

# **Information for Partner Institutions**

## Incoming Postgraduate Exchange Students



2016 - 2017

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Website [www.abs.aston.ac.uk](http://www.abs.aston.ac.uk)

Erasmus Institution Code UK BIRMING 01

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# Entry Requirements

DOUBLE DEGREE EXCHANGE STUDENTS		
Academic results (copy of Bachelor/ Master degrees Transcripts)	A minimum overall GPA of 13/20 or equivalent	
AND one of the following English Tests		
TOEFL (internet-based test)	Minimum overall score of 90	
	NO LESS THAN :- 20 in Writing & Speaking 20 in Reading & Listening	
IELTS	overall score of 6.5	
	NO LESS THAN:- 6.0 in Writing & Speaking 6.0 in Reading & Listening	
PEARSON ACADEMIC TEST	overall score of 63	
	63 in Writing & Speaking	57 in Listening & Reading
NO LESS THAN:-	Equivalent to level C1 of the CEFR	

1 OR 2 TERM EXCHANGE STUDENTS	
	Academic results (copy of Bachelor/Master degree Transcripts)
ONE of the following proofs of English language abilities	
TOEFL (internet- based test)	Minimum overall score of 90
	NO LESS THAN :- 20 in Writing & Speaking 20 in Reading & Listening
IELTS	overall score of 6.5
	NO LESS THAN: 6.5 in Writing & Speaking 6.5 in Reading & Listening
PEARSON ACADEMIC TEST	overall score of 63
NO LESS THAN:-	63 in Writing & Speaking & 57 in Listening & Reading
Letter from Home institution confirming that your level of English is equivalent to C1 of the CEFR*	



## ECTS CREDITS

ECTS Credits describe the student workload required to complete course units. They reflect the quantity of work each course unit requires in relation to the total quantity of work necessary to complete a full academic year, and therefore they are a relative rather than an absolute measure. Please refer to the module outlines for details of the ECTS credit values allocated for each module and the dissertation for a specific Masters course.

**Please note that although partners should use the ECTS credit rating to work out the workload of their students at Aston, they should NOT use ECTS grades. The Aston local results are far more representative of students' performance at Aston.**

## MODULARISATION OF ASTON CURRICULUM

The year is divided into three terms, ranging from 11 to 13 weeks long.

All postgraduate taught study programmes are organised over the first two terms with an examination period at the end of each term (examinations can on rare occasions take place after the holidays). Term three is dedicated to the Masters dissertation and soft skills.

Each student will study 7 to 8 modules a year (depending on the Masters programme they have registered for) if they are registered on a double-degree. Generally, each module runs for one term, studied in three hour sessions, with one session per module per week together with private study, group work and assessment) and is worth 15 or 30 Aston credits – equivalent to 7.5 or 15 ECTS credits. On some courses modules may be taught over 2 terms. Students attending Aston for one or two academic terms will be able to study up to 5 modules per term although we normally recommend a maximum workload of 4 modules.

Assessment, either by examination and/or submission of coursework takes place in the last week of each academic term. **Re-sits take place in September (to be confirmed) and only at Aston University as we cannot arrange overseas exams.**

The Masters dissertation is submitted in the middle of September.

## STUDY METHODS

### Contact hours and assessment

The majority of modules consist of nine weekly three-hour sessions. One week will be dedicated to reading and revision and one week to examinations or coursework submission. All modules are assessed either by a 2-hour or 3-hour examination and/or by the submission of coursework, the results of which are available at the beginning of the following term.

The three-hour sessions, with one session per module per week, give students a minimum weekly time-tabling commitment of 12-15 hours which take place between 9.00am and 9.00pm. Including further reading, preparation of coursework, group work and development of presentations each module is likely to require another 30 or more hours a week.

When making your module selections please be aware that some may contain written assessments (coursework) which are due to be submitted after the official end of term. You can view the submission deadlines on each module outline.

If you select a module with coursework due after the end of the term, you are permitted to submit the coursework by post if you did not wish to remain in the UK until the submission date. Please be aware that you may experience a delay in the date that you receive your mark for these modules and that you should therefore ensure that this does not delay your progression with your Home Institution (e.g. your graduation date). If you are interested in one of these modules but have any questions please do not hesitate in emailing the International and Student Development Office.

### Dissertation (Double degree students only)

All MSc programmes include a dissertation which forms a substantial element of the course both in terms of workload and assessment weighting. The dissertation (guideline 15-20,000 words) is undertaken from the end of the second term and is submitted in mid-September. However, work will begin during the first and second terms, when a topic for the dissertation is identified, an academic supervisor is allocated, a work plan and dissertation summary/proposal are produced and an ethical approval for the proposed research is obtained in conjunction with the dissertation's supervisor.

### Grading System

Grade		Mark
A+	=	75% +
A	=	70 – 74%
B+	=	65 – 69%
B	=	60 – 64%
C+	=	55 – 59%
C	=	50 – 54%
F	=	Less than 50%

Please note that students on the double-degree may be allowed to pass up to two modules with a mark of 40% or above depending on the regulations for their course.



# Course Selection: One or Two Term Students

## COURSE SELECTION FOR EXCHANGE STUDENTS ATTENDING ONE OR TWO ACADEMIC TERMS (non double-degree students)

Aston Business School Postgraduate Programme currently offers up to 20 specialised Master degrees.

Exchange students joining Aston for one or two terms, either in Term 1 (September to December) or Term 2 (January to April) will be enrolled on the ABS Master Exchange Programme. This will give them the possibility to select from a list of more than 40 modules from the MSc Degree Programmes listed in the double-degree options.

The number of modules that can be selected must be agreed in advance with the home institution but students must register for at least two modules. The number of ECTS credit load for each module can vary but students will be able to study up to four modules which will represent a MAXIMUM of 60 Aston credits (30 ECTS credits) per academic term. This will determine the total number of courses that can be selected. In some circumstances we may exceptionally allow students to study up to five modules if required by the home institution.

When making their module selections, students should note that some electives will assume knowledge of topics covered in other modules. If these pre-requisites have not already been studied, students will not be able to register for that module. The responsibility for ensuring that any stated pre-requisite modules have been completed lies with the student. Information on pre-requisites can be found in the Module Outlines. If any of the modules selected have pre-requisites, students will need to note this on the "Module Choice / Evidence of Prior Learning" form and attach evidence of prior learning. This form must be signed and stamped by the home institution.

## REGISTERING FOR MODULES

A Module Choice Form listing available modules and their scheduled running will be made available before the start of each academic year. The provisional teaching schedule will be made available in Autumn and the definitive teaching schedule as soon as possible. We will endeavour to publish provisional module choices for Term 1 (September to December) as soon as they become available.

Students will need to complete the form indicating their selection, and if appropriate providing evidence of prior learning. The form will need to be signed and stamped by the home institution and returned before the start of term.

Information can be found on the following page: <http://www.aston.ac.uk/aston-business-school/international/incoming/postgraduate/msc/exchange-one-or-two-academic-terms/course-selection/>



# Course Selection: Double Degree

The following taught programmes will be available as stand-alone Master degrees to exchange students joining us for a double-degree. All courses run over 12 months but have varying numbers of modules, as specified below. The dissertation is included as a 'module'.

## **MSc in Accounting & Finance**

**8 modules**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/school/abs/msc-accounting-finance/>

This programme is designed for graduates from any academic discipline who want to gain a solid foundation and understanding of accounting and finance principle, or want to become senior business managers or seek a career in accounting, financial management, banking and financial services.

## **MSc in Business Analytics (to be confirmed)**

**8 modules**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/abs/msc-business-analytics/>

This programme will equip you with the quantitative skills needed to understand and engage with complex data as well as the analytical tools to drive business advantage. You will deepen your knowledge of business analytics, web analytics, data mining and management consultancy with a view to using that knowledge to improve the decision-making process in business.

## **MSc in Business Economics & Finance**

**8 modules**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/abs/msc-business-economics-and-finance/>

This programme will provide you with further knowledge of economics and finance subjects and develop your familiarity with key theories that aid in understanding real world issues. In addition it will equip you with a wide of range of practical and transferable skills that are highly demanded by employers.

## **MSc in Business & Management**

**8 modules**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/school/abs/msc-business-management/>

This programme prepares students for a wide range of professional and management careers across business functions and sectors. The programme is appropriate for undergraduates whose degree is not from a business subject.

## **MSc in Entrepreneurship and International Business**

**8 modules**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/school/abs/msc-entrepreneurship-and-international-business/>

This programme draws on the teaching and research experience and knowledge in entrepreneurship, international business and innovation. Gain the analytical and strategic skills needed to set up and manage new enterprises in national and international contexts.



## **MSc in Finance**

### **8 modules**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/abs/msc-finance/>

**It is essential that candidates for this course have a strong background in mathematics and quantitative skills as well as economics.**

MSc Finance develops your knowledge of finance theory with practical applications and research tools. The facilities and equipment used on the programme are of the highest standard, giving you access to the most innovative tools available. These include a dedicated Reuters trading room facility, market trading simulations and a range of databases.

## **MSc in Human Resource Management & Business**

### **8 modules**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/school/abs/msc-human-resource-management-business/>

Gain an understanding of the concepts, models and theories relevant to the management of people in work organisations. This programme is ideal for students who want to develop a career in HR.

## **MSc Information Systems & Business Analysis**

### **8 modules**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/school/abs/isba/>

The MSc in Information Systems & Business Analysis (ISBA) is designed to give you an expert understanding of how information systems support the business and its operations.

## **MSc in International Accounting and Finance**

### **8 modules**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/abs/msc-international-accounting-finance/>

MSc International Accounting & Finance has been designed to critically develop your understanding of accounting within an international context. This programme will allow you to build on the accounting and finance knowledge you have gained during your undergraduate studies and to develop the necessary expertise to take on senior management roles within a global environment.

## **MSc in International Business**

### **8 modules**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/school/abs/msc-international-business/>

This MSc in International Business concentrates on the links between the major business functions and their role in international business and commerce.

## **MSc in Investment Analysis**

### **8 modules**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/school/abs/msc-investment-analysis/>

This programme is ideal for graduates who have some experience in finance, economics or a mathematical subject but have not majored in finance. It will provide students with knowledge, understanding and the skills appropriate for careers in the financial sector or a related industry. It is also an excellent qualification for those wishing to enter a career in financial management.

## **MSc in Organisational Behaviour**

### **8 modules**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/school/abs/msc-organisational-behaviour/>

This programme develops knowledge, understanding and skills relating to human behaviour in the workplace, and is relevant to students who want to develop careers either as general manager or organisational consultants.

## **MSc in Services Innovation (to be confirmed)**

### **8 modules**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/abs/msc-services-innovation/>

MSc Services Innovation will provide you with in-depth knowledge and experience in services innovation and core supporting areas such as business models, business analytics and digital strategies. You will develop the skills needed for the design and management of innovative business models, drawing on the latest research and industry-leading practice from the Aston Centre for Servitization Research and Practice

## **MSc in Strategic Sustainable Business**

### **8 modules**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/abs/msc-strategic-sustainable-business/>

This programme enables students to explore social responsibility and sustainability from multiple perspectives in a business context.

## **MSc in Strategy and International Business**

### **8 modules**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/school/abs/msc-strategy-international-business/>

This programme as a unique combination of strategy and international business and provides a solid foundation for international management. The programme aims to give students the knowledge and skills required to analyse company's strategic situations.

**Candidates for this course should have a good level in mathematics.**

## **MSc in Strategic Marketing Management**

### **8 modules**

<http://www.aston.ac.uk/study/postgraduate/taught-programmes/school/abs/msc-strategic-marketing-management/>

This MSc in Strategic Marketing Management is designed to meet the needs of graduates who have not previously specialised in marketing but now wish to do so. Whilst featuring specialist marketing modules, an understanding and appreciation of other business functions within organisations is also developed.

## PROFESSIONAL DEVELOPMENT PROGRAMME (PDP) - DOUBLE DEGREE EXCHANGE

### **Business skills for life: the essential Aston Professional Development Programme.**

The Aston Professional Development Programme (PDP) is an integral module that forms part of your MSc taught course from day one. This compulsory module runs throughout the academic year. We have designed it around knowledge through practice - to enhance your employability as you customise the PDP experience to suit your own learning goals and skills development needs.

We take a multidimensional, qualitative and individually tailored approach. Using reflective models, we integrate a competency-based framework into our existing academic programmes. You will engage with different kinds of experiential learning, such as skills workshops, work-based experience, study abroad and develop your own unique skillset.

This pathway between theory and the world of work brings together Aston's faculty, careers practitioners and business and academic partnerships teams to help you step into your future careers as culturally aware, global professionals.

## CAREER AND PERSONAL DEVELOPMENT

Employability is at the very heart of what we do at Aston. During your time on one of our programmes you will receive dedicated support to enable you to find global employment opportunities. You will develop the skills needed to gain the right role for you and to make an impact from day one.

We provide a range of activities to support your career and personal development as well as individual guidance and one-to-one support for career planning and job applications.

We also work closely with employers and work experience providers to source opportunities and match them to our postgraduate students.



GLOBAL  
CAREERS



EMPLOYER  
CONNECTIONS



PROFESSIONAL  
NETWORKS



PLACEMENT &  
INTERNSHIPS



ENTERPRISE  
SUPPORT

**For more information on all aspects of personal and professional development at Aston, please refer to the following link:**

<http://www.aston.ac.uk/aston-business-school/programmes/postgraduate/career-personal-development/>

# The Aston MBA

## Master of Business Administration (General MBA) – selected modules only

(7 modules / 12 months programme)

<http://www.aston.ac.uk/aston-business-school/programmes/aston-mba/full-time-mba/>

The Aston MBA applies a unique blend of academic and practical know-how to management development. Achieving an Aston MBA makes managers more effective. It enhances career opportunities, boosts personal development and is ideally suited to people who want to progress into senior management positions. **New graduates, without work experience, are not accepted on Aston's MBA. Candidates must also be studying for the MBA at their home institution.**

*The MBA Programme is taught over three terms and modules are available to study in each of these terms. Select "Modules & Structure" to obtain the list of relevant courses. The timetable will be published on the website at the end of June.*



# Application Procedures

## EXCHANGE STUDENTS SEEKING THE DOUBLE DEGREE

**PLEASE NOTE:** You must first check with your school that you have been officially nominated. Online forms received without prior nomination will not be processed.

**Application Form:** To apply for any of the MSc courses that we offer, you will need to apply **online** from our website:

<http://www.aston.ac.uk/study/postgraduate/apply/>

Select University School: **Aston Business School**

Select Entry Year: **2016/2017**

Select Attendance Type: **Full Time – Visiting/Exchange**

Select Degree Type: **Postgraduate Taught**

Select Degree Programme: **Please select the MSc programme you wish to apply for as your first choice. Please only apply for one MSc programme within Aston Business School. You may list a second choice of course in your personal statement.**

When creating your new account please ensure that you provide us with a valid and accurate email address as most of the correspondence from Aston will be sent via email.

You will be automatically logged in after this and be able to start your application immediately.

**Please note that you must attach all supporting documents before submitting your application, as you will be unable to attach them afterwards.**

The required supporting documents which you must submit with your application are:

- Your CV
- A copy of your Bachelor degree certificate
- An officially translated transcript (if not already in English)
- Two references, at least one of which is from an academic referee (applicants without work experience may submit two academic references)
- Proof of English language proficiency (please refer to page 1 for details)

You can elect to 'Save and Return Later' at any point of the process, at which point you will be sent an email giving details on how to return to your application later.

**As soon as you have submitted your online application (or if you have any problems) please email your 11 Digit Student number (Beginning with 169) to:**

International Support Coordinator  
Programme Office  
E-mail: [abspg-ieoffice@aston.ac.uk](mailto:abspg-ieoffice@aston.ac.uk)

**Confirmation of a place:** Once your application has been checked you will be emailed your official offer letter which will confirm your place, and let you know how to apply for accommodation.



## **EXCHANGE STUDENTS ATTENDING ONE OR TWO TERMS:**

**PLEASE NOTE:** you must first check with your school that you have been officially nominated. Online forms received without prior nomination will not be processed.

**Application Form:** You will need to apply online from our website:

<http://www.aston.ac.uk/study/postgraduate/apply/>

Under “How to apply”, select “Exchange Programmes”

Select University School: **Aston Business School**

Select Entry Month: **All or January if you are starting in Term 2**

Select Attendance Type: **Full Time – Visiting/Exchange**

Select Degree Type: **All**

Select Degree Programme: **Exchange students joining Aston for one or two terms only will be registered on the ABS Master Exchange Programme. Please select one of the following options depending when you are joining Aston and whether you are coming for one or two academic terms:**

ABS Master Exchange Programme – 1 Term (September 2016 start)

ABS Master Exchange Programme – 2 Terms (September 2016 start)

ABS Master Exchange Programme – 1 Term (January 2017 start)

ABS Master Exchange Programme—2 Terms (January 2017 Start)

When creating your new account please ensure that you provide us with a valid and accurate email address as most of the correspondence from Aston will be sent via email.

You will be automatically logged in after this and be able to start your application immediately.

**Please note that you must attach all supporting documents before submitting your application, as you will be unable to attach them afterwards.**

The required supporting documents which you must submit with your application are:

- Your CV
- A copy of your Bachelor degree certificate
- An officially translated transcript (if not already in English)
- Two references, at least one of which is from an academic referee (applicants without work experience may submit two academic references)
- Proof of English language proficiency (refer to the Entry Requirements Table on page 1)

You can elect to ‘Save and Return Later’ at any point of the process, at which point you will be sent an email giving details on how to return to your application later. Your application is not finalized until you submit it by clicking the Submit button.

**As soon as you have submitted your online application (or if you encounter any problems) please email your application ID numbers to:**

International Support Coordinator

Programme Office

E-mail: [abspg-ieoffice@aston.ac.uk](mailto:abspg-ieoffice@aston.ac.uk)

**Confirmation of a place:** Once your application has been checked you will be emailed your official offer letter which will confirm your place, and let you know how to apply for accommodation.

# Important Dates

## APPLICATION DEADLINES

The nomination deadline for the fall term will be **1st June 2016** and the application deadline will be **15 July 2016** for double degree and Term 1 exchange students. TOEFL, IELTS and final academic results will normally have to be received by the application deadline.

The nomination deadline for exchange students joining us in Term 2 (Spring Term) will be **16 October 2016** and Application deadline will be **30 October 2016**.

## INDUCTION

**Double-degree Students:** There will be a COMPULSORY 2-week induction programme which will begin around 16 September. Full details will be sent out during the summer and this date may change. If students are in university residences, the rooms will be available from mid-September and they will be advised of the exact date by the Accommodation Office.

**Students attending for one or two terms:** Please note that students joining Aston in Term 1 (Fall Term) will be expected to attend the Induction Programme for International Students beginning around 16 September. Full details will be sent out during the summer and this date may change. There will be a COMPULSORY enrolment session taking place on Thursday 5 January 2017 for students joining us in Term 2 (Spring Term).

## ASTON UNIVERSITY ACADEMIC YEAR

The Postgraduate Programme's Academic Calendar for 2016/2017 is currently as follows (please note there may be changes to these dates):

<b>Term 1:</b>	Induction Programme: 14 September 2016 – 29 September 2016 <b>(Attendance is compulsory as this forms an integral part of the course)</b> Teaching Period: 2 October 2016 - 16 December 2016 (inclusive of examination week)
<b>Term 2:</b>	Enrolment: 5 January 2017 Teaching period: 9 January - 24 March (inclusive of examination week)
<b>Term 3:</b>	27 March 2017 – 7 April 2017 Easter vacation: 10 April - 1 May 2017 Term starts again: 2 May - 23 June 2017 (inclusive of examination week)

## DATES OF RELEASE OF RESULTS

The release of provisional & final results will be made available in the following term after your period of study.

**Term 1 Exchange:** Provisional Results: Released in Week 4 (Term 2)  
Final Results: Released in Week 5 (Term 2)

**Term 2 Exchange:** Provisional Results: Released in Week 4 (Term 3)  
Final Results: Released in Week 9 (Term 3)

## ASTON WELCOME WEEKS

### INDUCTION

The academic year starts with a **COMPULSORY\*** 2 1/2-week induction programme which will begin on Wednesday 16th September. This is an integral part of your course and it includes the first stages of the Professional Development Programme which runs alongside the academic programme. Aston Business School's formal induction is preceded by three days of orientation for international students organised by Aston University. International orientation starts on 16 September and will include formal enrolment with the University. Full details will be sent out during the summer. If students are in university residences, the rooms will be available from mid-September and they will be advised of the exact date by the Accommodation Office.

For students arriving in January (Term 2), an induction programme on a smaller scale will take place to welcome you to Aston.

## ERASMUS + FORM – COMPLETION INSTRUCTIONS

Please complete your Erasmus + form with the following information. If you are unsure about any sections, please leave them **blank** and notify us when submitting your form.

*Responsible Person:* Elsa Zenatti-Daniels

*Position:* International & Student Development Lead

*Contact Email/Phone:* e.f.zenatti@aston.ac.uk / 00 44 121 204 3279

*Name:* Aston University

*Faculty:* Postgraduate Programme

*Department:* Aston Business School

*Erasmus Code:* UK BIRMING 01

*Address:* Aston University, Aston Triangle, Birmingham, B4 7ET

*Country:* United Kingdom

**Please email your completed form to the IE Office at [abspg-ieoffice@aston.ac.uk](mailto:abspg-ieoffice@aston.ac.uk), NOT directly to Elsa Zenatti-Daniels.**

## Conditions for Eligibility

1. There must be a special agreement between the two institutions, which allows for the exchange under certain conditions.
2. Students must be nominated by their home institutions.
3. The language of instruction at Aston Business School is English.
4. Students seeking **the double degree** on the Aston Business School MSc Programme should have achieved a minimum average of 13/20 in their Master degree to date **and a TOEFL score of 90 for the internet-based test with a minimum score of 20 in writing, speaking, reading and listening or an IELTS score of 6.5 overall with no less than 6.0 in writing, speaking, reading and listening or a Pearson Academic test score of 63 overall with no less than 63 in writing and speaking and 57 in listening and reading.** This is equivalent to level C1 of the CEFR.
5. **Students enrolling for one or two terms** will not necessarily be required to take the GMAT or TOEFL tests but will have to provide a guarantee from their school that their level of English is equivalent to level C1 of the CEFR and sufficient to meet the demands of an English-taught Masters programme. Please note that overseas students wishing to join Aston and travelling on a Tier 4 visa will need to provide an IELTS, PEARSON or TOEFL score. Overseas students travelling with a Student Visitor visa will be able to use a letter from their school confirming that their level of English is equivalent to level C1 of the CEFR and sufficient to meet the demands of an English-taught Masters programme.
6. The MBA programme is not available as a double degree. However, students **already attending MBA programmes** at partner institutions may study selected modules on the Aston Business School MBA programme. **Applicants should have a minimum of three years relevant work experience** and should achieve a **TOEFL score of 105 for the internet-based test with a minimum score of 22 in writing, speaking, reading and listening or an IELTS score of 7.0 overall with no less than 6.5 in any section.**
7. Under the terms of the exchange agreement, students joining the MBA will not be charged a fee for the basic programme. However, they can expect to have to pay up to £600 to contribute towards the cost of certain items including textbooks and other learning materials.
8. Students seeking to enrol on the MSc in Finance & Investments and the MSc in Investments Analysis will have to provide additional documentary evidence to demonstrate a high level of quantitative skills (e.g. transcripts from classes préparatoires) as well as a background in economics.
9. Students enrolling on the Aston Business School MSc in International Business will have to cover the cost of the study visits organised for this programme if they wish to attend them. Students enrolled on the MSc in Strategy in International Business who select to study the BSM934 -Advanced Topics in International Business module where attendance on a Study Visit abroad is an option, will have to bear the full cost of the visit if they wish to attend.
10. Exchange students are enrolled as full-time students and must agree to abide by the Aston University's General and Programme Regulations and adhere to the Programme Requirements, as laid down by the Postgraduate Learning & Teaching Committee of Aston Business School.
11. Students enrolled at Aston are not permitted to follow courses of study at their home institution, or to take assessments at their home institution during the taught part of the Aston Business School course. However, if required, special arrangements can be made for assessments to be taken at Aston.
12. Students must ensure that their chosen course of study at Aston complies with the requirements of their home institution.
13. **Students will only be able to register for the modules that are prescribed by their home institutions in order to gain the required amount of credits.**
14. The value of Aston modules varies between 7.5 and 15 ECTS credits. The maximum number of credits per term for students enrolling for 1 or 2 terms is 37.5. **The maximum number of modules students can register for per term is 5.**
15. Students seeking the double degree on the Aston Business School MSc Programme must follow the prescribed syllabus of their chosen course and cannot substitute modules from other courses.
16. **IMPORTANT: If students are required to re-sit exams, these will take place in September (date to be confirmed) at Aston University as we cannot arrange overseas exams.**

# Practical Information







## ON-CAMPUS ACCOMMODATION / UNIVERSITY RESIDENCES

### Students attending for the whole academic year:

We guarantee Aston University campus accommodation to the first 30 full-year (September-June) exchange student applicants, on a first-come first-served basis, fulfilling the criteria set out below:

- ☐ You apply as a full time exchange student for the full academic year by the 20th June 2016
- ☐ Aston University has confirmed your application by the 1st July 2016
- ☐ You have applied for accommodation through the online portal by the 10th July 2016.

Further details can be found on our website: <http://www.aston.ac.uk/international/international-students/student-exchanges/incoming-exchange-students/accommodation/>  
We will inform you whether you have been successful by the 31st July 2016.

*Please note: Aston Student Village are unable to confirm any remaining on-campus availability to exchange students until the beginning of October 2016.*

### VERY IMPORTANT:

During Term 3, and as part of the Professional Development Programme, students will have the opportunity of undertaking work-based experiences away from Aston University Campus. This could include internships of up to 6 months which may entail moving to another city or country. Please note that if you are staying in University Residences with Aston Student Village, you will not be released from your accommodation contract until it runs its course at the end of 51 weeks. If the internship option is something you may wish to consider as part of your course, you should therefore prioritise accommodation in the private sector which would offer more flexibility.

### Students attending for Term 1 and/or Term 2 only:

Erasmus and Exchange students registered for one semester will not be able to be accommodated on campus. Please contact the Students' Union ARC for assistance in finding off-campus accommodation, or visit their website for further information on recommended accommodation providers in Birmingham. Aston Student Village are unable to confirm any remaining on-campus availability to exchange students until the beginning of October 2016.



## PRIVATE ACCOMMODATION

Exchange students registering for either Teaching Period 1 (September – December) or Teaching Period 2 (January – April) will not be able to live on campus. We do, however, provide support for seeking alternative accommodation in Birmingham.

Please contact the Advice & Representation Centre (ARC) at [arc@aston.ac.uk](mailto:arc@aston.ac.uk) for advice and guidance about seeking off-campus accommodation. You can see information on the following link:

<http://www.aston.ac.uk/union/welfare/arc/>

### General Advice

Birmingham is fortunate in that it boasts a wide variety of alternative accommodation for students that are well connected by bus and rail links. However, there are still a number of things to take into consideration when seeking off-campus accommodation.

Alternative off-campus accommodation types:

- Private student halls – these are similar to University campus accommodation but are run by commercial companies.
  - Shared house - sharing a house with other students in Birmingham.
  - Private apartment or house - living on your own in Birmingham City Centre or surrounding areas.
- We recommend that you search for your accommodation in advance, in particular if you are looking for shared/private housing. We recommend that you arrive in the UK early so that you can view properties and make arrangements in person.

If you look outside [AstonStudentHomes](#) for accommodation, please be careful which accommodation agencies you use in your search. It is against the Law in the UK for an accommodation agency to take fees in advance from prospective tenants in return for details of properties. For tips on how to avoid rental scams please refer to the ARC website.

Please remember that the University cannot recommend off-campus accommodation properties, but provides a list to help guide your search with the information available from staff at ARC. ***It is your responsibility to secure accommodation and find out what options may be available to you.***

Please read the following information regarding rental fraud:

<http://www.actionfraud.police.uk/one-in-ten-have-fallen-victim-to-rental-fraud-sept13>

From December 2014, landlords in Birmingham will need to check that someone has the right to live in the UK before letting a property to them. This will mean that finding private accommodation will take slightly longer than it has in the past. You can help the process run smoothly and make yourself an appealing tenant by having the required documents ready for inspection. Please refer to the link below to see how the Government have advised landlords and which documents will be required.

<https://www.gov.uk/government/publications/right-to-rent-landlords-code-of-practice>





## Support Facilities

At Aston University there are a range of services to support students with both academic issues and personal issues. Highlighted below are a range of key support services. Further information can be found in the Quick Guide for New Students which is provided to all students beginning their studies at Aston Business School.

**The Hub** located on the Upper Ground Floor of the Main University Building is your first port of call for non-academic advice and support.

0121 204 4007, e-mail: [thehub@aston.ac.uk](mailto:thehub@aston.ac.uk), <http://www.aston.ac.uk/current-students/hub/>

The Team of dedicated International Students Advisers is located in The Hub.

The **Advice & Representation Centre (ARC)** at Aston Students' Guild provides students with information, advice and representation. If you are phoning from outside the UK please phone **+44 121 204 4848**. Email [arc@aston.ac.uk](mailto:arc@aston.ac.uk) or go to <http://www.aston.ac.uk/union/welfare/arc/>

**Library & Information Services (LIS)** provides a comprehensive service to support learning and research needs throughout your study here at Aston. The Library provides books, journals, reports and statistics for students to consult and borrow. Many of the journals and other sources of information are also available electronically.

Tel: 0121 204 4525, email: [library@aston.ac.uk](mailto:library@aston.ac.uk), [www.aston.ac.uk/lis](http://www.aston.ac.uk/lis)



The **Learning Development Centre** offers a range of support options for all aspects of your academic study and key study skills, from group sessions, one to one sessions and drop in support sessions. The LDC is based on the first floor in the Library.

0121 204 3040, e-mail: [lsc@aston.ac.uk](mailto:lsc@aston.ac.uk), <http://www.aston.ac.uk/current-students/academic-support/lsc/>

Within Aston Business School there are a number of sources of support all dedicated to helping students you get the most out of your time studying at Aston. As well as all academic staff offering 'Office Hours' every week, where you can sign up to talk to them about the academic aspects of your time at Aston University, we also have support staff based within the Postgraduate Programme Office available for you to talk to from Monday to Friday, throughout the year.

# Student Life at Aston

## TEN REASONS FOR CHOOSING ASTON UNIVERSITY:

1. Aston is a top 30 University in all major UK league tables (Complete University Guide, Guardian, Times/Sunday Times)
2. We have top partner institutions from all over the world— find out information about Aston specific to your country here <http://www.aston.ac.uk/international-students/your-country/>
3. Birmingham is Britain's second city and
4. Birmingham is internationally recognised as a leader in leisure, entertainment, shopping and sport—it is the home to three football teams, the Bullring Shopping Centre and much more.
5. "You will struggle to find a university in Britain more keenly attuned to the needs of business and industry." - 2012 Sunday Times University Guide.
6. With Birmingham located right in the centre of the UK, and Aston located right in the centre of Birmingham, getting around couldn't be easier. Just 10 minutes walk from Aston is Birmingham New Street station, a major rail hub with links across the country - perfect for visiting friends or travelling home. Birmingham International Airport is a 20 minute drive or taxi ride from Aston.
7. Aston's green, self-contained campus is just five minutes walk from the city centre.
8. Birmingham is Europe's youngest city.
9. There are excellent sports facilities—a swimming pool, newly fitted 110 station gym, pitches, dance studios and sports halls. All on campus.
10. Birmingham is an international centre for business, commerce and industry, housing numerous UK and overseas banks, law firms and Europe's second largest insurance market.

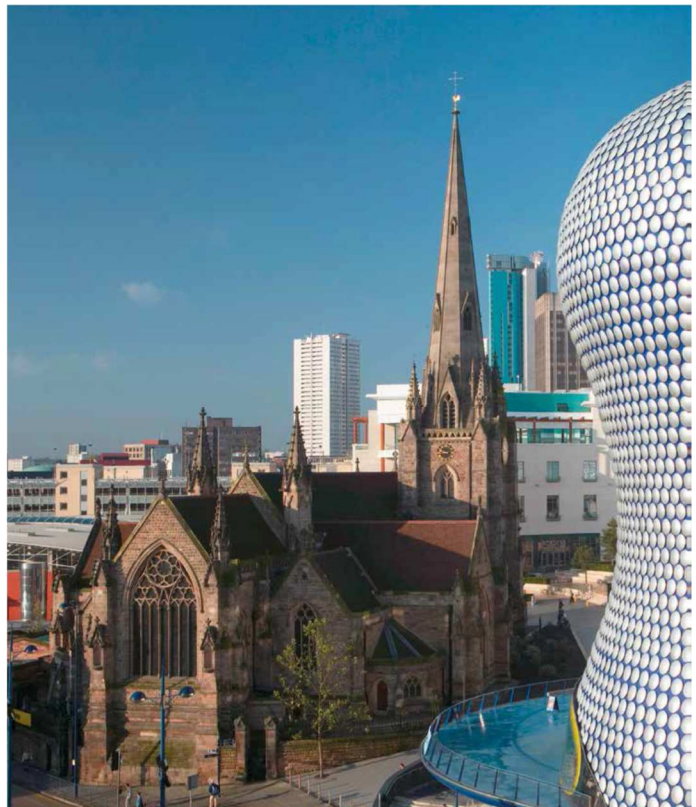
To find out more, visit:

[www.aston.ac.uk/birmingham](http://www.aston.ac.uk/birmingham)

<http://visitbirmingham.com/this-is-birmingham/>

and

<http://visitbirmingham.com/>





# 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.

<http://www.aston.ac.uk/current-students/careers-centre/careers-support/careers-support-for-postgraduates/>

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](http://www.graduateadvantage.co.uk)

The **Students Union** 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:

<http://www.aston.ac.uk/union/services/jobshop/>



# Health and Well Being at Aston

All students at Aston University are able to access **Health Care**. Information on what type of Health care you are entitled to depending on the length of your course is available on the International Student Support Unit website at:

<http://www.aston.ac.uk/current-students/hub/iss/health/>

If your course is for **six months or more** you can get NHS treatment, including free doctor's examination and hospital treatment, from the beginning of your stay. However, there have been recent changes to the requirements for students entering on a Tier 4 visa (Double Degree students). Please refer to the following link for more information.

<http://www1.aston.ac.uk/current-students/hub/issu/visaadvice/student-visas/applicantsoutsideukt4/>

If your course is for **less than six months** you should take out medical insurance for the duration of your visit, unless you are the national of a country that has a special reciprocal health agreement with the UK.

There is a **dental surgery** and an **optician** on campus. Additional information can be found at:

<http://www.aston.ac.uk/current-students/health-wellbeing/>

We have excellent **Sports and Recreation** facilities at Aston University, especially for a University of our (relatively small) size. We have two sports centres on campus including 25m Swimming Pool, all-weather floodlit pitch, two large sports halls for a massive range of indoor sports, squash courts and a brand new Cybex Fitness Centre and Gym. Outdoor sports are catered for at the Aston University Recreation Centre, a 45 acre facility 5 miles from campus. Facilities are open 7 days a week.

For further information about the facilities at Aston, please visit:

<http://www.aston.ac.uk/prospective-students/sport/>

At Aston, there are also a wide range of **Sports Clubs and Societies** which are open to all students. For a full list of clubs, please visit:

<http://www.aston.ac.uk/union/student-activities/clubs-and-societies/>

