

# Information for Partner Institutions

## Incoming Postgraduate Exchange Students



2018- 2019

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Aston University  
Aston Triangle  
Birmingham  
B4 7ET  
United Kingdom  
Website [www.abs.aston.ac.uk](http://www.abs.aston.ac.uk)  
Erasmus Institution Code UK BIRMING 01

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# Academic Information



# Important Dates

## APPLICATION DEADLINES

The nomination deadline for the fall term will be **1 June 2018** and the application deadline will be **20 June 2018** for double degree and Term 1 exchange students. TOEFL, IELTS and final academic results will normally have to be received by the application deadline.

The nomination deadline for exchange students joining us in Term 2 (Spring Term) will be **1 October 2018** and Application deadline will be **20 October 2018**.

## ASTON UNIVERSITY ACADEMIC YEAR

The Postgraduate Programme's Academic Calendar for 2018/19 is currently as follows (please note there may be changes to these dates):

- Term 1:** Induction Programme: 17—30 September 2018  
**(Full attendance is compulsory as this forms an integral part of the course)**  
Teaching Period: 3 October 2018 - 16 December 2019 (inclusive of examination week)
- Term 2:** Enrolment: 4 January 2019  
Teaching period: 13 January - 29 March 2019 inclusive of examination week)
- Term 3:** 24 April - 15 June 2019 (inclusive of examination week)

## DATES OF RELEASE OF RESULTS

The release of provisional & final results will be made available in the following term after your period of study. Please note that the release of results are currently indicative only (they will be set over the summer).

- Term 1 Exchange:** Provisional Results: Released in Week 4 (Term 2)  
Final Results: Released in Week 8 (Term 2)
- Term 2 Exchange:** Provisional Results: Released in Week 3 (Term 3)  
Final Results: Released in Week 10 (Term 3)

A very few modules have coursework submission deadlines which are too late for the release of results as shown above. Please be careful when making your module choices if the date you get your results is inflexible.

# Entry Requirements

DOUBLE DEGREE EXCHANGE STUDENTS		1 OR 2 TERM EXCHANGE STUDENTS	
Academic results (copy of Bachelor/ Master degrees Transcripts)	A minimum overall GPA of 13/20 or equivalent	Academic results (copy of Bachelor/Master degree Transcripts)	
AND one of the following English Tests, dated no later than September 2015		ONE of the following proofs of English language abilities	
TOEFL (internet-based test)	Minimum overall score of 93	TOEFL (internet- based test)	Minimum overall score of 93
NO LESS THAN :-	23 in Writing , 19 in Speaking & Listening and 18 in Reading	NO LESS THAN :	23 in Writing , 19 in Speaking & Listening and 18 in Reading
IELTS	overall score of 6.5	IELTS	overall score of 6.5
NO LESS THAN:-	6.0 in Writing , Speaking, Reading & Listening	NO LESS THAN:	6.0 in Writing , Speaking, Reading & Listening
PEARSON ACADEMIC TEST	overall score of 63	PEARSON ACADEMIC TEST	overall score of 63
NO LESS THAN:-	57 in Writing , Speaking , Lis- tening & Reading	NO LESS THAN:	57 in Writing , Speaking , Listening & Reading
CAMBRIDGE ENGLISH	CAE Grade C CEP Level C1	<b>LETTER FROM HOME INSTITUTION</b> With the following wording: “(the student’s) level of English is equivalent to C1 of the CEFR and sufficient to meet the demands of an Eng- lish-taught Masters programme. ”	

Overseas students wishing to join Aston for 1 or 2 terms and travelling with a Student Visitor visa will be able to use a letter from their school confirming that their level of English is equivalent to level C1 of the CEFR and sufficient to meet the demands of an English-taught Masters programme.

Overseas students wishing to join Aston for 1 or 2 terms and travelling on a Tier 4 visa will need to provide an IELTS, PEARSON or TOEFL score. A letter is not sufficient in this case.

# Nomination and Application Procedures

## NOMINATION PROCEDURES

**Nomination Procedure:** The home institution should email the following information to both [abs\\_exchange@aston.ac.uk](mailto:abs_exchange@aston.ac.uk) and [e.f.zenatti@aston.ac.uk](mailto:e.f.zenatti@aston.ac.uk):

- Please specify that the student is being nominated as a Masters student
- Period of attendance—Term 1 / Term 2 / Terms 1 & 2
- Full Name of student (first name/s before surname)
- Nationality
- Contact email address of student

## APPLICATION PROCEDURES—1 & 2 TERM STUDENTS

**PLEASE NOTE:** you must check with your school that you have been officially nominated. Online forms received without prior nomination will not be processed.

**Application Form:** You will need to apply online from our website:

<http://www.aston.ac.uk/study/postgraduate/apply/>

Under “How to apply”, select “Exchange Programmes”

*Select University School:* **Aston Business School**

*Select Entry Month:* **All (Term 1 start date) OR January (if you are starting in Term 2)**

*Select Attendance Type:* **Full Time – Visiting/Exchange**

*Select Degree Type:* **All**

*Select Degree Programme:* **Exchange students joining Aston for one or two terms only will be registered on the ABS Master Exchange Programme. Please select one of the following options depending when you are joining Aston and whether you are coming for one or two academic terms:**

ABS Master Exchange Programme – 1 Term (September start)

ABS Master Exchange Programme – 2 Terms (September start)

ABS Master Exchange Programme – 1 Term (January start)

ABS Master Exchange Programme—2 Terms (January Start)

When creating your new account please ensure that you provide us with a valid and accurate email address as most of the correspondence from Aston will be sent via email. You will be automatically logged in after this and be able to start your application immediately.

**Please note that you must attach all supporting documents before submitting your application, as you will be unable to attach them afterwards.** The required supporting documents which you must submit with your application are:

- Your CV
- An officially translated transcript of all results to date (undergraduate and postgraduate)
- One reference from an academic referee
- Proof of English language proficiency (refer to the Entry Requirements Table)

You can elect to ‘Save and Return Later’ at any point of the process, at which point you will be sent an email giving details on how to return to your application later. Your application is not finalized until you submit it by clicking the Submit button. **As soon as you have submitted your online application (or if you encounter any problems) please email your application ID numbers to the International and Student Development Team.**

**Confirmation of a place:** Once your application has been checked you will be emailed your official offer letter which will confirm your place, and let you know how to apply for accommodation.

# Application Procedures: Double Degree Students

**PLEASE NOTE:** You must first check with your school that you have been officially nominated. Online forms received without prior nomination will not be processed.

**Application Form:** To apply for any of the MSc courses that we offer, you will need to apply **online** from our website:

<http://www.aston.ac.uk/study/postgraduate/apply/>

Select University School: **Aston Business School**

Select Entry Year: **2018/19**

Select Attendance Type: **Full Time – Visiting/Exchange**

Select Degree Type: **Postgraduate Taught**

Select Degree Programme: **Please select the MSc programme you wish to apply for as your first choice. Please only apply for one MSc programme within Aston Business School. You may list a second choice of course in your personal statement.**

When creating your new account please ensure that you provide us with a valid and accurate email address as most of the correspondence from Aston will be sent via email.

You will be automatically logged in after this and be able to start your application immediately.

**Please note that you must attach all supporting documents before submitting your application, as you will be unable to attach them afterwards.**

The required supporting documents which you must submit with your application are:

- Your CV
- A copy of your Bachelor degree certificate
- An officially translated transcript of all results from your Bachelor degree (students from French Grandes Ecoles should provide the transcripts for both years of classes preparatoires)
- An officially translated transcript of results to date from your Masters degree
- Two references, at least one of which is from an academic referee (applicants without work experience may submit two academic references)
- Proof of English language proficiency (refer to the Entry Requirements Table)

You can elect to 'Save and Return Later' at any point of the process, at which point you will be sent an email giving details on how to return to your application later.

**As soon as you have submitted your online application (or if you have any problems) please email your Student number to the International and Student Development Team.**

**Confirmation of a place:** Once your application has been checked you will be emailed your official offer letter which will confirm your place, and let you know how to apply for accommodation.

# Credits and Course Layout



## ECTS CREDITS

ECTS Credits describe the student workload required to complete course units. They reflect the quantity of work each course unit requires in relation to the total quantity of work necessary to complete a full academic year, and therefore they are a relative rather than an absolute measure. Please refer to the module outlines for details of the ECTS credit values allocated for each module and the dissertation for a specific Masters course.

**Please note that although partners should use the ECTS credit rating to work out the workload of their students at Aston, they should NOT use ECTS grades. The Aston local results are far more representative of students' performance at Aston.**

## MODULARISATION OF ASTON CURRICULUM

The year is divided into three terms, ranging from 11 to 13 weeks long.

All postgraduate taught study programmes are organised over the first two terms with an examination period at the end of each term (examinations can on rare occasions take place after the holidays). Term three is dedicated to the Masters dissertation and soft skills.

Each student will study 7 to 8 modules a year (depending on the Masters programme they have registered for) if they are registered on a double-degree. Generally, each module runs for one term, studied in three hour sessions, with one session per module per week together with private study, group work and assessment) and is worth 15 or 30 Aston credits – equivalent to 7.5 or 15 ECTS credits. On some courses modules may be taught over 2 terms. Students attending Aston for one or two academic terms will be able to study up to 5 modules per term although we normally recommend a maximum workload of 4 modules.

Assessment, either by examination and/or submission of coursework takes place in the last week of each academic term. **Re-sits take place in August (to be confirmed) and only at Aston University as we cannot arrange overseas exams.**

The Masters dissertation is submitted in the middle of September.

# Study Methods and Grading System

## Contact hours and assessment

The majority of modules consist of nine weekly three-hour sessions. One week will be dedicated to reading and revision and one week to examinations or coursework submission. All modules are assessed either by a 2-hour or 3-hour examination and/or by the submission of coursework, the results of which are available at the beginning of the following term.

The three-hour sessions, with one session per module per week, give students a minimum weekly time-tabling commitment of 12-15 hours which take place between 9.00am and 9.00pm. Including further reading, preparation of coursework, group work and development of presentations each module is likely to require another 30 or more hours a week.

All coursework is submitted online.

When making your module selections please be aware that some may contain written assessments (coursework) which are due to be submitted after the official end of term. You can view the submission deadlines on each module outline.

## Dissertation (Double degree students only)

All MSc programmes include a dissertation which forms a substantial element of the course both in terms of workload and assessment weighting. The dissertation (guideline 15-20,000 words) is undertaken from the end of the second term and is submitted in mid-September. However, work will begin during the first and second terms, when a topic for the dissertation is identified, an academic supervisor is allocated, a work plan and dissertation summary/proposal are produced and an ethical approval for the proposed research is obtained in conjunction with the dissertation's supervisor.

## Grading System

<b>Grade</b>	<b>=</b>	<b>Mark</b>
A+	=	75% +
A	=	70 – 74%
B+	=	65 – 69%
B	=	60 – 64%
C+	=	55 – 59%
C	=	50 – 54%
F	=	Less than 50%

Please note that students on the double-degree may be allowed to pass up to two modules with a mark of 40% or above depending on the regulations for their course.

# MSc Module Selection: 1 or 2 Term Exchange

## ABS MASTER EXCHANGE PROGRAMME

Exchange students joining Aston for one or two terms, either in Term 1 (September to December) or Term 2 (January to April) will be enrolled on the ABS Master Exchange Programme. This will give them the possibility to select from a list of more than 40 modules from the MSc Degree Programmes listed in the double-degree options.

The number of modules that can be selected must be agreed in advance with the home institution but students must register for at least two modules. The number of ECTS credit load for each module can vary but students will be able to study up to four modules which will represent a MAXIMUM of 60 Aston credits (30 ECTS credits) per academic term. This will determine the total number of courses that can be selected. In some circumstances we may exceptionally allow students to study up to five modules if required by the home institution.

When making their module selections, students should note that some electives will assume knowledge of topics covered in other modules. If these pre-requisites have not already been studied, students will not be able to register for that module. The responsibility for ensuring that any stated pre-requisite modules have been completed lies with the student. Information on pre-requisites can be found in the Module Outlines. If any of the modules selected have pre-requisites, students will need to note this on the "Module Choice / Evidence of Prior Learning" form and attach evidence of prior learning. This form must be signed and stamped by the home institution.

## REGISTERING FOR MODULES

A Module Choice Form listing available modules and their scheduled running will be made available before the start of each academic year. The provisional teaching schedule will be made available in Autumn and the definitive teaching schedule as soon as possible. We will endeavour to publish provisional module choices for Term 1 (September to December) as soon as they become available.

Students will need to complete the form indicating their selection, and if appropriate providing evidence of prior learning. The form will need to be signed and stamped by the home institution and returned before the start of term.

Information can be found on the following page: <http://www.aston.ac.uk/aston-business-school/international/incoming/postgraduate/msc/exchange-one-or-two-academic-terms/course-selection/>



# MSc Course Selection: Double Degrees

Aston Business School Postgraduate Programme currently offers up to 20 specialised Master degrees. Students seeking the double degree on the Aston Business School MSc Programme must follow the prescribed syllabus of their chosen course and cannot substitute modules from other courses. All courses run over 12 months but have varying numbers of modules. The dissertation is included as a 'module'.

Students seeking to enrol on the MSc in Finance & Investments and the MSc in Investments Analysis will have to provide additional documentary evidence to demonstrate a high level of quantitative skills (e.g. transcripts from classes préparatoires) as well as a background in economics.

Students enrolling on the Aston Business School MSc in International Business will have to cover the cost of the study visits organised for this programme if they wish to attend them. Students enrolled on the MSc in Strategy in International Business who select to study the BSM934 -Advanced Topics in International Business module where attendance on a Study Visit abroad is an option, will have to bear the full cost of the visit if they wish to attend.

You can find more information by holding down the *Ctrl* key and clicking your cursor on the titles below. Alternatively you can type the name of the course into the search bar on the top right of the Aston University website.

[MSc Business Analytics](#)

[MSc Business & Management](#)

[MSc Information Systems & Business Analysis](#)

[MSc Services Innovation](#)

[MSc International Business](#)

[MSc Entrepreneurship and International Business](#)

[MSc International Accounting & Finance](#)

[MSc Strategy and International Business](#)

[MSc Accounting & Finance](#)

[MSc Business Economics & Finance](#)

[MSc Finance](#)

[MSc International Accounting & Finance](#)

[MSc Investment Analysis](#)

[MSc Strategic Marketing Management](#)

[MSc Human Resource Management & Business \(Full-Time\)](#)

[MSc Organisational Behaviour](#)

[MSc Work Psychology & Business](#)

# The Aston Edge (MSc Double Degree)

## PROFESSIONAL DEVELOPMENT PROGRAMME (PDP) - DOUBLE DEGREE EXCHANGE

**Business skills for life: the essential Aston Professional Development Programme.**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/abs/pdp/>

The Aston Professional Development Programme (PDP) is an integral module that forms part of your MSc taught course from day one. This compulsory module runs throughout the academic year. We have designed it around knowledge through practice - to enhance your employability as you customise the PDP experience to suit your own learning goals and skills development needs.

We take a multidimensional, qualitative and individually tailored approach. Using reflective models, we integrate a competency-based framework into our existing academic programmes. You will engage with different kinds of experiential learning, such as skills workshops, work-based experience, study abroad and develop your own unique skillset.

This pathway between theory and the world of work brings together Aston's faculty, careers practitioners and business and academic partnerships teams to help you step into your future careers as culturally aware, global professionals.

## CAREER AND PERSONAL DEVELOPMENT

Employability is at the very heart of what we do at Aston. During your time on one of our programmes you will receive dedicated support to enable you to find global employment opportunities. You will develop the skills needed to gain the right role for you and to make an impact from day one.

We provide a range of activities to support your career and personal development as well as individual guidance and one-to-one support for career planning and job applications.

We also work closely with employers and work experience providers to source opportunities and match them to our postgraduate students.



GLOBAL  
CAREERS



EMPLOYER  
CONNECTIONS



PROFESSIONAL  
NETWORKS



PLACEMENT &  
INTERNSHIPS



ENTERPRISE  
SUPPORT

# The Aston MBA (1 or 2 Term Exchange Programme)

## Master of Business Administration (General MBA) – selected modules only

(10 modules / 12 months programme)

<http://www.aston.ac.uk/aston-business-school/programmes/aston-mba/>

The Aston MBA applies a unique blend of academic and practical know-how to management development. Achieving an Aston MBA makes managers more effective. It enhances career opportunities, boosts personal development and is ideally suited to people who want to progress into senior management positions.

The MBA programme is not available as a double degree. However, students **already attending MBA programmes** at partner institutions may study selected modules on the Aston Business School MBA programme. Applicants should have a minimum of three years relevant work experience and meet all double degree entry requirements.

Under the terms of the exchange agreement, students joining the MBA will not be charged a fee for the basic programme. However, they can expect to have to pay up to £600 to contribute towards the cost of certain items including textbooks and other learning materials.

*The Aston MBA is the next chapter in your career. Whether your ambition is to lead in international organisations or start something closer to home, the course will hone your strategic thinking and capabilities, preparing you for a career at the forefront of business.*



# MBA Subject Guide and Modules

**The Aston Full Time MBA is made up of ten modules and The Aston Edge professional development programme. The course is taught over three terms.**

Our modules will equip you with a thorough knowledge of the key business and management issues needed in modern business. Assessment, either by examination and/or submission of coursework takes place in the last week of each academic term. Re-sits take place in August (to be confirmed) and only at Aston University as we cannot arrange overseas exams.

(Some of the module titles contain links to video introductions by the module leaders—click on the name to view them).

- [Crafting strategy](#) You will learn to link strategy theory and practice to develop your skills as a strategic, innovative and entrepreneurial thinker and doer. You'll also develop your understanding of how to use financial analysis for strategic decision-making. This module is split into two parts, the first half focuses on understanding strategies whilst the second half looks at entrepreneurship and innovation.
- [Leading strategically: Implementing Change](#) This module is split into two parts, part one is about implementing change at an individual and organisational level. Your strategic management and leadership capabilities will be honed using state of the art simulation tools. The second part focuses on shaping complex organisations where you will develop the core competencies required to be a successful international manager.
- [Creating and Delivering Customer Value](#) You'll learn and put into practice the key concepts and theories in marketing strategy and management, including how to research and understand customer behaviour, innovate for global markets and interpret data to develop marketing strategies.
- [Measuring and Enhancing Financial Performance](#) This module will improve your understanding of assessing the financial health of a business. Through a state of the art business simulation, you'll work in teams making financial decisions for your shared business while competing against your peers. This simulation is an engaging way to put theory into practice.
- [Designing and Managing Operations, Systems and Processes](#) We'll introduce you to new techniques for achieving operational efficiency and teach you how to put them into practice with visits to local organisations such as Jaguar Land Rover and Cadbury. (Introductory video not yet available).
- [Managing Responsible Organisations](#) You'll develop a broad knowledge of topics such as globalisation, cultural differences, global brands, fair trade, social responsibility and philanthropy from a business perspective. (Introductory video not yet available).

# MBA Subject Guide and Modules (continued)

- [Developing an Innovative and Entrepreneurial Mindset](#) This module explores how entrepreneurship and innovation create value. Entrepreneurship is the process through which knowledge and creativity shape new ways of delivering these products and services either through new organisations or by revitalisation or reformation of existing ones. (Introductory video not yet available).
- [Leading Strategically: Shaping Complex Organisations](#) This module focuses on critical contemporary aspects of leadership and organisational behavior challenges in complex organisations. The course aims to develop your knowledge and skills in selected areas like authentic leadership, servant leadership, team coaching, health and wellbeing, communication and organisational awareness. (Introductory video not yet available).
- [Research Methods for Business](#) This module has one fundamental aim, to support the students in preparing for their MBA projects. Students may undertake one of three types of projects: (a) specialist topic; (b) consultancy / client-based, and (c) business plans. Within each type, students are required to determine whether they will work with primary or secondary and qualitative and/or quantitative data. They are also required to determine the theories, framework and methods appropriate for the study. This module supports the students by introducing the knowledge and skills required for developing the project proposal and planning the work for the project. (Introductory video not yet available).
- [E-Business Strategy](#) The emphasis of this module is on the use of technology to transform the way in which organisations operate. The module has a strong business focus – no technical skills or knowledge is assumed and none is required. Moreover, much of what is covered can easily be applied by students in the workplace. In the past a number of students have used the module as a stepping stone towards the MBA dissertation, to support a workplace project or even as a way of developing some/all of a plan for an e-business venture.

The module looks at a number of important questions and challenges students to reconsider what they *think* they know about modern business. Examples include:

How can a business survive if it gives away its products completely free of charge?

What is the perfect product for an e-business to offer?

What technologies are likely to completely transform some business sectors within the next few years?

Understanding the answers to questions like these can give students a strong competitive edge over other business professionals. Perhaps more importantly, understanding modern e-business can help organisations to thrive instead of constantly struggling just to survive.

(Introductory video not yet available).

# MBA Subject Guide and Modules (continued)

- [International Business](#) The international dimension (changes in comparative and competitive advantage, integration of markets and globalisation, government policies) is becoming increasingly important for business activities within Europe and worldwide. Nations are more economically integrated than at any other point in history. The aim of this module is to provide a systematic understanding of the fundamental aspects of the global business environment that influence business decisions and behaviour. (Introductory video not yet available).
- [International Finance](#) The purpose of this module is to provide you with an in-depth understanding of specific issues in international finance particularly in relation to the impacts of financial risk on the operations of firms that operate across borders. The module will cover the following broad areas: i) the role of international financial markets; ii) the financial problems faced by firms when undertaking international trade and investments; and; iii) the financial strategies used by multinational firms to alleviate the problems posted by financial and political risks. Emphasis will be placed on the use of various financial instruments to manage risk. The relevance of both theoretical and empirical works will be highlighted to enable you to understanding the financial issues facing firms and investors in international markets. (Introductory video not yet available).
- [International Marketing Management](#) This module is designed to develop an appreciation of the special requirements for successfully conducting international marketing activities by concentrating on the market-oriented approach to doing international business. This module also aims to achieve two key pedagogical objectives: 1) to encourage critical thinking about international marketing theories and issues, and 2) to develop particular international marketing decision-making skills and know-how. On a more general level, this module, particularly through its use of case studies, fosters oral communication skills, team working skills, leadership skills and interpersonal skills. (Introductory video not yet available).
- [Advanced Strategy](#) Strategy is fundamentally concerned with how firms gain and sustain competitive advantage over rival firms in marketplaces. This explanation, though useful, belies the fact that much of strategic management - the Process (how, who and when), the Content (what) and Context (where) - is actually highly contested. This module selects some salient issues in strategy practice and research and explores them in an advanced and reflective manner. Students are encouraged to challenge taken for granted assumptions often associated with strategy making in organizations e.g. the dominance of financial performance when discussing competitive advantage; the focus on rational decision making at the core of strategy making or the overemphasis on top management as designers of strategy at times demeaning the implementation side of strategy; the influence of culture on success or not of mergers and strategic alliances. It is hoped that by the conclusion of the module you will have a deeper and more critical appreciation of some of the more pivotal issues in strategy. (Introductory video not yet available).

# Induction and Erasmus Form Details

## ASTON WELCOME WEEKS / INDUCTION

### **Students Joining Aston in September:**

The academic year starts with a COMPULSORY 2 week induction programme. This is an integral part of your course and it includes the first stages of the Professional Development Programme which runs alongside the academic programme. Aston Business School's formal induction is preceded by three days of orientation for international students organised by Aston University. Full details will be sent out during the summer. If students are in university residences, the rooms will be available from around the 16th September but they will be advised of the exact date by the Accommodation Office.

### **Students Joining Aston in January:**

There will be a COMPULSORY enrolment session taking place in early January 2018 for students joining us in Term 2 (Spring Term).

## ERASMUS + FORM – COMPLETION INSTRUCTIONS

Please complete your Erasmus + form with the following information. If you are unsure about any sections, please leave them **blank** and notify us when submitting your form.

*Responsible Person:* Elsa Zenatti-Daniels

*Position:* International & Student Development Lead

*Contact Email/Phone:* e.f.zenatti@aston.ac.uk / 00 44 121 204 3279

*Name:* Aston University

*Faculty:* Postgraduate Programme

*Department:* Aston Business School

*Erasmus Code:* UK BIRMING 01

*Address:* Aston University, Aston Triangle, Birmingham, B4 7ET

*Country:* United Kingdom

**Please email your completed form to the ISD Team at [abs\\_exchange@aston.ac.uk](mailto:abs_exchange@aston.ac.uk), NOT directly to Elsa Zenatti-Daniels.**

## Conditions for Eligibility

1. There must be a special agreement between the two institutions, which allows for the exchange under certain conditions.
2. Students must be nominated by their home institutions.
3. The language of instruction at Aston Business School is English.
4. Exchange students are enrolled as full-time students and must agree to abide by the Aston University's General and Programme Regulations and adhere to the Programme Requirements, as laid down by the Postgraduate Learning & Teaching Committee of Aston Business School.
5. Students enrolled at Aston are not permitted to follow courses of study at their home institution, or to take assessments at their home institution during the taught part of the Aston Business School course. However, if required, special arrangements can be made for assessments to be taken at Aston.
6. Students must ensure that their chosen course of study at Aston complies with the requirements of their home institution.
7. Students will only be able to register for the modules that are prescribed by their home institutions in order to gain the required amount of credits.
8. The value of Aston modules varies between 7.5 and 15 ECTS credits. The maximum number of credits per term for students enrolling for 1 or 2 terms is 37.5. The maximum number of modules students can register for per term is 5.
9. If students are required to re-sit exams, these will take place in September at Aston University as we cannot arrange overseas exams.



# Practical Information



# Visas and Health Insurance

## VISAS

Students from outside the EU will need to make sure that they have the necessary visa to enable them to study in the UK. Once you have received your offer of a place from the University you should check that you have a valid passport for the period of study in the UK. Most non-EU students will also need to apply for entry clearance (often called a "visa") to the UK. For further information you can visit <https://www.gov.uk/government/organisations/uk-visas-and-immigration> website, which explains who needs to apply for entry clearance before travelling to the UK. You can also download the application forms as well as find out where your nearest British Embassy or High Commission is.



Non-EU Exchange students joining Aston for 6 months or less will apply for a **Short Term Study Visa**. Additional information on the Student Visitor Visa can be found on the Aston University website at <http://www.aston.ac.uk/current-students/hub/iss/advice/visas/before-you-arrive/short-term-study-visas/>

Non-EU Exchange students joining Aston for a Double Degree will need a Tier 4 Visa. Additional information on the Tier 4 General Student Visa can be found on the Aston University website at <http://www1.aston.ac.uk/current-students/hub/issu/visaadvice/student-visas/applicantsoutsideukt4/>

The Hub Advice Zone at Aston University has experienced and highly regarded International Student Advisers who provide free help and advice about visas for studying at Aston University and for working in the UK after your studies. They can offer help and support via email, telephone, Skype and web chat. For more information on how to contact an adviser please see <http://www1.aston.ac.uk/current-students/hub/iss/contact-us/>

Other useful sources of information include:

UKCISA's information leaflet which explains how to apply for a student entry clearance - <http://www.ukcosa.org.uk/student/immigration.php>

## HEALTH INSURANCE

EU students should obtain a European Health Insurance card. Non-EU students should ensure that adequate health insurance cover is purchased before coming to the UK.

Students entering on a Tier 4 visa (Double Degree students) will need to pay an Immigration Health Surcharge as part of their visa application.

You can find more information about accessing healthcare in the UK on UKCISA's website- <http://www.ukcisa.org.uk/Information--Advice/Living-in-the-UK/Health-and-healthcare>

## ON-CAMPUS ACCOMMODATION / UNIVERSITY RESIDENCES

### Students attending for the whole academic year:

Once you have your unconditional offer letter you are in a position to apply for on-campus accommodation. Please ensure that you do so as soon as possible as places are limited and cannot be guaranteed.

Further details can be found on our website: <http://www.aston.ac.uk/accommodation/>

Please note: the ISD Office are unable to answer any queries related to accommodation applications and you must address all accommodation queries to [accom@aston.ac.uk](mailto:accom@aston.ac.uk).

### VERY IMPORTANT:

During Term 3, and as part of the Professional Development Programme, students will have the opportunity of undertaking work-based experiences away from Aston University Campus. This could include internships of up to 6 months which may entail moving to another city or country. Please note that if you are staying in University Residences with Aston Student Village, you will not be released from your accommodation contract until it runs its course at the end of 51 weeks. If the internship option is something you may wish to consider as part of your course, you should therefore prioritise accommodation in the private sector which would offer more flexibility.

### Students attending for Term 1 and/or Term 2 only:

Exchange students registering for either Term 1 or Term 2 will not in principle be able to live on campus due to a lack of places. There is however a higher likelihood of on campus accommodation being available for Term 2 students.

Further details can be found on our website: <http://www.aston.ac.uk/accommodation/>

Please note: the ISD Office are unable to answer any queries related to accommodation applications and you must address all accommodation queries to [accom@aston.ac.uk](mailto:accom@aston.ac.uk).

Alternatively you can contact the Students' Union ARC for assistance in finding off-campus accommodation, or visit their website for further information on recommended accommodation providers in Birmingham.



## PRIVATE ACCOMMODATION

Exchange students registering for either Teaching Period 1 (September – December) or Teaching Period 2 (January – April) will not be able to live on campus. We do, however, provide support for seeking alternative accommodation in Birmingham.



**Aston Students' Union (SU) is an independent charity ran by students for students.**

Aston SU operates Aston Student Homes to support students looking for accommodation in Birmingham [www.astonstudenthomes.org](http://www.astonstudenthomes.org). You can contact Aston Student Homes on:

[astonstudenthomes@aston.ac.uk](mailto:astonstudenthomes@aston.ac.uk).

Aston Student Homes has a relationship with all providers and landlords who advertise on Aston Student Homes. Aston Student Homes also checks and maintains copies of safety certificates and licences so that students can have more confidence in the property.

### General Advice

Birmingham has a wide variety of accommodation for students in the city centre. There is also plenty of affordable accommodation outside the city that is well connected by bus and rail links.

Off-campus accommodation types:

- Private student halls – these are similar to University campus accommodation but are run by commercial companies.
- Shared houses - sharing a house with other students in Birmingham.
- Private apartment or house - living on your own in Birmingham City Centre or surrounding areas.

Aston Student Homes recommends that students search for your accommodation in advance of arriving, in particular if you are looking for shared/private housing. But we do not recommend that you agree to any contracts until you have viewed the property yourself. We also recommend that you arrive in the UK early so that you can view properties and make arrangements in person.

Aston Student Homes does not set up accommodation or make bookings on behalf of students but acts to provide support and guidance.

**It is your responsibility to secure accommodation and find out what options may be available to you.**

Please read the following information regarding rental fraud:

<http://www.actionfraud.police.uk/fraud-az-rental-fraud>

Landlords need to check that someone has the right to live in the UK before letting a property to them. You can help the process run smoothly and make yourself an appealing tenant by having the required documents ready for inspection. Please refer to the link below to see how the Government has advised landlords and which documents will be required.

<https://www.gov.uk/check-tenant-right-to-rent-documents/who-to-check>

**If you have issues with accommodation or housing rights whether you are living on campus or off campus you can contact Aston SU's independent advice service known as the Advice and Representation Centre (ARC) on [advice@aston.ac.uk](mailto:advice@aston.ac.uk) . No issue is too big or too small.**

## Support Facilities

At Aston University there are a range of services to support students with both academic issues and personal issues. Highlighted below are a range of key support services. Further information can be found in the Quick Guide for New Students which is provided to all students beginning their studies at Aston Business School.

**The Hub** located on the Upper Ground Floor of the Main University Building is your first port of call for non-academic advice and support.

+44 121 204 4007, e-mail: [thehub@aston.ac.uk](mailto:thehub@aston.ac.uk), <http://www.aston.ac.uk/current-students/hub/>

The Team of dedicated International Students Advisers is located in The Hub.

The **Advice & Representation Centre (ARC)** at Aston Students' Guild provides students with information, advice and representation. If you are phoning from outside the UK please phone +44 121 204 4848. Email [arc@aston.ac.uk](mailto:arc@aston.ac.uk) or go to <http://www.aston.ac.uk/union/welfare/arc/>

**Library & Information Services (LIS)** provides a comprehensive service to support learning and research needs throughout your study here at Aston. The Library provides books, journals, reports and statistics for students to consult and borrow. Many of the journals and other sources of information are also available electronically.

Tel: +44 121 204 4525, email: [library@aston.ac.uk](mailto:library@aston.ac.uk), [www.aston.ac.uk/lis](http://www.aston.ac.uk/lis)



The **Learning Development Centre** offers a range of support options for all aspects of your academic study and key study skills, from group sessions, one to one sessions and drop in support sessions. The LDC is based on the first floor in the Library.

+44 121 204 3040, e-mail: [lsc@aston.ac.uk](mailto:lsc@aston.ac.uk),

<http://www.aston.ac.uk/current-students/academic-support/lsc/>

Within Aston Business School there are a number of sources of support all dedicated to helping students you get the most out of your time studying at Aston. As well as all academic staff offering 'Office Hours' every week, where you can sign up to talk to them about the academic aspects of your time at Aston University, we also have support staff based within the Postgraduate Programme Office available for you to talk to from Monday to Friday, throughout the year.

## TEN REASONS FOR CHOOSING ASTON UNIVERSITY:

1. Aston is a top 30 University in all major UK league tables (Complete University Guide, Guardian, Times/Sunday Times)
2. We have top partner institutions from all over the world— find out information about Aston specific to your country here <http://www.aston.ac.uk/international-students/your-country/>
3. Birmingham is Britain's second city
4. Aston's green, self-contained campus is just five minutes walk from the city centre.
5. Birmingham is internationally recognised as a leader in leisure, entertainment, shopping and sport—it is the home to three football teams, the Bullring Shopping Centre and much more.
6. "You will struggle to find a university in Britain more keenly attuned to the needs of business and industry." - 2012 Sunday Times University Guide.
7. With Birmingham located right in the centre of the UK, and Aston located right in the centre of Birmingham, getting around couldn't be easier. Just 10 minutes walk from Aston is Birmingham New Street station, a major rail hub with links across the country - perfect for visiting friends or travelling home. Birmingham International Airport is a 20 minute drive or taxi ride from Aston.
8. Birmingham is Europe's youngest city.
9. There are excellent sports facilities—a swimming pool, newly fitted 110 station gym, pitches, dance studios and sports halls. All on campus.
10. Birmingham is an international centre for business, commerce and industry, housing numerous UK and overseas banks, law firms and Europe's second largest insurance market.

To find out more, visit:

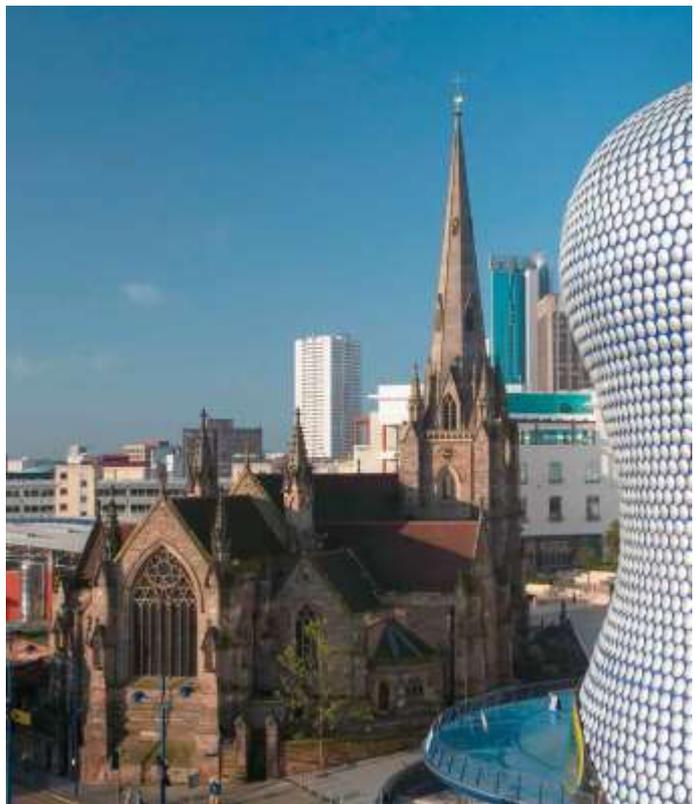
[www.aston.ac.uk/birmingham](http://www.aston.ac.uk/birmingham)

and

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

and

<http://visitbirmingham.com/>



# Employment and Careers Services

Aston University's **Careers Service** is available to all students offering careers guidance and support in creating CV's, completing application forms and preparing for interviews.

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

Exchange students studying at Aston Business School can use the services of **Graduate Advantage**, a regionally funded project which matches students with paid full and part time work placements, industrial placements, graduate jobs and summer internships from between 4 weeks and 12 months in all sectors of business and industry across the West Midlands. Placements cannot be guaranteed, but Graduate Advantage can offer advice in applying for placements. Students should check the requirements of their visa to find out if they are eligible to work in the UK before applying to Graduate Advantage.

Students can apply to Graduate Advantage once they are registered as full-time students at Aston University. Please see the Graduate Advantage website for further information:  
[www.graduateadvantage.co.uk](http://www.graduateadvantage.co.uk)



The **Students Union** also provides advice and guidance on gaining part-time work and vacation work in the UK. For further information please see the Job Shop website:  
<http://www.aston.ac.uk/union/services/jobshop/>

## **Peer Mentoring at Aston University**

The Peer Mentoring scheme at Aston University matches students from different year groups together in one to one mentoring relationships. Mentee and mentor roles are open to all students across every year group, including those out on placement. Peer Mentoring is for everyone, with many **benefits** for both mentor and mentee. By spending just a small amount of time every week students can really get ahead and make the most of their time at Aston as well as greatly enhancing their network, skills, CV and employability. Peer Mentoring is a voluntary scheme which is flexible, confidential, and fits around availability and preferences. All mentees and mentors receive an Aston certificate at our Celebration Evening.

Exchange students can benefit from being in touch with a current student to make the most of the short time they have at Aston.

For more information please contact:

Victoria Carroll  
Peer Mentoring Officer  
Tel: +44 (0)121 204 5230  
[v.carroll@aston.ac.uk](mailto:v.carroll@aston.ac.uk)  
[www.aston.ac.uk/peermentoring](http://www.aston.ac.uk/peermentoring)

# Health and Well Being at Aston

All students at Aston University are able to access **Health Care**. Information on what type of Health care you are entitled to depending on the length of your course is available on the International Student Support Unit website at:

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

If your course is for **six months or more** you can get NHS treatment, including free doctor's examination and hospital treatment, from the beginning of your stay. However, there have been recent changes to the requirements for students entering on a Tier 4 visa (Double Degree students). Please refer to the following link for more information.

<http://www1.aston.ac.uk/current-students/hub/issu/visaadvice/student-visas/applicantsoutsideukt4/>

If your course is for **less than six months** you should take out medical insurance for the duration of your visit, unless you are the national of a country that has a special reciprocal health agreement with the UK.

There is a **dental surgery** and an **optician** on campus. Additional information can be found at:

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

We have excellent **Sports and Recreation** facilities at Aston University, especially for a University of our (relatively small) size. We have two sports centres on campus including 25m Swimming Pool, all-weather floodlit pitch, two large sports halls for a massive range of indoor sports, squash courts and a brand new Cybex Fitness Centre and Gym. Outdoor sports are catered for at the Aston University Recreation Centre, a 45 acre facility 5 miles from campus. Facilities are open 7 days a week.

For further information about the facilities at Aston, please visit:

<http://www.aston.ac.uk/prospective-students/sport/>

At Aston, there are also a wide range of **Sports Clubs and Societies** which are open to all students. For a full list of clubs, please visit:

<http://www.aston.ac.uk/union/student-activities/clubs-and-societies/>

