



Information correct as at
March 2019 but may be
subject to change.



Cardiff Business School
Ysgol Busnes Caerdydd

CARDIFF BUSINESS SCHOOL FACT SHEET EXCHANGE PROGRAMMES FOR 2019 - 2020

CONTACT DETAILS:

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Business School Exchange Office:	Rosemary Smith Director of International Student Exchange Cardiff Business School	+44 (0)29 20 876568 Room Q01	SmithRF@cardiff.ac.uk
Exchange Coordinators:	Nick Reid and Gwen Jones Cardiff Business School	+ 44 (0) 29 20 874557 + 44 (0) 29 20 875558 Opportunities Zone (A Corridor)	CARBS-Exchange@cardiff.ac.uk

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Emergency Telephone Number	+44(0)29 208 74000
University website:	Cardiff University http://www.cardiff.ac.uk Cardiff Business School http://business.cardiff.ac.uk/ International Office http://www.cardiff.ac.uk/about/our-profile/who-we-are/international Information for International Students http://www.cardiff.ac.uk/new-students/before-you-arrive/international-students Student Life: http://www.cardiff.ac.uk/for/prospective/campus-life/cardiff-and-wales.html

UNIVERSITY FACTS:

City Population:	362,756 approx.
Student Population:	23,085 Undergraduates 8,512 Postgraduates 31,597 in Total
Number of international students:	7,520

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ACADEMIC INFORMATION:

Enrolment/Induction Week	<p><u>Induction Week Will Start: Monday 23 September 2019</u></p> <p>(Please see section below regarding Exchange student Arrival and Orientation)</p>
Academic Calendar:	<p>AUTUMN SEMESTER: Monday 30 September 2019 to Sunday 26 January 2020</p> <p>SPRING SEMESTER: Monday 27 January 2020 to Friday 12 June 2020</p>
Student holidays:	<p><i>Christmas Recess:</i> Saturday 14 December 2019 to Sunday 5 January 2020</p> <p><i>Easter Recess:</i> Saturday 28 March 2020 to Sunday 19 April 2020</p>
Examination Period:	<p>Autumn exam period – Monday 13 January 2020 to Friday 24 January 2020</p> <p>Spring Exam Period - Monday 11 May 2020 to Friday 12 June 2020</p>
Resit Examination Period:	Monday 17 August 2020 to Friday 28 August 2020
Application Procedure	<p>Click the appropriate link:</p> <p><u>Autumn Only Exchange Students</u></p> <p><u>Spring Only Exchange Students</u></p> <p><u>Full Year Students Only</u></p> <p>Exchange students must be nominated by their home university via email to CARBS-Exchange@cardiff.ac.uk</p>
Documents required for non-EU students only	Confirmation of enrolment at home university, Passport number, confirmation of IELTS score, letter to confirm return to home university after exchange year or semester and two reference letters
Application Deadlines:	<p>Autumn semester: 30 June 2019</p> <p>Spring semester: 30 November 2019</p>
Minimum English Requirement for Students Studying with a Tier 4 Visa	<p>IELTS Overall Band Score: 6.5 with minimum: 5.5 in each sub-section</p> <p>As the visa rules are very strict it is impossible (currently) to accept students who do not meet the minimum criteria.</p>
Pre-sessional English classes	<p>Exchange students who have not reached IELTS 6.5 may apply for a pre-sessional English language course at Cardiff University (but this does not guarantee acceptance). A fee is payable.</p> <p><u>http://www.cardiff.ac.uk/study/international/english-and-foundation-programmes/english-language-programmes/pre-sessional-summer-courses</u></p> <p>Other private language schools in Cardiff also provide English classes during the summer.</p>
Teaching methods:	Lectures, tutorials, seminars. There will be approximately 12 hours of lectures per week. There will also be tutorials and/or seminars.

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Assessment methods:	Exams, assignments. Assessment takes a variety of forms. Usually there will be a combination of written exams and coursework.
Pass mark:	The pass mark at Cardiff is 40%
Average credits that students take per academic year:	FULL YEAR OF STUDY: 120 UK credits. The normal course load would be 6 modules (of 20 credits each) ONE SEMESTER OF STUDY: 60 UK credits. The normal course load would be 6 modules (of 10 credits each)
Academic Information	It is preferable for incoming exchange students to study modules in Cardiff Business School relating to Business, Economics, Finance etc. It is also possible for exchange students to take modules which are listed in the 'Exchange Student Module Catalogue' and the 'Free Standing module catalogue'. They can usually also take courses in the Centre for Lifelong Learning. Usually 40 credits can be taken from outside the Business School.
Module Descriptions	<p>Exchange students studying in Cardiff for one academic year may choose any Business School module from Year 2 (beginning BS2***) or Year 3 (beginning BS3***).</p> <p>It is not normally possible for students to study Year 1 modules (starting BSI***)</p> <p>For single semester students, the list of modules can be found on our website by selecting the appropriate tab:</p> <p>https://www.cardiff.ac.uk/study/international/study-abroad/choosing-your-programme/modules/business</p> <p>Module descriptions may also be found at the following websites.:</p> <p>http://www.cardiff.ac.uk/business-school/courses/undergraduate/accounting-and-finance</p> <p>http://www.cardiff.ac.uk/business-school/courses/undergraduate/business-management</p> <p>http://www.cardiff.ac.uk/business-school/courses/undergraduate/economics</p> <p>You will need to click into a specific degree programme to read through the various module descriptions then, when you have registered with us, you can access our Intranet and obtain Business School module descriptions using the link below:</p> <p>https://intranet.cardiff.ac.uk/students/study/modules/all-modules</p> <p>Or the Free Standing module selection using the link below:</p> <p>https://intranet.cardiff.ac.uk/students/study/modules/free-standing-modules</p>

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Results:	<p>Cardiff Business School will provide transcripts for Autumn semester students after the official Exam Board meeting held in February and for full year and Spring semester students after the official Exam Board meeting at the end of July.</p> <p>Transcripts will be sent to the home university and to the individual student via email.</p>
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ARRIVAL AND ORIENTATION:

Airport pick-up available:	<p>For students arriving in September there is free airport pick-up available. More information on coach collection service and booking forms can be found at:</p> <p>http://www.cardiff.ac.uk/new-students/before-you-arrive/international-students/travelling-to-cardiff/coach-collection-service</p>
Orientation Programme Dates:	<p>An induction meeting for Exchange students at Cardiff Business School will be provided during enrolment week, starting September 23rd 2019. Attendance at the Business School induction meeting is compulsory.</p> <p>The central Cardiff International Office organizes a detailed and varied induction programme. Activities start on January 21st. Attendance is voluntary and details may be seen at:</p> <p>https://www.cardiff.ac.uk/study/international/study-abroad/arrival-and-orientation</p> <p>Students attending Cardiff for one semester only will be invited to a house-hunting event organized by the Central International Office.</p> <p>You can also read our useful guide for incoming students below:</p> <p>http://www.cardiff.ac.uk/_data/assets/pdf_file/0010/1408816/Cardiff-University-Guide-for-Incoming-Students-2018-19.pdf</p>

ESTIMATED EXPENSES:

Total estimated expenses per month:	<p>A minimum of £864 per month or £8,150 for 9 months (2018 - 2019). These are minimum costs based on a single student living in University-owned self-catered accommodation. This estimate includes accommodation, daily subsistence, local travel, clothing, and study-related items.</p> <p>http://www.cardiff.ac.uk/study/student-life/living-costs</p>
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STUDENT SUPPORT & SERVICES:

University services available to exchange students:	There is a wide range of services at Cardiff University for all students. Some of them include: Students Union, Student Advisory Service, Student Counseling Service, the Disability Dyslexia Resource Centre, Sports facilities, libraries, student societies, International Development.
Library / internet facilities on campus:	<p>Our 18 library sites are conveniently located close to the academic schools they support and offer a wide range of information resources, as well as access to photocopying and IT facilities. Students will also have access to the University's high speed network upon enrolment.</p> <p>The Aberconway Library provides information services for Cardiff Business School. It has information resources in business, economics, and accounting etc. For more information on this library, contact details and location, visit: https://www.cardiff.ac.uk/libraries/locations-opening-hours/aberconway-library</p>
Student associations / clubs / activities:	<p>There are many student societies and associations that are organised by the students and run within the Students' Union. Students are able to join new societies easily, as they are a great way to meet people. For more information, visit: http://www.cardiff.ac.uk/study/student-life/students-union/clubs-and-societies</p>
Sport facilities on campus:	Sports facilities are available across campus and also at some of the Halls of Residences. There are many student sport societies. For information on Cardiff University sports facilities and services, visit: http://www.cardiff.ac.uk/study/student-life/sports
Food services on campus:	<p>Halls of Residences at Cardiff range from fully catered, to part-catered, to self-catered. More information on the food service available in the Halls of Residences can be found at: http://www.cardiff.ac.uk/study/accommodation/residences</p> <p>There is also a range of cafes on campus, located mostly within academic schools where students can buy lunch and purchase snacks.</p>

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ACCOMMODATION:

University Residences	<p>The Residences Office hopes to be able to provide university residences to all exchange students who are studying at Cardiff University for the full academic year.</p> <p>There are a number of Halls of Residence and Student Houses to choose from, offering catered, part-catered and self-catered residences. Around 70% of residences are en-suite, which means that each study bedroom has its own bathroom. Standard residences have shared bathroom facilities, which are shared between 4 and 8 people. Self-catered residences have communal kitchen areas to prepare food.</p> <p>The Residences Office cannot guarantee “part session” (i.e. one semester only) students a place in University residences. Students coming for only one semester can still apply for a place in University residences, but it is advisable to also seek accommodation in the private sector. Students staying for the Autumn semester only can join the central international office “house hunting programme” in mid- September.</p> <p>More information on accommodation can be found at</p> <p>http://www.cardiff.ac.uk/study/accommodation/undergraduates</p>
Other housing options	<p>There is also accommodation available in the private sector. However, some landlords may be reluctant to offer short-term tenancy agreements so it is important to research carefully. The Residences Office maintains regularly updated lists of flats and shared houses. The list is available from</p> <p>https://www.cardiff.ac.uk/study/accommodation/postgraduates/private-sector</p> <p>The Student Advisory Service can help students with any private accommodation concerns and can give advice on what to consider when thinking about renting private accommodation. It is recommended that students come to Cardiff before their period of study commences in order to look for suitable accommodation.</p>
Accommodation fees	<p>The accommodation costs compare very favorably with those of other UK universities. A National Union of Students survey found Cardiff University to charge some of the lowest fees in the UK.</p>

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HEALTHCARE:

Council Tax	<p>If you are studying at Cardiff Business School for less than 24 weeks, you will need to send Cardiff City Council a letter from your home university confirming that you are on a full time programme of study.</p> <p>You will also need a Council Tax letter from Cardiff University, confirming that your time studying here is part of a full time programme in your home country. You will need to manually request this letter from the Undergraduate Hub.</p> <p>More information can be found at the following website:</p> <p>https://www.cardiff.ac.uk/new-students/before-you-arrive/accommodation-and-moving-here/council-tax</p>
Medical Healthcare	<p>Exchange students studying in the UK for longer than six months are entitled to free medical healthcare under the NHS (National Health Service), which includes consulting a doctor/General Practitioner (GP) and most other GP services; the treatment in a hospital (both emergency and non-emergency treatment); and prescription medication. (Prescription medication is free in Wales but not throughout the UK). Please note that certain services (e.g. vaccinations, sickness notes) are chargeable.</p> <p>Exchange Students coming to Cardiff for less than six months are not entitled to free medical treatment and should take out health insurance.</p> <p>All exchange students <u>must register</u> with a GP (doctor) close to the university.</p> <p>More information on medical healthcare for exchange and international students can be found at: http://www.cardiff.ac.uk/new-students/before-you-arrive/international-students/medical-requirements</p> <p>NOTE: All exchange students are advised to have health and travel insurance cover.</p>

**We very much value our relationship with our Partners
and we look forward to welcoming you to Cardiff.**