

## Partner Information Sheet 2018-19

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

<b><u>Course offerings</u></b>	
<b>Courses offered in English</b>	All courses are provided in English.
<b>Course Offerings</b>	Undergraduate: <a href="#">Incoming Students</a> Postgraduate: <a href="#">Incoming Students</a>
<b>Restricted programmes</b>	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.
<b>Foreign language support</b>	Available to exchange students during the terms (In-session English). Pre-session English programme available prior to commencement of programme (payment of fees required). <a href="#">Pre-Sessional English Courses Information</a>
<b><u>Academic Information</u></b>	
<p><b>Academic Calendar dates</b> <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></p>	<p><b><u>Undergraduate/Bachelor</u></b> <b>Fall Semester:</b> Induction Week: 24<sup>th</sup> September 2018 – 28<sup>th</sup> September 2018  Teaching: 1<sup>st</sup> October 2018 – 1<sup>st</sup> February 2019  Semester Break: 15<sup>th</sup> December 2018 – 13<sup>th</sup> January 2019  <b>Spring Semester:</b> Induction Week: 28<sup>th</sup> January 2019 – 1<sup>st</sup> February 2019  Teaching: 4<sup>th</sup> February 2019 – 7<sup>th</sup> June 2019  Semester Break: 6<sup>th</sup> – 23<sup>rd</sup> April 2019  <b><u>Postgraduate/Masters</u></b> <b>Fall Trimester:</b> Foundation Studies and Teaching: 24<sup>th</sup> September 2018 – 3<sup>rd</sup> February 2019  Trimester Break: 15<sup>th</sup> December 2018 – 13<sup>th</sup> January 2019  <b>Spring Trimester:</b> Foundation Studies and Teaching: 21<sup>st</sup> January 2019 – 17<sup>th</sup> May 2019  Trimester Break: 6<sup>th</sup> – 23<sup>rd</sup> April 2019</p>

<b>Course load/semester Credit System</b>	3 modules per semester (60 UK credit points/30 ECTS). 10 UK Credit Points = 5 ECTS 20 UK Credit Points = 10 ECTS
<b>Grading system</b>	<p><b>Undergraduate</b> 13 - 16 = First Class Honours (1<sup>st</sup>) 10 - 12 = Upper Second Class Honours (2:1) 7 - 9 = Lower Second Class Honours (2:2) 4 - 6 = Third Class Honours (3<sup>rd</sup>) 0 - 3 = Fail</p> <p><b>Postgraduate</b> 13 - 16 = Distinction 10 - 12 = Commendation 7 - 9 = Pass 0 - 6 = Fail</p>
<b>Production of transcripts</b> ( <i>approx. date to be received from NBS</i> ) <i>Due to the high number of students coming on Exchange, these will now only be sent electronically to the Partner Institution.</i>	Fall Semester – Mid March Spring Semester – Mid July Full Year – Mid July
<b><u>Application Information</u></b>	
<b>Application deadline for admissions per semester (BACHELOR EXCHANGE ONLY)</b>	<p><b><u>Fall Semester</u></b> Nomination deadline: 1<sup>st</sup> April Application Deadline: 1<sup>st</sup> May</p> <p><b><u>Spring Semester</u></b> Nomination Deadline: 30<sup>th</sup> October Application Deadline: 15<sup>th</sup> November</p>
<b>Application deadline for admissions per semester (MASTERS, PROGRESSION AND ADVANCED STANDING AGREEMENTS)</b>	<p><b><u>Fall Semester</u></b> Nomination deadline: 30<sup>th</sup> April Application Deadline: 30<sup>th</sup> May</p> <p><b><u>Spring Semester</u></b> Nomination Deadline: 30<sup>th</sup> October Application Deadline: 15<sup>th</sup> November</p>
<b>Nomination and Application procedure</b>	Exchange office to send Bachelor student nominations to <a href="mailto:nbs.exchange@ntu.ac.uk">nbs.exchange@ntu.ac.uk</a> ,  Master student nominations to <a href="mailto:nbs.ipeteam@ntu.ac.uk">nbs.ipeteam@ntu.ac.uk</a> ,  We will then send application forms out to nominees.
<b>Required documents</b>	Application Form, Passport, Academic Transcripts, Proof of English Language (where required).
<b>Information for NTU and Students when nominating students</b>	<p>Please include the following when nominating students:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Nationality as per passport</li> <li>• Home Institution (if nominating from a non-partner email address)</li> <li>• Email address</li> </ul> <p><b><i>Failure to provide the information required above will mean that we cannot accept the nomination</i></b></p>
<b>English Language Requirements</b>	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: <a href="#">NTU English Language Requirements</a> .
<b>Housing and Housing application procedure information</b>	Students will be sent accommodation details after applying. <a href="#">NTU Accommodation Office</a>
<b>Visa information for non-EU applicants</b>	Information on visas can be found on the UK Visa and Immigration Office website as follows: <a href="https://www.gov.uk/browse/visas-immigration/student-visas">https://www.gov.uk/browse/visas-immigration/student-visas</a> Check if you need a visa using this link: <a href="https://www.gov.uk/check-uk-visa">https://www.gov.uk/check-uk-visa</a> Further advice can available through the NTU International Student Support Service: <a href="#">NTU Advice Applying for a visa</a>
<b>Work</b> 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. <a href="https://www.gov.uk/browse/visas-immigration/student-visas">https://www.gov.uk/browse/visas-immigration/student-visas</a> <a href="#">Working as a student</a>
<b>Expenses</b> (living)	Approximately £1015 per month. Please see the link below for more accurate costs. <a href="#">NTU living costs</a>
<b>Employability Offering</b>	<i>The offerings will differ dependent on the level of study:</i> <ul style="list-style-type: none"> <li>• Placement briefings</li> <li>• "Prepare for Placements &amp; Internships online learning room, workshops and events</li> <li>• Access to InPlace – a database full of placement/internships</li> <li>• Application and interview support</li> <li>• 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)</li> <li>• <b>Acceler8</b> Employability Award, <b>Employability Mentoring</b> and <b>IoD student</b> membership on offer</li> <li>• Extensive NBS Employability and Career Management workshop programme</li> <li>• Priority for 1-1 career guidance appointments</li> <li>• 100s of graduate opportunities advertised on FutureHub and at Graduate Fairs</li> </ul>



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