

FAQs for incoming visiting and exchange students: 2018-19

If you decide to come to SBE, you will receive a Student Exchange Handbook upon arrival which has detailed information about all aspects of your exchange. In the meantime, these are answers to some frequently asked questions. Email sbe.international@lboro.ac.uk with any other questions you may have.

Q: When can I study at the School of Business and Economics?

A: You can study at SBE for the full academic year or either during Semester 1 (October to January) or Semester 2 (February to June).

For 2018-19 the dates are:

Semester 1: 1 October 2018 – 1 February 2019

Semester 2: 4 February 2019 – 19 June 2019

Q: How do I apply?

A: To apply, you must firstly be nominated by your home institution. Next, you should download and complete the correct application form. Your university's Study Abroad Coordinator must also sign this form. Send it to us in the SBE International Relations Office at: sbe.international@lboro.ac.uk. We will need to get it approved by the School's Academic Coordinator for Exchanges and then forward it with your Learning Agreement to the main Exchange Office at Loughborough University who will email you with notification of your acceptance to study here.

Erasmus+ application and **International Exchange** application forms are at:

<http://www.lboro.ac.uk/international/erasmus/incoming-student-erasmus/incoming-erasmus/>

Erasmus+ applications and **School-wide International Exchange** applications should be emailed to sbe.international@lboro.ac.uk

University-wide International Exchange applications should be returned to the Institutional Exchange Coordinator, Julie Hibbert, at j.a.hibbert@lboro.ac.uk

Visiting Student applications are available at:

<http://www.lboro.ac.uk/admin/ar/student/forms/RG1036%20Visit/index.htm>

Your university's Study Abroad Coordinator must sign it and then you must email it to sbe.international@lboro.ac.uk

If you are not certain which form you need to use, contact us at:

sbe.international@lboro.ac.uk.

Q: What are the application deadlines?

A: For **exchange** students:

Students arriving in October (Semester 1) must apply by 15 June. Students arriving in January (Semester 2) must apply by 15 November. Please note that this is the final deadline for paperwork to be received by the central Exchanges office and will need processing by us in the School of Business and Economics first, so please make sure that you give us time to do this. We recommend that you get the paperwork to us two weeks before this deadline if possible.

For **visiting** students:

While there is no deadline for applications, we recommend applying early to allow time to complete the admissions process, to apply for a visa if necessary, and to make sure that you register for accommodation in plenty of time.

Q: What are the English language entry requirements?

A: For **Exchange** students, an English language qualification is not mandatory, but you should be proficient in English to at least the level of Cambridge First Certificate (FCE) or B2 level in the CEFR, and preferably to the level of Cambridge Advanced Certificate. A pre-sessional language course is available if you feel your language is not at the required standard.

If you are a **non-EU/non-Swiss exchange student** requiring a Tier 4 student visa to study in the UK (<https://www.gov.uk/tier-4-general-visa>), you will need to submit evidence that you meet the University's English language requirements.

For **Visiting** Students, all applicants must have a qualification in English Language before they can be admitted to any course or programme, whether their first language is English or not.

For more information about the University's English language requirements and the full list of language qualifications acceptable to the University go to:

<http://www.lboro.ac.uk/international/englang/index.htm>.

Acceptable tests include:

- IELTS - a score of at least 6.5 overall, with nothing less than 6 in any component &
- TOEFL iBT - a score of 92, with no less than 22 in each test.

Q: What can I study?

You must take modules in the school or subject area covered by the exchange agreement. Modules are chosen from a list of modules which is normally confirmed in May.

Modules ending with 'A' are first year modules; 'B' second year and 'C' third year.

Semester 1			Semester 2		
Module code	Module Title	ECTS credits	Module code	Module Title	ECTS credits
17BSA025	Introduction to Law (not available with BSA026)	5	17BSA026	Principles of Law (not available with BSA025)	5
17BSB050	International Business	5	17BSB052	International Management	5
17BSB015	Company Law	5	17BSB024	International Economics	5
17BSC051	International Corporate Governance and Firms	5	17BSC053	International Negotiations	5
17BSC565	Fundamentals of Strategic Management (not available with BSC055 or BSC570)	5	17BSC055	Strategic Management (not available with BSC570 or BSC565)	10
17BSC570	Strategic Management (not available with BSC055 or BSC565)	10			
Marketing and Retail			Marketing and Retail		
17BSB030	Marketing (not available with BSB560)	5	17BSB105	Brand Management	5
17BSB560	Principles of Marketing (not available with BSB030)	5	17BSB135	Consumer Behaviour	5
17BSC110	Marketing Strategy and Planning	5	17BSB562	The Marketing Mix	5
17BSC115	International Marketing	5	17BSC124	Marketing Communications	5
Human Resource Management			Human Resource Management		
17BSA505	Organisational Behaviour (not available with BSA530)	5	17BSA506	Management of Human Resources (not available with BSB040)	5
17BSB040	Human Resource Management	5	17BSA530	Behaviour in Sporting Organisations (not available with BSA505)	5
17BSB555	Organisation Studies	5	17BSB150	Business Ethics & Corporate Social Responsibility	5
17BSC097	Knowledge Management	5	17BSC080	Analysing Careers	5
17BSC105	International Human Resource Management	5	17BSC575	Leadership and Interpersonal Skills	5
Management Science and Operations Management			Management Science and Operations Management		
17BSB120	Management Science Methods (not available with BSB572)	5	17BSB572	Management Science Methods (not available with BSB120 or BSC065)	5
17BSB137	Data Analysis for Marketing Decisions (not available with BSB110 or BSC165)	5	17BSB110	Data Analysis for Management (not available with BSB137 or BSC165)	5
17BSC063	Decision and Efficiency Analysis (not available with BSB120 or BSB572)	5	17BSC067	Simulation for Decision Support (not available with BSB572)	5
17BSC165	Business Forecasting (not available with BSB110 or BSB137)	5	17BSC068	Consulting for Decision Making (not available with BSB572 or BSB110)	5
17BSB580	Operations Management	5	17BSC144	Project Management	5
Information Management			Information Management		
17BSB010	Business Information Management (not available with BSC520)	5	17BSB012	Information Systems Development	5
17BSC070	Technology in Business and Society (not available with BSC520)	5	17BSC072	Strategic Information Management	5
17BSC520	Business Systems (not available with BSB010 or BSC070)	5			
Accounting and Finance			Accounting and Finance		
17BSA525	Introduction to Accounting (not available with BSB530)	5	17BSA526	Accounting for Managers (not available with BSB532)	5
17BSB530	Accounting for Business (not available with BSA525)	5	17BSB532	Accounting for Managers (not available with BSA526)	5
17BSC030	Corporate Governance (prior study req.)	5	17BSB550	Company Finance	5
		5			

Enterprise			Enterprise		
17BSC522	Entrepreneurship & Innovation	5	17BSB590	The Contemporary Business Environment	5
			17BSC524	Entrepreneurship and Small Business Planning	5
Economics			Economics		
17ECB136	Transport Economics	10	17ECB035	The Economics of Social Issues	10
17ECC001	Developments in Microeconomics		17ECC005	Industrial Economics	10
17ECC003	International Money and Finance	10	17ECC035	Central Banking and Financial Crises	10
17ECC004	Financial Economics and Asset Pricing	10	17ECC119	Development Economics	10
17ECC031	International Trade	10	17ECC141	Corporate Finance and Derivatives	10
17ECC101	Developments in Macroeconomics	10			
Year-long Economics modules (taught over both semesters)					
Module Title		Module Title		ECTS credits	
17ECB003		Introduction to Econometrics		10	
17ECB004		Introduction to Financial Economics		10	
17ECB005		International Economic Relations		10	
17ECB015		Economics of the Financial System		10	
17ECB016		History of Economic Thought		10	
17ECC038		Applied Econometrics		10	
Language Modules			Language Modules		
17LAN011	Oral and Aural Language Skills for Native French-speaking Students 1	5	17LAN012	Oral and Aural Language Skills for Native French-speaking Students 2	5

We do not expect any major changes to this list but if there are, the School's International Relations Office will advise you.

It may also be possible to take a language module from the School of Politics, History and International Relations, <http://www.lboro.ac.uk/departments/phir/languages/>. These modules are worth 5 ECTS credits.

There is a separate list of Masters modules – please get in touch if this is relevant to your studies.

These are the only modules freely available to you, which may be subject to change.

Please see <http://luis.lboro.ac.uk/epublic/wp5016.main?dept=BS&dept2=BS> for information on module content.

Q: When will I get a copy of my timetable?

A: Once you have completed the online registration process, you will be able to access your timetable online via the student portal, LEARN. We will check your timetable for clashes once it is released and will be in touch if you need to make any changes.

Q: Where can I get a Certificate of Attendance /who can sign my Certificate of Arrival/Attendance?

A: The International Relations Team in the School can sign these certificates.

Q: Who can I talk to about academic issues?

A: Dr Eva Selenko is the School's Incoming Exchange and Visiting Student Academic Coordinator and will advise you on academic aspects of studying at SBE, including choosing modules.

Email Eva at: e.selenko@lboro.ac.uk

Q: How many credits are Loughborough modules worth and what is the expected workload?

A: Modules at the School are normally worth 10 UK credits –equivalent to 5 ECTS credits, with the exception of ‘Strategic Management’ and Economic modules which are worth 20 UK credits, or 10 ECTS credits.

The normal workload is 120 Loughborough credits (60 ECTS) for a year or 60 credits for one semester (30 ECTS). Confirmation of the total number of credits you are expected to study must be given by your home University before arriving at Loughborough.

On completion of a module, if the combined percentage mark is 40 or more, you will be awarded ECTS credits for that module.

ACCOMMODATION AND LIVING EXPENSES

Q: How do I apply for accommodation?

A: Accommodation applications are made online. When your application has been approved the Student Accommodation Office will email you explaining how to apply.

Q: What kind of accommodation is available?

A: There is limited accommodation available on campus in catered and self-catered halls, in single and shared bedrooms. A room on campus cannot be guaranteed though the majority of Exchange and Visiting students are allotted a room on campus so long as they contact the Accommodation Office in good time (see below). If you do not receive a room on campus, the Off Campus Accommodation Team will help you to secure accommodation in private halls or housing.

Q: When are the key dates and deadlines for accommodation?

Students coming in Semester 1 can apply for accommodation from June. If you want to be on campus, you should apply as early as possible before 1 September in order to ensure that the Accommodation Office prioritises your application.

Students coming in Semester 2 are able to apply for accommodation from mid-December and are advised to confirm their choice as soon as possible.

Q: How much does accommodation cost?

A: The cost of accommodation varies greatly depending on the kind of room you take. Catered on-campus rooms can cost from around £130 to £180 per week. Self-catered rooms are from around £87 to £170 (deluxe en-suite). Rooms off campus can cost around £80 per week, dependent on whether bills are included.

Q: How do I pay my accommodation fees?

A: These can be paid in one instalment or – if you are here for a year – in three instalments in October, January and May. You can pay by cheque, credit or debit card.

Q: How much should I expect to budget for living costs in Loughborough?

A: By UK standards Loughborough is not an expensive place to live. Your living costs will vary depending upon your lifestyle and choice of accommodation, but we have estimated that

you will need around £8,000 a year Students should allow approximately £800 to £1000 per month (2015/16 costs) to cover accommodation and all major living expenses, including food, clothing, books and local travel. For more information, see here:

<http://www.lboro.ac.uk/study/undergraduate/fees-finance/living-costs/>

ARRIVING AT SBE

Q: Is there a welcome programme for exchange and visiting students?

A: Yes. The University's International Office runs an induction session at the start of each semester and the School of Business and Economics also runs a welcome and orientation session. All students should attend both these events as they provide advice and information to help you to settle in and a social programme to help you to meet other students.

Q: Where should I go when I first arrive?

A: You should attend the induction event held at the beginning of the semester. If you are unable to do so you should arrange to meet a member of the School's International Relations Team as soon as possible. The team is based in the School of Business and Economics in the Sir Richard Morris Building.

Q: Do I need a Student Visa?

A: If you do not hold an EU/EEA passport or nationality then you will most probably require a student visa. See: <http://www.lboro.ac.uk/international/offerholders/visa/index.htm>

Q: When will I get my student ID card?

A: Provided you have completed the online registration process and uploaded a photograph, your ID card will be ready for collection when you arrive in Loughborough.