because study at Pembroke is for juniors, all coursework is considered to be upper-division work. The International Office verifies whether upper-division credit will be awarded and records this on your Course Approval Form.

As noted above, students on the Pembroke Program generally take at least one full and one half tutorial each of the three terms. Depending on the field of study, however, students may be required to take two full tutorials each term, and in the sciences, may also be required to take regular classes and labs. IWU generally awards 1 unit of credit for each half tutorial and 2 units for each full tutorial, but students on the Pembroke Program will receive a maximum of 9 IWU units for the year.

## Applying Credit to Degree Requirements

Credit earned through off-campus study is degree credit for graduation, but this does *not* guarantee that it may be applied towards General Education, major, or minor requirements. As part of the course approval process, you are required to consult with the appropriate department chair/program director or the Registrar (for General Education) to determine how your off-campus study credit will apply towards your degree program. You must complete the Course Approval Form, obtain the signatures of relevant department chairs and/or the Registrar, and return it to the International Office by the published deadline.

It is the prerogative of each department or program at IWU to determine whether or not to apply credit from off-campus study toward its requirements. Not all coursework is necessarily approved in advance; departments may require evaluation of certain courses upon your return from the program. It is always a good idea to return to IWU with copies of all course syllabi, reading lists, papers, and exams from off-campus study.

### Transfer students

If you entered IWU as a second-semester sophomore, you may receive a maximum of 4 course units for off-campus study. If you entered as a first-semester junior, you may only earn credit for approved May Term or summer study abroad. Appeals may be submitted to the International Office only with compelling evidence of academic necessity.

## Cost & Billing

### Costs

The actual cost of studying abroad will depend on the location and on the program with which you study. There are some fixed costs, however, that you can readily compare. Foremost among these will be the costs for *tuition, room, and board*.

IWU has a home-school tuition policy, which means that study abroad students pay IWU tuition or the program tuition, *whichever is higher*. Students on the Pembroke Program are also responsible for IWU housing (single room) and a program fee of approximately \$1000-\$1500 (subject to change). IWU will bill Pembroke students for both tuition and housing; however, you will be responsible for paying your meal costs to Pembroke directly.

The International Office can help you estimate costs when you are comparing off-campus study programs. It is your responsibility to monitor any potential cost differential between on-campus and off-campus study and to select a program appropriate to your budgetary constraints.

## **Billing**

IWU will bill you for tuition and housing on its regular schedule, and if you pay in 5 installments, you may continue to do so. Meal costs are payable to Pembroke on arrival.

## **Financial Aid**

According to the Higher Education Act of 1965, federal financial aid can be applied to study abroad if you are registered as a full-time student and if you will receive course credit for your study abroad. Both federal and state sources may be applied to up to a year of study abroad. Please note that financial aid packages will be proportionally reduced if comprehensive study abroad costs are significantly lower than IWU's comprehensive fee.

IWU financial aid, with the exception of work-study jobs, may be applied to one semester abroad through an approved study abroad program. Exceptions to the policy are granted for study abroad programs that do not offer a semester option (e.g., the London School of Economics or the Pembroke Program), for study abroad on an IWU exchange program (specifically at Keio University in Tokyo, Al Akhawayn University in Morocco, and Lingnan University and the Hang Seng Management College in Hong Kong), and for participants in the IWU London and IWU Spain programs. Students on these programs may use their institutional aid to study abroad for a second semester.

Additional aid is available for study abroad. All IWU students, as part of the study abroad application process, are required to submit a Study Abroad Financial Aid form to the Financial Aid Office. That office will then evaluate your financial need as compared with the estimated cost of your study abroad program and you may then become eligible for additional loans or a study abroad grant. In addition, study abroad scholarships are available from our affiliated study abroad programs and other external sources.

If a student wishes to receive financial aid for additional study abroad experiences beyond the exceptions outlined above, he or she may submit an appeal. This appeal must outline compelling academic reasons for participation in a second semester abroad. The appeal must be submitted to the director of the International Office, who will forward it to the appropriate committee.

Once a student initiates an appeal for an additional experience, any University grant or scholarship money the student is receiving will be suspended for the semester in question until a decision is made regarding the appeal. If the appeal is approved, the grant money will be restored for that semester, and if the appeal is denied, no change will be necessary. Additionally, if the student's appeal is denied and the student decides not to study abroad, the grant or scholarship money will be restored.



# Pembroke Program

## Program Overview



Since fall of 1996, a select group of Illinois Wesleyan students has the opportunity to study for the year at Pembroke College, Oxford University, as part of the **Pembroke Visiting Student Programme**.

Pembroke, with a total undergraduate enrolment of just under 400, accepts approximately 30 visiting students annually from only 13 US colleges and universities: Illinois Wesleyan, Columbia, Brown, Penn, Cornell, Haverford, Bryn Mawr, Tufts, Duke, Barnard, Georgetown, Vassar, and George Washington.

Students participating in the Pembroke Program experience the traditional Oxford tutorial system, in which students meet, individually or in groups of 2–4, once or twice weekly with individual faculty

members. In these tutorial sessions, the focus is on independent study and writing, and students are expected to be self-motivating and self-directing. Students are also expected to supplement the work done in tutorials by regularly attending lectures.

Visiting students are fully integrated into the life of the college: students wear the traditional gowns, live in Pembroke College rooms, dine in-hall, and have access to the full range of extracurricular clubs and societies.

Pembroke College, named for William Herbert, third earl of Pembroke (1580–1630), was founded in 1624. It is one of the 38 colleges that constitute Oxford University.

### What Is the Oxford Tutorial Method of Education?

The tutorial is a distinctive feature of undergraduate education at Oxford and makes a significant contribution to maintaining Oxford's standard of excellence in teaching. In the tutorial system, students meet at least once a week with their college tutor, either on a one-to-one basis or with one or two other students, to discuss an essay the student has written or solutions to set problems the student has researched in advance of the session.

Tutorials are known for the close relationship they foster between the tutor and the student, but while this method of teaching provides students with individualized instruction, it also demands that students assume responsibility for their own learning, pushing them to think independently, be self-directed, and participate actively in the intellectual exchange of the tutorial. Rather than being occasions to demonstrate that students can repeat what they have read or been taught, tutorials often require students to critique primary and secondary literature and defend an argument while the tutor plays the role of devil's advocate.

While tutorials often form the backbone of teaching in Oxford, they are also supported by lectures which are conducted on a University-wide basis, College classes (often of groups of perhaps 10 students), and (in the sciences) lab work.

Visiting Students at Pembroke have full rights to access all University facilities and attend lectures and libraries.

### Courses of Study for Visiting Students at Pembroke

The emphasis in Oxford is to study one subject or a specific combination of subjects in depth. This differs from the US system, which tends to allow greater flexibility in choice from a broad range of courses. Pembroke offers the subjects (also known as courses) listed below to both undergraduates and visiting students. You are expected to select one course from the list. An outline of each course is available in the undergraduate prospectus on the Oxford university web site:

[www.ox.ac.uk/admissions/undergraduate\\_courses/courses/index.html](http://www.ox.ac.uk/admissions/undergraduate_courses/courses/index.html)

- Biochemistry
- Biological Sciences
- Chemistry
- Economics & Management
- Engineering Science
- English Language & Literature

English & Modern Languages (French, Italian)  
European & Middle Eastern Languages (Arabic and French or Italian)  
History  
History & Economics History & English  
History & Modern Languages (French or Italian)  
History & Politics  
Law  
Mathematics  
Mathematics & Philosophy  
Modern Languages (French, Italian)  
Oriental Studies (Arabic, Islamic Studies, Japanese, Chinese)  
Philosophy & Modern Languages  
Philosophy, Politics, & Economics (PPE)  
Philosophy & Theology  
Physics  
Psychology (Experimental)  
Psychology, & Philosophy  
Theology & Religion  
Theology & Oriental Studies

Within the College, you will be looked after by the tutors in the subject you have chosen, who will provide some of your tutorials or arrange tutorials with specialists in other fields as appropriate. Once you have chosen the course you wish to study and been accepted into the Visiting Student Programme, you should contact your subject tutor to discuss which options within the course you might wish to concentrate on.

Details of the fellows and tutors in Pembroke can be found by following the links on the Pembroke College web site ([www.pmb.ox.ac.uk/students/visiting-students/academic-subjects](http://www.pmb.ox.ac.uk/students/visiting-students/academic-subjects)).

These pages also have links to the course websites, although some material can only be viewed within Oxford.

## Oxford Calendar

This duration of The Pembroke Program is one academic year, consisting of three terms:

**Michaelmas Term** — early October to early December  
**Hilary Term** — mid-January to mid-March  
**Trinity Term** — late April to late June

## Costs

**Tuition & Room for AY 2018–19:** TBA

**Tuition & Room for AY 2017–18:** \$55,518 (IWU tuition + super single + \$1000 Pembroke fee)

This charge covers tuition for your course work and band “B” housing in college but not meals. Band “B” housing indicates that you will have an average-sized room with washroom facilities nearby, but not en suite. Visiting Students may upgrade to higher band rooms, depending on availability and at an additional cost to the student. Housing will be made available, if necessary, to the student during the Christmas and Easter vacations, but there may be a small charge.

Pembroke invoices IWU for tuition and room, and IWU will apply financial aid to these charges before forwarding the bill to your parent/guardian; the balance will be divided in two parts, with bills sent in October and January.

**Meals for AY 2018–19:** ~£1900 (approx. \$2500 using the current exchange rate of 1.32).

Meals are divided into two categories: dinners (~£900) and breakfast + lunch (~£1000-£1200). Students are required to purchase a meal plan, which covers dinners; other meals can be purchased a la carte from Pembroke cafes, or students can cook for themselves.

For more information, please contact:

Stacey Shimizu  
Director, International Office  
(309) 556-1096  
sshimizu@iwu.edu





# IWU Pembroke Program Application

Applications due January 5, 2018 to the International Office, CLA 3rd floor

The application process for study abroad involves two applications:

1. The IWU Pembroke Program Application (form)
2. The Pembroke College Visiting Student Application (form + statement + references + writing samples).

All application materials are due to the International Office on or before January 5, 2018. Once your materials have been received, we will confirm your eligibility and forward your application to the Study Abroad Advisory Committee for review. The committee may recommend changes. After review by the committee, IWU will then determine which applicants to formally nominate to Pembroke College and will forward the application materials, including an official transcript, to Pembroke College. Final admission decisions are made by faculty at Pembroke College.

## Personal Information (Please print clearly in ink.)

Name: \_\_\_\_\_  
last first middle

Current Class:  First-year  Sophomore  Junior  Senior

Student ID #: \_\_\_\_\_

Local Address (Hall, House, or Off-Campus): \_\_\_\_\_

Local Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ IWU Email: \_\_\_\_\_@iwu.edu

Home Address: \_\_\_\_\_  
street city state zip code

## Proposed Study Abroad Program

Study Abroad Program: Pembroke Program Proposed study abroad year: \_\_\_\_\_

Country: England City: Oxford

## Academic and Disciplinary Information

Current cumulative GPA: \_\_\_\_\_ (Pembroke requires a minimum GPA of 3.7)

Are you currently on academic probation or under any disciplinary sanction with the Dean of Students Office?

Yes  No If yes, please explain: \_\_\_\_\_

Please list your majors/minors:

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

## Checklist

**IWU Pembroke Program Application Form**

**Pembroke College Visiting Student Application**

- Application form: Please type or neatly print your application in black pen.
- References: Two academic references are required. Reference letters should be printed on IWU letterhead and submitted to the International Office in a sealed envelope. It is the responsibility of the applicant to ensure that references are submitted in a timely manner.

Please provide the name(s) of your faculty referee(s): \_\_\_\_\_  
\_\_\_\_\_

- Writing Samples: Two term papers or other pieces of work in the subject you wish to study should be presented. These do not need to be graded copies, though marked and graded copies are preferred. They should represent your best academic work thus far at IWU.
- Transcript: The International Office will obtain your official transcript from the Registrar. A cumulative grade point average of 3.7 or above is required.
- Interview: You may be called for a brief interview with the Director of the International Office or other members of the committee at their discretion.

## Agreements

Please initial the following to indicate that you have read and understand each item:

\_\_\_\_\_ I understand that I am required to attend the pre-departure meeting in its entirety or permission to study abroad will be withdrawn.

\_\_\_\_\_ I understand that I must submit all additional study abroad forms (Course Approval Form, Waiver, Medical Information Form, Study Abroad Financial Aid Form, and Letter of Understanding form) by the required deadlines or permission to study abroad may be withdrawn.

\_\_\_\_\_ I understand that social and/or academic probation can affect my approval for off-campus study.

\_\_\_\_\_ I understand that the tuition cost for full-year study on the Pembroke Program is the regular IWU tuition or the program's tuition, whichever is higher.

\_\_\_\_\_ I understand that IWU will bill me for a super-single room as part of the Pembroke Program.

\_\_\_\_\_ I understand that IWU will apply any applicable financial aid to that tuition and housing bill, and then will forward the balance to me, my parents, or my guardian. [Note: IWU does not bill for summer programs.]

\_\_\_\_\_ I understand that board charges are to be paid directly to Pembroke College.

\_\_\_\_\_ I understand that it is my responsibility to understand the cost of my study abroad program and to keep up to date on any fee increases by checking the program home page.

\_\_\_\_\_ I understand that I must report any additional scholarships I receive to the International Office and the Financial Aid Office. [Note: Does not apply to summer study abroad.]

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please complete and return to  
International Office, CLA 3<sup>rd</sup> Floor**

**Pembroke College, Oxford**  
**Application for Admission as a Visiting Student**  
**Illinois Wesleyan University**

**2018–2019 Application Form**

1. First and Middle Names		2. Last Name	
3. Email Address		4. SSN	
5. Nationality	6. Date of Birth (date-month-year)	7. Sex Male/Female	
8. Proposed Course at Pembroke (select from the list of courses provided)			
9. Subject Concentrations at Home University			
10. Address for Correspondence (include date valid until)		11. Home Contact Address (if different)	
12. Telephone Number		Fax Number (if available)	

13. Name, Address, Telephone Number, and Email Address of Parent or Guardian

14. Name, Address, and Telephone Number for Emergency Contact (if different from above)

15. Details of Previous University Education (*for transfer students*)

Name & address of previous higher education institution(s) attended	Date entered Month/Year	Date left Month/Year	Academic Results (GPA)
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16. Please list those courses taken (including those in the Fall Semester of your application) that are relevant to your proposed field of study at Pembroke.

17. Please list all courses to be taken in the Spring Semester prior to coming to Pembroke.

18. Working Knowledge of Languages other than English: Please Specify

19. List of Honours, Awards, or Scholarships (if any)

20. List of Work, Internships and Volunteer Activities (on- and off-campus)

21. Give the names and addresses of two referees who are supplying references.

22. What are your reasons for choosing Oxford, Pembroke, and the course? (limit approximately 500 words)

23. Special Needs: Please indicate by ticking the box if you have any of the following:-

- 1) You have a specific learning difficulty (for example, dyslexia)
- 2) You are blind or have a visual impairment
- 3) You are deaf or have some hearing loss
- 4) You use a wheelchair or have mobility difficulties
- 5) You have Autistic Spectrum Disorder or Asperger Syndrome
- 6) You have mental health issues
- 7) You have a disability that cannot be seen (for example, diabetes, epilepsy or a heart condition)
- 8) You have a disability, special need or medical condition that is not listed.

It is imperative that we know ahead of your arrival at Pembroke if you have any of the above conditions so that we can make sure that arrangements are in place to provide you with any necessary support in consultation with the University's Disability Advisory Office.

24. Please include with this application form two term papers or other piece of work in the subject you wish to study at Oxford. This need not be marked work. Where you are applying for a joint degree subject, please supply a paper relating to each of the subject areas.

25. Check List: make sure your application includes the following:

- 1. Application form, signed \_\_\_\_\_
- 2. Transcripts from higher education institutions \_\_\_\_\_
- 3. Two letters of recommendation \_\_\_\_\_
- 4. Two pieces of written work (see number 25) \_\_\_\_\_

26. *I confirm that the information I have given in this application is, to the best of my knowledge, complete and accurate.*

SIGNATURE

DATE

**Please complete and return to  
International Office, CLA 3<sup>rd</sup> Floor**