



Aston Business School

Birmingham

**Information for Partner Institutions –
Incoming Undergraduate Exchange Students
2011-2012**





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Aston University
Aston Triangle
Birmingham
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United Kingdom

Website <http://www.abs.aston.ac.uk>

Erasmus Institution Code UK BIRMING 01

KEY CONTACTS:

Institutional Erasmus Co-ordinator

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Academic Registrar
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Aston Business School Executive Dean

Professor John Edwards

Director of International Relations

Dr Matthew Hall

Contact for nomination of students and matters relating to exchange agreements

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Student Support Officer
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Contact for outgoing exchange students

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International Placement Officer
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► Conditions for Eligibility – incoming undergraduate exchange students

A list of all conditions is available on the website

<http://www1.aston.ac.uk/aston-business-school/international/incoming/undergraduate/eligibility/>

Please note: partner institutions are requested to ensure that students have the necessary level of English before nominating them to Aston. Please contact Mr. Paul O'Neill for further information.

► Applications

Students should download and complete the Undergraduate Exchange Student form and send it by the application deadline. Please see the website for further information:

<http://www1.aston.ac.uk/aston-business-school/international/incoming/undergraduate/applications/>

Deadlines:	Full year and first teaching period only:	16 May 2011
	Second teaching period only:	17 October 2011

► Aston University Academic Year

The academic year is divided into two teaching periods rather than terms, each of approximately 12 weeks. For 2010/11, the key dates are:

First Teaching Period:	3 October 2011 - 21 January 2012
Second Teaching Period:	23 January 2012 – 9 June 2012

Start Dates:

Full Year	21 September 2011 (to include Aston Welcome Weeks)
Part Year- either	21 September 2011 (to include Aston Welcome Weeks)
or	17 January 2012 (to include Exchange Student Welcome)

The two key holiday dates for Aston University are:

Christmas:	18 December 2011 – 8 January 2012
Easter:	25 March 2012 – 16 April 2012

Aston Welcome Weeks

A special programme of events is offered to students upon their arrival at Aston University. For students arriving in September (Teaching Period 1), there are two weeks of activities arranged to help students settle into life at Aston. The first, Aston Welcomes Internationals, has been developed to focus on students from outside the UK. The second week offers a programme of events from both the School and the Students' Guild.

International Welcome Week:	21 September 2011
Aston Welcome Week:	26 September 2011

For 2011 entry, both weeks are compulsory for exchange students.

For students arriving in January (Teaching Period 2), a programme of events to welcome students to Aston has been developed

► Modules

A full range of modules is available for exchange students to study while they are at Aston Business School. Subject areas include Law, Business Psychology, Finance/Accounting, Economics, Operations Management, Information Systems, Marketing, Management Science and E-Business. A full list of modules is available on the website: <http://www1.aston.ac.uk/aston-business-school/international/incoming/undergraduate/choosing-your-modules/>

Module outlines provide detailed information regarding the module including assessment criteria. Students will automatically be given access to the correct module outlines, depending on the timing and duration of their exchange.

Deadlines:

The following dates are the deadlines by which initial module choices must be submitted to the Undergraduate Office:

Full year and first teaching period only: **2 September 2011**

Second teaching period only: **2nd December 2011**

PLEASE NOTE: It is only possible to choose modules from those offered by the Aston Business School Undergraduate Programme. Students should ensure that they have the necessary pre-requisites before registering for a particular module.

Workload:

30 ECTS (60 Aston University) credits per teaching period.

► Examinations & Assessments

Examinations are held at the end of each teaching period. **Students must remain at Aston for the examinations.** Transcripts will be sent directly in the post to students after marks have been confirmed by the relevant exam board, and copies will also be sent to the home institution.

PLEASE NOTE: It is not possible for exchange students to re-sit examinations that they fail, nor is it possible to offer special assessments in place of re-sit (referred) examinations.

► Accommodation

Students attending for the whole academic year

Students who attend for the whole academic year are guaranteed on-campus accommodation as long as they apply by the deadline. For EU students this is normally at the end of July. For non-EU students, this is usually around the beginning of August. Further information will be provided on the Residential Services website in due course:

<http://www1.aston.ac.uk/study/accommodation/>

Once they have received their student numbers students can apply on-line for accommodation on the Residential Services website:

<http://www1.aston.ac.uk/study/accommodation/apply-online/>

Please note that it is not possible for Residential Services to guarantee a particular block or type of residence, as places are subject to availability.

Students attending for less than one academic year

Unfortunately it is not possible to offer on-campus accommodation to students attending in Teaching Period 1 only. Students attending in Teaching Period 2 (arriving January 2010) may apply for on-campus accommodation, but allocation is not guaranteed. Please see above for the application procedure.

If students are unable to stay on-campus, the Advice and Representation Centre in the Students' Guild is able to provide advice on locating accommodation off campus.

For off campus accommodation options, please visit <http://www.astonstudentpad.co.uk/>

► Visas and Health Insurance

Students from outside the EU will need to make sure that they have the necessary visa to enable them to study in the UK. EU students should obtain a European Health Insurance card. Adequate health insurance cover should be purchased before coming to the UK.

► Support Facilities at Aston

At Aston University there are a range of services to support students with both academic issues and personal issues. These include services provided by the Aston Business School UG Programme, central University departments and the Student Guild. Further information can be found in the Quick Guide for New Students or in the Exchange Student Survival Guide, which are provided to all students beginning their studies at Aston Business School. Alternatively, visit <http://www1.aston.ac.uk/current-students/>.

► Employment and careers services

Aston University's **Careers Service** is available to all students offering careers guidance and support in creating CV's, completing application forms and preparing for interviews.

Exchange students studying at Aston Business School can use the services of **Graduate Advantage**, a regionally funded project which matches students with paid full and part time work placements, industrial placements, graduate jobs and summer internships from between 4 weeks and 12 months in all sectors of business and industry across the West Midlands. Placements cannot be guaranteed, but Graduate Advantage can offer advice in applying for placements. Students should check the requirements of their visa to find out if they are eligible to work in the UK before applying to Graduate Advantage.

Students can apply to Graduate Advantage once they are registered as full-time students at Aston University. Please see the Graduate Advantage website for further information: www.graduateadvantage.co.uk

The **Students Guild** also provides advice and guidance on gaining part-time work and vacation work in the UK. For further information please see the Job Shop website: www.astonguild.org.uk/jobshop



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