



University of Brighton

School of Business and Law

INSPIRING
JOURNEYS TO
WORK



Incoming exchange programme

School of Business and Law

University of Brighton Fact Sheet 2022–23

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.

The School of Business and Law is based on the Moulsecoomb campus of the university within the flagship building Elm House. This is 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

School of Business and Law
University of Brighton Elm House
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BN2 4GJ United Kingdom

+ Contact details

Main contact / Course Administrator

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Academic Programme Leader

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+ Academic calendar 2022

Our academic year runs over two Semesters. All teaching and study takes place over 2 semesters per academic year.

Teaching Semesters

	Start Date	End Date
Semester 1:	3 October 2022	3 February 2023
Semester 2:	6 February 2023	9 June 2023

Academic Terms

Autumn term:	26 September 2022	16 December 2022
16 Dec 2022–8 Jan 2023 = Christmas vacation/no teaching		
Spring term:	9 January 2023	31 March 2023
27 March – 18 April = Easter vacation/no teaching		
Summer term:	24 April 2023	9 June 2023



+ Nomination procedure for partner and deadlines

Partners should formally nominate their students by sending the following details to Ellie Johns 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: **15 April 2022**

Semester 1 only: **15 April 2022**

Semester 2 only: **12 September 2022**

+ Application deadlines

Full year applications: **29 April 2022**

Semester 1 only applications: **29 April 2022**

Semester 2 only applications: **14 October 2022**

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





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

+ Application documents required

All application documents will be uploaded to our Incoming Exchange Programme Information Webpage at www.brighton.ac.uk/bbs/ugexchange. There may be different forms for incoming students to complete and return depending on their home university. Full details and instructions will be outlined on our exchange webpage via the link above.

Students applying to the exchange programme must provide specific documentation so their eligibility can be confirmed. We require the following by the deadlines above:

- Incoming Exchange Student Application Form - signed
- Confirmation of English Language level/ability –
 - » a copy of your previous year's transcript showing study of English
 - » reference/recommendation from your Home institution
 - » If applying for the full year exchange in addition to the above an English language qualification passed at the appropriate level and taken within two years of the start date of the exchange. Accepted language qualifications can be found on our webpage, along with the minimum requirements: <https://www.brighton.ac.uk/international/applying-here/how-to-apply/english-language-requirements/index.aspx>

Following receipt of the above by the application deadline we will require:

- Module choices / learning agreement
- Accommodation form completed online – if using University Accommodation

+ Application procedure

Once a student has been formally nominated to Ellie Johns 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 Ellie Johns 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.

Please send all documents to Ellie Johns as follows: by email (scanned PDFs) to E.Johns@brighton.ac.uk by postal mail to the following address:

Ellie Johns
School of Business and Law
Elm House
Lewes Road
Brighton
BN2 4GJ
United Kingdom

+ Accommodation

University Accommodation

Incoming exchange students to School of Business and Law 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 application form. If they do wish to do so they must then complete an online form with our accommodation team.

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 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.

+ Visas

What you need to do to enter the UK depends on your nationality and whether you are coming for one semester or two semesters.

If you are a national of the EU, EEA, Switzerland, the USA and Canada, the immigration rules define you as a 'non-visa national'. If you are a national of another country you can check [here](#) whether you are a 'Non-visa national' or if you are a 'Visa-national'.

One semester

You should use the Standard Visitor immigration route.

Non-visa nationals

- You do not have to apply for and obtain a visa before travelling to the UK.
- You can enter the UK at a major airport using the **E-Gates**.
- You do not have to pay a visa application fee or the Immigration Health Surcharge (IHS).



The Royal Pavilion.

Visa nationals

- You will need to apply for and obtain a Standard Visitor visa before travelling to the UK.
- You will need to complete an online application form and provide supporting documents with your **application**.
- Please note that it can take 4 weeks or more from the date of application to the visa being issued

You will be granted permission to enter or a visa to stay in UK for 6 months. You will not be allowed to work or undertake business. You will need to obtain travel and medical insurance.

Two semesters

- All students regardless of nationality must apply for and obtain a Student route visa before travelling to the UK. You will not be able to enrol if you come as a Standard Visitor.
- Information on applying for a Student route visa can be found [here](#).
- The application fee is currently £348 and you will also need to pay an Immigration Health Surcharge (IHS), which for one academic year is currently £475.
- You will be able to work for 20 hours per week during term-time and full time in the university vacation periods. You will be able access free treatment from the National Health Service (NHS).

Further information

- <https://www.ukcisa.org.uk/Information--Advice/Visasand-Immigration/Visitors>
- <https://www.brighton.ac.uk/immigration>

Further details about university accommodation can be found at

www.brighton.ac.uk/current-students/newstudents/accommodation.



+ 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. For reference 1 ECTS (European Credit Transfer System) is worth 0.5 CATS, so a 20 CATS module is worth 40 ECTS. The modules taught by us are either worth 20 CATS or 40 CATS. Semester-based modules are worth 20 CATS and full-year research modules are worth 40 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?

Students who fail up to 60 credits of their chosen modules will be permitted to resit failed assessments. These resits will usually take place in late August/Early September. Marks achieved for any resit assessments will be capped at the minimum pass mark of 40. If you have any questions about your exchange study, please contact Ellie Johns at E.Johns@brighton.ac.uk.



This publication was printed in March 2022.
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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