



University of Brighton



Incoming Exchange Programme

School of Business and Law

University of Brighton Fact Sheet 2024-25

The University of Brighton is located in the coastal city of Brighton & Hove in the South-East of England. You will find the University of Brighton a friendly university with a relaxed atmosphere and a good rapport between staff and students.

The School of Business and Law is based on the Moulsecoomb campus of the university within the flagship building Elm House. It is close to the main university library and computer suites, local amenities, and some of our halls of residence. About 20 minutes from the seafront, the university area is well serviced by regular bus routes and train lines.

The city of Brighton & Hove is a vibrant and cosmopolitan metropolis offering many activities and attractions to satisfy every interest. It is a sociable city which is both steeped in history and firmly planted in a contemporary and modern way of life.

Positioned on the South-East coast of England, the city is surrounded by the English Channel on one side and the countryside of the South Downs National Park on the other. The city has good train links to other towns and cities and is very close to the UK's capital city of London, which is only a short 50-minute train journey away.

+ Address

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University of Brighton
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+ Contact details

Main contact / Course Administrator
Email address:
sbl-exchange@brighton.ac.uk

Academic Programme Leader
Irina Popova
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I.Popova@brighton.ac.uk

+ Academic calendar 2024/25

Our academic year runs over two semesters. All teaching and study takes place over 2 semesters per academic year.

Teaching semesters

	Start Date	End Date
Semester 1:	30 September 2024	31 January 2025
Semester 2:	3 February 2025	6 June 2025

Academic Terms

Autumn term:	23 September 2024	13 December 2024
14 Dec 2024 – 5 Jan 2025 = Christmas vacation/no teaching		
Spring term:	6 January 2025	28 March 2025
29 March 2025 – 21 April 2025 = Easter vacation/no teaching		
Summer term:	22 April 2025	6 June 2025



+ Nomination procedure for partner and deadlines

Partners should formally nominate their students by sending the following details to: sbl-exchange@brighton.ac.uk

Student's Full Name (Forename and Surname)

Student's Date of Birth

Student's Nationality

Student's Email Address

Student's current course/programme

Planned length of stay (full year/semester 1 or 2)

The deadlines for nominations are:

Full year: **31 March 2024**

Semester 1 only: **31 March 2024**

Semester 2 only: **15 September 2024**

+ Application deadlines

Full year applications: **30 April 2024**

Semester 1 only applications: **30 April 2024**

Semester 2 only applications: **15 October 2024**

Brighton's city centre borders the seafront promenade and is a mix of mainstream shopping malls, high street shops and artistic independent boutiques.





The beautiful South Downs National Park, which surrounds the city of Brighton and Hove.

+ Application documents required

Students applying to the exchange programme must provide specific documentation so their eligibility can be confirmed. We require the following by the deadlines above:

For single semester incoming exchange students, we require:

1. Incoming Exchange Student Application Form - signed.
2. A copy of your previous year's transcript, alongside a translation of the transcription that has been provided by an official translation service.
3. Confirmation of English Language level/ability

English proficiency confirmation required for students applying for a single semester exchange:

- Reference/recommendation from your home institution *or*
- A copy of your previous year's transcript which clearly shows study of English, alongside a translation of the transcription, provided by an official translation service.
- *Note: proficiency is not required if you currently study in an institution where English is the first language. You will need to supply confirmation in writing from your referee that the Medium of Instruction at your home institution is English.*

For full year incoming exchange students, we require:

1. Incoming Exchange Student Application Form - signed.
2. A copy of your previous year's transcript, alongside a translation of the transcription that has been provided by an official translation service.
3. Confirmation of English Language level/ability (*see below for details*)
4. A personal statement demonstrating a genuine intent to study their chosen course and explaining rationale for studying in the UK and at the University of Brighton.

English proficiency required for students applying for the full year (2 semesters) exchange:

- Accepted language qualifications can be found on our webpage, along with the minimum requirements: [English language requirements \(brighton.ac.uk\)](#)

+ Application procedure

Once a student has been formally nominated by the partner institution, we will email the student and inform the partner of all necessary instructions to complete the relevant paperwork, as outlined above.

All application documents should be completed by the incoming student and then sent to the University of Brighton by the required application deadlines.

Students should type their details and information on the application form before signing it electronically. Please send ALL completed forms and supporting documents together.

Please send your application and all documents by email to: sbl-exchange@brighton.ac.uk

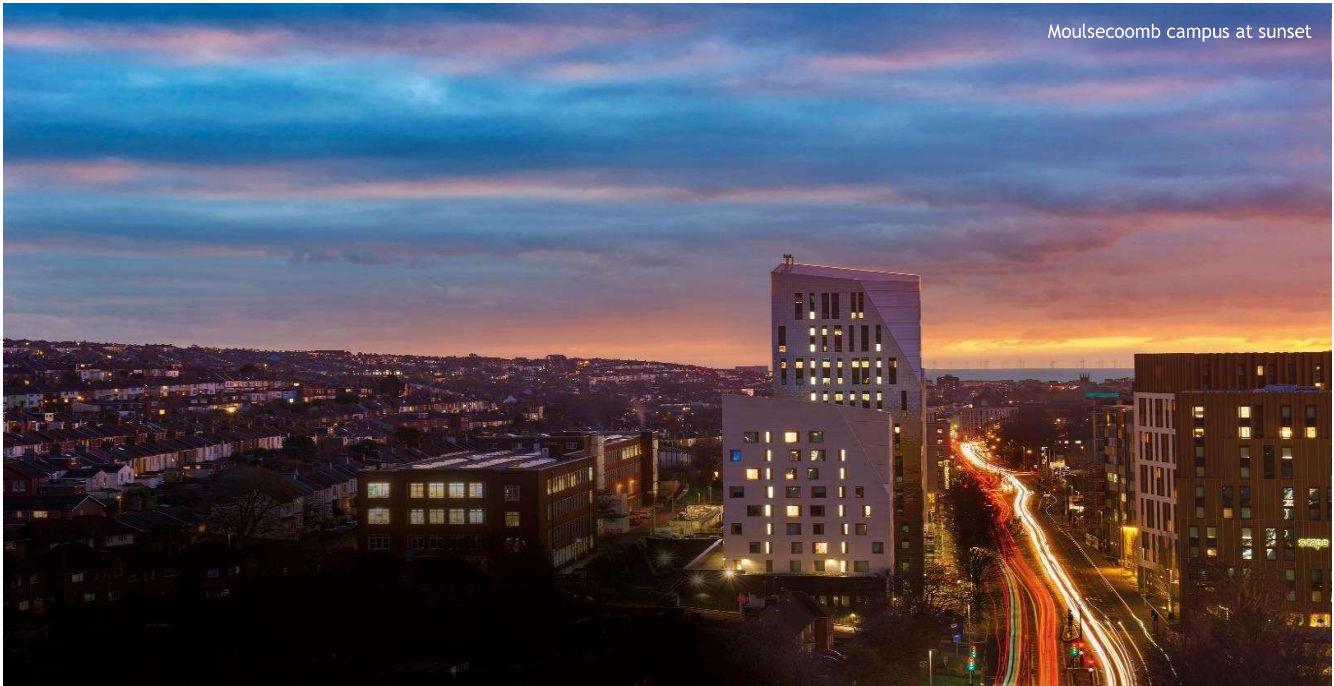
+ Accommodation

Incoming exchange students to the School of Business and Law have the opportunity to live in our Paddock Fields university halls of residence, however this is not guaranteed as rooms are limited. Students should indicate whether they would like to stay in a room in our university halls on their application form.

We aim to keep a balance between students wanting to come for semester 1 only and those wanting to come for semester 2 only. Students coming to study with us for the full academic year who want to stay in university accommodation will be guaranteed a room. For those students coming to study with us for semester 1 only, there will be a limited number of rooms available. We will endeavour to house as many students as want to stay on campus, but we cannot guarantee accommodation for everyone until we know the total number of incoming students per year.

For those students coming to study with us for semester 2 only, unfortunately we cannot guarantee a room until we know how many semester 1 only students are staying on campus and how many rooms will be vacant for the rest of the year once they have returned home. We are hopeful that most students for semester 2 will get a room in university halls if they want one, but we cannot confirm this until later in the year.

Our Accommodation team can provide guidance on renting privately for those who wish to look into this. For further information please see: [Private renting \(brighton.ac.uk\)](#)



+Visas

Visas & Immigration

What you need to do to enter the UK depends on your nationality and whether you are coming for one semester or two semesters. If you are a national of the EU, EEA, Switzerland, the USA and Canada, the immigration rules define you as a 'non-visa national'. If you are a national of another country you can check here whether you are a 'Non-visa national' or if you are a 'Visa-national':

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-visitor-visa-national-list>

One semester

You should use the **Standard Visitor** immigration route.

Non-visa nationals

- You do not have to apply for and obtain a visa before travelling to the UK.
- However, depending on your nationality, you may need to obtain an Electronic Travel Authorisation (eTA) before you travel to the UK. An eTA costs £10 and you can make the application easily using an App. The UK Government is rolling-out the eTA scheme throughout 2024, please see the guidance here to check whether you require one: www.gov.uk/guidance/electronic-travel-authorisation-eta
- You can enter the UK at a major airport using the E-Gates: <https://www.gov.uk/government/publications/coming-to-the-uk/faster-travel-through-the-uk-border>
- You do not have to pay a visa application fee or the Immigration Health Surcharge (IHS).

Visa nationals

- You will need to apply for and obtain a Standard Visitor visa before travelling to the UK.
- You will need to complete an online application form and provide supporting documents with your application: <https://www.gov.uk/standard-visitor>
- Please note that it can take 4 weeks or more from the date of application to the visa being issued. You will be granted permission to enter or a visa to stay in UK for 6 months. You will not be allowed to

work or undertake business. You will need to obtain travel and medical insurance.

Two semesters

- All students regardless of nationality must apply for and obtain a student route visa before travelling to the UK. You will not be able to enrol if you come as a Standard Visitor.
- Information on applying for a student route visa can be found here: <https://www.gov.uk/student-visa>
- The application fee is currently £490 and you will also need to pay an Immigration Health Surcharge (IHS), which for one academic year is currently £470, although this is set to increase in 2024.
- You will be able to work for 20 hours per week during term-time and full time in the university vacation periods. You will be able access free treatment from the National Health Service (NHS).

Further information

- [UKCISA - international student advice and guidance - Visitors](#)
- <https://www.brighton.ac.uk/immigration>

+ Insurance

For useful information about the health care system and what you may need to prepare for your travel, please see the following link to our Living in the UK web page, and scroll down to the section on 'Health and Staying safe':

[Living in the UK \(brighton.ac.uk\)](http://Living in the UK (brighton.ac.uk))



+ Frequently asked questions

Q. How many credits can I take?

Each module within the School of Business and Law is worth a certain number of credits, or CATS. The modules taught by us are worth 20 CATS. We recommend that students take no more than 60 CATS per semester or 120 CATS per academic year as this is considered a full workload.

Q. When will I receive my transcript of results?

Transcripts will be sent to both the student and their home school by the following times:

- For those leaving after semester 1 – around early to mid-March
- For those leaving after semester 2 – around mid-July

Q. I indicated that I would prefer to stay in university accommodation during my exchange studies. When will I hear if I have got a room?

If we are able to allocate you a room in our Paddock Fields halls of residence, our Accommodation Office will email each student who has requested a room in university accommodation with confirmation and a room contract, which they must formally accept, around July/August for those starting in semester 1 or around January for those starting in semester 2. Don't worry if you don't hear anything before then – the form you will fill out as part of your application to us is enough and you don't need to do anything else until you are contacted by our Accommodation Team. More information on the Paddock Fields accommodation can be found here: <https://www.brighton.ac.uk/accommodation-and-locations/university-accommodation/index.aspx>

Q. If it has not been possible to allocate me a room in university accommodation, when will I be told?

We always hope to be able to accommodate all incoming exchange students who would like to stay in our university halls of residence but sometimes this is not possible due to the number of rooms available to us.

If you are coming for semester 1 or semester 2 only and we have not been able to allocate a room for you where one has been requested, we will contact you directly by email as soon as possible and offer help and advice regarding how to find off-campus housing.

Q. When will I know if the module selections I made on my Learning Agreement have been successful?

We will contact you directly if there are any problems with the modules you have chosen on your Learning Agreement. If you do not hear from us, please assume your choices are fine and you will be studying the modules you have picked.

Q. Will I be able to make changes to the modules I chose at a later date?

Yes, you will have a one or two week period at the start of your study with us to make changes to the modules you have chosen. Any changes must be agreed by the home school and recorded on a Learning Agreement form.

Q. When will I receive my study timetable?

Confirmation of the time and location of your initial welcome and induction session on your first day will be sent to you by email a couple of weeks in advance of your start with us. Class timetables will be included in the Welcome Pack, which will be given out at this session on your first day.

Q. How is work marked at the University of Brighton?

All assessments are marked on a scale of 0 – 100. The minimum pass mark is 40.

Our grading classifications are as follows:

70–100 = A (1st First Class)

60–70 = B (2:1 Upper Second Class)

50–60 = C (2:2 Lower Second Class)

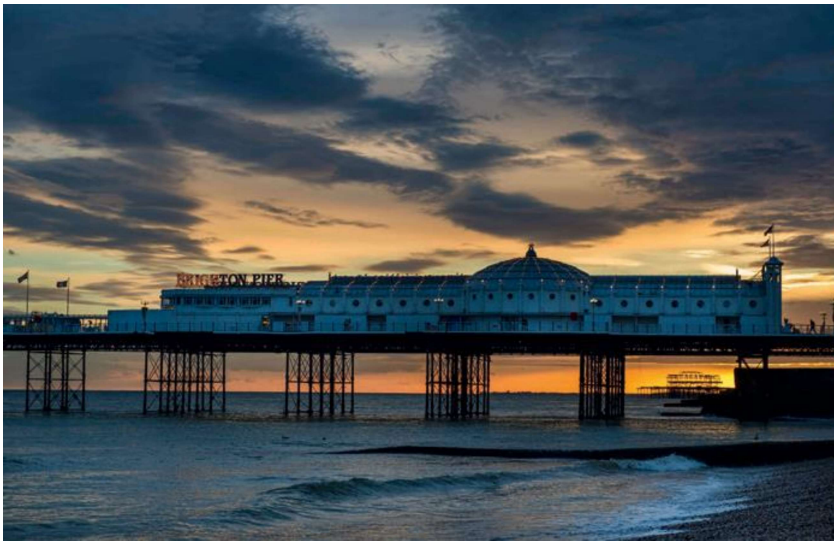
40–50 = D (3rd Third Class)

0–40 = Fail

Q. What happens if I fail a module? Can I resit the failed assessments?

Students who fail up to 60 credits of their chosen modules will be permitted to resit failed assessments. These resits will usually take place in late August/Early September. Marks achieved for any resit assessments will be capped at the minimum pass mark of 40. If you have any questions about your exchange study, please contact:

sbl-exchange@brighton.ac.uk



This document was updated in November 2023. The University of Brighton makes every effort to ensure the accuracy of this document and will take all reasonable steps to provide the courses and services described in it and in supplementary documentation.

It cannot, however, guarantee their provision in the event of circumstances beyond its control (such as lack of demand, changes in government policy or industrial action) but in such an event, will make reasonable efforts to provide a suitable alternative. In accepting any offer of a place, you consent to incorporation of this notice as a term of contract between you and the university. All students are required to abide by the university's regulations which are available on request.

**Brighton School of Business
and Law**

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