



Partner Information Pack 2024-25

Nottingham Trent University Nottingham Business School	
Nottingham Business School, Head of International	<ul style="list-style-type: none">• Dr Yvonne Carlisle – yvonne.carlisle@ntu.ac.uk
Nottingham Business School Coordinators (Partnerships/Mobility)	<ul style="list-style-type: none">• Donna Newman and Pam Catori (see contact information further below)
University Website	<ul style="list-style-type: none">• www.ntu.ac.uk
Nottingham Business School website	<ul style="list-style-type: none">• Nottingham Business School
Exchange Websites	<ul style="list-style-type: none">• https://www.ntu.ac.uk/international/study-and-courses/exchange-and-study-abroad
Contact details for incoming (to NBS) student exchanges	<ul style="list-style-type: none">• nbs.incomingexchange@ntu.ac.uk
Contact details for outgoing (from NBS) student exchanges	<ul style="list-style-type: none">• nbs.studyabroad@ntu.ac.uk
Student Facing Team	<ul style="list-style-type: none">• 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>



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	International Partnerships Nottingham Business School 907 Newton Building Nottingham Trent University Burton Street Nottingham NG1 4BU United Kingdom
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>	<u>Undergraduate/Bachelor</u> Fall Semester: Induction Week: 16 th September – Friday 20 th September 2024 Teaching: 23 rd September 2024 – 24 th January 2025 (including assessment dates) Main Vacation Dates: 14 th December 2024 – 12 th January 2025. Spring Semester: Mandatory Welcome Session: w/c 27 th January 2025 Teaching: 3 rd February 2025 – 30 th May 2025 (including assessment dates) Main Vacation Dates: 5 th – 20 th April 2025 <u>Postgraduate/Masters</u> Induction Week: 13 th September – Friday 20 th September 2024 Fall Trimester: 23 rd September 2024 – 17 th January 2025 Main Vacation Dates 14 th December 2024 – 12 th January 2025 Spring Trimester: Induction period tbc Teaching: 20 th January – 9 th May 2025 Main Vacation Dates: 2 weeks in March/April to be confirmed. DATES TO BE CONFIRMED FOR SPRING



<u>Course offerings</u>	
Courses offered in English	All courses are provided in English.
Course Offerings – SUBJECT TO CHANGE	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



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)



<u>Application Information</u>	
Application deadline for admissions per semester (BACHELOR EXCHANGE ONLY)	Fall Semester Nomination deadline: 1 st April Application Deadline: 1 st May Spring Semester Nomination Deadline: 30 th October Application Deadline: 15 th November
Application deadline for admissions per semester (DUAL AWARDS, MASTERS, PROGRESSION AND ADVANCED STANDING AGREEMENTS)	Fall Semester Nomination deadline: 30 th April Application Deadline: 30 th May Spring Semester Nomination Deadline: 30 th October Application Deadline: 15 th November
Nomination and Application procedure	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). Dual Award Bachelor/Master student nominations should be sent via email including the information required below or we cannot progress the application. Fee paying students (non-partner institutions) can email nbs.incomingexchange@ntu.ac.uk directly to receive a link to apply. We will then send a link/information to the nominated student to apply. Degree awarding programmes will fill out a PDF application form.



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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	<p>Please include the following when nominating students:</p> <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 <p><i>Failure to provide the information required above will mean that we cannot accept the nomination.</i></p>
English Language Requirements	<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: NTU English Language Requirements.</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. It is recommended to contact us in advance with any queries you may have.</p>
GPA requirements (If applicable)	N/A – Students are expected to have knowledge of the subjects shown in their transcript upon application.



**MODERN UNIVERSITY
OF THE YEAR 2023**



**UNIVERSITY
OF THE YEAR 2023**



Number of years of Study completed before taking part:	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. Masters: Students must have completed a Bachelor's 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

<u>General Information</u>	
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.



VISA, Living Costs and Work Information

Visa information for international and EU, EEA and Swiss applicants	Information on visas can be found on the UK Visa and Immigration Office website as follows: https://www.gov.uk/check-uk-visa Further advice can be available through the NTU International Web Pages: NTU Advice Applying for a visa Visa Information for EU, EEA & Swiss Students
Expenses (living)	Approximately £1173 per month. Please see the link below for more accurate costs. NTU living costs
Work	Please see weblinks for more information. https://www.ntu.ac.uk/life-at-ntu/life-outside-lectures/plan-your-future-employability-at-ntu Working as a student
NTU Employability Offering	<i>The offerings will differ dependent on the level of study:</i> <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