



# Nottingham Business School

Nottingham Trent University

## Partner Information Pack 2025-26

<b>Nottingham Trent University, Nottingham Business School</b>	
<b>Nottingham Business School, Director of International</b>  <b>Nottingham Business School, Deputy Director of International</b>  <b>Nottingham Business School Coordinators (Partnerships/Mobility)</b>  <b>University Website</b>  <b>Nottingham Business School website</b>  <b>Exchange Websites</b>	<ul style="list-style-type: none"> <li>• Dr Rachel Welton – <a href="mailto:rachel.welton@ntu.ac.uk">rachel.welton@ntu.ac.uk</a></li> <li>• Ofelia Palermo – <a href="mailto:ofelia.palermo@ntu.ac.uk">ofelia.palermo@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>
<b>Contact details for incoming (to NBS) student exchanges</b>  <b>Contact details for outgoing (from NBS) student exchanges</b>  <b>Student Facing Team</b>	<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>
<b>General Partnership Enquiries Email:</b>	<ul style="list-style-type: none"> <li>• <a href="mailto:nbs.internationalpartnerships@ntu.ac.uk">nbs.internationalpartnerships@ntu.ac.uk</a></li> </ul>



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<b>Email address incoming exchange applicants/students can use for enquiries</b>	<ul style="list-style-type: none"> <li><a href="mailto:nbs.incomingexchange@ntu.ac.uk">nbs.incomingexchange@ntu.ac.uk</a></li> </ul> <p>Please use this mailbox for queries regarding your students joining us on exchange/dual degree studies only.</p>
<b>Email address used for outgoing exchange from Nottingham Business School to partners</b>	<ul style="list-style-type: none"> <li><a href="mailto:NBS.StudyAbroad@ntu.ac.uk">NBS.StudyAbroad@ntu.ac.uk</a></li> </ul> <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>
<b>Postal Address for transcripts and promotional materials</b>	<p>International Partnerships Nottingham Business School 907 Newton Building Nottingham Trent University Burton Street Nottingham NG1 4BU United Kingdom</p>

<b>Academic Calendar dates</b> <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>	<p><b><u>Undergraduate/Bachelor</u></b></p> <p><b>Fall Semester:</b>          Induction Week: 15<sup>th</sup> September – 19<sup>th</sup> September 2025          Teaching: 22<sup>nd</sup> September 2025 – 23<sup>rd</sup> January 2026 (including assessment dates)          Main Vacation Dates: 13<sup>th</sup> December 2025 – 11<sup>th</sup> January 2026.</p> <p><b>Spring Semester:</b>          Mandatory Welcome Session: w/c 26<sup>th</sup> January 2026          Teaching: 2<sup>nd</sup> February 2026 – 29<sup>th</sup> May 2026 (including assessment dates)          Main Vacation Dates: 28<sup>th</sup> March – 12<sup>th</sup> April 2026.</p> <p><b><u>Postgraduate/Masters</u></b></p> <p>Induction Week: 12<sup>th</sup> September – 19<sup>th</sup> September 2025  <b>Fall Trimester:</b> 22<sup>nd</sup> September 2025 – 16<sup>th</sup> January 2026          Main Vacation Dates 13<sup>th</sup> December 2025 – 11<sup>th</sup> January 2026</p> <p><b>Spring Trimester:</b> Induction period tbc          Teaching: January – May 2026          Main Vacation Dates: 2 weeks in March/April to be confirmed.  <b>DATES TO BE CONFIRMED FOR SPRING</b></p>
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<b>Course offerings</b>	
<b>Courses offered in English</b>	All courses are provided in English.
<b>Course Offerings – <b>SUBJECT TO CHANGE</b></b> <b>Detailed offering sent out each year.</b>	Undergraduate: <a href="#">Incoming Students</a> (2 <sup>nd</sup> year of study year offered). Postgraduate: <a href="#">Incoming Students</a>
<b>Restricted programmes</b>  Undergraduate: <ul style="list-style-type: none"> <li>• All Work-Based Learning Degrees are unavailable to study.</li> <li>• BSc Management and FdA Business.</li> <li>• 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.</li> <li>• Unique Opportunities from our 2<sup>nd</sup> year are not available on the exchange program.</li> </ul> Postgraduate: MSc 2yr courses, MBA programmes, CIM courses.  Dual Award and Progression Degrees are only possible via contractual arrangements.	
<b>Foreign language support</b> Available to exchange students during the terms (Academic English).  <a href="#">Pre-sessional English programme</a> available prior to commencement of programme (payment of fees required).	
<b>EXAMINATIONS</b>  Due to the high number of requests being received requesting to sit Undergraduate exams back at the home institution, there may now be a charge for this service. The cost of this is usually £100 per exam. If the examination is online, there will be no charge. If a reciprocal arrangement can be put in place for incoming and outgoing students, then there will also not be a charge. No overseas examinations will be offered in the May examination period for any student.	



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## Academic Information

<b>Course load/semester</b>	<p>3 modules per semester (60 UK credit points/30 ECTS).</p> <p>Exchange students on Postgraduate / Masters courses can only study for 1 semester, we cannot accept full year exchange students due to the course duration.</p>
<b>Credit system</b>	<p>10 UK Credit Points = 5 ECTS 20 UK Credit Points = 10 ECTS</p>
<b>Grading system</b>	<p><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</p> <p><b>Postgraduate</b> 13 - 16 = Distinction 10 - 12 = Commendation 7 - 9 = Pass 0 - 6 = Fail</p>
<p><b>Production of transcripts</b> (approx. date to be received from NBS)</p> <p><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></p>	<p>Fall Semester – Mid March (UG/PG)</p> <p>Spring Semester – End of June (PG) Mid July (UG)</p> <p>Full Year – Mid July (UG)</p>



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<b><u>Application Information</u></b>	
<b>Application deadline for admissions per semester (BACHELOR &amp; MASTER EXCHANGE ONLY)</b>	<b><u>Fall Semester</u></b> Nomination deadline: 1 <sup>st</sup> April Application Deadline: 1 <sup>st</sup> May <b><u>Spring Semester</u></b> Nomination Deadline: 30 <sup>th</sup> October Application Deadline: 15 <sup>th</sup> November
<b>Application deadline for admissions per semester (DUAL AWARDS, PROGRESSION AND ADVANCED STANDING AGREEMENTS)</b>	<b><u>Fall Semester</u></b> Nomination deadline: 30 <sup>th</sup> April Application Deadline: 30 <sup>th</sup> May <b><u>Spring Semester</u></b> Nomination Deadline: 30 <sup>th</sup> October Application Deadline: 15 <sup>th</sup> November
<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>



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<b>Required documents</b>	Online Application Form (Exchange 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. It is recommended to contact us in advance with any queries you may have.</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>



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<b>Number of years of Study completed before taking part:</b>	<p>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.</p> <p>Masters: Students must have completed a Bachelor's degree, unless otherwise agreed with the Partner directly.</p>
<b>Housing and Housing application procedure information</b>	<p>Students will be sent accommodation details after applying. We are unable to guarantee NTU accommodation for students.</p> <p><a href="#">NTU Accommodation Office</a></p>

<b><u>General Information</u></b>	
<b>Useful links</b>	<p><a href="#">NTU International Students</a> <a href="#">Starting at NTU</a> <a href="#">NTU Student Guide</a> <a href="#">Student Life at NTU</a></p>
<b>Arrival</b> <ul style="list-style-type: none"><li>Pick up service</li></ul>	<p>Airport pick up service is available for students coming to Nottingham but is limited and only runs at specific times of the academic year.</p> <p><a href="#">Planning your journey</a></p>
<b>Orientation programme</b>	<p>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.</p>



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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> <p><a href="#">Visa Information for EU, EEA &amp; Swiss Students</a></p> <p>Students must maintain attendance of 80% or more on a student route visa or may be withdrawn as per University policy.</p>
<b>Expenses</b> (living)	<p>Approximately £1023 per month. Please see the link below for more accurate costs. <a href="#">NTU living costs</a></p>
<b>Work/Employability</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> <p>Students can only work with the correct immigration clearance. Short term visas do not allow work in the UK. All students can access our Employability resources but will not be able to use NTU as a sponsor for work (other than dual degree students).</p>



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