

Partner Information Sheet 2020-21

<p>Nottingham Trent University Nottingham Business School Erasmus code: UK NOTTING02</p>	
<p>Nottingham Business School, Head of International</p> <p>Nottingham Business School, Partnerships Manager</p> <p>University Website</p> <p>Nottingham Business School website</p> <p>Exchange Websites</p>	<ul style="list-style-type: none"> • Dr Yvonne Carlisle – yvonne.carlisle@ntu.ac.uk • Ewa Helienek – ewa.helienek@ntu.ac.uk • www.ntu.ac.uk • Nottingham Business School • https://www.ntu.ac.uk/international/study-and-courses/exchange-and-study-abroad
<p>Contact details for student exchanges</p> <p>Undergraduate student advisor Postgraduate student advisor</p> <p>General Enquiries Email:</p> <p>Phone numbers</p>	<ul style="list-style-type: none"> • nbs.exchange@ntu.ac.uk (Undergraduate/Bachelors) • nbs.ipeteam@ntu.ac.uk (Postgraduate/Masters) • Donna Newman and Pam Catori • Pam Catori and Donna Newman • nbs.enquiries@ntu.ac.uk • +44 (0)115 848 6451 (Donna) • +44 (0)115 848 8015 (Pam)
<p>Email address exchange applicants/ students can use for enquiries</p>	<ul style="list-style-type: none"> • nbs.exchange@ntu.ac.uk (Undergraduate/Bachelors) • nbs.ipeteam@ntu.ac.uk (Postgraduate/Masters)
<p>Postal Address for transcripts and promotional materials</p>	<p>International Partnerships Nottingham Business School 902 Newton Building Nottingham Trent University Burton Street Nottingham NG1 4BU United Kingdom</p>



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<u>Course offerings</u>	
Courses offered in English	All courses are provided in English.
Course Offerings	Undergraduate: Incoming Students Postgraduate: Incoming Students
Restricted programmes	Undergraduate: All Work-Based Learning Degrees are unavailable to study. Postgraduate: MSc 2yr courses, MBA programmes, CIM courses. Dual Award and Progression Degrees are only possible via contractual arrangements. 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 not students 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.
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). Pre-Sessional English Courses Information
<u>Academic Information</u>	
Academic Calendar dates <i>*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</i>	<u>Undergraduate/Bachelor</u> Fall Semester: Induction Week: 28 th September 2020 – 2 nd October 2020 Teaching: 5 th October 2020 – 30 th January 2021* Spring Semester: Induction Week: 25 th January 2021 – 29 th January 2021* Teaching: 1 st February 2021 – 11 th June



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	<p>2021*</p> <p>Postgraduate/Masters Fall Trimester: 25th September 2020 – 17th January 2021* Spring Trimester: 18th January 2021 – 9th May 2021* *all dates subject to change</p>
Course load/semester	<p>3 modules per semester (60 UK credit points/30 ECTS).</p> <p>Exchange students on Postgraduate/Masters courses can only study for 1 semester, we cannot accept full year exchange students due to the course duration.</p>
Credit system	<p>10 UK Credit Points = 5 ECTS 20 UK Credit Points = 10 ECTS</p>
Grading system	<p>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</p> <p>Postgraduate 13 - 16 = Distinction 10 - 12 = Commendation 7 - 9 = Pass 0 - 6 = Fail</p>
Production of transcripts (approx. date to be received from NBS) <i>Due to the high number of students coming on Exchange, these will now only be sent electronically to the Partner Institution.</i>	<p>Fall Semester – Mid March (UG/PG) Spring Semester – End of June (PG) Mid July (UG) Full Year – Mid July (UG)</p>



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<u>Application Information</u>	
Application deadline for admissions per semester (BACHELOR EXCHANGE ONLY)	<p><u>Fall Semester</u> Nomination deadline: 1st April Application Deadline: 1st May</p> <p><u>Spring Semester</u> Nomination Deadline: 30th October Application Deadline: 15th November</p>
Application deadline for admissions per semester (MASTERS, PROGRESSION AND ADVANCED STANDING AGREEMENTS)	<p><u>Fall Semester</u> Nomination deadline: 30th April Application Deadline: 30th May</p> <p><u>Spring Semester</u> Nomination Deadline: 30th October Application Deadline: 15th November</p>
Nomination and Application procedure	<p>Partner Exchange office to send Bachelor student via this online form (we no longer accept email nominations)</p> <p>Master student nominations should be emailed to nbs.ipeteam@ntu.ac.uk, including the information required below or we cannot accept.</p> <p>Fee paying students (non-partner institutions) can email NBS.IPETeam@ntu.ac.uk (Masters) or NBS.Exchange@ntu.ac.uk (Bachelors) directly to receive a link to apply.</p> <p>We will then send a link/information to the nominated student to apply.</p>
Required documents	Application Form, Passport, Academic Transcripts, Proof of English Language (where required).
Information for NTU and Students when nominating students for Masters Exchange	<p>Please include the following when nominating students:</p> <ul style="list-style-type: none"> • Name • Date of Birth • Nationality as per passport • Home Institution (if nominating



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	<p>from a non-partner email address)</p> <ul style="list-style-type: none"> Email address <p>Failure to provide the information required above will mean that we cannot accept the nomination.</p>
English Language Requirements	<p>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.</p>
GPA requirements (If applicable)	<p>N/A – Students are expected to have knowledge of the subjects shown in their transcript upon application.</p>
Number of years of Study completed before taking part:	<p>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.</p> <p>Masters: Students must have completed a Bachelors degree, unless otherwise agreed with the Partner directly.</p>
Housing and Housing application procedure information	<p>Students will be sent accommodation details after applying. NTU Accommodation Office</p>



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VISA, Living Costs and Work Information

Visa information for non-EU applicants	<p>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</p> <p>Further advice can available through the NTU International Student Support Service: NTU Advice Applying for a visa</p>
Expenses (living)	<p>Approximately £1015 per month. Please see the link below for more accurate costs. NTU living costs</p>
Work	<p>Please see weblinks for more information. https://www.gov.uk/browse/visas-immigration/student-visas</p> <p>Working as a student</p>
NTU Employability Offering	<p><i>The offerings will differ dependent on the level of study:</i></p> <ul style="list-style-type: none"> • 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



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<u>General Information</u>	
Useful links	NTU International Students Starting at NTU NTU Student Guide
Arrival <ul style="list-style-type: none"> Pick up service 	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 of arrival by the home institution, then we will not be able to facilitate as it must be included in the planning before the semester has begun. If a student tries to request this at the beginning of the semester then it will be denied. 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.



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