# Incoming Exchange Student Information Sheet 2019-20

Nottingham Trent University  
Nottingham Business School  
Erasmus code: UK NOTTING02  

<table>
<thead>
<tr>
<th>University Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.ntu.ac.uk">www.ntu.ac.uk</a></td>
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<tr>
<td>Nottingham Business School</td>
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<tr>
<td>Exchange Websites</td>
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<tr>
<td>NBS Exchange Information Pages</td>
</tr>
<tr>
<td><a href="https://www.ntu.ac.uk/international/study-and-courses/exchange-and-study-abroad">https://www.ntu.ac.uk/international/study-and-courses/exchange-and-study-abroad</a></td>
</tr>
<tr>
<td>Contact details for student exchanges</td>
</tr>
<tr>
<td><a href="mailto:nbs.exchange@ntu.ac.uk">nbs.exchange@ntu.ac.uk</a> (Undergraduate/Bachelors)</td>
</tr>
<tr>
<td><a href="mailto:nbs.ipeteam@ntu.ac.uk">nbs.ipeteam@ntu.ac.uk</a> (Postgraduate/Masters)</td>
</tr>
<tr>
<td>Undergraduate student advisor</td>
</tr>
<tr>
<td>Donna Newman and Pam Catori</td>
</tr>
<tr>
<td>Postgraduate student advisor</td>
</tr>
<tr>
<td>Pam Catori and Donna Newman</td>
</tr>
<tr>
<td>General Enquiries Email:</td>
</tr>
<tr>
<td><a href="mailto:nbs.enquiries@ntu.ac.uk">nbs.enquiries@ntu.ac.uk</a></td>
</tr>
<tr>
<td>Phone numbers</td>
</tr>
<tr>
<td>+44 (0)115 848 6451 (Donna)</td>
</tr>
<tr>
<td>+44 (0)115 848 8015 (Pam)</td>
</tr>
<tr>
<td>Email address exchange applicants/ students can use for enquiries</td>
</tr>
<tr>
<td><a href="mailto:nbs.exchange@ntu.ac.uk">nbs.exchange@ntu.ac.uk</a> (Undergraduate/Bachelors)</td>
</tr>
<tr>
<td><a href="mailto:nbs.ipeteam@ntu.ac.uk">nbs.ipeteam@ntu.ac.uk</a> (Postgraduate/Masters)</td>
</tr>
<tr>
<td>Postal Address for transcripts and promotional materials</td>
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</tbody>
</table>
| International Partnerships  
Nottingham Business School  
902 Newton Building  
Nottingham Trent University  
Burton Street  
Nottingham  
NG1 4BU  
United Kingdom |
## Course offerings

<table>
<thead>
<tr>
<th>Courses offered in English</th>
<th>All courses are provided in English.</th>
</tr>
</thead>
</table>
| **Course Offerings**      | **Undergraduate:** [Incoming Students](#)  
Postgraduate: [Incoming Students](#)  |
| **Restricted programmes** | Undergraduate: All Work-Based Learning Degrees are unavailable to study. Some specialised Economics courses are restricted, and partner institutions should contact us to request in advance of student applications to join. We would also request that partners contact us in advance to discuss module options should a student need to mix across the offerings as we cannot guarantee that this will be possible.  
Pre-sessional English programme available prior to commencement of programme (payment of fees required).  
[Pre-Sessional English Courses Information](#) |
| **Foreign language support** | Available to exchange students during the terms (In-sessional English).  
Pre-sessional English programme available prior to commencement of programme (payment of fees required).  |

## Academic Information

### Academic Calendar dates

*Exchange semester dates are not published on the NTU main website as this is different for every school within the University due to different course offerings. Please only use the dates on this factsheet for Nottingham Business School*

| Undergraduate/Bachelor  | Fall Semester:  
Induction Week: 23rd September 2019 – 27th September 2019  
Teaching: 30th September 2019 – 1st February 2020*  |
|-------------------------|--------------------------------------------------|
| Spring Semester:  
Induction Week: 27th January 2020 – 31st January 2020  
Teaching: 3rd February 2020 – 5th June 2020  |

| Postgraduate/Masters  | Fall Trimester: 23rd September 2019 – 1st February 2020  
Spring Trimester: 20th January 2020 – 15th May 2020  |

### Course load/semester

3 modules per semester (60 UK credit points/30 ECTS).

### Credit system

| 10 UK Credit Points = 5 ECTS  
20 UK Credit Points = 10 ECTS  |

### Grading system

| Undergraduate  | 13 - 16 = First Class Honours (1st)  
10 - 12 = Upper Second Class Honours (2:1)  
7 - 9 = Lower Second Class Honours (2:2)  
4 - 6 = Third Class Honours (3rd)  
0 - 3 = Fail  |
| Postgraduate | 13 - 16 = Distinction  
10 - 12 = Commendation  
7 - 9 = Pass  
0 - 6 = Fail |
|----------------|---------------------------------------------------------------|

**Production of transcripts (approx. date to be received from NBS)**  
*Due to the high number of students coming on Exchange, these will now only be sent electronically to the Partner Institution.*  
| Fall Semester – Mid March  
Spring Semester – Mid July  
Full Year – Mid July |

## Application Information

| Application deadline for admissions per semester (BACHELOR EXCHANGE ONLY) | **Fall Semester**  
Nomination deadline: 1<sup>st</sup> April  
Application Deadline: 1<sup>st</sup> May  
**Spring Semester**  
Nomination Deadline: 30<sup>th</sup> October  
Application Deadline: 15<sup>th</sup> November |
|---------------------------------------------------------------|---------------------------------------------------------------|

| Application deadline for admissions per semester (MASTERS EXCHANGE) | **Fall Semester**  
Nomination deadline: 30<sup>th</sup> April  
Application Deadline: 30<sup>th</sup> May  
**Spring Semester**  
Nomination Deadline: 30<sup>th</sup> October  
Application Deadline: 15<sup>th</sup> November |
|---------------------------------------------------------------|---------------------------------------------------------------|

| Nomination and Application procedure | Partner Exchange office to send nominations to Nottingham Business School before students can apply.  
Fee paying students (non-partner institutions) can email either NBS.Exchange@ntu.ac.uk (Bachelors) or NBS.IPETeam@ntu.ac.uk (Masters) directly to receive a link to apply.  
We will then send a link to the nominated student to apply online. |
|---------------------------------------------------------------|---------------------------------------------------------------|

<table>
<thead>
<tr>
<th>Required documents for Application</th>
<th>Application Form, Passport, Academic Transcripts, Proof of English Language (where required).</th>
</tr>
</thead>
</table>

| English Language Requirements | Students who need a visa are required to have IELTS 6.5 (with a minimum of 5.5 in each component)  
Further information can be found at: [NTU English Language Requirements](#). |
|---------------------------------------------------------------|---------------------------------------------------------------|

<table>
<thead>
<tr>
<th>GPA requirements (If applicable)</th>
<th>N/A – Students are expected to have knowledge of the subjects shown in their transcript upon application.</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Number of years of Study completed before taking part:</th>
<th>Undergraduate: Students must have completed 1 year of higher educational study prior to joining the exchange programme. All students will join our Year 2 courses.</th>
</tr>
</thead>
</table>

| Housing and Housing application procedure information | Students will be sent accommodation details after applying.  
[NTU Accommodation Office](#). |
# VISA, Living Costs and Work Information

## Visa information for non-EU applicants

Information on visas can be found on the UK Visa and Immigration Office website as follows:

https://www.gov.uk/browse/visas-immigration/student-visas

Check if you need a visa using this link:

https://www.gov.uk/check-uk-visa

Further advice can be available through the NTU International Student Support Service: NTU Advice

## Work

Are students entitled to work whilst studying?

Yes students are entitled to work, international students (non-EU) will require a Tier 4 visa. Please see UK Visa and Immigration website for more information.

https://www.gov.uk/browse/visas-immigration/student-visas

Working as a student

## Expenses (living)

Approximately £1015 per month. Please see the link below for more accurate costs.

NTU living costs

## Employability Offering

The offerings will differ dependent on the level of study:
- Placement briefings
- "Prepare for Placements & Internships online learning room, workshops and events
- Access to InPlace – a database full of placement/internships
- Application and interview support
- Help with finding and securing work experience, including access to FutureHub – events and other job opportunities (e.g.: insight days, part-time work and summer internships)
- **Acceler8** Employability Award, **Employability Mentoring** and **IoD student** membership on offer
- Extensive NBS Employability and Career Management workshop programme
- Priority for 1-1 career guidance appointments
- 100s of graduate opportunities advertised on FutureHub and at Graduate Fairs
## General Information

| Useful links | NTU International Students  
|---------------|--------------------------|
|               | NBS International Students  
|               | Starting at NTU  
|               | NTU Student Guide  
| Arrival | Airport pick up service is available for students coming to Nottingham.  
|         | **Planning your journey**  
| Orientation programme | All exchange students are given an orientation programme prior to commencing their studies and this is compulsory to attend. Students who fail to attend will have any arrival forms dated for the start of teaching and not the orientation date.  
| Not staying for the duration of the exchange course. | We cannot guarantee that if a student chooses to leave before the end of the exchange semester that we will be able to facilitate an overseas examination for the affected modules. No alternative assessments will be provided in lieu of this. If the request is not provided in advance by the home institution, then we may need to charge for the overseas examination service, the cost of this is £100. This request is only possible for the Fall Semester exchange students, we do not offer this service for students here for the Full Year or Spring Semester.  
