



# Nottingham Business School

Nottingham Trent University

## Partner Information Pack 2022-23

<p><b>Nottingham Trent University</b>  <b>Nottingham Business School</b>          Erasmus code: UK NOTTING02</p>	
<p><b>Nottingham Business School, Head of International</b></p> <p><b>Nottingham Business School, Partnerships Manager</b></p> <p><b>Student Advisors</b></p> <p><b>University Website</b></p> <p><b>Nottingham Business School website</b></p> <p><b>Exchange Websites</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>• Donna Newman and Pam Catori (see contact information further below)</li> <li>• <a href="http://www.ntu.ac.uk">www.ntu.ac.uk</a></li> <li>• <a href="http://Nottingham Business School">Nottingham Business School</a></li> <li>• <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></li> </ul>
<p><b>Contact details for incoming (to NBS) student exchanges</b></p> <p><b>Contact details for outgoing (from NBS) student exchanges</b></p> <p><b>Student Facing Team</b></p>	<ul style="list-style-type: none"> <li>• <a href="mailto:nbs.incomingexchange@ntu.ac.uk">nbs.incomingexchange@ntu.ac.uk</a></li> <li>• <a href="mailto:nbs.studyabroad@ntu.ac.uk">nbs.studyabroad@ntu.ac.uk</a></li> <li>• Donna Newman and Pam Catori</li> </ul>
<p><b>General Partnership Enquiries Email:</b></p>	<ul style="list-style-type: none"> <li>• <a href="mailto:nbs.internationalpartnerships@ntu.ac.uk">nbs.internationalpartnerships@ntu.ac.uk</a></li> </ul>
<p><b>Email address incoming exchange applicants/ students can use for enquiries</b></p>	<ul style="list-style-type: none"> <li>• <a href="mailto:nbs.incomingexchange@ntu.ac.uk">nbs.incomingexchange@ntu.ac.uk</a></li> </ul>





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## 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

## 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*

**Our dates for 2022/23 are not completely confirmed and are not expected to be fully confirmed until March 2022**

## Undergraduate/Bachelor

### Fall Semester:

Induction Week: 19<sup>th</sup> September 2022 – 22<sup>nd</sup> September 2022  
Teaching: 26<sup>th</sup> September 2022 – 20<sup>th</sup> January 2023 (including assessment dates)  
Main Vacation Dates: 17<sup>th</sup> December 2022 – 8<sup>th</sup> January 2023.

### Spring Semester:

Online Induction Day: Wednesday 18<sup>th</sup> January 2023  
Physical Welcome Session: Wednesday 25<sup>th</sup> January 2023  
Teaching: 23<sup>rd</sup> January 2023 – 26<sup>th</sup> May 2023 (including assessment dates)  
Main Vacation Dates: 1<sup>st</sup> – 16<sup>th</sup> April 2023.

## Postgraduate/Masters

**Fall Trimester:** 26<sup>th</sup> September 2022 – 15<sup>th</sup> January 2023  
(Induction week to be confirmed)

**Spring Trimester:** 16<sup>th</sup> January 2023 – 7<sup>th</sup> May 2023  
Main Vacation Dates to be confirmed



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<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> (2 <sup>nd</sup> year of study year offered only tbc). Postgraduate: <a href="#">Incoming Students</a>
<b>Restricted programmes</b>	Undergraduate: All Work-Based Learning Degrees are unavailable to study. BSc Management and FdA Business.  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 do not offer the Undergraduate Economics programme in our Spring Semester.
<b>Foreign language support</b>	Available to exchange students during the terms (Academic English). Pre-sessional English programme available prior to commencement of programme (payment of fees required). <a href="#">Pre-Sessional English Courses Information</a>



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<b>Academic Information</b>	
<b>Course load/semester</b>	3 modules per semester (60 UK credit points/30 ECTS).  Exchange students on Postgraduate/Masters courses can only study for 1 semester, we cannot accept full year exchange students due to the course duration.
<b>Credit system</b>	10 UK Credit Points = 5 ECTS 20 UK Credit Points = 10 ECTS
<b>Grading system</b>	<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  <b>Postgraduate</b> 13 - 16 = Distinction 10 - 12 = Commendation 7 - 9 = Pass 0 - 6 = Fail
<b>Production of transcripts</b> ( <i>approx. date to be received from NBS</i> ) <i>Transcripts are issued electronically directly to the student to pass onto the Home institution. Students must inform us if they need this completing differently.</i>	Fall Semester – Mid March (UG/PG) Spring Semester – End of June (PG) Mid July (UG) Full Year – Mid July (UG)



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<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 (DUAL AWARDS, 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>	<p>Partner Exchange office to send nominations via an online form (we no longer accept email nominations, the link will be sent out in February/September when we open for applications).</p> <p>Dual Award Bachelor/Master student nominations should be sent via email including the information required below or we cannot progress the application.</p> <p>Fee paying students (non-partner institutions) can email <a href="mailto:nbs.incomingexchange@ntu.ac.uk">nbs.incomingexchange@ntu.ac.uk</a> directly to receive a link to apply.</p> <p>We will then send a link/information to the nominated student to apply. Degree awarding programmes will fill out a PDF application form.</p>
<b>Required documents</b>	Online Application Form (Exchange



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	students), PDF Application Form (Degree awarding programmes only), Passport, Academic Transcripts, Proof of English Language.
<b>Information for NTU and Students when nominating students for the Dual Awards</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>	<p>All students are required to have IELTS 6.5 (with a minimum of 5.5 in each component) or equivalent or what is agreed in the Legal Agreement between partners and NBS. Further information on accepted certificates can be found at: <a href="#">NTU English Language Requirements</a>.</p> <p>All students must meet NTU English Language requirements to successfully study at NTU and these cannot be waived particularly when visa sponsorship is required.</p>
<b>GPA requirements</b> (If applicable)	<b>N/A – Students are expected to have knowledge of the subjects shown in their transcript upon application.</b>
<b>Number of years of Study completed before taking part:</b>	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.



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	Masters: Students must have completed a Bachelors degree, unless otherwise agreed with the Partner directly.
<b>Housing and Housing application procedure information</b>	Students will be sent accommodation details after applying. <a href="#">NTU Accommodation Office</a>

## General Information

<b>Useful links</b>	<a href="#">NTU International Students Starting at NTU</a> <a href="#">NTU Student Guide</a> <a href="#">Your NTU: Your Experience</a>
<b>Arrival</b> • Pick up service	Airport pick up service is available for students coming to Nottingham but is limited and only run at specific times of the academic year. <a href="#">Planning your journey</a>
<b>Orientation programme</b>	All exchange students are given an orientation programme prior to commencing their studies and this is compulsory to attend. Students who fail to attend without prior notice, will have any arrival forms dated for the start of teaching and not the orientation date.





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## VISA, Living Costs and Work Information

<b>Visa information for international and EU, EEA and Swiss applicants</b>	<p>Information on visas can be found on the UK Visa and Immigration Office website as follows:  <a href="https://www.gov.uk/check-uk-visa">https://www.gov.uk/check-uk-visa</a></p> <p>Further advice can available through the NTU International Web Pages: <a href="#">NTU Advice Applying for a visa</a></p>
<b>Expenses</b> (living)	<p>Approximately £1015 per month. Please see the link below for more accurate costs.  <a href="#">NTU living costs</a></p>
<b>Work</b>	<p>Please see weblinks for more information.  <a href="https://www.ntu.ac.uk/life-at-ntu/life-outside-lectures/plan-your-future-employability-at-ntu">https://www.ntu.ac.uk/life-at-ntu/life-outside-lectures/plan-your-future-employability-at-ntu</a></p> <p><a href="#">Working as a student</a></p>
<b>NTU Employability Offering</b>	<p><i>The offerings will differ dependent on the level of study:</i></p> <ul style="list-style-type: none"> <li>• “Prepare for Placements &amp; Internships 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>• 100s of graduate opportunities advertised on FutureHub and at Graduate Fairs</li> </ul>

