Study Choices Spreadsheet

A spreadsheet showing a list of modules available in 2019-20 can be found in the ‘How to Apply’ section of our Incoming Exchange Webpage. Please use the spreadsheet, along with the information below, to complete your application.

Contact Details

If you have any questions about studying as an exchange student in the School of Arts and Humanities, please contact the Course Administrator, Emma Buckley, either by email (aah.incomingexchange@ntu.ac.uk), or by telephone (0115 8486629).

Student support

The university has several specialist teams who can give help in different circumstances. Here are some useful links.

General support
Financial support
Disability support
International students
Counselling service
Mature Student support
Religious advisers
Dyslexia support
Accommodation team

The structure of the academic year

NTU offers exchange students the opportunity of studying for a year (September to June) or for semester one (September to January) or semester two (February to June).

The academic year runs from September to June as follows:

Welcome Week: 23.09.19 – 05.06.20
Autumn Term: 30.09.19 – 13.12.19
Spring Term: 13.01.20 – 03.04.20
Summer Term: 20.04.20 – 05.06.20

Semester one dates are as follows:

Welcome Week: 23.09.19 – 27.09.19
Semester One: 30.09.19 – 31.01.20
Christmas Break: 13.12.19 – 13.01.20

Semester two dates are as follows:

Semester Two: 03.02.19 – 05.06.20
Easter Break: 03.04.20 – 20.04.20

After the end of each semester, there is a period for marking and the collation of results. This ends with an exam board for semester one students in March and for year long and semester two students in July. If, for whatever reason, you have not passed one or more modules, you may be required to retake the assignment(s) over the summer. A referral exam board is then convened in September.
Tier 4 Visa Responsibilities

Students who come from outside of the European Union, European Economic Area or Switzerland must demonstrate that they have valid immigration permission which allows them to study at NTU.

If you use a CAS to apply for a Tier 4 student visa, NTU will be your immigration sponsor for the duration of that visa. Both NTU, as the sponsor, and you, as the student, have responsibilities to meet. These can be found in detail on the NTU International Student Support website.

Choosing Your Modules

The School of Arts and Humanities anticipates offering the modules shown on the Incoming Exchange Study Choices Spreadsheet but reserves the right in the light of, for example, student demand, to modify the range offered. In the event of a module being withdrawn, students will be notified immediately and given the opportunity to make a second selection.

- Exchange students can choose a combination of modules from the following subjects
  - Communication & Society
  - English
  - European Studies
  - Film and TV
  - French
  - German
  - Global Studies
  - History
  - International Relations
  - Italian
  - Journalism
  - Linguistics
  - Mandarin
  - Media
  - Philosophy
  - Politics
  - Spanish
  - Teaching English to Speakers of Other Languages

- University Language Programme classes are also available to exchange students. These can either be taken as accredited (part of your degree) or supplementary (in addition to your degree). Further details are included on pages 4-7 of this booklet.

- Please liaise with your home university to ensure that your choices are validated by your co-ordinator before you arrive in Nottingham, and that they are appropriate for your subject and level of study.

- NTU students normally make a choice of modules with credits totalling 120 NTU (60 ECTS) credits per year, or 60 NTU (30 ECTS) credits per semester, but you should check with your co-ordinator in your home university before leaving, as to what is specifically required of you. Please be aware that each module has a lot of preparatory reading associated with it (and ongoing assessed coursework), so try not to be over-ambitious in choosing what you think you will be able to cope with.

- Please remember that the system at NTU is likely to be different from the system you are used to at your home university. Many students arrive expecting that they
will be able to change modules if they do not like their choice in the first few weeks. This may not be possible. That is why you must choose modules carefully before you arrive, taking into account any requirements from your home university.

- It may not be possible for NTU to offer the modules you have chosen. There could be a timetable clash or the module may have been withdrawn. In these circumstances, we will work with you to identify a suitable alternative. Please ensure you have reserve choice modules as this will enable us to finalise your timetable without further delay.

- You are expected to attend all timetabled classes for all modules chosen.

- All modules will involve directed learning tasks. Directed Learning is study activity which takes place on a regular basis outside class time, and which encourages active and reflective learning. You will normally be provided with set tasks, such as study questions or practical exercises, which are an integral element of your work for a module. Such tasks may have to be completed successfully in order for you to pass a module. Unsatisfactory or incomplete work may result in the failure of a module.
The University Language Programme (ULP) offers students an opportunity to acquire and develop both general and professionally relevant language skills at a number of levels. Students are placed in an appropriate stage, corresponding to their prior knowledge and competence.

Each stage comprises one module. A successfully completed stage carries 20 credits.

Half-year incoming exchange students (first half-year) and students who wish to go on an international exchange in the second semester are permitted to take a 10 credit version of any ULP module.

**Languages currently available** (subject to demand) include

<table>
<thead>
<tr>
<th>Language</th>
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<td>Mandarin Chinese</td>
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<td>English as a Foreign Language</td>
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<td>Business English</td>
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<td>Stages on the Language Programme (Entry Levels)</td>
<td>ULP Stage</td>
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<tr>
<td>Stage 1</td>
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**How to register:**

- Clarify with your course leader / administrator whether you need to take your chosen language as an **accredited** or **supplementary** module. (Failing to register your correct status may impact on your main degree.)
- If taking the module as accredited, complete your degree option form and indicate that you wish to take the ULP. Please note, this does not mean that you are registered for the ULP
- Next, you will be sent a link to an online form to register for the ULP. You should complete the form by the specified deadline. The information that you provide will be used by a language tutor to place you in the correct language stage. Once complete, your language module will be added to your record and be visible on your timetable once this is released to you in September.
- If you wish to take a language module as a **supplementary** option you will be able to register online in October. Details can be found at: [www.ntu.ac.uk/ulp](http://www.ntu.ac.uk/ulp)
- Normally ULP modules are taught on the City Campus

**Please e-mail any enquiries to** [ulp@ntu.ac.uk](mailto:ulp@ntu.ac.uk)
ULP Fees for 2019/20 are as follows:

1. NTU accredited students (including Erasmus) – do not pay any fees as the language modules form part of your main degree.

2. NTU supplementary students (including Erasmus) and NTU postgraduates pay a fee of £200.

3. Supplementary half year incoming exchange students and students attending an international exchange in the second semester pay a fee of £140 for study in the first half of the year.

Note: If you change your status from accredited to supplementary, you will be required to pay the £200/£140 fee to ULP.

If you change your status from supplementary to accredited, it is up to you to e-mail ulp@ntu.ac.uk to request a refund. An administration fee of £60 will be retained.

ACCRREDITED - I am studying a language module as part of my degree (for credits)
- You will gain 20 credits for the successful completion of a whole stage. The credit points achieved count towards the 120 credit points required each year for your main degree course. If you are an incoming exchange student coming in the first half of the academic year only, or an NTU student only in attendance in the first half of the academic year as you will be taking an international exchange in the second half of the academic year, you will receive 10 credits towards your main degree course.
- Not all degree courses allow students to take a language as an accredited option or may only allow students to take a certain language or stage. If you are unsure whether you need to take your chosen language as an accredited or supplementary module, please contact your degree course administrator for clarification before attending a ULP registration session.

SUPPLEMENTARY - I am studying a language module in addition to my degree
- Students can take ULP modules as supplementary modules (i.e. not as part of your credits for your degree programme). If supplementary, full year students decide to take and successfully pass all assessments of one stage they will be eligible for a ULP Certificate of Achievement.

Students who pass 3 or more ULP supplementary language modules may be eligible for the NTU Certificate of Language Learning or Diploma of Language Learning. For more details of these awards please visit www.ntu.ac.uk/ulp