

### Nominations 2017-18

We are delighted to inform you that The University of Nottingham are now open to receiving nominations for your students wishing to spend part of their degree with us for the 2017-18 academic session.

We have made some changes to the nomination process in an effort to streamline the procedure to make it more efficient, user friendly and to allow faster processing times enabling us to deliver a quality service to students and partners.

The main change being the students will no longer be asked to complete an online application form. Your nomination on our online form will provide us with all we need to know.

### Nomination Information

You will need to complete our online form for each student you wish to nominate. Once you enter the form, you will have 30 minutes to complete it and upload their supporting documents.

Therefore, prior to completing the form online and to make sure you have all the information you need per student, we have created a PDF version of the form for you to print and give to your student(s) to complete and return to you.

The online form should be only be completed by you as our partner and NOT the student. Students are not required to complete an online form as part of the application process so please do not provide them with this link or ask them to submit a form additionally.

**\*PLEASE ONLY COMPLETE ONE FORM PER STUDENT\***

The information you provide on the nomination form will be used to generate the student's Nottingham record, offer letter and CAS number, if required, for visa purposes. It is therefore very important that the details are entered correctly and with care.

*The form must be completed in English only. Please do not use accents or similar characters.*

### Supporting Documents

There is a facility to upload your student's supporting documents on the online form. Before uploading the supporting documents, you must make sure you have already saved them in PDF format ready to upload.

**\*PLEASE UPLOAD ONLY ONE TRANSCRIPT PDF PER STUDENT, NOT ALL STUDENT'S TRANSCRIPTS ON ONE PDF\***

Please note we require the following documents:

Erasmus students	<ul style="list-style-type: none"><li>• Approved English language certificate</li></ul>
International Exchange students	<ul style="list-style-type: none"><li>• Approved English language certificate</li><li>• Current academic transcript showing current GPA</li></ul>
Study Abroad students	<ul style="list-style-type: none"><li>• Approved English language certificate</li><li>• Current academic transcript showing current GPA</li><li>• Academic recommendation or reference letter from home university</li></ul>

Please ensure you upload the documents when you submit the nomination. If you are unable to do so at the time, you can email them as a PDF document to [visiting-students@nottingham.ac.uk](mailto:visiting-students@nottingham.ac.uk). We will only accept emailed documents before 31 May 2017. Any received after this date will not be considered.

Accepted English language qualifications can be found here:

<http://www.nottingham.ac.uk/studywithus/international-applicants/spend-part-of-your-degree-here/language-information.aspx>

IELTS, TOEFL and Pearson PTE tests must be taken within two years prior to the start of the academic programme.

### **Nomination Process**

Partners are invited to nominate their students individually by completing our online form:

[http://www.nottingham.ac.uk/international/online\\_forms/scholarships/exch\\_appform\\_partners.php](http://www.nottingham.ac.uk/international/online_forms/scholarships/exch_appform_partners.php)

**Nominations will be accepted from 1 March 2017 and will be closed on 14 April 2017.**

The following Schools and Departments require ALL nominations by **14 April 2017** deadline, they do not accept Spring semester nominations later in the year:

- Department of Architecture and Built Environment
- Nottingham University Business School
- School of Chemistry
- Department of Culture, Film and Media
- School of English
- School of Law
- School of Physics
- School of Politics and International Relations

*\*\*The Department of Chemical and Environmental Engineering are not considering nominations for the 2017-18 session.\*\**

### **Admissions Process**

Once you have submitted the form and supporting documents you and your student(s) will receive an email to confirm the nomination has been submitted successfully.

**You do not need to email us in addition to submitting the form.**

After all nominations have been submitted by the April deadline, we will check the student details against the supporting documents you have provided. If the student(s) meet the entry criteria we will then contact them directly to confirm their acceptance. If your student(s) does not meet the entry criteria, we will contact you directly to discuss options available.

<b>1 March 2017</b>	Nominations open.
<b>14 April 2017</b>	Nominations closed – All nominations and supporting documents to be submitted by the deadline. Nominations will not be considered after this date.
<b>31 May 2017</b>	All supporting documents to be sent to us. You will be contacted during this time if your student(s) does not meet the entry criteria.
<b>30 June 2017</b>	Successful students will be sent their offer from 30 June 2017 onwards (and no sooner) following the processing of all documents. The student's offer letter will be sent to your office for them to collect. CAS numbers will be issued during this time.

## **Important Changes for Spring 2017 Nominations**

The University of Nottingham are introducing a new initiative to change the way that the University delivers administration processes in order to improve the student experience. This exciting new change will involve the introduction of a new piece of software called PeopleSoft Campus Solutions, which will enable students to maintain one student record from enquiry through to completion of studies. This solution will be rolled out across all of our international campuses. The new software will be implemented during the summer of 2017 on the UK campus and may change the way we process nominations for incoming exchange students in the future but certainly for the Spring semester in 2018.

***As such, we would urge partners to nominate their Spring semester students early by the April deadline where possible, so we can ensure their application is on the system before the new changes take place. This is to be sure their Nottingham record is able to migrate successfully in the summer to prevent any delays in processing their application in the new system for a Spring start.***

As the process develops, we will be sure to stay in touch with you, our partners, to let you know as soon as possible how the new software will facilitate the nomination and admission of incoming exchange students to Nottingham.

## **Academic Information**

Once the students have been sent their acceptance email their host school/department at Nottingham will contact them directly with module choices available for pre-enrolment.

**Students must register for a minimum of 30 credits in their host school/department.**

They can study a minimum of 50 credits and a maximum of 70 credits in a semester (120 credits for full year). The online module catalogue can be found here:

<http://modulecatalogue.nottingham.ac.uk/nottingham/>

Please note: the module catalogue showing currently is for the 2016-17 academic session and should be used as a guide only. We cannot guarantee you will be able to register for modules listed as availability for some places is limited, depending on the programme. Students are always advised to consider a few alternative modules in case first choices are not available.

Students will be able to select and enrol onto subsidiary modules on arrival at Nottingham from any other school/department if they meet the prerequisites, have 30 credits in their host school/department and do not exceed the maximum number of credits. They must bear in mind that there may be timetable clashes and should allow for travel time between campuses (if applicable) when selecting modules. Availability of places on modules is limited and some modules may already be fully subscribed. Modules are not guaranteed prior to students' arrival.

Once students are registered for modules and the initial two week "add and drop period" has passed, it is not possible for a module to be removed from the student's record. All modules on the student's record will be represented on the student's final transcript.

## **Examinations**

We expect all students to be available in Nottingham for the entire exam period.

Autumn Semester exams take place in January each year and in May/June for the Spring semester. The exam timetables are published in the preceding November:

<http://www.nottingham.ac.uk/academicservices/currentstudents/examinations/index.aspx>

Students should be aware that they may have an exam on the Saturday following the last day of the semester. If this is the case the student is responsible for ensuring that their visa is valid up to and including that date. If they are living in University-allocated accommodation, they will be charged up until the end of the semester.

Spring Semester exams take place in May/June. Students are expected to remain in Nottingham until the end of the semester even if exams have been completed. They may ask their Tutor in the School/Department if they may leave sooner but this will be at their discretion.

Students must also be aware that if they are living in university-allocated accommodation they **will be charged for their accommodation until the end of the semester**. Students living in any other kind of accommodation should check their contract prior to signing to check when it expires.

## Transcripts

One copy of the student's transcript will automatically be sent to their home university on completion of the study period. Students will be able to view their marks online via their student portal once they have completed all assessments.

Transcripts will only be sent once any debts to the University have been paid. Students who wish to order additional transcripts will incur a charge. Additional transcripts can be ordered via our online store at:

<http://www.nottingham.ac.uk/studentservices/services/documents-and-letters.aspx>

We are not able to send any soft copy transcripts.

## Academic calendar

Autumn Semester	Monday 25 September 2017 to Saturday 27 January 2018
Spring Semester	Monday 29 January 2018 to Friday 22 June 2018
Full Year	Monday 25 September 2017 to Friday 22 June 2018
Split Year	Monday 29 January 2018 to Saturday 26 January 2019

Key dates information: <http://www.nottingham.ac.uk/about/keydates/index.aspx>

## Visa and immigration information

### European Economic Area (EEA) Nationals

European Economic Area (EEA) nationals do not need a visa or entry clearance to study in the UK. EEA nationals can travel into the UK using their passport or National Identity Card. If a student has dual nationality they are advised to enter the UK under the EEA passport and state both of their nationalities at application stage.

### International Students

All non-EEA nationals will require a visa in order to study in the UK. The University of Nottingham officially recommends that international students who will be studying in the UK for one semester (six months or less) will require a student visitor visa. Information on making a student visitor visa application can be at the found here:

[www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student/](http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student/)

A HARD-COPY offer letter will be sent to the partner university for all students by post to confirm their acceptance to Nottingham. This will be required when applying for a student visitor visa. Depending on their nationality, some students can be granted a student visitor visa at the airport on arrival in the UK but some must apply in their home countries in advance. They should ensure that they check on how and when to apply well in advance of their study period. Students who enter the UK under a student visitor visa are not able to extend their study period and apply for a student visa under Tier 4 of the Points Based System (PBS) within the UK.

International students entering the UK to undertake full-time study for a period of more than 6 months must apply for entry as "adult students" or "general students" under Tier 4 of the Points Based System (PBS) and will be allocated a Confirmation of Acceptance of Studies (CAS) certificate with which to apply for their visa. International students who apply for this visa will have a number of responsibilities and will need to provide the required supporting documentation. For further information please see our website here:

<http://www.nottingham.ac.uk/studywithus/international-applicants/visa-help/visas/how-to-apply.aspx>

## **Student accommodation**

### **University-arranged accommodation**

Exchange students are guaranteed university-allocated accommodation if they apply by the following deadlines:

*1 August 2017 for Autumn Semester and full year students (September 2017 start)*

*15 January 2018 for Spring Semester and Split Year students (January 2018 start)*

Please note that although the Accommodation Office will try to provide the type of accommodation chosen by the student, it may be necessary to offer alternative accommodation if there is heavy demand.

Catered or semi-catered halls of residence are available on all of the three campuses (University Park, Jubilee and Sutton Bonington). The majority of rooms are for single occupancy and there is limited availability for shared rooms. Self-catered accommodation (shared flats) is available close to the University Park campus (Broadgate Park) and the Jubilee Campus (Raleigh Park and St Peter's Court).

For accommodation information including costs and virtual tours please see:

<http://www.nottingham.ac.uk/accommodation/prospectivestudents/exchangestudents/exchangestudents.aspx>

Students apply online directly to the University Accommodation Office for university-allocated accommodation once they have received their offer and been notified of their University of Nottingham Student ID number. Their ID numbers and information about how to apply for accommodation will be sent to accepted students by email in June.

### **Private rented accommodation**

Private rented accommodation is available close to the University. The most popular student areas are Beeston and Lenton. Unipol is the off-campus housing office on our University Park campus which provides advice and information for students who wish to live in private rented accommodation. Students can search the Unipol database of available properties here:

[www.unipol.org.uk/nottingham](http://www.unipol.org.uk/nottingham)

Students who wish to live in private rented accommodation are advised to arrive in Nottingham about 2 weeks prior to the start of their study period and should secure temporary accommodation prior to entering the UK. Students are **STRONGLY ADVISED NOT** to sign up for private rented accommodation until they have seen it in person. One semester students who wish to live in private rented accommodation should be aware that they may be charged Council Tax of up to £200.

## **Campuses**

The University of Nottingham has one of the most beautiful campuses in the UK and information can be found here:

[www.nottingham.ac.uk/about/campuses](http://www.nottingham.ac.uk/about/campuses)

The University has three main campuses in the UK. Please see the following website for campus maps and directions:

<http://www.nottingham.ac.uk/about/datesandcampusinformation/mapsanddirections/mapsanddirections.aspx>

Most academic departments are located on University Park. The Business School, the School of Computer Science and the School of Education are located on Jubilee Campus.

<http://www.nottingham.ac.uk/sharedresources/documents/mapuniversitypark.pdf>

The Global Engagement Team and the Centre for English Language Education (CELE) are also based here. Jubilee Campus is around 10 minutes by (free) hopper bus from University Park.

<http://www.nottingham.ac.uk/sharedresources/documents/mapjubileecampus.pdf>

The School of Biosciences and the School of Veterinary Medicine and Science are based at Sutton Bonington Campus which is about 40 minutes by (free) hopper bus from University Park.

<http://www.nottingham.ac.uk/sharedresources/documents/mapsuttonbonington.pdf>

Students who are majoring in Biosciences are advised to live on or close to the Sutton Bonington campus due to the distance from the main University Park campus.

## **Getting around**

A free hopper bus service links the three campuses:

<http://www.nottingham.ac.uk/about/visitorinformation/busservices.aspx>

Students are advised to take all or the majority of their modules from one campus. If this is not possible then students should take travel time between campuses into consideration when planning their academic programme.

## **Health and insurance**

Full-time students of any nationality who are studying at the University for six months or more can receive medical treatment through the National Health Service (NHS) by registering with the University Health Centre upon arrival. Once students have registered most treatment is free. However, charges are made for prescriptions, dental care and optical checks.

Students from countries with reciprocal health agreements (all European Economic Area countries and some other European countries) should ensure that they bring their European Health Insurance Card (EHIC) with them. This will entitle students to the same medical treatment as a UK national. However, charges are made for prescriptions, dental care and optical checks.

Students without an EHIC who are studying in the UK for less than six months are not eligible to register with the National Health Service (NHS) and should therefore ensure that they take out appropriate medical insurance before arriving in the UK. These students can still see a doctor but will be charged a £25 cash consultation fee which can be reimbursed by the insurance company.

All students are advised to make sure that they have adequate travel and belongings insurance for the duration of their study period at Nottingham. Further information on health is available here:

<http://www.nottingham.ac.uk/currentstudents/international-students/supportadvice/health-and-personal-safety.aspx>

## **Student Support**

We are delighted to announce the launch of our new [Student Services Centres](#).

Our Student Services Centres offer support, information and signposting to other specialist services to help students make the most of their time at The University of Nottingham.

The Centres form part of a comprehensive network of [services](#) at the University and are home to Academic Support, Disability Support, Financial Support, Student Fees and official documentation. They also provide access to other services, such as Student Administration, Chaplaincy and Faith, Careers and Employability and the International Office. There are 5 Student Services Centres across our 3 main campuses in the UK and are available to support our students during their time with us.

You can visit their [website](#) to view the full range of services they can offer.

## Get in touch with other students

Your students may want to get in touch with other international students before arriving, to make arrangements to meet up in Nottingham. They can connect with international students through our International Office [Facebook](#) and [Twitter](#) pages, the University's many other [social media channels](#), or through one of the Students' Union's [student societies](#), many of which of also have Facebook groups.

## International Student Life Blog

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For an insight into life as an international student at Nottingham, students can read our [International Student Life blog](#).

## Meet the team at Nottingham

Ms Gail Armistead – Associate Director, Head of Global Engagement Team

Miss Deborah Coutts – International Admissions Officer

Miss Clare Hollingworth – International Relations Assistant

We look forward to working with you!



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