



# Information for Partner Institutions

## Incoming Postgraduate Exchange Students

### 2020-21



Address Aston Business School  
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Aston Triangle  
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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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# Academic Information



# Important Dates

## APPLICATION DEADLINES

The nomination deadline for the fall term will be **1 June 2020** and the application deadline will be **20 June 2020** 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 **1 October 2020** and Application deadline will be **20 October 2020**.

## ASTON UNIVERSITY ACADEMIC YEAR

The Postgraduate Programme's Academic Calendar for 2020/21 is currently as follows (please note there may be changes to these dates):

Term 1	
Induction (compulsory)	21 <sup>st</sup> September – 27 <sup>th</sup> September 2020
Teaching	28 <sup>th</sup> September – 20 <sup>th</sup> December 2020
Christmas Holidays	21 <sup>st</sup> December 2020 – 8 <sup>th</sup> January 2021
Assessments (compulsory)	Exams: 14 <sup>th</sup> – 18 <sup>th</sup> December 2020 Coursework: 11 <sup>th</sup> – 15 <sup>th</sup> January 2021

Term 2	
Induction (compulsory)	18 <sup>th</sup> January - 24 <sup>th</sup> January 2021
Teaching	25 <sup>th</sup> January – 4 <sup>th</sup> April 2021
Easter Holidays	6 <sup>th</sup> April- 24 <sup>th</sup> April 2021
Teaching Continues	27 <sup>th</sup> April - 1 <sup>st</sup> May 2021
Assessments (compulsory)	Exams & Coursework: 3 <sup>rd</sup> May – 7 <sup>th</sup> May 2021

Term 3 (Double Degree Students Only)	
Term 3 (Double Degree Students Only)	10 <sup>th</sup> May – 2 <sup>nd</sup> July 2021



## DATES OF RELEASE OF RESULTS

The release of provisional & final results will be made available in the following term after your period of study. Please note that the release of results are currently indicative only (they will be set over the summer).

**Term 1 Exchange:** Provisional Results will be released within 4 term time weeks  
(week commencing 8 February 2020)

Final Results will be released in early March 2020

**Term 2 Exchange:** Provisional Results will be released within 4 term time weeks  
(week commencing 31 May 2020)

Final Results will be released in late June 2020

**A very few modules have coursework submission deadlines which are too late for the release of results as shown above. Please be careful when making your module choices if the date you get your results is inflexible.**



# Entry Requirements

DOUBLE DEGREE EXCHANGE STUDENTS		1 OR 2 TERM EXCHANGE STUDENTS	
Academic results (copy of Bachelor/ Master degrees Transcripts)	A minimum overall GPA of 13/20 or equivalent	Academic results (copy of Bachelor/Master degree Transcripts)	
AND one of the following English Tests, dated no later than September 2018		ONE of the following proofs of English language abilities	
TOEFL (internet-based test)	Minimum overall score of 93	TOEFL (internet- based test)	Minimum overall score of 93
NO LESS THAN :-	23 in Writing , 19 in Speaking & Listening and 18 in Reading	NO LESS THAN :	23 in Writing , 19 in Speaking & Listening and 18 in Reading
IELTS	overall score of 6.5	IELTS	overall score of 6.5
NO LESS THAN:-	5.5 in one band and 6.0 in the other bands	NO LESS THAN:	6.0 in Writing , Speaking, Reading & Listening
PEARSON ACADEMIC TEST	overall score of 63	PEARSON ACADEMIC TEST	overall score of 63
NO LESS THAN:-	57 in Writing , Speaking , Lis- tening & Reading	NO LESS THAN:	57 in Writing , Speaking , Listening & Reading
CAMBRIDGE ENGLISH	CAE Grade C CEP Level C1	<b>LETTER FROM HOME INSTITUTION</b> With the following wording: "(the student's) level of English is equivalent to C1 of the CEFR and sufficient to meet the demands of an Eng- lish-taught Masters programme. "	

Overseas students wishing to join Aston for 1 or 2 terms and 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.

Overseas students wishing to join Aston for 1 or 2 terms and travelling on a Tier 4 visa will need to provide an IELTS, PEARSON or TOEFL score. A letter is not sufficient in this case.

# Nomination and Application Procedure

## NOMINATION PROCEDURES

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

<https://aston.moveon4.com/form/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 [international@aston.ac.uk](mailto:international@aston.ac.uk) if you have any queries regarding the process.

## APPLICATION PROCEDURES—1 & 2 TERM STUDENTS

**PLEASE NOTE:** you must 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 (Term 1 start date) 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 start)

ABS Master Exchange Programme – 2 Terms (September start)

ABS Master Exchange Programme – 1 Term (January start)

ABS Master Exchange Programme—2 Terms (January 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.



# Nomination and Application Procedure

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:

- 1 Your CV
- 1 An officially translated transcript of all results to date (including undergraduate IF your postgraduate results are not available)
- 1 One reference from an academic referee
- 1 Proof of English language proficiency (refer to the Entry Requirements Table)

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 the International and Student Development Team.**

**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.





**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: **2020/21**

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:

- 1 Your CV
- 1 A copy of your Bachelor degree certificate
- 1 An officially translated transcript of all results from your Bachelor degree (students from French Grandes Ecoles should provide the transcripts for both years of classes preparatoires)
- 1 An officially translated transcript of results to date from your Masters degree
- 1 Two references, at least one of which is from an academic referee (applicants without work experience may submit two academic references)
- 1 Proof of English language proficiency (refer to the Entry Requirements Table)

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 Student number to the International and Student Development Team.**

**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.

# Credits and Course Layout



## 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 12 to 13 weeks long.

All postgraduate taught study programmes are organised over the first two terms with an examination period at the end of December for term 1 modules and the end of April for term 2 modules, following the Easter vacation period. Term three is dedicated to the Masters dissertation and soft skills.

Each student will study 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 2 hours plus 1 hour sessions per module per week, together with private study, group work and assessment) and is worth 15 Aston credits – equivalent to 7.5 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.

Assessments by examination take place in December for term 1 modules and April for term 2 modules. In all cases, coursework assessments are submitted at the start of the following term (January and May). **Re-sits take place week 24 – 29 August and only at Aston University as we cannot arrange overseas exams.**

The Masters dissertation is submitted in the middle of September.



## **Contact hours and assessment**

The majority of modules consist of ten weeks of study, including a revision week, with a total of three hours of lectures/seminars/workshops etc per week. All modules are assessed either by a 2-hour or 3-hour examination and/or by the submission of coursework.

The weekly sessions 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.

All coursework is submitted online.

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.

## **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 10-20,000 words depending on MSc programme) 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 supervisor.

## **Grading System**

<b>Grade</b>		<b>Mark</b>
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 45% or above depending on the regulations for their course.



# MSc Module Selection: 1 or 2 Term Exchange

## ABS MASTER EXCHANGE PROGRAMME

Exchange students joining Aston for one or two terms, either in Term 1 (September to January) or Term 2 (January to June) 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: <https://www2.aston.ac.uk/aston-business-school/international/incoming/postgraduate/msc/exchange-one-or-two-academic-terms/course-selection>





# The Aston Global Advantage - MSc Double Degree



Aston Business School Postgraduate Programme currently offers 15 specialised Master degrees. 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.

All courses run over 12 months. The dissertation is included as a 'module'.

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.

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.

You can find more information by holding down the *Ctrl* key and clicking your cursor on the titles below. Alternatively you can type the name of the course into the search bar on the top right of the Aston University website.

[MSc Business Analytics](#)

[MSc Business & Management](#)

[MSc Information Systems & Business Analysis](#)

[MSc International Business](#)

[MSc Entrepreneurship](#)

[MSc Strategy and International Business](#)

[MSc Strategic Marketing Management](#)

[MSc Accounting & Finance](#)

[MSc Business Economics & Finance](#)

[MSc Finance](#)

[MSc International Accounting & Finance](#)

[MSc Investment Analysis](#)

[MSc Human Resource Management](#)

[MSc Business Psychology](#)

## HR, ORGANISATIONAL STUDIES

[MSc Business Psychology](#)

[MSc Human Resource Management](#)

## MARKETING, STRATEGY AND INTERNATIONAL BUSINESS

[MSc International Business](#)

[MSc Strategy and International Business](#)

[MSc Strategic Marketing Management](#)

**NEW:**                    [MSc DEGREES FOR THE FUTURE BUSINESS LEADER](#)

This allows students to design their degree to suit their personal and professional career aspirations

## **Degrees**

[MSc Entrepreneurship and Analytics](#)

[MSc Leadership and Entrepreneurship](#)

[MSc Leadership and Analytics](#)

[MSc Marketing and Analytics](#)

[MSc Marketing and Entrepreneurship](#)

[MSc Marketing and Leadership](#)

[MSc Marketing and Strategy](#)

[MSc Strategy and Analytics](#)

[MSc Strategy and Entrepreneurship](#)

[MSc Strategy and Leadership](#)

## THE ASTON GLOBAL ADVANTAGE PROFESSIONAL DEVELOPMENT PROGRAMME DOUBLE DEGREE EXCHANGE

**Business skills for life: the essential Aston Global Advantage Programme.**

<https://www2.aston.ac.uk/study/postgraduate/taught-programmes/abs/the-aston-global-advantage/index>

The Aston Global Advantage 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, business simulations and 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

# Induction and Erasmus Form Details

## ASTON WELCOME WEEKS / INDUCTION

### Students Joining Aston in September:

The academic year starts with a COMPULSORY one week induction programme. This is an integral part of your course and it includes the first stages of the Aston Global Advantage Professional Development Programme which runs alongside the academic programme. Full details will be sent out during the summer. If students are in university residences, the rooms will be available from around the start of the induction week but they will be advised of the exact date by the Accommodation Office.

### Students Joining Aston in January:

There will be a COMPULSORY enrolment session taking place in the third week of January 2020 for students joining us in Term 2 (Spring Term).

## 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:* Postgraduate Student Development Lead

*Contact Email/Phone:* [abs\\_exchange@aston.ac.uk](mailto:abs_exchange@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 ISD Team at [abs\\_exchange@aston.ac.uk](mailto:abs_exchange@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. 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.
5. 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.
6. Students must ensure that their chosen course of study at Aston complies with the requirements of their home institution.
7. 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.
8. The value of Aston modules is 7.5 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.
9. If students are required to re-sit exams, these will take place in August at Aston University as we cannot arrange overseas exams.





# Practical Information





## 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 <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.\*



Non-EU Exchange students joining Aston for 6 months or less will apply for a **Short Term Study Visa**. Additional information on the Student 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/index>

Non-EU Exchange students joining Aston for a Double Degree will need a Tier 4 Visa. Additional information can be found on the Aston University website: [Tier 4 General Student Visa](#)

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 <https://www2.aston.ac.uk/current-students/hub/contact-us/index>

Other useful sources of information include the 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.

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

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>

\* Please note this may be affected when the UK officially withdraws from the European Union. 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](mailto:erasmus@aston.ac.uk)



## ON-CAMPUS ACCOMMODATION / UNIVERSITY RESIDENCES

### 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 2020.
- Aston University has confirmed their application by the 1st July 2020
- They have applied for accommodation through the online portal by the 19th July 2020.

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 2020.

Please note: the ISD Office are unable to answer any queries related to accommodation applications and you must address all accommodation queries to [accom@aston.ac.uk](mailto:accom@aston.ac.uk).

### 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. 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:

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 2019) by 17th June 2019.
- Aston University has confirmed their application by the 1st July 2019.
- They have applied for accommodation through the online portal by the 19th July 2019.

These 20 rooms will be available for 20 starters on the exchange programme in January 2020 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.

You can apply through the University by clicking [here](#) (follow the big link at the top to apply). **You need your student ID number**. A 'How To' guide is available [here](#). **Please be aware that Aston Student Homes do not manage or allocate these rooms. For any further queries about ASV please contact the University Accommodation Team on 0121 204 3618 / [accom@aston.ac.uk](mailto:accom@aston.ac.uk)**

Aston Student Village will be unable to confirm any remaining on-campus availability to exchange students until mid-October 2019

## PRIVATE ACCOMMODATION

Most 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.

**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.astonsu.com/housing/astonstudenthomes/exchange/](http://www.astonsu.com/housing/astonstudenthomes/exchange/) You can contact Aston Student Homes on: [astonstudenthomes@aston.ac.uk](mailto: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 from Aston Student Homes:

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.

### Hamstead Campus

Some of our international students have in the past been able to find short-term student accommodation (for 20 weeks) at Hamcam (Hamstead Campus) who are registered student providers with Aston Student Homes. They are not located on campus but are a short bus ride away. They have limited availability.

Property address: 138 Friary Road, Handsworth Wood, Birmingham B20 1AP.

Please see their website: [www.ham-cam.com/](http://www.ham-cam.com/)

Email: [enquiries@ham-cam.com](mailto:enquiries@ham-cam.com)

Tel: (0)121 554 7213

Please have a look at what Hamcam have to offer and decide if it could be suitable for you.

**Aston Student Homes** is the official accommodation support service for Aston students. Click [here](#) and select short lets under contract type to start your accommodation search. Aston Student Homes have checked the gas, electrical and energy performance certificates for these properties.

Please note, it can be difficult to find a short term let especially for Teaching Period 1 only. This is because most landlords want to let their property for the whole academic year.

We recommend that you do not transfer or hand over any money until you arrive in the UK and have seen the property/room for yourself. For this reason we suggest that you arrive in the UK early to give yourself time to view properties and areas. Some of our international students prefer to stay in temporary hostel / hotel accommodation while they are looking for somewhere more permanent to live. This helps to prevent any issues or disappointment. For tips on how to avoid rental scams please click [here](#).

Please be aware that if you take on a tenancy for longer than the period you require you will usually be liable for the rent for the whole period unless you can find a suitable replacement. As there is no guarantee that you would find a suitable replacement we cannot recommend this option.



We must emphasise that although Aston Student Homes do their best to offer guidance, they are not able to find and place students into rooms or book hotels for them. ***It is your responsibility to secure accommodation and find out what options may be available to you.***

If you have any questions please don't hesitate to contact Aston Student Homes on 0121 204 4893 / [astonstudenthomes@aston.ac.uk](mailto:astonstudenthomes@aston.ac.uk)

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) on [advice@aston.ac.uk](mailto:advice@aston.ac.uk) . No issue is too big or too small.





## 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.

+44 121 204 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: +44 121 204 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.

+44 121 204 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.

## 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
4. Aston's green, self-contained campus is just five minutes' walk from the city centre.
5. 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.
6. "You will struggle to find a university in Britain more keenly attuned to the needs of business and industry." - 2012 Sunday Times University Guide.
7. 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.
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)

and

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

and

<http://visitbirmingham.com/>



# Employment and Careers Service

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.

Exchange students studying at Aston Business School can use the services of the Careers & Placement Team and meet with the Business School's dedicated MSc Careers Adviser. They can avail themselves of dedicated [resources for international students](#) and, through The Aston Global Advantage Professional Development Programme, get access to a wealth of advice and resources to start or further their careers in the UK or abroad.

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/>

## Peer Mentoring at Aston University

The Peer Mentoring scheme at Aston University matches students from different year groups together in one to one mentoring relationships. Mentee and mentor roles are open to all students across every year group, including those out on placement. Peer Mentoring is for everyone, with many **benefits** for both mentor and mentee. By spending just a small amount of time every week students can really get ahead and make the most of their time at Aston as well as greatly enhancing their network, skills, CV and employability. Peer Mentoring is a voluntary scheme which is flexible, confidential, and fits around availability and preferences. All mentees and mentors receive an Aston certificate at our Celebration Evening.

Exchange students can benefit from being in touch with a current student to make the most of the short time they have at Aston.

For more information please contact:

Victoria Carroll  
Peer Mentoring Officer  
Tel: +44 (0)121 204 5230  
[v.carroll@aston.ac.uk](mailto:v.carroll@aston.ac.uk)  
[www.aston.ac.uk/peermentoring](http://www.aston.ac.uk/peermentoring)







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:

<https://www2.aston.ac.uk/current-students/hub/iss/support-for-international-students/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.

<https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare#layer-3208>

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:

<https://www2.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:

<https://www.astonsu.com/activities/>

