Information for Partner Institutions
Incoming Postgraduate Exchange Students

2014 - 2015
KEY CONTACTS:

Institutional Erasmus Co-ordinator
Professor Helen Higson
Senior Pro-Vice Chancellor
Email: h.e.higson@aston.ac.uk

Aston Business School Executive Dean
Professor George Feiger

Director of International Relations
Dr Matthew Hall

Contact for nomination of students and matters relating to exchange agreements
Mrs Selena Teeling
International Relations Manager
Tel: +44 (0) 121 204 3253
Fax: +44 (0) 121 204 3210
Email: s.teeling@aston.ac.uk

Contact for incoming and outgoing exchange students
Mrs Elsa Zenatti-Daniels
International & Student Support Manager
Tel: +44 (0) 121 204 3279
Email: e.f.zenatti@aston.ac.uk

Mrs Suzie Simcock
International Support Co-ordinator
Tel: +44 (0) 121 204 3305
Email: s.simcock@aston.ac.uk
### Entry Requirements

<table>
<thead>
<tr>
<th>DOUBLE DEGREE EXCHANGE STUDENTS</th>
<th>1 OR 2 TERM EXCHANGE STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMAT - Graduate Management Admission Test</td>
<td>overall score of 550</td>
</tr>
<tr>
<td><strong>AND one of the following English Tests</strong></td>
<td></td>
</tr>
<tr>
<td>TOEFL (internet-based test)</td>
<td>overall score of 93</td>
</tr>
<tr>
<td><strong>NO LESS THAN :-</strong></td>
<td>26 in Writing &amp; 22 in Speaking</td>
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<tr>
<td></td>
<td>18 in Reading &amp; 19 in Listening</td>
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<tr>
<td>IELTS</td>
<td>overall score of 6.5</td>
</tr>
<tr>
<td><strong>NO LESS THAN :-</strong></td>
<td>6.5 in Writing &amp; Speaking</td>
</tr>
<tr>
<td></td>
<td>6.0 in Reading &amp; Listening</td>
</tr>
<tr>
<td>PEARSON ACADEMIC TEST</td>
<td>overall score of 63</td>
</tr>
<tr>
<td><strong>NO LESS THAN :-</strong></td>
<td>63 in Writing &amp; Speaking</td>
</tr>
<tr>
<td></td>
<td>57 in Reading &amp;</td>
</tr>
<tr>
<td></td>
<td>Equivalent to level C1 of the CEFR</td>
</tr>
<tr>
<td>GMAT - Graduate Management Admission Test</td>
<td><strong>NOT REQUIRED</strong></td>
</tr>
<tr>
<td><strong>ONE of the following proofs of English language abilities</strong></td>
<td></td>
</tr>
<tr>
<td>TOEFL (internet-based test)</td>
<td>overall score of 93</td>
</tr>
<tr>
<td><strong>NO LESS THAN :-</strong></td>
<td>26 in Writing &amp; 22 in Speaking</td>
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<td>PEARSON ACADEMIC TEST</td>
<td>overall score of 63</td>
</tr>
<tr>
<td><strong>NO LESS THAN :-</strong></td>
<td>63 in Writing &amp; Speaking and 57 in Reading &amp; Listening</td>
</tr>
<tr>
<td>Letter from Home institution confirming that your level of English is equivalent to C1 of the CEFR which meets the demands of an English-taught Masters Programme*</td>
<td></td>
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</tbody>
</table>

*International (non-EU) students studying at Aston for two terms and planning to enter the UK

International (non-EU) students studying at Aston for one or two terms and applying to enter the UK 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

**International students who have completed their full degree in a native English speaking country
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, each of ten weeks.

All postgraduate taught study programmes are organised in ten-week blocks over the first two terms with an examination period at the end of each term. 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 10 week 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 four 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 June 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 ten weekly three-hour sessions – eight weeks of taught material, one week of revision, and then the tenth week for sitting examinations or submitting coursework. 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 weekly timetabling commitment of 12-15 hours which take place between 9.00am and 9.00pm. Including further reading, preparation of coursework, group work in syndicates and development of presentations each module is likely to require another 30 or more hours a week.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark</th>
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<tbody>
<tr>
<td>A+</td>
<td>75% +</td>
</tr>
<tr>
<td>A</td>
<td>70 – 74%</td>
</tr>
<tr>
<td>B+</td>
<td>65 – 69%</td>
</tr>
<tr>
<td>B</td>
<td>60 – 64%</td>
</tr>
<tr>
<td>C+</td>
<td>55 – 59%</td>
</tr>
<tr>
<td>C</td>
<td>50 – 54%</td>
</tr>
<tr>
<td>F</td>
<td>Less than 50%</td>
</tr>
</tbody>
</table>

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

Aston Business School Postgraduate Programme currently offers in excess of 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 complete accordingly a “Module Choice / Evidence of Prior Learning” form. 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 by mid-July of each academic year. The provisional teaching schedule for 2014/2015 will be made available in August 2014 and the definitive teaching schedule later in the same month. 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 by mid-September for students attending Term 1 (September to December) or mid-December for students attending Term 2 (January to April).

Further information on the courses offered on the Aston Business School postgraduate programme can be obtained on our website at: http://www.aston.ac.uk/aston-business-school/programmes/postgraduate/msc-programmes/. Click on the link for a specific degree programme and it will be possible to view the module outlines for all the available elective modules.
The following taught programmes will be available as stand-alone Master degrees to exchange students joining us for a double-degree in 2014/2015.

**MSc in Accounting & Finance**
(7 modules / 12 months programme)


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 & Management**
(8 modules / 12 months programme)


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 Business & Marketing Analytics**
(8 modules / 12 months programme)


This programme develops the practical and analytical skills needed to solve business problems in a marketing context. During this programme students will deepen their knowledge of statistical and econometric methods.

**MSc in Entrepreneurship and International Business**
(9 modules / 12 months programme)


This new 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 & Financial Regulations**
(8 modules / 12 months programme)


This programme is ideal for those who want to broaden their knowledge within financial, economic and regulatory environments. The programme is one of the few MSc Finance and Financial Regulation programmes in the UK which integrates sustainability and corporate governance.
MSc in Finance & Investments
(7 modules / 12 months programme)
http://www.aston.ac.uk/aston-business-school/software/postgraduate/msc-programmes/msc-finance-investments/
This programme provides the skills, knowledge and understanding for students who want careers in the financial and insurance sector. The programme blends finance theory with practical applications and research tools.

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

MSc in Human Resource Management & Business
(8 modules / 12 months programme)
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
(7 modules / 12 months programme)
http://www.aston.ac.uk/aston-business-school/software/postgraduate/msc-programmes/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 Business
(8 modules / 12 months programme)
http://www.aston.ac.uk/aston-business-school/software/postgraduate/msc-programmes/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
(7 modules / 12 months programme)
http://www.aston.ac.uk/aston-business-school/software/postgraduate/msc-programmes/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 Marketing Management
(8 modules / 12 months programme)
http://www.aston.ac.uk/aston-business-school/software/postgraduate/msc-programmes/msc-marketing-management/
This programme is ideal for graduates who have not previously specialised in marketing. It is approved and accredited by the Chartered Institution of Marketing to provide direct entry onto the CIM Professional Diploma in Mar-
MSc in Market Research & Consultancy
(8 modules / 12 months programme)
http://www.aston.ac.uk/aston-business-school/programmes/postgraduate/msc-programmes/msc-market-research-and-consultancy/

This programme will equip you with an in-depth knowledge of market research principles and practice. It will provide students with a solid grounding in the essential skills and capabilities required to execute robust and effective market research.

MSc in Operational Research & Performance Management
(8 modules / 12 months programme)

This programme develops an understanding of fundamental managerial disciplines and discovers the potential offered by information technology.

MSc in Organisational Behaviour
(8 modules / 12 months programme)
http://www.aston.ac.uk/aston-business-school/programmes/postgraduate/msc-programmes/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 Organisational Psychology and Business
http://www.aston.ac.uk/aston-business-school/programmes/postgraduate/msc-programmes/msc-organisational-psychology-business/

This programme develops an understanding of the factors associated with the effectiveness and well-being of people at work. It is designed for graduates who intend to make a career as an organisational psychologist and who also want to gain some wider business awareness.

MSc in Social Responsibility and Sustainability
(8 modules / 12 months programme)
Part-time: http://www.aston.ac.uk/study/postgraduate/taught-programmes/school/abs/distance-learning-msc-social-responsibility-sustainability/

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 / 12 months programme)
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.
Master of Business Administration (General MBA) – selected modules only
(12 modules / 12 months programme)
http://www1.aston.ac.uk/aston-business-school/programmes/aston-mba/modules/

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. Click on either “core modules” or “electives” to obtain the list of relevant courses. The timetable and list of available modules for each academic term will be published on the website at the beginning of June.
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://www1.aston.ac.uk/study/postgraduate/apply/apply/

Select University School: Aston Business School
Select Entry Year: 2014/2015
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
- Officially translated transcript(s) (if not already in English) of your grades to date, including Bachelor years
- Two references, at least one of which is from an academic referee (applicants without work experience may submit two academic references)
- Your GMAT score
- 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.
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://www1.aston.ac.uk/study/postgraduate/apply/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 2014 start)
ABS Master Exchange Programme – 2 Terms (September 2014 start)
ABS Master Exchange Programme – 1 Term (January 2015 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.

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- Proof of English language proficiency

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.

Students enrolling for one or two terms will not be required to take the GMAT or TOEFL tests but will have to provide evidence (e.g. letter from their institution) that their level of English is of level C1 of the CEFR and adequate to meet the demands of an English-taught Masters programme. This letter can be uploaded instead of a TOEFL or IELTS score.
**Confirmation of a place:** You will receive official confirmation of your postgraduate place over the summer via electronic mail.

If you experience any difficulties or have any queries related to the online application process, please contact:

Suzie Simcock  
International Support Co-ordinator, Postgraduate Programme  
Tel: +44 (0) 121 204 3305  
e-mail: [s.simcock@aston.ac.uk](mailto:s.simcock@aston.ac.uk)

It is also advisable to send her an e-mail once you have completed your online application so that she can check that it has been received and is being processed.
APPLICATION DEADLINES

The nomination deadline for the fall term will be 27 June 2014 and the application deadline will be 16 July 2014 for double degree and Term 1 exchange students. TOEFL, IELTS and GMAT scores will normally have to be received by the application deadline.

The nomination deadline for exchange students joining us in Term 2 (Spring Term) of 2014 will be 17 October 2014 and Application deadline will be 31 October 2014.

INDUCTION

Double-degree Students: There will be a COMPULSORY 2-week induction programme which will begin on 22 September. 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.

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 22 September 2014. There will be a COMPULSORY enrolment session taking place on Thursday 8 January 2015 for students joining us in Term 2 (Spring Term).

ASTON UNIVERSITY ACADEMIC YEAR

The Postgraduate Programme’s Academic Calendar for 2014/2015 is currently as follows:

Induction Programme: Week 1 - 22 September 2014 – 26 September 2014
Week 2 – 29 September 2014 – 3 October 2014
(Attendance is compulsory as this forms part of the course)

Term 1: 6 October 2014 - 12 December 2014 (inclusive of examination week)

Term 2: 12 January 2015 - 20 March 2015 (inclusive of examination week)
(Enrolment for exchange students joining Aston in Term 2: Thursday 8 January)

Term 3: 20 April 2015—26 June 2015
ASTON WELCOME WEEKS

In addition to the compulsory induction/enrolment programme organised by Aston Business School’s Postgraduate programme, a special programme of events is offered to students upon their arrival at Aston University. For students arriving in September (double-degree students and students attending Term 1), there are two weeks of activities arranged to help students settle into life at Aston. The first, International Orientation, has been developed to focus on students from outside the UK. The second week, called “Freshers’ Week” offers a programme of events from both the School and the Students’ Guild. The “Aston Welcome” programme starting with International Orientation begins on 22 September 2014.

Additional information can be found at: http://www1.aston.ac.uk/new-students/

For students arriving in January (Term 2), an induction programme on a smaller scale to welcome you to Aston will take place to welcome you to Aston.
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 achieve a minimum of 550 in the GMAT test (Graduate Management Admission Test) and a TOEFL score of 93 for the internet-based test with a minimum score of 26 in writing, 22 in speaking, 19 in listening and 18 in reading or an IELTS score of 6.5 overall with no less than 6.5 in writing and speaking and 6.0 in 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 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, the MSc in Investments Analysis and the MSc in Operational Research and Performance Management 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 June at Aston University as we cannot arrange overseas exams.
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. 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 non-EU students will also need to apply for entry clearance (often called a "visa") to the UK. For further information you can visit http://www.ukvisas.gov.uk/en/ website, which explains who needs to apply for entry clearance before traveling to the UK. You can also download the application forms as well as find out where your nearest British Embassy or High Commission is.

Non-EU Exchange students joining Aston for 6 months or less will have the choice of applying for either a Student Visitor Visa or a Tier 4 General student visa.

http://www1.aston.ac.uk/current-students/hub/iss/visas/

Additional information on the Tier 4 General Student Visa can be found on the Aston University website at: http://www1.aston.ac.uk/current-students/hub/issu/visaadvice/student-visas/applicantsoutsideukt4/

Additional information on the Student Visitor Visa can be found on the Aston University website at: http://www1.aston.ac.uk/current-students/hub/issu/visaadvice/student-visas/student-visitor-visas/

The Hub Advice Zone at Aston University has experienced and highly regarded International Student Advisers who provide free help and advice about visas for studying at Aston University and for working in the UK after your studies. They can offer help and support via email, telephone, Skype and web chat. For more information on how to contact an adviser please see: http://www1.aston.ac.uk/current-students/hub/iss/contact-us/

Other useful sources of information include:

UKCISA's information leaflet which explains how to apply for a student entry clearance - http://www.ukcosa.org.uk/student/immigration.php

EU students should obtain a European Health Insurance card. Non-EU students should ensure that adequate health insurance cover is purchased before coming to the UK.
ON-CAMPUS ACCOMMODATION / UNIVERSITY RESIDENCES

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://residences.aston.ac.uk/eaccom/login/start.do

Once they have received their unique Aston University student number (SUN), students can apply on-line for accommodation on the Residential Services website:

http://www.aston.ac.uk/prospective-students/accommodation/

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 Term 1 and/or Term 2 only:

There are enough spaces for students attending one or two terms beginning in the first term. We will endeavour to accommodate students attending in Term 2 only.

If you wish to apply for university accommodation, your Student University Number will allow you to apply online as explained above. To apply, please go to the following page on the Residential Services website:

http://residences.aston.ac.uk/eaccom/login/start.do

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.

You will need to write in the "Additional Notes" column on the application form that you are a postgraduate exchange student, and also indicate your starting date at Aston and how long you wish to stay. Please specify when you wish to arrive and take possession of your room.

If you apply for University accommodation, the Accommodation Office will contact you individually and you must respond quickly if you wish to accept their offer, enclosing the appropriate deposit. Due to a great demand for University Residences, rooms are re-offered to other students if a deposit and written response is not received by the date stipulated in the offer/acceptance letter (unless we have been notified of a delay). For this reason it is important to give a valid contact address where you can be reached.
PRIVATE ACCOMMODATION

Information and advice on house hunting, council tax and making sure you’re treated fairly can be found through the link below:

http://www.aston.ac.uk/current-students/hub/housing-advice/

Students seeking accommodation in types 2 or 3, and students who will be accompanied by dependants, are welcome to contact the Advice & Representation Centre for advice.

Please read the information very carefully before proceeding to studentpad, the search engine for private accommodation: all non campus accommodation, including private halls, is advertised.

By using studentpad you can refine your search and obtain masses of information about the available properties. You can also use its message board facility to talk to your fellow students and find a flat mate.

You can also contact the ARC directly to obtain lists of private landlords offering short-term lets as well as specific advice for overseas students and list of hotels and guest houses.

Please read the following information regarding rental fraud:

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

The ARC can be found on the First Floor of the Aston Students’ Union.

Reception
Advice & Representation Centre
Aston Students’ Union, Aston Triangle
BIRMINGHAM, B4 7ES

Opening Hours are Monday to Friday 10 am – 4pm

Or you can contact them directly by :-

Tel: 0121 204 4848
Email: arc@aston.ac.uk
http://www.aston.ac.uk/union/welfare/arc/
Support Facilities at Aston

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: the hub@aston.ac.uk, http://www1.aston.ac.uk/current-students/hub/

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

The Advice & Representation Centre at Aston Students' Guild provides Aston students with information, advice and representation.

The Advice & Representation Centre can be found on the first floor of the Students' Guild building and is open Monday to Thursday between 10 am and 5 pm and 10 am to 4 pm on Fridays.

0121 204 4848. If you are phoning from outside the UK please phone +44 121 204 4848. arc@aston.ac.uk, 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, e-mail: library@aston.ac.uk, 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, http://www1.aston.ac.uk/current-students/academic-support/ldc/

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 you time at Aston University, we also have support staff, based within the Postgraduate Programme Office available for you to talk to Monday to Friday, throughout the year.
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.

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: http://www.aston.ac.uk/union/services/jobshop/
All students at Aston University are able to access Health Care. Information on what type of Health care your are entitled to depending on the length of your course is available on the International Student Support Unit website at: http://www1.aston.ac.uk/current-students/hub/issu/health/

If your course is for six months or more you can get free NHS treatment, including free doctor’s examination and hospital treatment, from the beginning of your stay.

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://www1.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:
www.aston.ac.uk/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/