

THE UNIVERSITY OF NOTTINGHAM INFORMATION FOR INTERNATIONAL EXCHANGE PARTNER UNIVERSITIES – ACADEMIC YEAR 2015-16

APPLICATION INFORMATION

Partner universities are asked nominate their students by completing the attached Excel form and returning it by email to international-admissions@nottingham.ac.uk. Full details should be entered for all nominated students. A scanned copy of the official academic transcript should be attached for each student and for all students who are not native English speakers evidence of their English language must also be included. Details of accepted English language qualifications can be found [here](#). Please note that IELTS, TOEFL and Pearson PTE Academic English tests must have been taken within two years prior to the start of the academic programme.

Students who meet the academic and English language requirements will then be invited to complete an online form in order to provide their personal details. This information will be used for their offer letters. The link to the application form is not available on our website and students need to be formally nominated before they can complete the form.

Students should enter their permanent home address for registration purposes but their offer letters will be sent to the home university so they must enter the correct address of their home university. Information regarding accommodation, visas, registration, etc. will be sent to the students by email before sending their offer letters.

NOMINATION DEADLINES

30 April 2015 for Autumn Semester and Full Year students (September 2015 start). **PLEASE NOTE** that students who wish to study in the following Schools/Departments in the Spring Semester 2016 **MUST** be nominated by this date also:

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

30 September 2015 for Spring Semester and Split Year students (January 2016 start).

PLEASE NOTE ABOVE FOR EXCEPTIONS.

ONLINE FORM DEADLINES

- **31 May 2015** for Autumn Semester and Academic Year students (September 2015 start) and for students who wish to study in the Spring Semester in the School of English Studies, the Business School or the Department of the Built Environment.
- **15 October 2015** for Spring Semester and Split Year students (January 2016 start).

ACADEMIC CALENDAR 2015-16

Autumn Semester	Monday 21 September 2015 to Saturday 23 January 2016
Spring Semester	Monday 25 January 2016 to Friday 17 June 2016
Full Year	Monday 21 September 2015 to Friday 17 June 2015
Split Year	Monday 25 January 2015 to TBC

[All University dates](#)

EXAMINATIONS

AUTUMN SEMESTER EXAMS

- Autumn Semester exams take place in January each year.
- Students are expected to be in Nottingham to take their exams in January and can only in extenuating circumstances take their exams overseas. If the home university's semester starts prior to the end of the Nottingham Autumn Semester, then it is possible for these students to take exams overseas or submit alternative assessment in December.
- The exam timetables are published in the preceding November.
- Students should be aware that they may have an exam on the Saturday following the last day of the semester (Saturday, 23 January 2016). If this is the case the student is responsible for ensuring that their visa is valid up to and including that date.

[All examination dates](#)

SPRING SEMESTER EXAMINATIONS

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.

CAMPUSES

The University of Nottingham has [three](#) main campuses in the UK and boasts one of the most beautiful [campuses](#) in the UK. Most academic departments are located on University Park.

The Business School, the School of Computer Science, the School of Education and the School of Contemporary Chinese Studies are located on Jubilee Campus. The International Office 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.

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. 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.

THE HOPPER BUSES

A free hopper bus service links the three campuses. Please see our website for [timetables](#). 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.

ACCOMMODATION

UNIVERSITY-ARRANGED ACCOMMODATION

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

- 1st August 2015 for Autumn Semester and Academic Year students (September 2015 start)
- 30th November 2014/5 for Spring Semester and Split Year students (January 2016 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). You can find accommodation information including costs and virtual tours [here](#).

Students apply online directly to the University Accommodation Office for university-allocated accommodation once they have 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.

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 for available properties.
- 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.

VISA & 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 found on the [UK Border Agency's](#) website.

All students will be sent a HARD-COPY offer letter 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 download our information booklet '[Applying for your student visa from overseas](#)' from our website. All students will be sent an offer letter by post to confirm their acceptance to Nottingham but this is not needed when applying for a visa under Tier 4 of the PBS.

ACADEMIC INFORMATION

MODULE REGISTRATION

- Students may be able to register for modules in their 'home' School at Nottingham prior to arrival.
- Students are only able to register for additional/subsidiary modules outside of their home school upon arrival at the University.
- Availability of places on modules is limited and some modules may already be fully subscribed. Modules are not guaranteed prior to a students' arrival.
- Students will receive information about choosing their modules after they have been made a formal offer to study at the University of Nottingham.

[Online module catalogue](#)

CREDIT LOAD

- All students are expected to take the normal Nottingham credit load of 60 credits per semester or 120 credits per academic year.
- A minimum of 30 credits must be taken in the 'home' school each semester.
- The maximum credit load is 70 credits per semester but students are advised against taking more than 60 credits per semester.

ORIENTATION INFORMATION

All study abroad and exchange students must attend a compulsory orientation meeting on arrival in Nottingham. The exact date, time and venue of this meeting will be sent to students prior to their arrival in Nottingham.

Further information on arriving in the UK is available [here](#).

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](#).

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](#).

CONTACT DETAILS

Pre-arrival (Nominations, applications and admissions information)

Mrs. Claire Taylor – Senior International Officer (International Admissions Team)
Miss Deborah Coutts – International Admissions Officer (International Admissions Team)
Miss Sofia Markopoulou – International Admissions Assistant (International Admissions Team)
Email: international-admissions@nottingham.ac.uk

Post-arrival (Registration, studying, examinations, transcripts and general support)

Ms. Deborah Webb – Head of International Engagement and Support Services
Email: international-support@nottingham.ac.uk

University of Nottingham International Office [Staff listing](#)



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