



INCOMING EXCHANGE PROGRAMME BRIGHTON BUSINESS SCHOOL / UNIVERSITY OF BRIGHTON FACT SHEET 2015-16

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

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ACADEMIC CALENDAR

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

2015/16:

Teaching Semesters:

	Start Date	End Date
Semester 1:	28 September 2015	5 February 2016
Semester 2:	8 February 2016	10 June 2016

Academic Terms:

Autumn term:	28 September 2015	11 December 2015
12 Dec 2015 – 3 Jan 2016 = Christmas vacation/no teaching		
Spring term:	4 January 2016	18 March 2016
19 March – 10 April 2016 = Easter vacation/no teaching		
Summer term:	11 April 2016	10 June 2016

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:	27 MARCH 2015
Semester 1 only:	27 MARCH 2015
Semester 2 only:	11 SEPTEMBER 2015

APPLICATION DEADLINES

FULL YEAR applications:	30 APRIL 2015
SEMESTER 1 ONLY applications:	30 APRIL 2015
SEMESTER 2 ONLY applications:	15 OCTOBER 2015



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 http://about.brighton.ac.uk/bbs/courses/undergrad_exchange.php. 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/TOEFL 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 Confirmation 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 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/TOEFL test certificate
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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**



Brighton's famous pebble beach and Brighton Pier in the distance – a pier has stood on this spot since the early 1800s



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

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.



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

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 <http://www.brighton.ac.uk/accommodation/private/index.php?PageId=75> for tips and advice.

Students searching for private accommodation online as advertisements 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.

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 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 Student Visitor Visa letter which you will need to present to the UK Border staff on arrival in the UK. Please see <http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student/> for further information about Student Visitor 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 <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/> and <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/> for further information and how to apply.



The Royal Pavilion at the heart of Brighton city centre. This historic building was the seaside palace retreat of the Prince Regent, later King George IV, in the 1800s

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 late-February
- 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?

Timetables will be sent to you by email a couple of weeks in advance of your start with us, along with confirmation of the time and location of your initial welcome and induction session on your first day. Timetables will also be included in the Welcome Pack that will be given to you 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.