

Visiting Students Partner Information



Nominations Spring 2017

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 2016-17 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 new online form will provide us with all we need to know.

Nomination Information

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

http://www.nottingham.ac.uk/international/online_forms/scholarships/exch_appform_partners.php

Spring semester nominations will be accepted from 15 August 2016 and will be closed on 30 September 2016.

Please note: the following schools and departments are not accepting nominations for Spring semester:

- 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 Physics
- School of Politics and International Relations

There is now a facility to upload your student's supporting documents on the new online form. Please note we require the following documents:

Erasmus students	- Approved English language certificate
International Exchange students	- Approved English language certificate - Current academic transcript showing current GPA
Study Abroad students	- Approved English language certificate - Current academic transcript showing current GPA - Academic recommendation or reference letter from home university

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. We will only accept emailed documents before **14 October 2016**. 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

You will need to complete the 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. 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 completed by you the partner and **NOT** the student. You will need to do this by no later than 30 September for Spring semester students. As we are no longer asking students to complete an online form as part of the application process, please do not provide them with this link or ask them to submit a form additionally.

PLEASE ONLY COMPLETE ONE FORM PER STUDENT

Before uploading the supporting documents, you must make sure you have already saved them in PDF format ready to upload.

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.

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 September 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.

15 August 2016	Nominations open
30 September 2016	Nominations closed – All nominations and supporting documents to be submitted by the deadline
14 October 2016	Final deadline to receive outstanding documents. Please allow 6 weeks from 30 September for the nominations and supporting documents to be reviewed. We will not confirm any acceptances until all nominations have been processed. You will be contacted during this time if your student(s) does not meet the entry criteria
November 2016	Successful students will be contacted and receive an acceptance email. The student's offer letter will be sent to your office for them to collect. CAS numbers where required will be issued during this time

Important Changes for Spring 2017-18 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 graduation. This solution will be rolled out across all of our international campuses. The new software will be implemented during the summer of 2017 and may change the way we process nominations for incoming exchange students in the future.

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 should be used as a guide only. We cannot guarantee the modules listed to students 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://store.nottingham.ac.uk/browse/extra_info.asp?compid=1&modid=1&catid=136&prodvarid=336

Please note we are not able to send any soft copy transcripts.

Academic calendar

Autumn Semester	Monday 26 September 2016 to Saturday 28 January 2017
Spring Semester	Monday 30 January 2017 to Friday 23 June 2017
Full Year	Monday 26 September 2016 to Friday 23 June 2017
Split Year	Monday 30 January 2017 to Saturday 27 January 2018

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

Visa and immigration information

European Economic Area (EEA) Nationals

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 short-term study visit visa. Information on making a short-term study visit visa application can be found here: www.gov.uk/study-visit-visa/overview

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 short-term study visit visa. Depending on nationality, some students can be granted the short-term study visit visa at the border on arrival to 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 by using the 'check if you need a visa' tool: www.gov.uk/check-uk-visa

Students who enter the UK under a short-term study visit visa should be aware of the following conditions:

- the visa is for a maximum of six months and cannot be extended
- the visa holder is not allowed to undertake any kind of paid or unpaid work while in the UK
- the visa holder will not have access to the National Health Service (NHS) and should instead have private medical insurance
- dependants are not able to accompany short-term study visitors to 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 "Tier 4 (General) students" and will be allocated a Confirmation of Acceptance of Studies (CAS) certificate with which to apply for their visa. International students who apply for the Tier 4 visa will have a number of visa conditions, detailed here: www.nottingham.ac.uk/internationalstudents/visa-conditions

They will also need to provide the required supporting documentation. For further information please see our website here: www.nottingham.ac.uk/go/visaapplication

Student accommodation

University-arranged accommodation

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

From 1 November 2016 to 15 January 2017 for Spring Semester and Split Year students (January 2017 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 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

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.

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:

www.nottingham.ac.uk/internationalstudents/preparation

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

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, the School of Education and the School of Contemporary Chinese Studies are located on Jubilee Campus.

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

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.

<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.

Healthcare in the UK and personal belongings insurance

Nationals from Switzerland and the European Economic Area (EEA) coming to the UK are entitled to free NHS treatment. For stays of less than six months, students should carry a European Health Insurance Card (EHIC) to enable them to register for NHS services. It is advisable that for stays of longer than six months, EEA nationals also obtain an EHIC.

Healthcare in the UK for Tier 4 students studying for more than 6 months

Since 6 April 2015, any Tier 4 student and dependants (if applicable) who are making a new visa application, both in-country and overseas, are being asked to pay the NHS surcharge, or [Immigration Health Surcharge](#).

For students the fee is £150 per year and each dependant is to be charged the same. It is expected that the total surcharge amount for the whole period of the visa granted will be payable upfront at the visa application stage.

Healthcare in the UK for Tier 4 students studying for less than 6 months

Students who are on courses of less than six months and are from outside the EEA are always advised to secure private medical insurance before they travel to the UK since seeing a doctor or accessing healthcare in the UK will be charged at the point of usage. An exception to this rule is that the Accident and Emergency (A&E) department will treat all patients who require urgent care without charge, but you will have to pay for any further treatment as a private patient.

Further information on health is available here: www.nottingham.ac.uk/internationalstudents/health

Taking care of personal belongings

All students are advised to make sure that they have adequate travel and belongings insurance for the duration of their study period at Nottingham.

www.nottingham.ac.uk/internationalstudents/health

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 also have Facebook groups.

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 Study Abroad

Miss Deborah Coutts – International Admissions Officer

Miss Sarah Pickering – International Relations Assistant

We look forward to working with you!



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