



University of Brighton

Brighton Business School



INCOMING EXCHANGE PROGRAMME **BRIGHTON** **BUSINESS SCHOOL /**

UNIVERSITY OF BRIGHTON FACT SHEET 2017–18

The University of Brighton is located in the coastal city of Brighton & Hove in the South-East of England. You will find the University of Brighton a friendly university with a relaxed atmosphere and a good rapport between staff and students.

Brighton Business School is based on the Moulsecoomb campus of the university, close to the main university library and computer and media suites, the university's halls of residence and local amenities. About 5 – 10 minutes from the seafront, the university area is well serviced by regular bus routes and train lines.

The city of Brighton & Hove is a vibrant and cosmopolitan metropolis offering many activities and attractions to satisfy every interest. It is a sociable city which is both steeped in history and firmly planted in a contemporary and modern way of life. Positioned on

the South-East coast of England, the city is surrounded by the sea of the English Channel on one side and the countryside of the South Downs National Park on the other. The city has good train links to other towns and cities and is very close to the UK's capital city of London, which is only a short 50 minute train journey away.

ADDRESS

Brighton Business School
University of Brighton
Mithras House
Lewes Road
Brighton
BN2 4AT
United Kingdom

ERASMUS CODE

UK BRIGHTO 02

CONTACT DETAILS

Main contact / Programme Administrator
Suzanne Carver

Email address
S.Carver@brighton.ac.uk
Telephone number
+44 (0)1273 642142

Academic Programme Leader

Rachael Carden

Email address
R.Carden@brighton.ac.uk
Telephone number
+44 (0)1273 642130

European Programmes & Partnership Administrator

Philippa Bayless

Email Address
P.Bayless@brighton.ac.uk

ACADEMIC CALENDAR

Our academic year runs over three terms – Autumn, Spring and Summer – but all teaching and study takes place over two Semesters.

2017/18:

Teaching Semesters

	Start Date	End Date
Semester 1:	25 September 2017	2 February 2018
Semester 2:	5 February 2018	8 June 2018

Academic Terms

Autumn term:	25 September 2017	15 December 2017
16 Dec 2017 – 7 Jan 2018 = Christmas vacation/no teaching		
Spring term:	8 January 2018	23 March 2018
24 March – 15 April 2018 = Easter vacation/no teaching		
Summer term:	16 April 2018	8 June 2018

NOMINATION PROCEDURE FOR PARTNER AND DEADLINES

Partners should formally nominate their students by sending the following details to Suzanne Carver by email:

- Student’s Full Name (Forename and Surname)
- Student’s Date of Birth
- Student’s Nationality
- Student’s Gender
- Student’s Email Address

The deadlines for nominations are as follows:

Full Year: 30 MARCH 2017

Semester 1 only: 30 MARCH 2017

Semester 2 only: 10 SEPTEMBER 2017

APPLICATION DEADLINES

FULL YEAR applications: 30 APRIL 2017

SEMESTER 1 ONLY applications: 30 APRIL 2017

SEMESTER 2 ONLY applications: 15 OCTOBER 2017

Brighton’s city centre borders the seafront promenade and is a mix of mainstream shopping malls, high street shops and artistic independent boutiques





APPLICATION DOCUMENTS REQUIRED

All application documents will be uploaded to our Incoming Exchange Programme Information Webpage at <https://www.brighton.ac.uk/bbs/ugexchange>. There are different forms for incoming students to complete and return depending on whether they are coming to us from a European ERASMUS partner university or from a North American or Australian partner.

We require the following application documents to be completed and returned by the above deadlines:

For ERASMUS exchange students coming from European partners:

- Incoming Erasmus+ Student Application Form
- Incoming Erasmus+ Student Learning Agreement
- Accommodation Form
- Confirmation of English Language level/ability – this is required for ALL students, even if their native language is English. Please send one of the following:
 - a copy of their transcript showing study of English
 - a confirmation letter from the home school confirming the student is proficient in the English language
 - a copy of an IELTS test certificate

For NON-Erasmus exchange students coming from a North American or Australian partner:

- Incoming NON-Erasmus (USA, Canada, Australia) Student Application Form – including the International Exchange Student – Passport Conformation Form
- Incoming NON-Erasmus (USA, Canada, Australia) Learning Agreement
- Accommodation Form
- Confirmation of English Language level/ability – this is required for ALL students, even if their native language is English. Please send one of the following:
 - a confirmation letter from the home school confirming the student is proficient in the English language
 - a copy of their transcript showing study of English
 - a copy of an IELTS test certificate



The beautiful South Downs National Park, which surrounds the city of Brighton and Hove

APPLICATION PROCEDURE

Once a student has been formally nominated to Suzanne Carver by the home school, she will email either the student and/or the home school with all necessary instructions to complete the relevant paperwork, as outlined above.

All application documents should be completed by the incoming student and then sent to Suzanne Carver at the University of Brighton by the required application deadlines.

Students should TYPE their details and information into each form before printing for hand-signatures. Forms which are hand-written will cause delays.

Please send ALL completed forms and supporting documents together at the same time.

Please send all documents to Suzanne Carver as follows:

- by email (scanned PDFs) to S.Carver@brighton.ac.uk
- by postal mail to the following address:
Suzanne Carver
Undergraduate Office
Brighton Business School
University of Brighton
Mithras House
Lewes Road
Brighton BN2 4AT
United Kingdom

ACCOMMODATION

University Accommodation

Incoming exchange students to Brighton Business School have the opportunity to live in one of our university Halls of Residences. Students should indicate whether they would like to stay in a room in our university halls on their **Accommodation Form** which they are required to return with their main application form.

Those students coming to study with us for the full academic year or Semester 1 only who want to stay in university accommodation will very likely get a room.

For those students coming to study with us for Semester 2 only, unfortunately we cannot guarantee a room until we know how many Semester 1 only students are staying on campus and how many rooms will be vacant for the rest of the year once they have returned home. We are hopeful that most students for Semester 2 will get a room in university halls if they want one but we cannot confirm this until later in the year.

Non-University Accommodation

Students may wish to branch out during their period of exchange study with us and rent out their own private accommodation in Brighton.

Students interested in private accommodation should visit <https://www.brighton.ac.uk/living-here/brighton/private-sector> for tips and advice.

Students searching for private accommodation online should be careful and vigilant as some advertisements are not completely genuine. We recommend that you search for housing through www.yourstudentpad.co.uk as this is monitored by the university. Students will receive details about how to access these webpages once their application has been accepted and processed.

Please also note that the vast majority of UK landlords will only issue a housing/room contract for a minimum period of 6 months. Although your exchange semester may be less than this, you may still be expected to pay the full 6 months' worth of rent. This is something to be aware of when looking for your own private accommodation.



Paddock Field Halls of Residence – incoming exchange students are usually housed in this accommodation

VISAS

Some students may require a visa in order to study in the UK for any period of time. Please see below to find out what category you fall into:

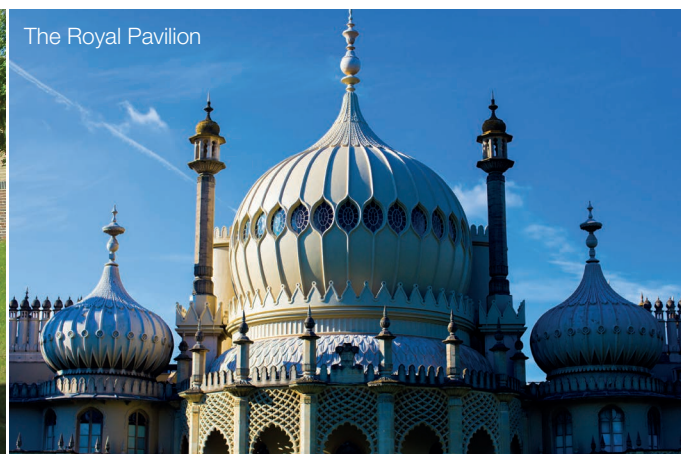
NO – Students who hold an EU (European Union) passport do NOT require a visa to study in the UK.
YES – Students from any country outside the EU, i.e. the Australia, USA, Canada, or Turkey, will require a visa to study with us.

- If you are staying for 6 months or less, i.e. one semester only, the University of Brighton will provide you with a **Short Term Study Visa letter** which you will need to present to apply for entry to the UK. You can either:
 - Apply in advance of travelling to the UK (you must follow this option if you a visa national, i.e. students from Turkey - see list in Appendix 2 here: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-v-visitor-rules>).
 - Request entry clearance on arrival in the UK at the airport if you are a non-visa national (i.e. from the USA, Canada or Australia) and providing you have the necessary documentation (see <https://www.gov.uk/study-visit-visa/documents-you-must-provide>).

Please see www.ukcisa.org.uk/information--Advice/visas-and-Immigration/short-term-student-visa for further information about Short Term Study Visas.

- If you will be studying with us for MORE than 6 months, i.e. the full academic year, you will be required to apply for a full Tier 4 student visa from the UK Border Agency. The University of Brighton will issue you with a CAS number around July which you will then use to apply for your Tier 4 visa.

Please see www.ukcisa.org.uk/Information--Advice/visas-and-Immigration/making-a-Tier-4-General-application-outside-the-uk and <https://www.gov.uk/tier-4-general-visa> for further information and how to apply for your Tier 4 visa.



The Royal Pavilion

FREQUENTLY ASKED QUESTIONS

Q. How many credits can I take?

Each module within the Business School is worth a certain number of credits, or CATS. The modules taught by us are either worth 10 CATS or 20 CATS. Those taught on a full year basis are worth 20 CATS whilst those taught in one semester only are worth 10 CATS. In addition, any language modules are worth 20 CATS.

We recommend that students take no more than 60 CATS per semester or 120 CATS per academic year as this is considered a full workload.

Q. When will I receive my transcript of results?

Transcripts will be sent to both the student and their home school by the following times:

- For those leaving after Semester 1 – around early to mid-March
- For those leaving after Semester 2 – around mid-July

Q. I indicated that I would prefer to stay in university accommodation during my exchange studies. When will I hear if I have got a room?

Our Accommodation Office will email each student who has requested a room in university accommodation with confirmation and a room contract, which they must formally accept, around July/August for those starting in Semester 1 or around January for those starting in Semester 2. Don't worry if you don't hear anything before then – the form you will fill out as part of your application to us is enough and you don't need to do anything else until you are contacted by our Accommodation Team.

Q. If it has not been possible to allocate me a room in university accommodation, when will I be told?

We always hope to be able to accommodate all incoming exchange students who would like to stay in our university halls of residence but sometimes this is not possible due to space restrictions and the number of rooms available to us. There is a strong likelihood that all students coming to study for either the full academic year or Semester 1 only **WILL** get a room in our university accommodation if they have requested it, however, it is more difficult to guarantee housing for Semester 2 only students as we have limited rooms at that point in the year. If you are coming in Semester 2 and we have not been able to allocate a room for you where one has been requested, we will contact you directly by email as soon as possible and offer help and advice regarding how to find off-campus housing.

Q. When will I know if the module selections I made on my Learning Agreement have been successful?

We will contact you directly if there are any problems with the modules you have chosen on your Learning Agreement. If you do not hear from us, please assume your choices are fine and you will be studying the modules you have picked.

Q. Will I be able to make changes to the modules I chose at a later date?

Yes, you will have a one or two week period at the start of your study with us to make changes to the modules you have chosen. Any changes must be agreed by the home school and recorded on a Learning Agreement form.

Q. When will I receive my study timetable?

Confirmation of the time and location of your initial welcome and induction session on your first day will be sent to you by email a couple of weeks in advance of your start with us. Class timetables will be included in the Welcome Pack, which will be given out at this session on your first day.

Q. How is work marked at the University of Brighton?

All assessments are marked on a scale of 0 – 100. The minimum pass mark is 40.

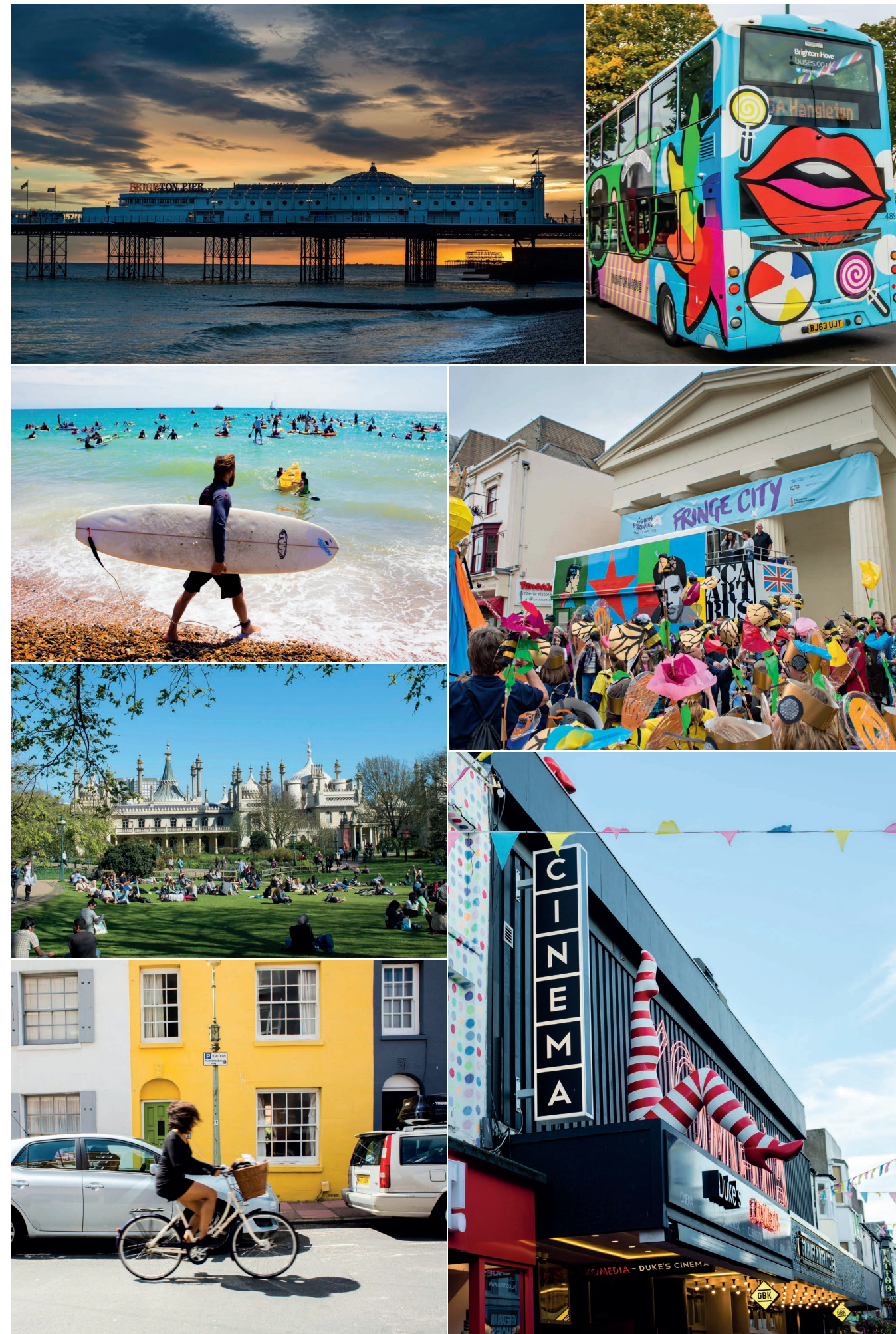
Our grading classifications are as follows:

- 70 – 100 = A (1st First Class)
- 60 – 70 = B (2:1 Upper Second Class)
- 50 – 60 = C (2:2 Lower Second Class)
- 40 – 50 = D (3rd Third Class)
- 0 – 40 = Fail

Q. What happens if I fail a module? Can I resit the failed assessments?

Unfortunately we are not usually able to offer resits for those students who fail individual assessments or complete modules.

If you have any questions about your exchange study, please contact Suzanne Carver at S.Carver@brighton.ac.uk.



This publication was printed in November 2016. The University of Brighton makes every effort to ensure the accuracy of this publication and will take all reasonable steps to provide the courses and services described in it and in supplementary documentation.

It cannot, however, guarantee their provision in the event of circumstances beyond its control (such as lack of demand, changes in government policy or industrial action) but in such an event, will make reasonable effort to provide a suitable alternative. In accepting any offer of a place, you consent to incorporation of this notice as a term of contract between you and the university. All students are required to abide by the university's regulations which are available on request.

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University of Brighton
Mithras House
Lewes Road
Brighton
BN2 4AT
UK

email postgrad.business@brighton.ac.uk
telephone +44 (0)1273 642197
fax +44 (0)1273 642980

www.brighton.ac.uk/bbs