



Aston Business School

31/08/2021

Aston Business School Factsheet

Undergraduate Incoming Exchange Students

2021/22



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Contact Details

University

| | |
|----------------------------------------|----------------------------------------------------------------------------------------------------|
| Full legal name of institution: | Aston Business School (Aston University) |
| ERASMUS Institutional Code: | UK BIRMING01 |
| Address: | Aston Business School Aston University Aston Triangle Birmingham B4 7ET United Kingdom |
| ABS Webpage: | www.aston.ac.uk/aston-business-school/ |
| University Webpage: | www.aston.ac.uk |

Key Contacts

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Partnerships & Exchange Agreements
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Incoming Students & Nominations
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Undergraduate Student Support Lead

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Incoming Exchange Student Queries
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Student Support Co-ordinator

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Useful Links

www2.aston.ac.uk/international-students
www.facebook.com/astonuniversity
www.twitter.com/astonuniversity
instagram.com/astonuniversity

Aston Exchange Webpage:
<https://www2.aston.ac.uk/international-students/exchanges/incoming-exchange-students>

Academic Year—Key Dates 2021/2

| Teaching Period 1 | |
|---------------------------|---------------------------------------|
| Welcome Week (compulsory) | 20th September - 26th September 2021 |
| Teaching | 27th September - 18th December 2021 |
| Christmas Holidays | 19th December 2021 - 9th January 2022 |
| Exams | 10th January—23rd January 2022 |

| Teaching Period 2 | |
|---------------------------|----------------------------------|
| Welcome Week (compulsory) | 17th January - 23rd January 2022 |
| Teaching | 24th January - 2nd April 2022 |
| Easter Holidays | 3rd April—24th April 2022 |
| Teaching (continues) | 25th April—1st May 2022 |
| Exams | 2nd May—11th June 2022 |



Welcome Week

Teaching Period 1/Full Year (September—January)

Prior to the start of your studies, Aston University organises activities to help you settle into your new environment. This is referred to as 'Freshers' Week' and it is essential that you attend! The orientation is planned with you in mind and provides valuable information and guidance in preparation for your studies and life in the UK.

Freshers' Week will include School, academic and social activities and is a brilliant opportunity to meet your fellow exchange and UK students.

Teaching Period 2 (January—June)

For students arriving in January (Teaching Period 2), a programme of events to welcome you to Aston has been developed, which includes subject advice sessions, an introduction to the library, a tour of the campus and Birmingham city centre and plenty of opportunities to meet your fellow exchange students.

Nominations and Applications

Deadlines:

Teaching Period 1 (and full year)

| | |
|-------------|--------------|
| Nomination | 1 July 2021 |
| Application | 20 July 2021 |

Teaching Period 2

| | |
|-------------|-----------------|
| Nomination | 1 October 2021 |
| Application | 20 October 2021 |

Nominating an exchange student to Aston University (information for partner schools)

To nominate an exchange student to Aston University, please click the link below to enter our Moveon nomination portal.

<https://aston.moveon4.com/locallogin/5b62e1793e5d66562eb5c4e4/eng>

If you do not already have a log in, please register using the right hand panel. You will be sent an automated email containing a link to confirm your account- please click this and your account will be ready to use immediately.

To complete a student nomination, log in and click "Start a new application". Please read the information page and enter the nomination section. Complete the following areas for each individual student you are nominating.

- Personal information (ensure names are spelt exactly as per their passports)
- Sending institution and study details

Please then click submit and a PDF of your nomination will be generated. We will then contact the student directly with details on how they can complete their application.

Please contact abs_exchange@aston.ac.uk if you have any queries regarding the process.

Application (information for students)

Following nomination by our partner school, students will receive a link to the online application form from our Exchange Coordinator. Complete it carefully and submit by the application deadline.

Admission requirements:

- Nomination by our partner school
- A minimum of one year study in our partner school English language proficiency: IELTS - an overall score of 6.5 (with a minimum of two bands at 5.5 and other bands at 6.0 or above) or TOEFL Internet Test: a score of 93 (with a minimum of 18 in Reading, 19 in Listening & Speaking and 23 in writing) or official confirmation from the partner institution that students have a level of English equivalent to the test scores required above.
- Transcript of results from your Home University so far (officially translated into English)

If you require a Visa or Student Visitor entry:

- Upload a scan of the passport with the application
- Upload a completed and signed scan of the [official nomination letter](#).

Please note that without these documents we cannot produce your acceptance letter/CAS.

Write your contact email address clearly and check your account regularly after application.

Module Selection

Module Selection

Choosing Modules

Workload

Student workload at Aston Business School will be 60 Aston (30 ECTS) credits per semester. Module choices depend on *when* students are coming to study at Aston Business School (September or January) and for *how long* (whole year or one teaching period).

Module information will be provided by the end of June. We will inform students when the information is available so that they can proceed with their module selection.

When students have chosen their modules and their home institution has agreed their selection, they need to complete the Initial Module Selection form and submit it *before* their arrival at Aston.

Examinations and Assessments

For modules assessed by examinations, these are held at the end of each teaching period - in January, for Teaching Period 1 and in May and June for Teaching Period 2.

Students must be prepared to remain at Aston for the examinations.

After marks have been confirmed by the relevant examination board, academic transcripts will be emailed and posted to the home institution for collection by students.

Please note that it is not possible to offer special assessments in place of re-sit (referred) examinations for exchange students.

It may be possible for exchange students to re-sit examinations that they fail; however, re-sits are only available in the summer.



Accommodation

The accommodation available to exchange students will depend on the duration of exchange. Our exchange students are split into two categories:

1. Full year (September – June) students
2. Teaching Period 1 (September – January) OR Teaching Period 2 (Jan – June) students

Full Year Exchange Students

Students attending for the whole academic year:

Aston University guarantees ASV accommodation to the first 30 full year (3 terms) Erasmus and Exchange student applicants, fulfilling the criteria set out below:

- They apply to Aston University as a full time student for the full academic year by 17th June 2021.
- Aston University has confirmed their application by the 1st July 2021.
- They have applied for accommodation through the online portal by the 19th July 2021.

Full time Exchange and Erasmus applicants may choose a 44 week Tenancy Agreement only. Further details and Tenancy Conditions can be found on our website. Successful applicants will be informed by the 15th August 2021.

Further details can be found on our website: <http://www.aston.ac.uk/accommodation/>

Teaching Period 1 or 2 Only Students

Aston University guarantees ASV accommodation to the first 20 part year (one semester) Erasmus and Exchange student applicants each semester, fulfilling the criteria set out below:

- They apply to Aston University as a part year exchange student for the 1st semester (until December 2021) by 17th June 2021.
- Aston University has confirmed their application by the 1st July 2021.
- They have applied for accommodation through the online portal by the 19th July 2021

These 20 rooms will be available for 20 starters on the exchange programme in January by booking through Unite Students.

Unsuccessful applicants for the 20 part year Erasmus and Exchange rooms will not be able to be accommodated on campus. Please contact the Students' Union (Aston Student Homes) for assistance in finding off-campus accommodation, or visit their website for further information on recommended accommodation providers in Birmingham.



Aston Student Village will be unable to confirm any remaining on-campus availability to exchange students until mid-October.

PRIVATE ACCOMMODATION

Aston University provides support for seeking alternative accommodation in Birmingham to exchange students who have not been able to secure a place on campus.

Aston Students' Union (SU) is an independent charity ran by students for students.

Aston SU operates Aston Student Homes to support students looking for accommodation in Birmingham



www.astonstudenthomes.org. You can contact Aston Student Homes on:

astonstudenthomes@aston.ac.uk.

Aston Student Homes has a relationship with all providers and landlords who advertise on Aston Student Homes. Aston Student Homes also checks and maintains copies of safety certificates and licences so that students can have more confidence in the property.

General Advice

Birmingham has a wide variety of accommodation for students in the city centre. There is also plenty of affordable accommodation outside the city that is well connected by bus and rail links.

Off-campus accommodation types:

- Private student halls – these are similar to University campus accommodation but are run by commercial companies.
- Shared houses - sharing a house with other students in Birmingham.
- Private apartment or house - living on your own in Birmingham City Centre or surrounding areas.

Aston Student Homes recommends that students search for your accommodation in advance of arriving, in particular if you are looking for shared/private housing. But we do not recommend that you agree to any contracts until you have viewed the property yourself. We also recommend that you arrive in the UK early so that you can view properties and make arrangements in person.

Aston Student Homes does not set up accommodation or make bookings on behalf of students but acts to provide support and guidance.

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/fraud-az-rental-fraud>

Landlords need to check that someone has the right to live in the UK before letting a property to them. 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 has advised landlords and which documents will be required.

<https://www.gov.uk/check-tenant-right-to-rent-documents/who-to-check>

If you have issues with accommodation or housing rights, whether you are living on campus or off campus, you can contact Aston SU's independent advice service known as the Advice and Representation Centre (ARC) for advice@aston.ac.uk. No issue is too big or too small.

Visa & Health Insurance

Visas

Students from outside the UK need to make sure they have the necessary visa to enable them to study. Once you have received your offer of a place from the University you should check that you have a valid passport for the period of study in the UK. Most students will also need to apply for entry clearance (often called a "visa") to the UK. For further information you can visit <https://www.gov.uk/government/organisations/uk-visas-and-immigration> website, which explains who needs to apply for entry clearance before travelling to the UK. You can also download the application forms as well as find out where your nearest British Embassy or High Commission is.*

From the 1st January 2021, all EU/EEA (Except Irish Nationals) nationals who did not enter the UK before 31st December 2020, and non-EU/EEA overseas nationals are required to apply for a Student visa to undertake a full-time course at Aston University. Further information can be found here: <https://www2.aston.ac.uk/current-students/hub/iss/visas/new-students-applying-for-a-tier-4-visa-overseas>

Exchange students joining Aston for 6 months or less will apply for a **Visitor Visa**. Additional information on the Visitor Visa can be found on the Aston University website at:

<https://www2.aston.ac.uk/current-students/hub/iss/visas/short-term-study-visas>

If you accept our offer of a place to study at Aston University, our team of qualified immigration advisers will be able to advise you on a range of visa and immigration issues, and help you apply for your Student visa. This is a free service. **Contact us for help and advice or to arrange an appointment**

Other useful sources of information include the UKCISA's information leaflet which explains how to apply for a student entry clearance - <https://www.ukcisa.org.uk/>

Medical Insurance

Students entering on a Tier 4 / Student Visa (Double Degree students) will need to pay an Immigration Health Surcharge as part of their visa application.

Students coming to the UK for less than 6 months will not be asked to pay the Immigration Health Surcharge to help cover healthcare costs in the UK. This means that if you require certain healthcare services in the UK, such as hospital aftercare, then you will be liable to pay for this and this can be extremely expensive.

We highly recommend that before you travel to the UK, you arrange private medical insurance to cover medical costs in the UK should you require it. Please see this page for further information.

You can find more information about accessing healthcare in the UK on UKCISA's website-

<http://www.ukcisa.org.uk/Information--Advice/Living-in-the-UK/Health-and-healthcare>

Aston University Services

Support Facilities

Aston University provides a range of services offering outstanding support in a friendly, welcoming environment to assist with both academic and personal issues. These include personal tutors for each student and many other services provided by the Aston Schools, central University departments and the Students' Union. Visit the Hub to speak to knowledgeable staff in the Advice Zone or contact other central student services such as the Disability Team and the Counselling Service here: www.aston.ac.uk/current-students/hub/

Peer Mentoring

Aston offers all our exchange students a mentor during their time at Aston. This is a scheme run by the University, providing support *for* students *by* students. For more information visit:

www.aston.ac.uk/current-students/get-involved/mentoring-at-aston-university/peer-mentoring/

Employment and Careers Services

Aston University's Careers Service is available to all students offering careers guidance, support in creating CVs, completing application forms and preparing for interviews. Once enrolled, students will also be able to access the **Aston Futures** database to search for work placements and graduate opportunities in the UK and overseas using their Aston login details.

JobShop, part of Aston Students' Union, advertises reliable part-time work exclusively for Aston students who can combine their academic career with paid employment (University policy: max. 20 hours/week in term time) <http://www.aston.ac.uk/union/services/jobshop/>

Sport Aston

Aston University students have excellent sports facilities right on their doorstep. Whether you want to train, compete, keep fit or just have fun with friends, Aston can provide you with a great range of opportunities. Our facilities are staffed by trained first-aiders and lifeguards. www.aston.ac.uk/sport

Erasmus Programme

For accurate and up to date information please see the Brexit Updates section on our website. The University is regularly maintaining the information on our website, however if students have any questions at all about the UK's withdrawal from the European Union, they can contact erasmus@aston.ac.uk



We look forward to welcoming you to Birmingham!



To find out more about your new city, please visit:

www.aston.ac.uk/birmingham

visitbirmingham.com/