# Partner Information Sheet 2019-20

**Nottingham Trent University**  
**Nottingham Business School**  
Erasmus code: UK NOTTING02

<table>
<thead>
<tr>
<th>Nottingham Business School, Head of International Relations</th>
<th>Dr Yvonne Carlisle – <a href="mailto:yvonne.carlisle@ntu.ac.uk">yvonne.carlisle@ntu.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nottingham Business School, Partnerships Manager</td>
<td>Ewa Helienek – <a href="mailto:ewa.helienek@ntu.ac.uk">ewa.helienek@ntu.ac.uk</a></td>
</tr>
<tr>
<td>University Website</td>
<td><a href="http://www.ntu.ac.uk">www.ntu.ac.uk</a></td>
</tr>
<tr>
<td>Nottingham Business School website</td>
<td>Nottingham Business School</td>
</tr>
<tr>
<td>Exchange Websites</td>
<td>NBS Exchange Information Pages</td>
</tr>
<tr>
<td></td>
<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>
</tbody>
</table>

**Contact details for student exchanges**  
• [nbs.exchange@ntu.ac.uk](mailto:nbs.exchange@ntu.ac.uk) (Undergraduate/Bachelors)  
• [nbs.ipeteam@ntu.ac.uk](mailto:nbs.ipeteam@ntu.ac.uk) (Postgraduate/Masters)

**Undergraduate student advisor**  
Donna Newman and Pam Catori  

**Postgraduate student advisor**  
Pam Catori and Donna Newman

**General Enquiries Email:**  
• [nbs.enquiries@ntu.ac.uk](mailto:nbs.enquiries@ntu.ac.uk)

**Phone numbers**  
• +44 (0)115 848 6451 (Donna)  
• +44 (0)115 848 8015 (Pam)

**Email address exchange applicants/ students can use for enquiries**  
• [nbs.exchange@ntu.ac.uk](mailto:nbs.exchange@ntu.ac.uk) (Undergraduate/Bachelors)  
• [nbs.ipeteam@ntu.ac.uk](mailto:nbs.ipeteam@ntu.ac.uk) (Postgraduate/Masters)

**Postal Address for transcripts and promotional materials**  
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. |
| **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](#) |

## 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: 20th September 2019 – 19th January 2020  
  Spring Trimester: 20th January 2020 – 10th May 2020 |

<table>
<thead>
<tr>
<th>Course load/semester</th>
<th>3 modules per semester (60 UK credit points/30 ECTS).</th>
</tr>
</thead>
</table>
| **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.

Postgraduate
Fall Semester – Mid March
Spring Semester – Mid July
Full Year – Mid July

Application Information

Application deadline for admissions per semester (BACHELOR EXCHANGE ONLY)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Nomination deadline:</th>
<th>Application Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>1st April</td>
<td>1st May</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>30th October</td>
<td>15th November</td>
</tr>
</tbody>
</table>

Application deadline for admissions per semester (MASTERS, PROGRESSION AND ADVANCED STANDING AGREEMENTS)

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</table>

Nomination and Application procedure
Exchange office to send Bachelor student via this online form (we no longer accept email nominations)

Master student nominations should be emailed to nbs.ipeteam@ntu.ac.uk, including the information required below or we cannot accept.

We will then send a link to the nominated student to apply online.

Required documents
Application Form, Passport, Academic Transcripts, Proof of English Language (where required).

Information for NTU and Students when nominating students for Masters Exchange
Please include the following when nominating students:
- Name
- Date of Birth
- Nationality as per passport
- Home Institution (if nominating from a non-partner email address)
- Email address

Failure to provide the information required above will mean that we cannot accept the nomination.

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><strong>GPA requirements</strong> (If applicable)</th>
<th>N/A – Students are expected to have knowledge of the subjects shown in their transcript upon application.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of years of Study completed before taking part:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Housing and Housing application procedure information</strong></td>
<td>Students will be sent accommodation details after applying. NTU Accommodation Office</td>
</tr>
</tbody>
</table>

### 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](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](https://www.gov.uk/check-uk-visa)  
Further advice can available through the NTU International Student Support Service: [NTU Advice Applying for a visa](https://www.gov.uk/browse/visas-immigration/student-visas) |
| **Work** | 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](https://www.gov.uk/browse/visas-immigration/student-visas)  
[Working as a student](https://www.gov.uk/browse/visas-immigration/student-visas) |
| **Expenses** (living) | Approximately £1015 per month. Please see the link below for more accurate costs. [NTU living costs](https://www.gov.uk/browse/visas-immigration/student-visas) |
| **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](https://www.gov.uk/browse/visas-immigration/student-visas), [Employability Mentoring](https://www.gov.uk/browse/visas-immigration/student-visas) and [IoD student membership on offer](https://www.gov.uk/browse/visas-immigration/student-visas)  
• 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.  