Becoming a global graduate
Get ready for the international workplace
www.nottingham.ac.uk/careers
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Get ready for the international workplace

At The University of Nottingham we are committed to giving our students a truly international experience. By choosing to study here you have an exciting opportunity to gain global and cross-cultural perspectives that will make you more employable.

You are part of a vibrant and inspiring community created by a world-class institution with a global outlook, two overseas campuses, strong links with universities worldwide, multinational staff and students from more than 150 countries. This guide gives you an overview of your international and intercultural opportunities to develop skills and experiences that are highly valued in the global job market. There is something for everyone – from student societies to part-time work, to study abroad schemes and employer events.

Each section shows you how to get involved and where to go for expert advice to help you work out what is best for you, reflect on your development and market your experiences to recruiters.

We hope you find this guide useful and look forward to helping you to get ready for the international workplace.
Why gain global competencies?

International and intercultural skills will benefit you whatever your career plans and help you stand out during the recruitment process.

Employers from all sectors value these skills at every level in their organisation, from working with diverse workforces to dealing with clients from different backgrounds.

What are they?

International knowledge means expertise in facts and practices regarding one or more countries, whether subject related (e.g. UK employment law or European economy) or concerning their history and culture.

Intercultural skills enable you to interact appropriately with people in situations where your views and behaviour might differ due to cultural factors. They include linguistic and communication skills, critical thinking, adaptability and empathy among other assets.
How can you develop them at university?

Participate actively in university life: engage with your school, get involved with the Students’ Union and the wider community, gain work experience, and consider learning a language and studying abroad. You can join one-off events as well as termly or year-long initiatives.

How can we help?

Becoming a global graduate is not just about being in a multinational environment like Nottingham or taking part in a particular activity. It is about interacting with people, appreciating other perspectives, dealing with different practices and reflecting on your own development. It often means facing new challenges, something which staff across the University can offer support with. Our team of career professionals can also show you how to present the skills you have gained in a professional manner tailored to each job you apply for.
Join the Nottingham Advantage Award

Whatever options in this guide you choose to explore, our Award will give recognition to your extracurricular interests and highlight your achievements to potential recruiters. With more than 250 modules, the Award offers you the chance to follow your interests and prepare for your career.

The Award is available on our UK, China and Malaysia campuses, so you can complete it while undertaking an inter-campus exchange or study abroad. However, you don’t need to leave the UK to gain international and intercultural experience through the Award, since its modules cover global themes such as citizenship, sustainability, enterprise, language learning and internationalisation. They also enable you to work in multicultural groups as over a third of students enrolled in the Award are international. Modules are available from the online category which connect students from our three campuses through online learning.

What kinds of activities does the Award support?

Award modules cover work experience, career research and development options. They also support language classes, our overseas summer schools, study abroad schemes and volunteering and working abroad.

Several modules focus on peer support and mentoring schemes in which you can share your experiences with others to help them make successful transitions, whether that is moving to the University, studying abroad, or undertaking career and professional development.

Most modules include input from graduate recruiters, including international organisations, enabling you to learn about global business and commercial issues.

How will you benefit?

All modules are designed to help you gain the global competencies sought by employers, including adaptability, multiple perspectives, communication, multicultural teamwork, leadership, networking and self-awareness.

How long does it take to complete?

You need to take 30 credits during your time at university to complete the award, taking a maximum of 20 credits per academic year, with the majority of modules being 10 credits. Application processes, availability and start dates vary from module to module.

Find out more about the Award on www.nottingham.ac.uk/careers/advantage
Many Award modules focus on work experience and career development.
Give your studies a global dimension

In your academic school you can benefit from the support of multinational staff engaged in world-class teaching and research. Their expertise and all the activities your school offers can give you an edge when networking with employers and applying for jobs.

On your course
- Talk to staff about choosing modules with international and intercultural perspectives and covering these angles in your assignments and dissertation.
- Work in multinational groups during class discussions and projects.
- If your course has a compulsory placement, research options with international or intercultural elements.

Across the University
- Attend events organised by your Careers team and prepare questions about international and intercultural opportunities.
- Ask your tutors about international talks and conferences at Nottingham or elsewhere.
- Explore Nottingham Open Online Courses (NOOCs) or open learning resources developed by leading institutions. The University’s module ‘sustainability, society and you’, for instance, allows you to discuss topical issues with students across our UK, China and Malaysia campuses and can contribute to the Nottingham Advantage Award – learn more about this scheme on page 6. University open learning resources can be found on unow.nottingham.ac.uk
- The Nottingham Advantage Award offers a suite of Enactus modules that can be accredited.

Beyond your degree
Keeping up to date with international developments in your area will help you when preparing for job applications and interviews or applying for further study.
- Follow global developments by reading subject-related forums, ejournals, magazines, or expert blogs. You can also get a brief overview on topical subjects by watching TED talks, more than 1,400 videos by established speakers and international companies: www.ted.com/talks
- The websites of professional bodies often include international content. The Institution of Mechanical Engineers (IMechE), for instance, has an international section and international young member representatives, while the Royal Institute of British Architects (RIBA) has a directory of international practices. Check our ‘Types of jobs’ section for sector publications and professional associations: www.nottingham.ac.uk/careers/typesofjobs
- Visit your school website to find out about any international research groups and see if you can access their publications or talks.
The job market has become increasingly globalised and employers look for increased cultural and international awareness. I’d encourage you to talk to staff in your school and find out what is on offer to help you enhance these aspects of your employability.

Dr Simon Gosling
Lecturer in Climate Change and Hydrology, School of Geography

Today’s business world is increasingly global and the ability to interact worldwide across different cultures is becoming key. The University is very much aware of its responsibility to prepare students for tomorrow’s workplace and offers exciting opportunities, from study abroad exchanges to international placements and student-led community projects.

Dr Simona Spedale
Associate Professor in Organisational Behaviour and Human Resource Management, Nottingham University Business School
Study abroad opportunities

- Ask your tutors if it is possible to spend a semester on our China or Malaysia campuses or study abroad at another institution, including our partners in the Universitas21 global network of research universities. Consider undertaking summer schools at the University's three campuses or elsewhere – read more about summer schools on page 13.

- Find out if you can do your dissertation research overseas and if funding is available.

Go to the next section ‘Take the opportunity to study abroad’ on page 13 for more information.

Undertake postgraduate study

Undertaking postgraduate study with international or intercultural dimensions can be a useful asset in certain career paths (e.g., academic research, translating and interpreting, or business) allowing you to develop a specialism and differentiating your profile. It can also facilitate a change of career direction or open new opportunities either in the UK or abroad.

As with all further study, you need to research your options and sources of funding thoroughly to decide which postgraduate programme is best for you. Start your research early (ideally in your penultimate year), as considerable preparation is needed and there are fixed application deadlines for programmes and funding.

What skills will you gain?

Tailoring your studies to your interests and career goals can evidence:

- self-directed learning and independent thinking
- subject or commercial awareness
- ability to network with academics and other professionals
- commitment to personal and professional development

Take action

- Visit your school webpage for information on key staff and activities.
- Talk to your tutors about study abroad options.
- Book an appointment with your faculty team to discuss how to develop your career including further study options: www.nottingham.ac.uk/careers/appointments
- Check our events programme for subject and sector-related talks: www.nottingham.ac.uk/careers/events
- Discuss your interests with your tutors and Careers team.

Work experience

- Ask if your school supports placements or Year in Industry schemes with international or intercultural dimensions.
- Identify work experience options with global elements – see page 20 for more details.
HIPPOCRATES
JENNER
FLEMING
GREY
FAUCHARD
NEWTON

Postgraduate student discussing coursework, QMC.
Undergraduate and postgraduate students in Ningbo city.
Take the opportunity to study abroad

Whatever your degree, you can study on our international campuses and at partner universities worldwide as part of your course or during holiday periods. Opportunities range from exchanges in Europe and Australia to internships in the USA and Thailand, and you don’t necessarily need another language to take part. Employers value the ability to adapt to new environments and practices, and your experiences abroad can provide evidence of the qualities they need.

Where can you go?
The University of Nottingham has one of the largest study abroad programmes in the UK and aims to support at least 25% of undergraduates to study or work abroad. Both undergraduates and postgraduates can apply to undertake study or work placements across Europe and round the world, depending on their degree. Opportunities range from exchanges in Europe and the Americas to internships in the USA and Thailand.

China and Malaysia campuses
You can also apply to study at our overseas campuses for one semester or academic year, provided your degree is on offer there.

Overseas summer schools
These non-accredited courses, lasting between two and six weeks, will give you new insights into your subject or into new topics. Find out about summer school programmes at our international campuses or at partner universities worldwide.

Exchange applications close at the end of the autumn semester and summer school applications mid-February.

What skills will you gain?
Annual surveys show that study abroad students often see this experience as the highlight of their degree. They report having greater organisational, networking and intercultural skills as well as new maturity and confidence.

Whether you do research at our Malaysia campus or at a partner university for a year, you will:
- experience new learning methods and gain different perspectives on your subject
- interact with people from diverse backgrounds in new cultural settings
- improve your communication skills
- make useful contacts

Careers talks before and after going abroad will help you present your experience effectively in job or postgraduate applications and plan your career goals. Participants have found these sessions engaging and informative, as they explored useful careers resources and learnt how studying abroad developed their skills.

Want to know more?
- Find out where you can go and what you can study: [www.nottingham.ac.uk/internationalstudents/exchanges](http://www.nottingham.ac.uk/internationalstudents/exchanges)
- Attend the Study Abroad Fair in November together with any talks offered by your school. Find out if additional school talks are on offer during the autumn term.
- Contact staff and peer advisers with your questions at [studyabroad@nottingham.ac.uk](mailto:studyabroad@nottingham.ac.uk)
- Like the University’s study abroad Facebook page for the latest news including scholarships and employer events.

Facebook: [UoNStudyAbroad](https://www.facebook.com/UoNStudyAbroad)
Learn a language

If you can communicate effectively in more than one language, you will enhance your career prospects in the global job market. Learning a language can be incorporated to most degrees as a subsidiary module – why not join more than 1,200 Nottingham students who take up this opportunity every semester? The Language Centre, part of the School of Cultures, Languages and Area Studies has expertise in a wide range of languages, from Arabic to Spanish.

What courses are available?
The Language Centre currently offers 13 languages. Modules consist of three hours of class contact time per week, plus a recommended minimum of three hours self-study. The curriculum covers up to six stages. Students enter at a point matching their current abilities and cover one stage per year. All stages are aimed at developing your listening, speaking, reading and writing skills, covering a variety of topics including cultural matters and global citizenship.

The Language Centre also offers non-accredited, fee-paying evening classes, which can be accredited through the Nottingham Advantage Award, see page 6 for further information.

You can use the learning resources at the Self-Access Centre for free after an induction session.

What skills will you gain?
Learning a language with students from many backgrounds and most university departments will:

- enhance your career prospects in the global job market
- increase your confidence interacting with diverse people personally and professionally
- develop your cultural self-awareness and give you insights into other countries and cultures

Language learning will also enable you to study abroad and undertake international work experience – see pages 13 and 20 for more details.

Take action
Visit the Language Centre website for information on enrolment, which takes place in September during Freshers' Week and in January.

www.nottingham.ac.uk/language-centre

Consolidate your English skills
The Centre for English Language Education (CELE) offers additional support for speakers of other languages. CELE in-sessional courses are non-credit bearing classes delivered by tutors experienced in teaching English for Academic Purposes. The main programme runs from October to July, and consists of weekly sessions in modules lasting from three to nine weeks. CELE also offers individual consultations on any aspect of English or study skills.

www.nottingham.ac.uk/cele
“More and more employers are looking for graduates with a global mindset. This means an ability to work across different cultures and borders, an awareness of the global forces affecting organisations and the diversity of thinking to tackle challenges in a global environment.

If you can also communicate effectively in more than one language, you will be well placed to make the most of international opportunities.”

Stephen Isherwood
Chief Executive
Association of Graduate Recruiters
Join a student society or sports club

Through the Students’ Union you can meet people from many nationalities, learn about other cultures, take on new challenges and get work experience by holding a position of responsibility in a society. Participating in university life and the local community will enrich your time at Nottingham and make you attractive to employers as it suggests that you can make a valuable contribution to the workplace too.

There are more than 50 societies with an international focus, from the Asian Cultural Society to the Hispanic Society. They welcome all students and are a great opportunity to widen your social circle, learn a new language and get familiar with different customs.

All societies have a diverse membership and can cover international activities. Sports teams for instance may not be an obvious way to gain intercultural awareness, but practising martial arts or Thai boxing will enable you to learn about other cultures in a multinational environment.

You can join any time of the year – visit su.nottingham.ac.uk for details of all societies.

Student experiences

“When I first came to university, I was scared and excited about meeting new people. Being an enthusiast of Kenya, I joined the Kenyan Society right away. The Kenyan society welcomes Kenyan students to feel at home and invites others to learn about the country and give back to society through charity. This experience has taught me valuable life lessons and enhanced my international perspectives. Making friends with similar interests within the University and internationally can also be useful in the future. I ended up taking the post of treasurer in my second year and of vice president in my final year. I look forward to improving Kenyan communities from what I have learned.”

Ayush Shah
BSc Economics
Graduated 2013

“Joining the Cypriot Society at The University of Nottingham was a great experience. Within the pressure of deadlines and continuous study during my masters year I found a place that I could do what I love. The society helped me to meet people with different backgrounds and to create a network that I could use it in my future career.”

Alex Karamagkalis
Master of Public Administration (MPA)
Graduated 2013

Take action

- Pop in to the Sports and Societies Office in the Portland Building on University Park Campus to find out more.
- Go to the Welcome Fair in September or January to meet society members at their stalls.
- Ask your friends what activities they are involved in – you might be able to go along with them to get a flavour of what’s on offer.
- Society and sports committee members can accredit their position through the Nottingham Advantage Award – more information can be found on page 6.
International Cultural Festival, Portland Building, University Park.
Students sitting outside a charity shop, Nottingham.
Participate in a volunteering project

Volunteering with local and international organisations gives you the chance to contribute to the community, improve your CV, develop new skills and have fun. You can join more than 3,500 volunteers working in over 100 projects through the Student Volunteer Centre (SVC). The SVC has something for you whether you can spare a few hours or make a regular commitment. Go to the SVC website for a list of projects and activities: su.nottingham.ac.uk/volunteering

International organisations in Nottingham
Volunteering can be a great way to gain global experience by taking part in diverse projects, from helping people to learn English to supporting local immigrants and refugees or participating in intercultural mentoring schemes.

Student-led projects overseas
If you are interested in supporting international organisations, you can join one of the student-led projects to fundraise, raise awareness and even gain international experience. Golden Futures, one of the many projects available, offers support and loans to young Cambodians leaving a non-governmental organisation’s care so they can go to university, undertake vocational training or start their own business.

Take action
• Visit the SVC office in the Portland Building on University Park Campus.
• Email volunteering@nottingham.ac.uk to sign up to their mailing list.
• Follow the SVC on Facebook at studentvolunteercentre and Twitter at uonsusvolunteer.
• Accredit your volunteering through the Nottingham Advantage Award – see page 6 for more information.

Student experiences
Jacques Domican-Bird
President of Working in Tandem student-led project 2012-2013

Working in Tandem is a student-led organisation supporting educational projects in Tanzania. In the eight years since they started, Working in Tandem have raised over £85,000 and have sent over 75 volunteers to assist with teaching and training during the summer. Volunteers are needed to raise awareness about Africa and its development within the University and in the community, and might also have the chance to travel to Tanzania to collaborate in the projects.

Jacques spent nine weeks in Tanzania in 2012 teaching a kindergarten class in a rural Maasai community. The photograph shows the children enjoying playtime activities which included learning the ‘Hokey Cokey’ and traditional nursery rhymes.
Gain work experience

In today’s global market, you need to show you can deal with clients from various backgrounds and undertake projects in a multicultural environment. Remember it’s the tasks you undertake and the people you work with that will give you global skills, not just where you are based; consider all your options both in the UK and abroad.

Types of work experience
Work experience can include volunteering, casual or part-time work, internships or placements, and work shadowing. Find out more about each option on our dedicated web page: www.nottingham.ac.uk/careers/workexperience

Sourcing vacancies
It is not always obvious if a particular position has international or intercultural elements – research the company and job profile to find out.

On campus
At the University you have plenty of opportunities to participate in student societies and volunteer – find more details on pages 16 and 19.

Unitemps, the University’s recruitment agency, offers a wide range of casual and part-time jobs on and off campus. Work is available in a variety of areas, including office administration, events and hospitality as well as various student-specific roles. For example, working as a student helper at the University’s International Welcome Week, Open Days or Mayfest will allow you to interact with students, staff and the community.

Unitemps also have some language-specific assignments which have ranged from Arabic coders to French-speaking customer support executives. Check what vacancies are available and apply online at www.unitemps.com

The University recruits student ambassadors and student mentors each year, schemes which are supported by a Nottingham Advantage Award module. Internships and part-time work can also be accredited – find out more on page 6.

In addition, the Students’ Union have some casual work opportunities – further details can be found at su.nottingham.ac.uk/jobs

In the UK
Sourcing part-time or vacation jobs with international or intercultural dimensions requires research and preparation. Use our online resources a starting point: www.nottingham.ac.uk/careers/part-timejobs

For information on local and national internships and placements, visit www.nottingham.ac.uk/careers/workexperience
Beyond the UK

You need to do plenty of advance planning to find volunteering and internship opportunities abroad. Consider smaller organisations as well as better-known ones and apply speculatively to increase your options.

Use our dedicated pages to start your research on volunteering projects and summer work abroad:
www.nottingham.ac.uk/careers/volunteering

Our ‘Internships abroad’ section provides sources of vacancies outside the UK, including our Passport Career e-resource
www.nottingham.ac.uk/careers/internshipsabroad

If you are considering taking a year out abroad after graduating, you will find comprehensive resources covering specialist organisations and work opportunities at
www.nottingham.ac.uk/careers/yearout

Take action

- Visit www.unitemps.com to search their job listings
- Make an appointment with a careers adviser to discuss your options
- Have your CV and applications reviewed by a member of our team:
  www.nottingham.ac.uk/careers/appointments
Understand global changes in your sector

Employers expect you to understand the role and company you are applying for, including international factors – this is commercial awareness. For example, to be a social worker you should research the ethnic background of the local population and their support networks. Start to develop global commercial awareness as soon as you know what companies interest you. If you have informed views on the sector a particular organisation operates in, you will be well placed to demonstrate your analytical skills and commitment to the job.

What does global awareness mean?

• Understanding the wider context in which business and organisations operate, covering sector-specific trends and news, as well as the economic climate.

• Knowing who an organisation’s customers, suppliers and competitors are, as well as what makes it unique.

Why is it important?

It will help you to:

• show genuine interest in a job and company

• demonstrate research skills as well as analytical and critical thinking

• identify how your job fits in to the organisation and articulate what contribution you could make

• provide evidence of self-directed learning and continuous professional development

• prepare stronger statements in covering letters and applications

• effectively answer common interview questions about the organisation, industry and economy

How can you gain global commercial awareness?

• Listen to representatives from top companies talk about how they assess commercial awareness in applicants.
  www.nottingham.ac.uk/careers/10minuteswith

• Read the business press and sector-specific publications. The business sections of the main broadsheets provide a good overview of global developments, but also read professional publications such as The Economist or The Times Education Supplement.

• Find relevant professional associations and forums on our ‘Types of jobs’ pages:
  www.nottingham.ac.uk/careers/typesofjobs

Take action

• Come to our employer events with prepared questions about global trends and opportunities.
  www.nottingham.ac.uk/careers/events

• Join professional groups and company pages using social media.
  www.nottingham.ac.uk/careers/onlinenetworking
Postgraduate student undertaking research in the Maths Building foyer.
Student reading a newspaper, Business School South, Jubilee Campus.
Explore global careers

You can develop your international and intercultural interests in diverse posts and sectors, as many employers require global skills – from a logistics company or a consultancy business to a policy-making organisation or a lawyer’s office. We have dedicated staff increasing our excellent links with industry to create new opportunities for our graduates worldwide.

At Nottingham you can network with international companies and view the posts they place through our exclusive vacancy service. Our students have been recently targeted by recruiters including Anheuser-Busch InBev, Barclays Capital, Bloomberg, Deloitte, Ernst & Young, Experian, BP, Bosch, L’Oreal, PwC, GSK, Rolls-Royce, and Sky.

Explore your options and priorities

The first step is to identify which sectors and jobs interest you, what skills and experience you need and where you want to work.

What would you like to do?
- Visit our website to identify suitable career options: www.nottingham.ac.uk/careers/ideas
- Use our selected resources to research your target sectors: www.nottingham.ac.uk/careers/typesofjobs

Where do you want to be based?
- Do you want to work in your home country, to travel occasionally, or to be based abroad? Would this involve fixed-term assignments or long-term relocation?
- Will the jobs that interest you require work experience or specific qualifications?
- Would you need to be with a company for some time before being sent on assignments abroad?
- Is language proficiency required? At what level and in which context?

Which skills do you want to utilise?
Global skills are diverse and can include:
- working in multinational or multicultural teams
- dealing with international suppliers and clients
- offering training and support to others
- analysing a topic with a comparative approach
- using your language skills

Get inside knowledge
- Apply to be mentored by an alumnus for insights on careers with global dimensions: www.nottingham.ac.uk/careers/ementoring

Take action
- Ask companies at our events about opportunities to gain international and intercultural experience.
- Check out local and national vacancies including jobs targeted at Nottingham students on My Career.
- Visit our working abroad section for vacancies, industry insights and networking groups outside the UK.
- Keep up to date with news and openings on company web pages and industry forums using our resources on online networking
- Talk to a member of our team about your career plans once you have done some research.

You can find all these resources on our website: www.nottingham.ac.uk/careers/students
Careers and Employability Service
www.nottingham.ac.uk/careers

Careers adviser disclosing interview techniques with students.
Further information

Careers and Employability Service
Level D West, Portland Building
University Park
t: +44 (0)115 951 3680
e: careers-team@nottingham.ac.uk
w: www.nottingham.ac.uk/careers

Nottingham Advantage Award
w: www.nottingham.ac.uk/advantageaward

Unitemps
Careers and Employability Service
JobZone, Level B, Portland Building
University Park
w: www.unitemps.com

International Office
YANG Fujia Building
Jubilee Campus
w: www.nottingham.ac.uk/international

The Language Centre
School of Cultures, Languages and Area Studies
Trent Building
University Park
w: www.nottingham.ac.uk/language-centre

Centre for English Language Education (CELE)
School of Education
Dearing Building
Jubilee Campus
w: www.nottingham.ac.uk/cele

Students’ Union
Level B, Portland Building
University Park
w: www.su.nottingham.ac.uk

Student Volunteer Centre
University of Nottingham Students’ Union, Portland Building
University Park
w: www.su.nottingham.ac.uk

If you require this publication in an alternative format, please contact us.
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The University of Nottingham has made every effort to ensure that the information in this guide was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time-to-time, and you should therefore consider the information to be guiding rather than definitive.
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