



Nottingham Business School

Nottingham Trent University

Partner Information Pack 2023-24

Nottingham Trent University Nottingham Business School	
Nottingham Business School, Head of International Nottingham Business School Coordinators (Partnerships/Mobility) University Website Nottingham Business School website Exchange Websites	<ul style="list-style-type: none"> • Dr Yvonne Carlisle – yvonne.carlisle@ntu.ac.uk • Donna Newman and Pam Catori (see contact information further below) • www.ntu.ac.uk • Nottingham Business School • https://www.ntu.ac.uk/international/study-and-courses/exchange-and-study-abroad
Contact details for incoming (to NBS) student exchanges Contact details for outgoing (from NBS) student exchanges Student Facing Team	<ul style="list-style-type: none"> • nbs.incomingexchange@ntu.ac.uk • nbs.studyabroad@ntu.ac.uk • Donna Newman and Pam Catori
General Partnership Enquiries Email:	<ul style="list-style-type: none"> • nbs.internationalpartnerships@ntu.ac.uk
Email address incoming exchange applicants/students can use for enquiries	<ul style="list-style-type: none"> • nbs.incomingexchange@ntu.ac.uk <p>Please use this mailbox for queries regarding your students joining us on exchange/dual degree studies only.</p>



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Email address used for outgoing exchange from Nottingham Business School to partners	<ul style="list-style-type: none"> • NBS.StudyAbroad@ntu.ac.uk <p>Please only use this mailbox to send us information about your own incoming programs or regarding queries regarding our own exchange/dual degree students.</p>
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Postal Address for transcripts and promotional materials	<p>International Partnerships Nottingham Business School 907 Newton Building Nottingham Trent University Burton Street Nottingham NG1 4BU United Kingdom</p>
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> Our dates for 2023/24 are not completely confirmed and are not expected to be fully confirmed until March 2023	<p><u>Undergraduate/Bachelor</u> Fall Semester: Induction Week: 18th September – Friday 22nd September 2023 Teaching: 25th September 2023 – 19th January 2024 (including assessment dates) Main Vacation Dates: 16th December 2023 – 7th January 2024.</p> <p>Spring Semester: Mandatory Welcome Session: w/c 22nd January 2024 Teaching: 29th January 2024 – 24th May 2024 (including assessment dates) Main Vacation Dates: 23rd March – 7th April 2024</p> <p><u>Postgraduate/Masters</u> Fall Trimester: 25th September 2023 – 14th January 2024 (Induction week to be confirmed) Spring Trimester: 15th January – 6th May 2024 Main Vacation Dates to be confirmed</p>



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<u>Course offerings</u>	
Courses offered in English	All courses are provided in English.
Course Offerings	Undergraduate: Incoming Students (2 nd year of study year offered only tbc). Postgraduate: Incoming Students
Restricted programmes	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.
Foreign language support	Available to exchange students during the terms (Academic English). Pre-sessional English programme available prior to commencement of programme (payment of fees required). Pre-Sessional English Courses Information



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Academic Information	
Course load/semester	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.
Credit system	10 UK Credit Points = 5 ECTS 20 UK Credit Points = 10 ECTS
Grading system	Undergraduate 13 - 16 = First Class Honours (1 st) 10 - 12 = Upper Second-Class Honours (2:1) 7 - 9 = Lower Second-Class Honours (2:2) 4 - 6 = Third Class Honours (3 rd) 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) <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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<u>Application Information</u>	
Application deadline for admissions per semester (BACHELOR EXCHANGE ONLY)	<u>Fall Semester</u> Nomination deadline: 1 st April Application Deadline: 1 st May <u>Spring Semester</u> Nomination Deadline: 30 th October Application Deadline: 15 th November
Application deadline for admissions per semester (DUAL AWARDS, MASTERS, PROGRESSION AND ADVANCED STANDING AGREEMENTS)	<u>Fall Semester</u> Nomination deadline: 30 th April Application Deadline: 30 th May <u>Spring Semester</u> Nomination Deadline: 30 th October Application Deadline: 15 th November
Nomination and Application procedure	<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 nbs.incomingexchange@ntu.ac.uk 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>



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Required documents	Online Application Form (Exchange students), PDF Application Form (Degree awarding programmes only), Passport, Academic Transcripts, Proof of English Language.
Information for NTU and Students when nominating students for the Dual Awards	Please include the following when nominating students: <ul style="list-style-type: none">• Name• Date of Birth• Nationality as per passport• Home Institution (if nominating from a non-partner email address)• Email address <i>Failure to provide the information required above will mean that we cannot accept the nomination.</i>
English Language Requirements	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: NTU English Language Requirements . All students must meet NTU English Language requirements to successfully study at NTU and these cannot be waived particularly when visa sponsorship is required.
GPA requirements (If applicable)	N/A – Students are expected to have knowledge of the subjects shown in their transcript upon application.
Number of years of Study completed	Undergraduate: Students must have



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before taking part:	completed 1 year of higher educational study prior to joining the exchange programme. All students will join our Year 2 courses. Masters: Students must have completed a Bachelors degree, unless otherwise agreed with the Partner directly.
Housing and Housing application procedure information	Students will be sent accommodation details after applying. NTU Accommodation Office

General Information

Useful links	NTU International Students Starting at NTU NTU Student Guide Student Life at NTU
Arrival <ul style="list-style-type: none">Pick up service	Airport pick up service is available for students coming to Nottingham but is limited and only runs at specific times of the academic year. 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 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

Visa information for international and EU, EEA and Swiss applicants	<p>Information on visas can be found on the UK Visa and Immigration Office website as follows: https://www.gov.uk/check-uk-visa</p> <p>Further advice can available through the NTU International Web Pages: NTU Advice Applying for a visa</p> <p>Visa Information for EU, EEA & Swiss Students</p>
Expenses (living)	<p>Approximately £1115 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.ntu.ac.uk/life-at-ntu/life-outside-lectures/plan-your-future-employability-at-ntu</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">• Access to InPlace – a database full of placement/internships• Application and interview support• 100s of graduate opportunities advertised on FutureHub and at Graduate Fairs



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