Guide to
The University of Nottingham
Ningbo, China

宁波诺丁汉大学指南

www.nottingham.edu.cn
Introduction

Welcome to the University of Nottingham Ningbo, China.

We are very pleased that you will be joining us in September. This Guide is designed for new students and their parents, and it complements the information given in the University prospectus and on the University website. We understand the considerable commitment parents are making and we would like to take this opportunity to explain what we do and how we do it.

We hope this Guide gives you much of the information you need to know as you begin your academic career. At the start of the new academic year in September there will also be a comprehensive Student Induction Programme to tell our new students about living and studying at UNNC.

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What is UNNC?

The University of Nottingham Ningbo, China (UNNC) is sponsored by the City of Ningbo, run by the University of Nottingham UK with cooperation from Zhejiang Wanli University. It is the first Sino-Foreign university in China with approval from the Chinese Ministry of Education.

Currently, there are seven academic divisions at UNNC offering full-time undergraduate and postgraduate degrees. They are the Division of International Business, the Division of International Communications, the Division of International Studies, the Division of English Studies, the Division of Computer Science, the Division of Engineering and the Division of Sustainable Development. UNNC also has five research institutes: the Centre for Sustainable Energy Technology, the Institute of Asia-Pacific Studies Ningbo, the Institute for Comparative Cultural Studies, the Centre for Research in Applied Linguistics, and the Centre for Global Finance. These research institutes feed into the undergraduate and postgraduate programmes.

Internationalisation is a key strategy for the development of UNNC, and this is reflected in the international teaching team as well as the increasing numbers of international students. The University now has teaching staff from 19 countries and some 160 full-time exchange and international students from more than 30 countries and regions.
Who are the students?

Our entry requirements are very high, so congratulations on being accepted by UNNC. UNNC offers both Bachelor (undergraduate) degree programmes and Master (postgraduate) degree programmes. Our undergraduate students have all achieved a very good performance in Gaokao (they have attained the entry score for first division universities) and have excellent English language ability (115 in the Gaokao English test or 5.5 in IELTS). In addition, some students who are enrolled by Direct Entry (that is, non-Gaokao) also have a good academic background. All of these students have achieved at least 7 As and 3 Bs in the Senior High School graduation exam. Furthermore, some of them have been awarded recognition by the municipal, provincial or national governments.

In 2006, two of our 2nd Year International Studies students won the prestigious Oxford University Press Prize for the best essay on International Relations.

The entry qualifications for our postgraduate students are equally high. Many of them are graduates from key universities and were in the top ten of their class.

UNNC is a truly international university. In 2007 we enrolled 160 international students from more than 30 countries. This means that students at UNNC study alongside people from a wide range of backgrounds, cultures, and experiences.

Student profile: Wang Ningjie (Year 2, Finance Accounting and Management)

“In UNNC, each seminar with a small group of students provides an efficient way for us to communicate with tutors. For me, this is an opportunity to show what I can do. Here, every small bit of progress achieved by students is recognised. I think I've become more confident when facing both challenges and opportunities.”
Who are the teachers?

During their first year at UNNC, students are taught by tutors appointed by the divisions which manage each module. For English for Academic Purposes (EAP) modules, this means that they are taught by tutors appointed by the Centre for English Language Education (CELE). For the other courses, tutors are appointed by the Divisions of International Business, International Communications, Computer Science, International Studies, English Studies, Engineering and Sustainable Development, which means they have the specialist knowledge relevant to the modules on which they teach.

The CELE tutors are specialists in teaching EAP and are recruited in conjunction with the CELE team at the University of Nottingham in the UK. CELE has a policy of expecting all its tutors to be able to work at any of the Nottingham campuses in the UK, China or Malaysia, so they all meet the same high standards. CELE tutors all have experience of teaching internationally, and many have previous experience of working in China. They are familiar with the issues facing students learning EAP and coming to an English-medium university for the first time and are committed to helping all students achieve their full potential.

During their first year and throughout their undergraduate career at UNNC, students are also taught by a highly qualified team of academics recruited from around the world according to Nottingham standards of teaching and research excellence.

Staff profile: Jennifer Fuller (Senior Tutor in EAP, CELE)

“Having worked for CELE both in Nottingham and Ningbo, I understand the challenges facing our students when they first join the University. The EAP modules are designed to help students adjust to a new way of study as well as to improve their English-language skills. Classes encourage co-operation between students, and tutors are always happy to offer help and guidance. In my experience, successful students are those who are well prepared for classes, participate fully in class and study hard in their free time.”

- In 2008 Times Higher Education University Nottingham was ranked in top 70 in the world and in Europe top 25.
- Ranked in United Kingdoms top 10 by the Shanghai Jiao Tong World University Index.
What will students be studying?

During their first year at UNNC, students take English for Academic Purposes (EAP) modules and modules related to the student’s degree subject, which are designed to prepare them for their future studies once they start their chosen subject. EAP courses focus on the kind of English skills that students need to succeed at university.

The Continuing Support Programme also enables students in need of further help to polish their academic English language skills (such as note-taking during lectures, writing essays and taking exams) throughout their time at UNNC.

Year 1 Course Structure

Students initially take an ‘Introduction to English at UNNC’ module. This lasts three weeks and is designed to act as a bridge between the work that students have done at high school and what they are expected to do at university. It focuses particularly on encouraging learner autonomy; this is the practice of studying independently outside of the classroom, which is vital to success at university. This module is not formally assessed, so students are exposed to new ways of studying and new material without having to worry about how their performance will be reflected in their final marks.

After the introductory module, students move on to modules which focus on academic English. These modules are formally assessed, and the marks students obtain will influence their progression into the second year of study.

These modules provide students with the opportunity not only to learn the English practices that are required of them in a university, but also to practise them through making presentations, taking part in seminars and tutorials, conducting small research projects, writing extended pieces of coursework and practising exam writing.
Marking System

The marking system at UNNC is very different from the systems in place at other universities in China. Students may be surprised by the marks they receive and think that they have received very low marks. Please remember, however, that we are using a very different marking system, the British marking system, which is recognised worldwide. Under this system, students' marks during their first two years at UNNC do not count towards their final degree. The final marks for their degree are based only on results achieved in Year 3 and Year 4. In the first two years students only have to pass the year to “progress” (move forward) to the next year. The pass mark is 40%. This may sound very low to you but is normal in a British university. Anything above 40% is satisfactory, and over 50% is a good score. Over 60% is a very good score and 70% + is an excellent score. But the students do have to work extremely hard to achieve these marks. Parents should congratulate their children if they score more than 40% - it means they are doing fine. Please discourage them from comparing themselves to other students or thinking about their position in the class; this will not help them. If they keep trying hard their marks should gradually improve as they progress through the University.

Holidays and Reading Weeks

You may think that the students have a lot of holidays and free time. But the style of education at UNNC is self-directed learning, which means students should be spending most of their time outside the classroom in the library or in their dormitory rooms reading or writing essays. During the holidays they will also have reading to do and work to complete; and they will also have Reading Weeks when they do not have any classes but have a whole week to complete their work and catch up on reading.
Extra-curricular activities

Students are encouraged to play a full part in the life of the campus. They have many opportunities to develop their skills and talents outside their academic programmes. They are also expected to contribute to the positive atmosphere on campus by observing its regulations on conduct and discipline.

Academic lectures and seminars

UNNC is a research-driven university. This means that all the teaching staff are researching in their own areas, writing books and articles and making a contribution to the academic subjects they teach. We also host a number of research centres and institutes which organise guest lectures, seminars, workshops and conferences. In addition to their classes, all students are strongly encouraged to attend the wide range of lectures and seminars delivered by members of staff and by distinguished visitors to the University. These expose them to topics that will be relevant to their studies and will give them an opportunity to practise their English listening skills.

Students’ Union and student societies

As the core organisation of all students, Students’ Union of UNNC has held a variety of extra-curriculum cultural activities to enrich the campus life of students. UNNC has 42 student societies covering science, language, recreation, culture, sports, public welfare and academic subjects. They provide a further opportunity for students to learn and work, enriching the campus culture, and helping students to mature and progress. Students are encouraged to play a full part in the life of the campus.

Recent international speakers:
- Professor Tsung Dao LEE, University of Columbia, Nobel Laureate of Physics in 1957
- Professor Jeremy Moon, Director of International Centre for Corporate Social Responsibility, University of Nottingham, UK
- Mr. Neil Hayward, Standard Chartered Bank, London
- Professor Eden Yu, Head of Finance Department, City University of Hong Kong
- Dr. Charles Li, Head of Global Banking & Markets, Royal Bank of Scotland
- Professor Yong-Gang Li, University of Southern California, USA
- Professor Gus Hooke and Dr. Xiaoke Zhang, University of Nottingham Ningbo, China
- Professor David Greenaway, Pro-Vice-Chancellor, University of Nottingham
- Professor Philip West, University of Montana USA
- Professor Herve Mathe, Director of Executive Education of Nottingham University Business School
Study abroad

UNNC offers a range of opportunities for study abroad within a carefully managed programme of placements at the University of Nottingham UK itself and a group of top universities with which it has long established links.

**Summer Institute at the University of Nottingham UK**

Built on the Inter-Campus Mobility Scheme of the University of Nottingham, the Summer Institute is designed for Year 3 undergraduate students and for postgraduate students at UNNC to improve their understanding of the UK, and their learning and researching skills through experience of the academic culture at the University of Nottingham. Students live on the University of Nottingham campus and have an opportunity to work alongside their British counterparts. The Summer Institute programme runs in July each year and is overseen by experienced UNNC staff.

UNNC covers the tuition fee for Summer Institute, while students are responsible for airfare, accommodation and living expenses during their stay in the UK.

**Student Exchange/Study Abroad Programmes**

The University offers a limited number of exchange opportunities for qualifying students to spend part (one semester) or all of their third year either at Nottingham or at one of Nottingham’s global network of partner universities.

In addition to the exchange programme, where no additional fee is required, the University has expanding opportunities for students to gain overseas learning experience by offering study abroad at Nottingham and other selected universities, but this will require an additional fee.

Students on both exchange and study abroad programmes are responsible for airfare, accommodation and living expenses during their stay abroad.

Qualifying candidates for the above programmes are chosen by a Selection Committee.

**2+2/2+1+1 Programmes**

Currently, the 2+2 and 2+1+1 programmes offered at UNNC are fully supported by the University of Nottingham Schools of Computer Science, Business, Built Environment, Engineering and English Studies and the Centre for English Language Education (CELE). Students on 2+2 programmes take the third and fourth years of their degree programme at Nottingham while students on the 2+1+1 programme (English Language and Literature) can take the third year in English-speaking countries.

**Comments from students who have gone to the University of Nottingham UK on study abroad programmes…**

“Sometimes, it’s hard to tell whether it is in Ningbo or in Nottingham when you stand in front of the tower.”

“Nottingham is a beautiful and harmonious university. Strolling on the campus, we can often see swans hunting for fish in the lake.”

Did you know that the University of Nottingham:
- has 6 campuses, including 2 overseas campuses in Malaysia and in China?
- is a founder member of Universitas 21, an international organisation of elite universities?
- is a member of the “Russell Group”, a group of top research-led universities in the UK?
Channels of communication and pastoral care

Academic/Personal tutors: SSCC; SETs & SEMs

In their first year students meet regularly with a tutor and can also see the Year One Student Support Officer. In Years 2, 3 and 4 all students are allocated a personal tutor to whom they can turn if they have any personal or academic problems. Personal tutors will meet the students at least three times a year. They are also available at other times, either by appointment or during their office hours (two hours every week when students can see them without making an appointment). Everything said at these meetings is confidential. The personal tutor should be the first person the student contacts if he or she has any problems. The tutor will be able to offer guidance and help, or suggest another member of staff to talk to. Each teaching division in the University has a Senior Tutor to oversee this process and talk to any students who are having problems meeting coursework deadlines.

In addition, students elect their own representatives to the Student-Staff Consultative Committees (SSCC) which are a forum to discuss with teachers any problems the students may be having. This is when students can raise concerns or complaints, and problems that cannot be resolved by SSCC are presented to the management of the University for a response. Moreover, the University of Nottingham requires that all modules and teachers are regularly assessed by student questionnaires (Student Evaluation of Teaching or SETs, and Student Evaluation of Modules or SEMs). The information that students provide in these forms is confidential and helps the University to check how well a programme is running and if any changes are required.

Student Affairs Office and Hall Tutors

The Student Affairs Office aims to encourage students’ overall development through a number of activities such as coordinating the Students’ Union and the Youth League. As part of this network, Hall Tutors help students overcome problems in their daily life and provide general guidance. Each Hall Tutor is responsible for about 200 students. They also take part in a variety of student activities that contribute to campus life.
The University is keen to do all it can to support students with special needs, and this is especially true in the area of assessment. Students with special needs are encouraged to inform the University of these ahead of any assessment activities so that arrangements can be made for them or the impact of any disability can be taken into consideration when deciding upon marks.

Visual impairment, hearing impairment, dyslexia, etc can have a negative impact on students’ progress at university, so it really is in their best interests to declare any such problems. The University cannot help them unless they do. If a student does declare a disability there is a Disability Liaison Officer (DLO) who will ensure that the information is kept strictly confidential. Their role is to liaise with Student Services at Nottingham and pass relevant information to teachers and departments so that appropriate steps can be taken in good time to help students fulfil their true potential.

The key point here is that the University needs to be informed of any special needs before the assessment takes place. The University cannot take into consideration any information provided after the assessment has taken place.
Career development

The University aims to nurture the academic, intellectual and personal development of all students, and to provide strong support structures to enable all students to learn effectively, including specialist support services. The University’s Strategy for Learning & Teaching aims to ensure that the academic curriculum enables them to acquire skills relevant to their future employment and learning. The Career Development Office on the campus is part of the special services provided by the University to support student learning and development. We are here to promote the employability of UNNC students, their access to part-time employment and to work experience while studying, and their successful transition to the next stage of their careers after graduation.

Career prospects for all our graduates both Bachelor and Master are very exciting: some have become managers or consultants in foreign companies; some are working as administrative and academic staff in universities; and several are pursuing further study abroad.

Compared to other university graduates in China, the graduates from the University of Nottingham Ningbo, China:
• have strong spoken and written English communication skills.
• are more international. Our students understand and adapt to both western and eastern cultures better.

Nottingham alumni are a worldwide community of over 160,000 sharing their knowledge and experience in 190 countries around the globe. So far 4 Nottingham Alumni Associations have been established in China - in Hong Kong, Shanghai, Beijing and Ningbo.

The University is currently giving high priority to developing an internship programme for students on all its courses. The programme will support students as they apply for internships by making them aware of the opportunities for work experience in China, the UK and Europe, and by providing training in how to present themselves to organisations of all kinds. Through the internship programme students will be able to practice what they have learnt and gain a clearer understanding of their own potential, strengths and preferences for their future careers. The internship programme will draw on the network of local, national and international contacts developed by the academic divisions and research centres at UNNC and the University of Nottingham, and Nottingham alumni in China.
Parental involvement and confidentiality

The University encourages as much parental involvement as possible; we hope that parents also feel part of this University. However, at all University of Nottingham campuses in the UK, Malaysia and China, we respect the fact that the students are adults. This means that in accordance with Nottingham regulations, no member of the University may discuss students’ progress with parents unless students give their permission, so we hope that students will communicate directly with their parents about their studies.
Living away from home for the first time can be a challenging experience for anyone. Moreover, as the main language for communication on campus is English, at the beginning students may find everyday life at UNNC more challenging than at other universities in China.

Our state-of-art campus consists mainly of two parts: the teaching area and the living area.

The teaching area has
- an Administration Building, where libraries, research institutes and staff offices are located
- a Teaching Building, where most lectures and seminars are held
- a Student Services Building, where the computer rooms are based
- an Auditorium, where large lectures and ceremonies take place

The living area has
- Student residences, which include 3 undergraduate student blocks, 1 postgraduate student block and 1 international student block
- Student canteens, where Chinese food is served
- Staff Hotel, where overseas staff are accommodated, with the Robin Hood Restaurant which serves western food
- Sports Centre, which includes a gym, a football pitch, tennis courts, basketball courts and other sports facilities
- High Street, where the campus clinic is located, including a Post Office, small supermarket, grocery shop, cafe, bookshop, the optician's, laundry service, ATM service and offices of China Telecom, China Mobile and China Unicorn, etc.

A more detailed introduction on how to live on campus and how to use the campus facilities will be provided for all new students during the Student Induction Programme in September, which is carefully designed to help our new students find their way in this new environment.

UNNC, like the University of Nottingham UK, provides first-class support facilities to ensure that our students enjoy a rich campus life academically and socially. We have a diverse and international staff and student community, so students can benefit from a truly multicultural experience.
Contacts

We hope you already feel that you are part of this University. If you have a general enquiry, please contact the University switchboard: +86 (0)574 8818 0000. Alternatively, please contact the relevant offices below:

Admissions Office
- Request a prospectus
- Application enquiries
- Booking onto Open Days
- Request a campus tour
- All other admissions-related enquiries
Tel: +86 (0)574 8822 2460
  +86 (0)574 8818 0004

Student Affairs Office
- Students’ Union activities
- Student clubs & societies
- Accommodation enquiries
- Sports facilities booking
- Health care
- Disability support
Tel: +86 (0)574 8818 0075
  +86 (0)574 8818 0211

International Office
- Study abroad enquiries
- Summer Institute enquiries
- Visa application
Tel: +86 (0)574 8818 0121

Finance Office
- Tuition and textbook fees enquiries
Tel: +86 (0)574 8818 2250

Information Services
- IT support
- Library services
Tel: +86 (0)574 8818 0152

Career Development Office
- Career advice
- Other employment-related enquiries
Tel: +86 (0)574 8818 0029

Admissions Office
- Request a prospectus
- Application enquiries
- Booking onto Open Days
- Request a campus tour
- All other admissions-related enquiries
Tel: +86 (0)574 8822 2460
  +86 (0)574 8818 0004

We hope you have enjoyed reading the Guide to the University of Nottingham Ningbo, China and will find it useful in understanding how the University works. If you need any further help, please call the relevant office on the opposite page. We will be happy to assist you.

We wish you every success in your study at UNNC.

Every effort has been made to ensure that the English and Chinese texts in this Guide are identical in meaning. In the case of any inconsistency, however, the English text is the authoritative version.

Care has been taken to ensure that the information contained in this Guide is accurate. However, services to students are regularly reviewed and updated, and no guarantee can be given that changes will not be made after candidates have been admitted to the University.

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