



STUDY ABROAD PROGRAMME



University College Birmingham
UCB
A College Accredited by The University of Birmingham

What is the Study Abroad Programme?

The Study Abroad Programme allows students from other institutions to spend either one semester or a full academic year studying undergraduate modules (classes / courses) alongside British, European and other international students. Study Abroad students are fully integrated into life at University College Birmingham, both academically and socially. It's a great place to study!



Why join the Study Abroad Programme at University College Birmingham (UCB)?

- UCB is accredited by the University of Birmingham, one of the UK's oldest and most prestigious universities.
- We have welcomed international students for over 20 years and currently have over 1,000 international students from 80 different countries studying at the College
- UCB is the United Kingdom's specialist institution for Higher Education management programmes in the fields of Hospitality, Tourism and Marketing
- You can transfer credits to your home institutions under the European Credit Transfer Scheme (ECTS) and the Credit Accumulation and Transfer Scheme (CATS)
- You can attend classes in the fields of:
 - **Tourism and hospitality management**
 - **Sports therapy, salon and spa**
 - **Food, retail management and communication**
 - **Event and leisure management**
 - **Early childhood and education studies**
 - **Business, enterprise and marketing**
 - **English and Modern European languages**



HOW TO CHOOSE YOUR MODULES

Students normally take a maximum of four modules per semester. In exceptional circumstances, your university may ask you to take five modules instead of four. We are happy to consider this, although you would have to pay for the extra module. As places on our modules fill quickly, we ask students to select their 4-5 modules of choice and then to name a substitute module for each on the Learning Agreement Form A (one semester) or Form B (two semester / one year).

Modules are taught at three different levels - Level 4 corresponds to Year 1 of UK Bachelor degree courses; Level 5 equates to Year 2 and Level 6 to Year 3 which is the final year of Bachelor degree programmes. The level at which you study will depend on the stage you have reached in your programme at your existing university. You must select your modules from the lists on the module guide - please see our website:

<http://www.ucb.ac.uk/international/studyabroad>

Having chosen modules, students should complete the Study Abroad Application Form.

If you want to enter the scheme as part of your undergraduate degree, you should obtain approval for the modules you wish to study at UCB from your own institution before you arrive in the UK.

For some of UCB's modules at Levels 5 and 6, there may be a requirement for you to have completed the equivalent of one or more related modules at your home university BEFORE joining the Study Abroad Programme.

MODULE REGISTRATION

You will register for the four modules (or more where this has been pre-approved by your home institution) during the International Orientation Programme (subject to timetables) which falls at the beginning of each semester and have meetings with the relevant academic staff for each module. We will give you clear and concise information on module content and coursework / examination requirements.

CREDIT TRANSFER

You will gain recognised academic credits from the Credit Accumulation and Transfer Scheme (CATS) and the European Credit Transfer Scheme (ECTS), which you can use for recognition at your own or another university.

Upon successful completion of four modules, you will obtain a Certificate of Achievement from University College Birmingham which includes ECTS credits.

ACADEMIC SUPPORT

Extensive academic support is available to Study Abroad students from module lecturers and also a Personal Tutor assigned to you during the International Orientation Week. The Personal Tutor can be contacted during your studies, should you need support or advice.

ASSESSMENT

Assessment will vary from module to module and will normally involve activities such as essays, reports, tests, project work and case studies along with some examinations. Examinations take place at the end of each semester.

All marks are confirmed by a Programme Examination Board held at the end of each semester. Once this has taken place, the International Student Centre will issue you with a full transcript showing the classes studied and grades obtained.

ENGLISH AS A FOREIGN LANGUAGE

If you do not speak English as your first language or have not previously studied at University level through the medium of English, you should note that you will need English language competence equivalent to a score of at least 6.0 in the IELTS test or TOEFL 550 (paper-based), 79-80 (internet-based) or 213 (computer-based) .

If you have already taken an English Language test, please include details of the test with dates taken and results with your application.

SUPPORT SERVICES FOR STUDY ABROAD STUDENTS

Studying in another country can be challenging, and we aim to provide as much help as possible. Our International Student Advisors will support you and help to make your time at UCB an interesting and rewarding experience. They will be your first point of contact for all enquiries, information, support and advice, both before and after your arrival.



INTERNATIONAL ORIENTATION PROGRAMME

This is a one-week programme that takes place in September (and is repeated in January for February starters) before your Study Abroad Programme begins. It is especially designed for international students who are new to the UK and who do not speak English as their first language. It aims to provide an opportunity to gain information about life at UCB; how you will be expected to work and study and how assignments and essay work should be presented. It also provides the chance to meet people and to see something of the social and cultural life of the UK.

Students enrolling on the Study Abroad Programme at UCB are not charged fees for the Orientation Programme.

ACCOMMODATION

For anyone arriving in Birmingham for the first time, accommodation is likely to be a prime consideration. We provide a comprehensive service using our own halls of residence and also private accommodation within the city. UCB is able to guarantee a place in halls of residence for any student studying with us for the first time.

As soon as you are offered a place, you will automatically be sent the Accommodation Information Brochure with application and registration forms.

If you decide to accept the offer and require UCB managed or private accommodation, the application form must be completed and returned to:

The Accommodation Manager
Student Services Unit
University College Birmingham
Summer Row
Birmingham B3 1JB
United Kingdom

Telephone: +44-(0)121 604 1000
Fax : +44-(0)121 608 5551
E-mail : accommodation@ucb.ac.uk

PLEASE NOTE: The accommodation brochure and Application form are also available on the website:
www.ucb.ac.uk

THE LIBRARY

Library and Information Services are at the heart of our teaching and learning programmes. There are libraries in both UCB buildings, in Summer Row and at Richmond House. Both libraries have extensive stocks of books and journals for loan and reference. There are designated areas for quiet study, group work and for browsing newspapers and journals. Each subject area has a specialist librarian, who along with other qualified staff, will be available to assist with literature searches. They can also advise students on how to make the best use of the resources available to them.

We have one of the United Kingdom's finest specialist library collections and, in addition to printed material, there is an extensive range of online resources and databases containing journals, serials, reports, e-books and other digitised documents, as well as other multi-media resources. Any items not available from the libraries can be acquired through the subsidised interlibrary loan service.

THE RESOURCE CENTRE

UCB's Summer Row Resource Centre is a student study centre which is open seven days a week. The Centre contains 130 PCs, all with up-to-date software and Internet access, and is the focal point for a centralised assignment hand-in and collection service. Facilities for the binding of dissertations, the sale of stationery and IT support are also available if required.

THE LEARNING & SKILLS DEVELOPMENT CENTRE

This Centre, open for around eleven hours a day - five days a week, offers personalised support to those students seeking help in their study skills, such as in writing essays or reports or in examination revision techniques. UCB operates a policy of providing subject workshops covering every module taught in the College, which allows students the opportunity to see a tutor of their choice to gain help in understanding the subject matter or assessments characterising that module.

CENTRE FOR ENGLISH AS A FOREIGN LANGUAGE AND MODERN LANGUAGES

For those students who do not speak English as their first language, UCB provides additional Academic English classes to support your written, reading, listening and speaking skills. If you choose to study an additional English class, you can use the free Language Support service provided to have all your written assessed work proof read before you submit.

On account that the industries we serve are global in scope, meeting the expectations of international visitors and organisations often means communication with them in their own language. The benefits of being able to converse in another language are immense and thus students who acquire at least the basics of a Modern Foreign Language, greatly enhance their employment prospects.

Accordingly UCB operates a 'Languages for All' policy within the Centre and flexible opportunities exist to study a language as a part of your Study Abroad Programme or as an option.

You can choose from French, Italian, German or Spanish.



The Programme

The academic year at UCB runs from the end of September until mid June and is divided into two semesters:

- Semester 1: September – February
- Semester 2: February – June

You can choose to start your programme in either Semester 1 or Semester 2, whilst the option to study for a full academic year also exists.

If English is not your first language and you do not have a recent recognised test score, such as from IELTS, TOEIC or TOEFL, it is also possible to attend an English Language programme at UCB before joining the Study Abroad Programme.



Disclaimer

The information contained in this publication is accurate at the time of print production. Amendments may be made from time to time without prior notice, in relation to course, fees, modules, facilities and services provided.

WHO CAN APPLY FOR THE STUDY ABROAD PROGRAMME?

In order to apply for the Study Abroad Programme, you must satisfy the following criteria:

- You must be a current undergraduate or graduate student of a reputable Higher Education Institution.
- If English is not your first language, you will be asked to provide official proof of your English language ability. This must be in the form of a recent IELTS, TOEIC, TOEFL, Cambridge English Language Examinations score or other recognised certification.
- Your previous or current grades must be of a high level (for example, grades B or above).

HOW TO APPLY FOR THE STUDY ABROAD PROGRAMME

The deadline for application is:

- 31 July for Semester 1 (September start)
- 30 November for Semester 2 (February start)

You will need to complete the application form and submit the completed forms together with:

- A completed Learning Agreement listing the modules you wish to take, along with an alternative should your first choice not be available
- An academic reference from your existing institution
- An official transcript of your grades to date
- A list of the classes / modules you are currently taking (where applicable)
- Proof of your English language ability (non-first language English speakers only)
- 4 Passport sized photographs
- A completed Accommodation Form (if required)

WHAT HAPPENS NEXT?

You will be sent a letter notifying you of whether or not you have been successful in your application. In addition to the official acceptance letter, successful applicants will be sent further information to prepare before arrival.



International Student Centre

University College Birmingham

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189 Jalan Tun Razak
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Japan Representative Office

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