



NORTHUMBRIA UNIVERSITY: GENERAL GUIDANCE FOR STUDENTS

Table of Contents:

APPLICATION	1
PORTFOLIOS.....	1
MODULES	1
ACADEMIC LANGUAGE SUPPORT MODULE.....	1
GENERAL ADVICE.....	1
ALLOCATION CRITERIA.....	2
DESIGN PROGRAMME MODULES.....	2
DUAL DEGREE MODULES.....	2
CREDITS	2
PREPARATIONS	2
ACCOMMODATION.....	2
HEALTH INSURANCE.....	2
FINANCES.....	2
ARRIVAL	2
MEET & GREET.....	2
ENROLMENT & INDUCTION WEEK.....	2
END OF STUDY	3
EXAMS.....	3
AFTER YOUR EXCHANGE	3
TRANSCRIPTS.....	3
COPIES OF YOUR TRANSCRIPT.....	3
USEFUL LINKS	3

APPLICATION

Students will be sent individual information on the online application procedure after nomination. General guidance is here:

Incoming Students

PORTFOLIOS

Students applying for any design, architecture or art based programme will need to provide a portfolio of work along with their application materials. Advice on preparing a portfolio can be found here: **Portfolio Guidance**

MODULES

Students will be able to access their individual timetable via their MyNorthumbria account during Welcome Week but only after they have enrolled.

ACADEMIC LANGUAGE SUPPORT MODULE

This module is a unique support tool created especially for students who have not previously studied within the UK. It offers targeted additional academic support to help students be as successful as possible during their studies at Northumbria. It runs alongside their selected modules and offers students a unique opportunity to engage one on one with an academic as well as fellow visiting students.

GENERAL ADVICE

We advise students to be as flexible as possible with regard to requesting modules as no particular module choice can be guaranteed and last minute changes to module availability are common.

The modules we list on our **Constructing Your Programme** webpage are provided for reference and are subject to change.

Modules for September semester will be listed from April and the modules for January semester will be listed from September.

Students will not be registering onto modules themselves; this is done by the University on the student's behalf ahead of time.

ALLOCATION CRITERIA

- Students will be advised of the next steps for their module requesting procedure within their Offer email.
- Students are strongly advised to request modules from within the same subject area when possible, as this will ensure the best possible chance of successful scheduling.
- Students must discuss all modules requested with home institutions BEFORE submitting module requests to Northumbria.
- All students will be allocated a maximum of 60 UK credits (30 ECTS) per semester. Students can then have the choice to drop modules should they decide they are not required however, no further additions will be made at that time.
- Please note that once all allocations have been confirmed and timetables have been finalised, no further module changes will be made.
- Single semester students can study semester long modules only; if a Year Long module is requested this will be rejected.

DESIGN PROGRAMME MODULES

For students on a Design programme exchange, they will be studying a particular module diet from the relevant semester of the programme offered (i.e. BA Graphic Design - Year Two, Semester One) which will be advised at the time of offer after both their application & portfolio has been assessed.

DUAL DEGREE MODULES

For students on a Dual Degree programme, you will be studying the module diet as set out in the specific degree programme you will be studying.

CREDITS

A Northumbria University module is usually worth either 10 or 20 UK Credits.

Students take between 40 - 60 UK credits per semester which can consist of between one to six modules.

We use the following credit equivalency: 20 UK credits = 10 ECTS = 6 US credits

PREPARATIONS

ACCOMMODATION

Students will only be able to apply for accommodation after they have received their username & password by email which is sent automatically shortly after the offer is sent (*please check junk mail*).

The username & password is required in order to apply for Accommodation from: [Accommodation Webpage](#)

Email for Accommodation Queries: rc.accommodation@northumbria.ac.uk

Please note: it is helpful if students make a note on the Accommodation Application to say that they will be studying at Northumbria for just one semester, if relevant.

HEALTH INSURANCE

Students need to be made aware of the **Immigration Health Surcharge**. The health surcharge will be paid by non-European Economic Area (EEA) nationals who apply to come to the UK to work, study or join family for a period of more than 6 months.

Students studying at Northumbria for a single semester (under 6 months) will need to make their own arrangements for Health Insurance to cover the duration of their stay.

All students are responsible for ensuring they have adequate insurance to suit their individual requirements.

FINANCES

If you plan to use your bank cards while in the UK, please confirm with your bank ahead of time that this will be possible.

Please note: If you will be studying for a single semester, it can be difficult to open a UK bank account so please plan accordingly.

ARRIVAL

MEET & GREET

Offered from Newcastle International Airport at the start of each semester - [Meet & Greet service](#)

ENROLMENT & INDUCTION WEEK

Details on the enrolment procedures will be confirmed via email close to the start of teaching. Students will not be registering for modules during enrolment; this is done by the University on the student's behalf ahead of time. This email also provides a link to the Induction Week information. The sessions provided during induction week give practical and helpful guidance to help new students settle in to their time at Northumbria University.

END OF STUDY

EXAMS

Students studying at Northumbria are expected to stay on campus for the full duration of the semester which includes sitting any exams within the Assessment Periods at Northumbria.

If relevant, students should research their module requests appropriately to request only single semester modules without exams.

We are unable to accommodate the request to take exams in a student's home institution as any examination must be sat at Northumbria University at the set time during our assessment dates.

Please refer to your offer email for the relevant semester end date.

Assessment Guidance is available for Students.

AFTER YOUR EXCHANGE

TRANSCRIPTS

Semester One Transcripts sent out:	Mid-March
Semester Two & Yearlong Transcripts sent out:	Mid-July

Finalised confirmed results from your studies are not available until July of the relevant Academic Year due to Northumbria University's Exam Board procedures.

Students studying in September Semester will receive an '*unconfirmed*' transcript in March followed by their official confirmed transcript in July.

Students studying the full academic year or for just the January semester will receive their confirmed transcript in July.

Academic results will be sent as a pdf via email to both the student and our partner contact at the student's home institution.

COPIES OF YOUR TRANSCRIPT

If you require copies of your Northumbria transcript to apply for further education such as Graduate School or a Master's programme, certified copies can be ordered for £5 each from the following link: **Transcripts**

If you require transcripts to be sent to more than one address or institution please email the Transcript & Certificate team directly to discuss the request using: rg.certificates@northumbria.ac.uk

USEFUL LINKS

- **[Northumbria University webpage](#)**
- **['Getting Here' – travel information](#)**
- **[Student Support](#)**
- **[Northumbria Library](#)**
- **[Sports Facilities](#)**
- **[Students Union](#)**