Full legal name of institution: Aston Business School (Aston University)
ERASMUS Institutional Code: UK BIRMING01

Aston Business School
Aston University
Aston Triangle
Birmingham B4 7ET
United Kingdom

www.abs.aston.ac.uk (www.aston.ac.uk)

Executive Dean
Professor George Feiger

Director of International Relations
Dr Matthew Hall
E: m.j.hall@aston.ac.uk

Institutional ERASMUS Coordinator
Professor Helen Higson
Deputy Vice-Chancellor
E: h.e.higson@aston.ac.uk

Exchange agreements & nominations
Selena Teeling
International Relations Manager
T: +44 121 204 3253
E: s.teeling@aston.ac.uk

Outgoing students
International Placement Team
T: +44 121 204 4998
E: internationalplacements@aston.ac.uk

Incoming students & nominations
Hazel Awty
Student Support Coordinator
T: +44 121 204 3159
E: h.awty@aston.ac.uk

✈ Academic Year – Key Dates 2015/2016
The academic year at Aston University is divided into two teaching periods (approx. 11 weeks each):

Teaching Period One
Induction (compulsory) 16 September - 26 September 2015
Teaching 27 September – 18 December 2015
Christmas Holiday 19 December 2015 - 10 January 2016
Exams 11 - 23 January 2016

Teaching Period Two
Induction (compulsory) 18 - 22 January 2016
Teaching 24 January - 18 March 2016
Easter Holiday 19 March - 10 April 2016
Teaching (continues) 11 April - 08 May 2016
Exams 09 May - 11 June 2016

✈ Deadlines
Teaching Period One (and full year)
• Nomination 1 June 2015
• Application 20 June 2015

Teaching Period Two
• Nomination 1 October 2015
• Application 20 October 2015
Nomination (information for partner schools)
Partner schools should email Hazel Awty h.awty@aston.ac.uk the following student information:
- Full Name
- Date of Birth
- Gender
- Email address
- Current Programme of study
- Number of years completed on their degree programme.

Application (information for students)
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 6.0 in each test) or TOEFL Internet Test: a score of 90 (with a minimum of 20 in each section)

http://www.aston.ac.uk/aston-business-school/international/incoming/undergraduate/applications/

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

Application checklist
- Personal details as in the passport/ID document
- Choose a type of entry to the UK.
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.

Without these documents we cannot produce your acceptance letter/CAS. Write your contact email address clearly and check your account regularly after application.

Choosing Modules
Workload
Student workload at Aston Business School will be 60 Aston (30 ECTS) credits per semester.

1. Module choices depend on when students are coming to study at Aston Business School (September or January) and how long they will study here (whole year or one semester). Exchange students can choose modules at: http://www.aston.ac.uk/aston-business-school/international/incoming/undergraduate/choosing-your-modules/

Take care to choose the correct link to ensure the information is relevant to you.

2. Once students have chosen their modules, they need to complete the Initial Module Registration form and submit it before their arrival at Aston

3. At Aston, students will complete and submit the Final Module Registration form

Examinations & Assessments
For modules assessed by examinations, these are held at the end of each teaching period, eg. in January, for teaching period one. Students must remain at Aston for the examinations.

After marks have been confirmed by the relevant exam board, transcripts will be sent in the post directly to students and copies will be sent to the home institution.

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 students (September – June)
2. Teaching Period 1 (September – January) OR Teaching Period 2 (Jan – June) students
1. Full Year Exchange Students
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 2015
- Aston University has confirmed your application by the 1st July 2015
- You have applied for accommodation through the online portal by the 10th July 2015.

Further details can be found on our website: [http://www.aston.ac.uk/accommodation/](http://www.aston.ac.uk/accommodation/)
We will inform you whether you have been successful by the 31st July 2015.

Please note: Aston Student Village are unable to confirm any remaining on-campus availability to exchange students until the beginning of October 2015.

2. One Teaching Period (TP) Exchange Students
Exchange students registering for either TP1 (September-January) or TP2 (January-June) will not be able to live on campus. However, they will receive support for seeking alternative accommodation by emailing the Advice & Representation Centre (ARC) for advice and guidance: [arc@aston.ac.uk](mailto:arc@aston.ac.uk).
They can find out about options available at: [http://www.astonstudenthomes.org/Accommodation](http://www.astonstudenthomes.org/Accommodation).

Detailed information on Accommodation for Exchange Students is available at: [http://www.aston.ac.uk/international-students/student-exchanges/incoming-exchange-students/accommodation/](http://www.aston.ac.uk/international-students/student-exchanges/incoming-exchange-students/accommodation/)

Please note: Aston 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.**

- 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. For visa advice, please visit [http://www.aston.ac.uk/registry/for-staff/admissionsandenquiries/visa-advice-for-applicants/](http://www.aston.ac.uk/registry/for-staff/admissionsandenquiries/visa-advice-for-applicants/)
  EU students should obtain a European Health Insurance card.
  Adequate health insurance cover should be purchased before coming to the UK.

- 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: [http://www.aston.ac.uk/current-students/hub/](http://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/](http://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/](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](http://www.aston.ac.uk/sport)