



# UNIVERSITAS 21 STUDENT EXCHANGE PROGRAMME APPLICATION GUIDELINES 2009/2010

## ELIGIBILITY

Students must have completed at least one year of study at their home university in order to participate in the U21 student exchange programme at the University of Nottingham. All applications must be submitted via the student's home university and be accompanied by an official nomination.

## DEADLINES

Applications are processed on a rolling basis, which means that the earlier the application is received, the sooner it is processed. It is recommended that applications are submitted as early as possible, especially for the Spring Semester. The deadline for an academic programme starting in September 2009 is **May 31 2009**. The deadline for an academic programme starting in January 2010 is **November 30 2009**.

All applications for students wishing to study modules in the **School of English Studies** and the **Business School** should be submitted by the **May 31<sup>st</sup> 2009** deadline for the Autumn Semester, the Full Academic Year and the Spring Semester.

## ACADEMIC CALENDER 2009/10

Autumn Semester	21 September 2009 – 22 January 2010
Spring Semester	25 January 2010 – 18 June 2010
Full Academic Year	21 September 2009 – 18 June 2010
Christmas Holiday	12 December 2009 – 10 January 2010
Easter Holiday	2 April 2010 – 3 May 2010

## COMPLETING THE APPLICATION FORM

The application form should be completed electronically if possible. If completing by hand, please complete clearly in black pen and in block capitals.

### 1. Personal Information

Please complete all fields clearly as this information is needed for our registration processes.

### 2. Academic Information

Your Home University is where you are currently studying. Students applying for the Autumn Semester: please note that **the Autumn Semester at Nottingham finishes at the end of January**. All students are expected to stay in Nottingham until the end of the semester and take their exams in Nottingham in January.

### 3. Module Preferences

Please specify which modules you would like to study whilst you are at The University of Nottingham. You should refer to our online module catalogue at <http://modulecatalogue.nottingham.ac.uk/nottingham/>

- Undergraduate modules are graded at levels 1,2,3 or A,B,C:
  - Level 1 modules are designed for first-year students
  - Level A modules are designed for first and second-year students
  - Level 2 modules are designed for second-year students
  - Level B modules are designed for second and third-year students
  - Level 3 and C modules are designed for third/final-year students
  - Level 4, 5 and D modules are designed for postgraduate students
- Modules marked '*Available to Study Abroad/JYA/Erasmus*' are particularly suitable for U21 students.
- Final year modules are not always available to U21 students, and postgraduate modules are usually unavailable.
- The normal credit load for one semester is 60 Nottingham credits. The normal credit load for a full academic year is 120 credits. Students must take a minimum of 50 credits per semester.
- Exchange students are encouraged to discuss suitable modules with their home university prior to arrival in Nottingham and to select more modules than necessary on the application form in case their first choice of modules are not available for any reason.
- Exchange students register for modules on arrival in Nottingham. Students are not pre-registered for modules prior to arrival.
- Please note that modules are limited for exchange students in some Schools.

For further information on selecting modules and module availability please see [www.nottingham.ac.uk/international/future\\_students/applying\\_to\\_nottingham/exchange\\_programmes](http://www.nottingham.ac.uk/international/future_students/applying_to_nottingham/exchange_programmes) and click on 'Module Information' in the left-hand side menu.

#### 4. English Language Requirements

Those students who do not study in an English-speaking country must submit evidence of English Language proficiency with either an IELTS or TOEFL certificate. Please indicate your score and the date it was received on the application form. Please note that The University of Nottingham does not accept institutional English language scores.

#### 5. Pre-sessional English language courses

Pre-sessional English language courses are offered by the University's Centre for English Language Education (CELE) for students who do not meet the minimum English language requirements. Course lengths and start dates are set by CELE and The University of Nottingham reserves the right to determine the minimum length of pre-sessional course you will need in order to meet our English language requirements. Further information on pre-sessional courses, entry requirements and fees is available at [www.cele.nottingham.ac.uk](http://www.cele.nottingham.ac.uk) Students must apply for all pre-sessional courses on the U21 application form, not directly to CELE.

#### 6. Application Checklist

This checklist indicates the additional documents needed to accompany your application. Please tick the relevant boxes to confirm that these documents are included. Please do not send a copy of the application guidelines with the application form.

### TUITION FEES

- Incoming Universitas 21 exchange students are **exempt** from paying any academic tuition fees to The University of Nottingham.
- Students who are required to undertake a period of study at our Centre of English Language Education (CELE) however will be required to pay the relevant Course Tuition fees. Further information is available at [www.cele.nottingham.ac.uk](http://www.cele.nottingham.ac.uk)

### LIVING COSTS

The University of Nottingham estimates that for 2009/10 £700 per month will be required for a single student on the U21 Exchange Programme to cover living costs. This figure includes accommodation, subsistence, clothing, books, some entertainment and internal travel. It does not include the international airfare.

Students should ensure that they are aware of any additional expenses, including participation in sports. Further information will be given at the compulsory orientation session at the start of the semester.

### ACCOMMODATION

- University accommodation is guaranteed to all Universitas 21 students who apply by the accommodation deadline, which is specified in the offer letter.
- There is an online application form for university-allocated accommodation.
- The type of accommodation available ranges from traditional catered halls of residence on campus to self-catered accommodation in shared flats close to the University.
- The price of accommodation varies depending on the type of room.
- Students who apply for university accommodation will be charged until the end of their selected study period regardless of their departure date from Nottingham. Students are therefore advised to check the dates of their accommodation contract carefully before signing.
- It is possible to apply for university-allocated accommodation for one semester.
- Unfortunately the room type requested cannot be guaranteed.

For information on university accommodation please see <http://www.nottingham.ac.uk/nh/students/>

For information on private sector accommodation please see <http://www.unipol.org.uk/nottingham/>

Further information on accommodation will be given in the Welcome Email once students have been accepted.

### OFFER LETTERS/WELCOME INFORMATION

- Applications are processed as soon as we receive them; however it may take longer to send out offer letters at certain times of the year.
- Offer letters will be sent to the Home University and not directly to individual students. The student's permanent home address on the application form is for registration purposes only.
- Successful applicants will be contacted by email with essential information, including how to apply for accommodation, the Welcome Programme and the coach pick-up service.





#### 4. ENGLISH LANGUAGE REQUIREMENTS (For non-native English speakers only)

English language test result and date received: \_\_\_\_\_

*Please enclose a copy of your test certificate with this application form.*

##### **Minimum English language requirements for direct entry** (correct as at January 2009):

For students taking modules from Schools in the Faculties of Arts, Law and Social Sciences (including the Schools of Mathematics, Psychology and Pharmacy):

- IELTS 6.5 (no less than 6.0 in any element)
- TOEFL 573 Paper based (TWE minimum of 4.5) / 230 Computer based (Essay rating minimum of 4.5) / 88 IBT (minimum 19 in any element)

For students taking modules from Schools in the Faculties of Science and Engineering (excluding the Schools of Mathematics, Psychology and Pharmacy):

- IELTS 6.0 (no less than 5.0 in any element)
- TOEFL 550 Paper based (no less than 4.0 in TWE) / 213 Computer based (no less than 4.0 in essay rating) / 79 IBT (minimum 17 in any element)

*Please note that the University of Nottingham does not accept institutional English language scores.*

##### **Centre for English Language Education (CELE)**

For information on pre-sessional language courses please see [www.cele.nottingham.ac.uk](http://www.cele.nottingham.ac.uk)

The University of Nottingham reserves the right to determine the minimum length of pre-sessional course you will need in order to meet our English language requirements.

#### 5. APPLICATION CHECKLIST

Please include the following documents with your application:

- Your most recent original academic transcript
- A letter of academic reference from your home university (please do not seal in an envelope)
- A personal statement indicating why you wish to study abroad at Nottingham (approx. 500 words)
- A passport-sized photograph with your name on the back, attached with a paperclip
- A copy of your English language test result (if applicable – see Section 4 above)
- If applying to study Architecture in the School of the Built Environment, please enclose a portfolio of your recent work on CD (see our website for further information)
- An official nomination letter from your home university. All applicants from U21 partner universities must be officially nominated by their home university to study abroad at the University of Nottingham.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### U21 NOMINATION (DECLARATION BY HOME UNIVERSITY ON BEHALF OF STUDENT)

This student is nominated to study at the University of Nottingham as part of the U21 exchange agreement between the University of Nottingham and the student's home university. I also confirm that the proposed programme of study is approved.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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