

Aston Business School Factsheet

Undergraduate Incoming Exchange Students 2018/2019



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University Details

University Details

Full legal name of institution:	Aston Business School (Aston University)
ERASMUS Institutional Code:	UK BIRMING01
Address:	Aston Business School Aston University Aston Triangle Birmingham B4 7ET United Kingdom
ABS Webpage:	http://www.aston.ac.uk/aston-business-school/
University Webpage:	www.aston.ac.uk

Key Contacts

Executive Dean

Professor George Feiger

Institutional ERASMUS Coordinator

Professor Helen Higson
Deputy Vice Chancellor and Provost

Associate Dean International

Dr Geoff Parkes
E: g.s.parkes@aston.ac.uk

Exchange agreements & nominations

Selena Teeling
International Relations Manager
E: s.teeling@aston.ac.uk

Outgoing students

International Placement Team

T: +44 121 204 4998
E: internationalplacements@aston.ac.uk

Incoming students & nominations

Elsa Zenatti-Daniels
International and Student Development Lead

T: +44 121 204 3279
E: e.f.zenatti@aston.ac.uk

Incoming Exchange Student Queries

Rachel Hu
International and Student Development Coordinator

T: +44 121 204 3255
E: abs_exchange@aston.ac.uk

Useful Links

www1.aston.ac.uk/international-students/
www.facebook.com/astonuniversity
www.facebook.com/auinternational?ref=hl
www.twitter.com/astonuniversity
<http://instagram.com/astonuniversity>

Aston Exchange Webpage:
www.aston.ac.uk/international/international-students/student-exchanges/incoming-exchange-students/

Academic Year—Key dates 2018/9

The academic year at Aston University is divided into two Teaching Periods of 11 weeks each:

Teaching Period 1	
Induction (compulsory)	17th September - 23th September 2018
Teaching	24th September - 15th December 2018
Christmas Holidays	16th December 2018 - 6th January 2019
Exams	7th - 20th January 2019

Teaching Period 2	
Induction (compulsory)	13th January - 20th January 2019
Teaching	21st January - 29th March 2019
Easter Holidays	30th March - 23rd April 2019
Teaching (continues)	24th April - 5th May 2019
Exams	6th May - 9th June 2019



Welcome Week

Teaching Period 1/Full Year Exchange Students (September 2018—January/June 2019)

Prior to the start of your studies, Aston University organises activities to help you settle into your new environment. This is referred to as 'Freshers' Week' and it is essential that you attend! The orientation is planned with you in mind and provides valuable information and guidance in preparation for your studies and life in the UK. The 2018/2019 Welcome Week runs from September 17th to September 23rd 2018.

Freshers' Week will include School, academic and social activities and is a brilliant opportunity to meet your fellow exchange and UK students.

Teaching Period 2 Exchange Students (January 2019—June 2019)

For students arriving in January (Teaching Period 2), a programme of events to welcome you to Aston has been developed, which includes subject advice sessions, an introduction to the library, a tour of the campus and Birmingham city centre and plenty of opportunities to meet your fellow exchange students.

Nominations and Applications

Deadlines:

Teaching Period 1 (and full year)

Nomination	1 June 2018
Application	20 June 2018

Teaching Period 2

Nomination	1 October 2018
Application	20 October 2018

Nomination (information for partner schools)

Partner schools should email the following student information to Elsa Zenatti-Daniels at e.f.zenatti@aston.ac.uk:

- Full Name
- Date of Birth
- Gender
- Nationality
- Email address
- Current Programme of study
- Number of years completed on their degree programme.

Application (information for students)

Admission requirements

- Nomination by our partner school
- A minimum of one year study in our partner school English language proficiency: IELTS - an overall score of 6.5 (with a minimum of 6.0 in each test) or TOEFL Internet Test: a score of 90 (with a minimum of 20 in each section)
- or official confirmation from the partner institution that students have a level of English equivalent to the test scores required above - **please note this is not sufficient for students applying for the Double Degree or students on a Tier 4 visa.**

(<http://www.aston.ac.uk/aston-business-school/international/incoming/undergraduate/applications/>)

Following nomination by our partner school, students will receive a link to the **online application** form from our Exchange Coordinator. Complete it carefully and submit by the application deadline.

Application checklist

- Personal details as in the passport/ID document
- Choose a type of entry to the UK.

If you require a Visa or Student Visitor entry:

- Upload a scan of the passport with the application
- Upload a completed and signed scan of the [official nomination letter](#).

Please note that without these documents we cannot produce your acceptance letter/CAS.

Write your contact email address clearly and check your account regularly after application.

Module Selection

Module Selection

Choosing Modules

Workload

Student workload at Aston Business School will be 60 Aston (30 ECTS) credits per semester. Module choices depend on *when* students are coming to study at Aston Business School (September or January) and for *how long* (whole year or one teaching period).

Exchange students can view lists of available modules at <http://www.aston.ac.uk/aston-business-school/international/incoming/undergraduate/choosing-your-modules/>. (Please Take care to choose the correct link to ensure the information is relevant to you.)

When students have chosen their modules and their home institution has agreed their selection, they need to complete the Initial Module Selection form and submit it *before* their arrival at Aston.

Examinations and Assessments

For modules assessed by examinations, these are held at the end of each teaching period - in January, for Teaching Period 1 and in May and June for Teaching Period 2.

Students must remain at Aston for the examinations.

After marks have been confirmed by the relevant examination board, academic transcripts will be emailed and posted to the home institution for collection by students.

Please note that it is not possible to offer special assessments in place of re-sit (referred) examinations for exchange students.

It may be possible for exchange students to re-sit examinations that they fail; however, re-sits are only available in the summer.



Accommodation

The accommodation available to exchange students will depend on the duration of exchange. Our exchange students are split into two categories:

1. Full year (September – June) students
2. Teaching Period 1 (September – January) OR Teaching Period 2 (Jan – June) students

Full Year Exchange Students

Students attending for the whole academic year:

Aston University guarantees ASV accommodation to the first 40 full year (3 terms) Erasmus and Exchange student applicants, fulfilling the criteria set out below:

- They apply to Aston University as a full time student for the full academic year by 18th June 2018.
- Aston University has confirmed their application by the 2nd July 2018.
- They have applied for accommodation through the online portal by the 27th July 2018.

6.2 Full time Exchange and Erasmus applicants may choose a 44 week Tenancy Agreement only. Further details and Tenancy Conditions can be found on our website. Successful applicants will be informed by the 10th August, 2018.

Teaching Period 1 or 2 Only Students

Aston University guarantees ASV accommodation to the first 20 part year (one semester) Erasmus and Exchange student applicants each semester, fulfilling the criteria set out below:

- They apply to Aston University as a part year exchange student for the 1st semester (until December 2018) by 18th June 2018.
- Aston University has confirmed their application by the 2nd July 2018.
- They have applied for accommodation through the online portal by the 27th July 2018.

These 20 rooms will be available for 20 starters on the exchange programme in January 2019 by booking through Unite Students.

6.4 Unsuccessful applicants for the 20 part year Erasmus and Exchange rooms will not be able to be accommodated on campus. Please contact the Students' Union (Aston Student Homes) for assistance in finding off-campus accommodation, or visit their website for further information on recommended accommodation providers in Birmingham.



6.5 Aston Student Village will be unable to confirm any remaining on-campus availability to exchange students until mid-October 2018

Useful Information

Visas and Health Insurance

Students from **outside the EU** will need to make sure that they have the necessary visa to enable them to study in the UK. For visa advice, please visit:

<http://www.aston.ac.uk/international/international-students/student-exchanges/incoming-exchange-students/essential-information/>

EU students should obtain a European Health Insurance card.

Adequate health insurance cover should be purchased before coming to the UK.

Support Facilities

Aston University provides a range of services offering outstanding support in a friendly, welcoming environment to assist with both academic and personal issues. These include personal tutors for each student and many other services provided by the Aston Schools, central University departments and the Students' Union. Visit the Hub to speak to knowledgeable staff in the Advice Zone or contact other central student services such as the Disability Team and the Counselling Service here:

<http://www.aston.ac.uk/current-students/hub/>

Peer Mentoring

Aston offers all our exchange students a mentor during their time at Aston. This is a scheme run by the University, providing support *for* students *by* students. For more information visit:

www.aston.ac.uk/current-students/get-involved/mentoring-at-aston-university/peer-mentoring/

Employment and Careers Services

Aston University's Careers Service is available to all students offering careers guidance, support in creating CVs, completing application forms and preparing for interviews. Once enrolled, students will also be able to access the **Aston Futures** database to search for work placements and graduate opportunities in the UK and overseas using their Aston login details.

JobShop, part of Aston Students' Union, advertises reliable part-time work exclusively for Aston students who can combine their academic career with paid employment (University policy: max. 20 hours/week in term time) <http://www.aston.ac.uk/union/services/jobshop/>

Sport Aston

Aston University students have excellent sports facilities right on their doorstep. Whether you want to train, compete, keep fit or just have fun with friends, Aston can provide you with a great range of opportunities. Our facilities are staffed by trained first-aiders and lifeguards. www.aston.ac.uk/sport



We look forward to welcoming you to Birmingham!



To find out more about your new city, please visit:

www.aston.ac.uk/birmingham

<http://visitbirmingham.com/this-is-birmingham/>

<http://visitbirmingham.com/>