

STUDENT EXCHANGE PROGRAMME (SEP)

## Information for Students on Exchange

<b>A. University</b>	<b>The University of Nottingham</b>  <a href="http://www.nottingham.ac.uk/studywithus/international-applicants/spend-part-of-your-degree-here/international-exchange-programme.aspx">http://www.nottingham.ac.uk/studywithus/international-applicants/spend-part-of-your-degree-here/international-exchange-programme.aspx</a>
<b>B. Country</b>	United Kingdom
<b>C. Academics</b>	
<b>i) Module Mapping &amp; Credits Transfer</b>	<p>Please ensure that your Study Plan is approved by the academics at your home faculty before the exchange.</p> <p>Modules approved in the past might not be offered by the host university or approved by your Faculty when it is time for your exchange. Please check the latest course offerings at the host universities while you are preparing your Study Plan.</p>
<b>ii) Academic Calendar</b>	<p><b>Semester 1:</b> Late September to late January  <b>Semester 2:</b> Late January to late June</p> <p><a href="http://www.nottingham.ac.uk/about/keydates/index.aspx">http://www.nottingham.ac.uk/about/keydates/index.aspx</a></p>
<b>iii) Exchange Duration</b>	<p>Semester 2 and Full Year exchange is recommended due to overlapping academic calendar and the design of curriculum for certain modules.</p>
<b>iv) Examination</b>	<p><a href="http://www.nottingham.ac.uk/academicsservices/currentstudents/examinations/index.aspx">http://www.nottingham.ac.uk/academicsservices/currentstudents/examinations/index.aspx</a></p> <p><b>Nottingham expects all students to be available in Nottingham for the entire exam period.</b> Therefore, NUS students are expected to finish their examinations at Nottingham before returning to Singapore. <u>If the examination is in January for semester 1 exchange, NUS students have to stay back in Nottingham for the examination and seek NUS's approval for a late return.</u></p> <p>The University of Nottingham modules which run for the full year are assessed at the end of the academic year only.</p> <p><b>No appeal for alternative or early assessment will be accepted.</b></p>
<b>v) Curriculum Structure</b>	<p>Modules at Nottingham are usually worth 10 or 20 credits each. Incoming students are expected to take 60 Nottingham credits per semester or 120 Nottingham credits per academic year, which is the normal credit load for all undergraduate students.</p>

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	<p><b>Students can study a minimum of 50 credits and a maximum of 70 credits in a semester.</b></p>																																										
<p><b>vi) Entry Requirements</b></p>	<p>You should:</p> <p>(i) have completed a minimum of one year’s undergraduate study at NUS;</p> <p>(ii) have an equivalent of GPA 3.0 on a 4.0 scale (i.e. NUS CAP of 3.75 out of 5.0 scale); and no single grade below ‘C’ in the current/intended discipline/major;</p> <p>(iii) have the required English grade for the modules which you wish to read at Nottingham</p>																																										
<p><b>vii) Language Proficiency Requirements</b></p>	<p>Students must be able to produce photocopies of the following certificates which match the required IELTS score for different majors of study at Nottingham.</p> <table border="1" data-bbox="472 954 1466 1543"> <thead> <tr> <th><i>Qualification</i></th> <th colspan="3"><i>Level required</i></th> </tr> </thead> <tbody> <tr> <td><b>IELTS</b></td> <td><b>6.0 with no less than 5.5 in each element</b></td> <td><b>6.5 with no less than 6.0 in each element</b></td> <td><b>7.0 with no less than 6.0 in each element</b></td> </tr> <tr> <td><b>TOEFL (IBT)</b></td> <td>79 (minimum 17 in Writing and Listening, 18 in Reading, 20 in Speaking)</td> <td>87 (minimum 20 in Speaking and 19 in all other elements)</td> <td>100 (minimum 19 with 20 in Speaking)</td> </tr> <tr> <td><b>GCE A-Level English Language or English Literature</b></td> <td>C</td> <td>C</td> <td>B</td> </tr> <tr> <td><b>GCSE/O-Level English (as a first or second language)</b></td> <td>C</td> <td>C</td> <td>B</td> </tr> </tbody> </table> <table border="1" data-bbox="472 1608 1466 2056"> <thead> <tr> <th colspan="2"><i>Country/Qualification</i></th> <th colspan="3"><i>Level required</i></th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>IELTS</b></td> <td><b>6.0 with no less than 5.5 in each element</b></td> <td><b>6.5 with no less than 6.0 in each element</b></td> <td><b>7.0 with no less than 6.0 in each element</b></td> </tr> <tr> <td rowspan="2"><b>Singapore</b></td> <td>O-Level</td> <td>C</td> <td>C</td> <td>B</td> </tr> <tr> <td>Secondary Four English Language or Language Arts (for IP students)</td> <td>C or CAP 2.0</td> <td>C or CAP 2.0</td> <td>C or CAP 3.0</td> </tr> </tbody> </table>				<i>Qualification</i>	<i>Level required</i>			<b>IELTS</b>	<b>6.0 with no less than 5.5 in each element</b>	<b>6.5 with no less than 6.0 in each element</b>	<b>7.0 with no less than 6.0 in each element</b>	<b>TOEFL (IBT)</b>	79 (minimum 17 in Writing and Listening, 18 in Reading, 20 in Speaking)	87 (minimum 20 in Speaking and 19 in all other elements)	100 (minimum 19 with 20 in Speaking)	<b>GCE A-Level English Language or English Literature</b>	C	C	B	<b>GCSE/O-Level English (as a first or second language)</b>	C	C	B	<i>Country/Qualification</i>		<i>Level required</i>			<b>IELTS</b>		<b>6.0 with no less than 5.5 in each element</b>	<b>6.5 with no less than 6.0 in each element</b>	<b>7.0 with no less than 6.0 in each element</b>	<b>Singapore</b>	O-Level	C	C	B	Secondary Four English Language or Language Arts (for IP students)	C or CAP 2.0	C or CAP 2.0	C or CAP 3.0
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	<p>Details on the required level of English proficiency can be found on Nottingham's <a href="#">website</a>.</p>
<p><b>viii) Modules Compatibility and Registration</b></p> <p><b>Please read!</b></p>	<p>Students will be able to select and enrol in subsidiary modules on arrival at Nottingham from any other school/department (subject to availability) if they meet the prerequisites, have 30 credits in their host school/department and do not exceed the maximum number of credits. They must bear in mind that there may be timetable clashes and should allow for travel time between campuses (if applicable) when selecting modules.</p> <p>Nottingham <b>cannot</b> guarantee that students will be able to register for modules listed as availability for places may be limited, depending on the programme. Students are always advised to consider a few alternative modules in case first choices are not available.</p> <p>Availability of places on modules is limited and some modules may already be fully subscribed. <u>Students will have the opportunity to register and confirm their modules only at the start of the academic term at University of Nottingham.</u></p> <p>Students need to visit relevant Schools and Departments in person on arrival in Nottingham in order to register for modules. Information will be given to students regarding this process at the compulsory orientation meeting at the start of each semester.</p> <p>Once students are registered for modules and the initial two week “add and drop period” has passed, it is not possible for a module to be removed from the student’s record. All modules on the student’s record will be represented on the student’s final transcript.</p> <p>For module catalogue, please refer to <a href="http://modulecatalogue.nottingham.ac.uk/nottingham/asp/main_search.asp">http://modulecatalogue.nottingham.ac.uk/nottingham/asp/main_search.asp</a></p>
<p><b>ix) Module restrictions</b></p> <p><b>Please read!</b></p>	<p>Students have to bear in mind that there may be timetable clashes and take note of any travelling time between campuses if they are choosing modules from many different Schools/Departments.</p> <ul style="list-style-type: none"> <li>• Postgraduate modules are not open to undergraduate exchange students.</li> <li>• Business modules are excluded from the exchange.</li> <li>• Law students should apply through NUS Law for the exchange at Nottingham Law School.</li> </ul> <p><b>Nottingham’s list of restricted schools/modules for exchange is updated frequently. Students interested in going to Nottingham for exchange should</b></p>

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	<p>read their list of restricted modules before applying for the exchange at Nottingham.</p> <p><a href="#">Module information</a></p> <p><b>Note: Nottingham’s Department of Chemical and Environmental Engineering is not currently accepting both semester 1 and 2 nominations.</b></p>
<p><b>D. Application</b></p>	
<p><b>i) Nomination</b></p>	<p>NUS Registrar’s Office has to submit all nominations to Nottingham via Nottingham’s online portal.</p> <p>The following Schools and Departments will only consider an application in <b>May</b> for either the Autumn Semester, Spring Semester or Full Year duration:</p> <ul style="list-style-type: none"> <li>•Department of Architecture and Built Environment</li> <li>•Nottingham University Business School</li> <li>•School of Chemistry</li> <li>•Department of Culture, Film and Media</li> <li>•School of English</li> <li>•School of Law</li> <li>•School of Physics</li> <li>•School of Politics and International Relations</li> </ul> <p>When submitting an application, students from non–English speaking countries must submit evidence of English language proficiency.</p>
<p><b>ii) Procedures</b></p>	<p>NUS Registrar’s Office will consolidate the nominations from NUS Faculties and Schools and submit NUS nominations to Nottingham before the stipulated deadlines.</p> <p>Late nominations will not be accepted.</p> <p>The system will allow students to upload supporting documents such as English language certificates, academic transcripts and references etc.</p> <p>Some information about Nottingham can be found in SharePoint. Please look for the SEP coordinator at your Dean’s Office for the link to the SharePoint.</p>
<p><b>iii) Deadlines</b></p>	<p>All NUS students must abide by the internal application deadline set by their home Faculty for exchange participation in the following academic year. After clearing the internal application and selection process, students have to take note of the application deadline set by the host university.</p>

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	<p>Failure to submit a formal application to the host university via NUS Registrar's Office will result in your exchange being forfeited even if you have been selected by NUS for the exchange.</p>
<p><b>E. Accommodations</b></p>	
<p><b>i) University Accommodation</b></p>	<p>Students apply online directly to the University Accommodation Office for university-allocated accommodation once they have received their offer and been notified of their University of Nottingham Student ID number. As soon as you receive your student ID number you should apply for university arranged accommodation. Information about university-allocated accommodation can be found <a href="#">here</a>.</p> <p>Accommodation will be automatically linked to the student's application via the new admission system. Queries regarding accommodation can be sent to the Accommodation team at <a href="mailto:BR-Accommodation@exmail.nottingham.ac.uk">BR-Accommodation@exmail.nottingham.ac.uk</a>.</p> <p>Nottingham strongly recommends that Autumn or Spring semester students consider university-allocated accommodation as private landlords usually prefer one year study students.</p> <p>When you have received your allocation of University accommodation please note the contract dates, as these cannot be changed and may not match the academic year dates.</p> <p>More information is available <a href="#">here</a>. For accommodation information including costs and virtual tours please see:</p> <p><a href="http://www.nottingham.ac.uk/accommodation/prospectivestudents/exchangestudents/exchangestudents.aspx">http://www.nottingham.ac.uk/accommodation/prospectivestudents/exchangestudents/exchangestudents.aspx</a></p>
<p><b>ii) Private Accommodation</b></p>	<p>Private rented accommodation is available close to the University. The most popular student areas are Beeston and Lenton. Unipol is the off-campus housing office on Nottingham's University Park campus which provides advice and information for students who wish to live in private rented accommodation. Students can search the Unipol database of available properties here:</p> <p><a href="http://www.unipol.org.uk/nottingham">www.unipol.org.uk/nottingham</a></p> <p>Students who wish to live in private rented accommodation are advised to arrive in Nottingham about 2 weeks prior to the start of their study period and should secure temporary accommodation prior to entering the UK. Students are <b>STRONGLY ADVISED NOT</b> to sign up for private rented accommodation until they have seen it in person. One semester students who wish to live in private rented accommodation should be aware that they may be charged Council Tax of up to £200.</p>

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**F. Visa**

**Consular/Visa Regulation**

**UK Visa and Immigration updates their immigration policy regularly. It is the student's responsibility to check on the requirements via their website before they leave for the exchange.**

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

**Short-term Study Visa for Semester Exchange**

If you are a Singapore citizen or a citizen of another country on the UK non-visa nationals list, and if your course of studies is less than 6 months, you can apply for:

- (1) single-entry Short Term Study Visa to the UK at the port of entry (free) or;
- (2) multiple-entry Short Term Study Visa prior to leaving your home country.

The single-entry Short Term Study Visa is free but if you leave the UK during your home university registration period you will need to re-apply as a short-term student when you re-enter; for this reason you should always travel with your short-term study visa support letter.

Alternatively if you think you are likely to leave and re-enter the UK during your course you should apply for a multiple entry short-term study visa in advance of travelling to the UK.

Non-visa nationals who enter the UK on a short-term study visa are required to leave the UK after the course end date given on your Short-term Study visa support letter. If you wish to travel within the UK after your studies you will need to exit the UK and re-enter as a Standard Visitor which you can do at port of entry.

Citizens from a country that needs a visa to enter the UK should apply for the multiple-entry Short Term Study Visa prior to leaving for your overseas exchange. You can contact the external visa office approved by UK Visa and Immigration to apply for multiple-entry Short Term Study Visa.

**Applying for a single-entry Short-Term Study Visa is usually an easier and cheaper** process than applying for a Tier 4 Student Visa, if you do not need a Tier 4 Student Visa, please do not apply for it.

**Tier 4 Student Visa for Full-Year exchange**

For students who need Tier 4 Student Visa, Nottingham will issue the necessary CAS statement for Tier 4 Student Visa application. Applicants should ensure that they are fully aware of what they will need to do in order to successfully apply for a Tier 4 Student Visa. The CAS statement will contain a number that allows student to apply for a Tier 4 Student Visa. The

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	<p>application for Tier 4 Student Visa can take up to three months and students are advised to apply for the visa in advance of their intended date of travel to the UK. More information on this can be found online <a href="#">here</a>.</p> <p><b>Your exchange at the host university depends on the clearance by the immigration of the host country.</b></p>
<p><b>G. Safety, Health &amp; Medical Insurance</b></p>	
<p><b>i) Health/Medical Insurance</b></p>	<p>Full-time students of any nationality who are studying at the University for six months or more can receive medical treatment through the National Health Service (NHS) by registering with the University Health Centre upon arrival. Once students have registered most treatment is free. However, charges are made for prescriptions, dental care and optical checks.</p> <p>Students who are studying in the UK for less than six months are not eligible to register with the National Health Service (NHS) and should therefore ensure that they take out appropriate medical insurance before arriving in the UK. These students can still see a doctor but will be charged a cash consultation fee which can be reimbursed by the insurance company. Semester based exchange students are encouraged to purchase additional insurance to cover medical costs, hospitalisation expenses and emergency evacuation costs which might be incurred while they are on exchange. <a href="http://www.nottingham.ac.uk/currentstudents/international-students/supportadvice/health-and-personal-safety.aspx">http://www.nottingham.ac.uk/currentstudents/international-students/supportadvice/health-and-personal-safety.aspx</a></p> <p>All registered NUS students are covered under the university health insurance and the blanket travel insurance. For more information on the university health insurance coverage, please refer to <a href="http://www.nus.edu.sg/uhc/services/billing-insurance/insurance-matters.html">http://www.nus.edu.sg/uhc/services/billing-insurance/insurance-matters.html</a>.</p> <p>For more information on the blanket travel insurance, please refer to <a href="http://www.nus.edu.sg/finance/InsuranceCoverforOfficialNUSTrips.html">http://www.nus.edu.sg/finance/InsuranceCoverforOfficialNUSTrips.html</a></p> <p>If the insurance coverage is not enough, students are advised to purchase additional health and/or travel insurance from their preferred agent.</p>
<p><b>ii) Emergency Numbers</b></p>	<p>Tel : +44 (0)115 951 8888 for emergencies outside of working hours only</p>
<p><b>H. Cost of Living</b></p>	
<p><b>Estimated Monthly Living Expenses</b></p>	<p>Detailed breakdown of living costs is available at: <a href="http://www.nottingham.ac.uk/jobs/applyingfromoverseas/finance/cost-of-living.aspx">http://www.nottingham.ac.uk/jobs/applyingfromoverseas/finance/cost-of-living.aspx</a></p>

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**I. Useful Links**

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Guide for visiting students

- <http://www.nottingham.ac.uk/studywithus/nottinghamlife/nottingham/index.aspx>

Student Support services:

- <http://www.nottingham.ac.uk/student services/index.aspx>