

# **UNNC Mobility Programme Guide**

***For 2025/2026 outgoing students***

***STUDY ABROAD TEAM***  
***Global Engagement Office***  
***Updated Nov.2024***

## A QUICK OVERVIEW ON THE PROCEDURE

December

- GEO release quota information
- Online application open

End January

- Application close at the late January
- Students are not allowed to change or submit their application after deadline

March

- Nomination will be done two weeks after exam result released
- Students have one week to accept or decline the offer
- Set study plan by filling in learning agreement
- students prepare application material to partners
- Students start preparing for IELTS (if applicable)

March-April for S1  
September for S2

- Students get learning agreement approved by exchange coordinator
- Students submit exchange application material to partners together with learning agreement

May/June for S1  
Oct/ Nov for S2

- Getting offer and visa letter from partners
- Start applying for accommodation
- Preparing for their visa application including funding.

July for S1  
December for S2

- Obtaining progression notification. Students will be stopped for exchange if they can not progress based on their first sit.(except EC students)
- Purchase flight ticket and insurance (only if when visa is secured)

## INTRODUCTION

The University of Nottingham Ningbo China offers a number of opportunities for students to spend time studying at one of our partner institutions overseas. Students can spend three to six weeks, one semester or, in some cases, up to one year studying at another University overseas. Information about each of the options is available via the UNNC Global Engagement Office website.

**Exchange:** These places are offered at no additional tuition fee cost to students. Students will continue to pay your usual tuition fee to UNNC. Exchange students take modules for credits at the partner institution that count towards their degree at UNNC.

**Study Abroad:** Students will be required to pay a study abroad fee to the host university instead of usual UNNC tuition fee. Study Abroad students take modules for credits that count towards their degree at UNNC. In some cases, where permitted, a semester on Study Abroad can be combined with an Exchange semester (or another Study Abroad semester) for a total of up to one year.

*Students are not allowed to combine the destinations, each applicant will have only one offer for exchange or study abroad study.*

**Study Abroad out of approved scheme:** If student is interested in study abroad in host universities which are not UNNC's partners, student have to apply for gap year for the SA and retake year 3 upon their return. Students are not allowed to go as fee-paying students to our partner institutions without nomination. The credits will not be accepted when return to UNNC.

In all cases, students will be expected to bear the costs of travel to/from the partner institution and local living expenses such as accommodation and food.

While UNNC will provide all possible assistance, the offer of a place on one of the programmes is subject to the student meeting the receiving institution's admission requirements and obtaining the necessary visa.

## APPLICATION

### Who can apply

UNNC mobility programmes application only open to 4+0 degree programme students and direct entry students during their Qualifying year (Year 2) at UNNC

### What requirement should students meet

- Each school will set basic requirement for their students studying abroad. Basically, for inter-campus exchange/study abroad (UK and Malaysia campus), student must have at least 50%-60% average and some courses require higher. For international exchange/study abroad programme, student must have at least 55% average. Some Exchange Partner Universities will require higher.
- Candidates should comply with all rules, regulations and laws without any record of disciplinary offence during his/her study at UNNC in qualifying year. And Chinese students have to complete compulsory PE and Chinese culture credits before they going abroad. Students may be disqualified for exchange if they
  - Fail in SPDPO and Chinese Culture
  - Fail in Physical Education
- Final decision on whether students are accepted lies with the partner university and students still need to meet the admission standards of the partner university even if they have been nominated by UNNC.

### What Should Students do Before Apply

- Students are advised to read and research partner's website carefully before apply for exchange and study abroad for detail information about courses, fees, etc. Students who have compulsory language module requirements must go to the exchange advisors in the UNNC language centre for advice.
- It is the responsibility of applicants to ensure that there are suitable modules at the host universities that you wish to apply. Students are advised to discuss with their school/division exchange coordinator and get advice from them. We suggest that students follow the 'possible list' that provided by your school coordinator. Failed by doing so may lead to cancel a place after students have been nominated due to lack of modules that they can study at host institution.
- Students are not advised to apply for those partners which are not in the school possible list unless student wish to take a gap year and re-take year 3 once you come back from exchange/study abroad.
- IELTS results MAY be required for most of the exchange/study abroad programmes. Global Engagement Office will issue an English ability letter for you but it is not guaranteed that our partners will accept that. Students may still need to meet English proficiency requirement for our partners if they require.

## Very important information that students need to know before apply

- It is student's own responsibility to obtain an appropriate type of visa in order to travel overseas. Global Engagement Office will provide support and help during the whole procedure but cannot guarantee due to some unforeseeable obstacles from other 3rd parties such as partners, immigration office or embassy. If students are not able to travel due to visa problem, GEO will try to provide other alternatives based on place availabilities but it is very possible that student may need to cancel his/her exchange.
- Please note that even student has been offered a place at the destination institution and get his/her learning agreement signed by UNNC school exchange coordinator there is still possibility that some of the core modules cannot be registered at host institution due to capacity or time clash. In that case, student need to seek exchange coordinator's advice and in the worst case, student may need to cancel exchange and stay at UNNC.
- Usually withdraw or period change is not allowed after deadline of accepting week. If students insist to withdraw or shorten exchange period, they have to send formal email to UNNC abroad to explain the detailed reasons. And there will be a application form circulated within related departments like faculty office, academic service office, accommodation office etc., student need to get all approvals from these departments.
- If student fail modules at host institution where there is no resit opportunity, he/she need to find other replacement modules back at UNNC and take re-sit. In that case, student may not be able to progress and need to re-take a similar module back at UNNC for an extra year.
- Students who have been awarded an Exchange or Study Abroad place must successfully progresses to year 3 after their first sit. Students who are not able to progress after first sit may have his/her place cancelled. (except EC students)
- Students applying for major transfer after being awarded an Exchange or Study Abroad place MAY have his/her Exchange/Study abroad place cancelled.

## Partner Institutions & spaces available

We have partner universities in the following countries:

Australia, Canada, Malaysia, Ireland, Chile, New Zealand, Sweden, France, Germany, the Netherlands, Norway, Finland, Mexico, Switzerland, UK and USA.

For information on each of our partner universities, please see our Partner University Factsheets in GEO webpage [Partner list \(nottingham.edu.cn\)](https://www.nottingham.ac.uk/global-engagement-office/partner-list).

Since different institution offers different courses and modules, some may not offer modules which may necessary for certain degree programme. Student need to do some research by themselves (via partners' website or factsheets via [Partner list \(nottingham.edu.cn\)](https://www.nottingham.ac.uk/global-engagement-office/partner-list)) and discuss with school exchange coordinator before they make decision on application. They may also follow school 'possible list' if it is available.

The quota for each partner institutions will be released at the same time with application open. Most places are available for inter campus exchange, regarding the international partners, usually we will have 2-4 places for exchange.

## How to apply

Application will be open and an email will be sent to all Year 2 students in December.

- Updated information of mobility programme will be available on Global Engagement Office website in December each year.
- Quota information could be found in webpage as well [Before applying \(nottingham.edu.cn\)](http://nottingham.edu.cn)
- A conditional offer will be sent to students within 2 weeks after their first semester of year 2's mark release in February. Students then must get their learning agreement approved by school exchange coordinator.

## CANDIDATES SELECTION

### What marks will be used?

1. Basically, students' year 2 semester 1's average mark based on normal credits load (no less than 30 credits) will be used in order to select candidates.
2. If a student takes full year module and do not have official mark for that module for the first semester, the term result or internal mark from module convener will be used in order to calculate students' average.
3. All students (including extenuating circumstances) have to complete at least 30 credits for being qualified for the EX/SA selection and their average used for the selection will then be the weighted average of 30+ credits modules. EC Students will be conditionally given a place until they passed all exams and progress to year 3. Those who only have less than 30 credits' mark will be put into the waiting list and his/her case will be re-assessed after their pending marks release. In that case, we cannot guarantee that there will be still places available for exchange/study abroad.

### Standardization of marks

In order for the average mark to be comparable between different courses, we will use following equation to standardize students mark and use the standardized mark (x) to rank students and select candidates:

$$x = \frac{\text{A particular student's year 2 semester one's average mark}}{\text{Average Mark of that particular major}}$$

When calculating major average mark, we will normally remove both the highest mark and lowest mark.

*For students who have been approved course transfer after they finish year 2 semester 1, their original course average mark will be used when calculating X*

### Selection method

1. Students will be ranked based on standardized mark (x).

2. For NUBS students, Exchange and Study Abroad places at the University of Nottingham UK will be divided into each major in proportion to the actual number of applicants.
3. Candidates will be nominated based on their preference from first to last. If an application to a higher choice is unsuccessful, the next preferred choice will be considered. If an application to a higher preference is successful, the lower choices will be ignored.
4. If an application to a lower preference is the same as another student's higher preference, the student with the higher mark will be awarded the place.
5. Students with higher marks will have priority over their choice of semester.
6. If two students have the same average marks, marks on individual modules and student's attendance will be considered.
7. Those nominated by the UNNC must then complete the application forms for the relevant institution, and the final decision is in all cases taken by the Exchange Partner University.
8. Students who have been awarded an Exchange or Study Abroad place must successfully progress to year 3 after their first sit before they are eligible to go overseas.
9. Students applying for major transfer after being awarded an Exchange or Study Abroad place may have his/her Exchange/Study abroad place cancelled.

## AFTER NOMINATION

### Learning Agreements

- The Learning Agreement is a list of the modules student would like to study whilst they are overseas. Student need to complete the Learning Agreement as part of application to our partner. Students should research host institution's website or any other available resources and discuss with their UNNC school exchange coordinator for the study plan.
- All students on an exchange/study abroad must complete a learning agreement setting out their proposed study plan and have this signed off by their home school/division before leaving for the study abroad destination. This will also need to be signed off/registered at the host institution and any changes of courses noted by UNNC school/department exchange coordinator.
- Students who **have compulsory language module requirements** must go to the coordinator in language center for advice.
- The School/division coordinator is responsible for ensuring that the modules selected are at the correct level and cover the appropriate topics. The Learning Agreement should normally be signed by the School/division Coordinator prior to departure.
- The student is responsible for ensuring that the School/division Coordinator is aware of what he/she is studying whilst abroad by returning the completed Learning Agreement.
- If a student needs to change modules due to capacity or time clash in host institution, he/she needs to confirm and get approval from UNNC school exchange coordinator. Failed by doing so may lead to be refused for the credits to be transferred back to UNNC. In that case, they may not be able to progress and need to re-take required modules back at UNNC for an extra year.
- The learning agreement does not constitute a pre-registration of those modules at host institution. Students still need to get these modules registered before they travel or after their arrival at host institution based on their requirements on prerequisite, capacity, timetable etc. Thus, there is still possibility that some of the core modules cannot be registered at host institution due to capacity or time clash even after the learning agreement been signed off. In that case, student needs to seek their school exchange coordinator's advice and in the worst case, they may need to cancel exchange and stay at UNNC.

### Credit and Grade Transfer

Outgoing exchange students from Nottingham must always take at least the minimum credit load at the partner university as defined in the above table in order to register as a full-time student. In some countries, such as Australia, taking the minimum credit load is a condition of the student visa and is not negotiable.

Please note that once student finish study at host institution, grades will not be used directly towards UNNC degree but will be transferred based the general mark transfer guideline which is/will be set by comparing the two different marking systems between host institution and UNNC. The decision will be made by school at UNNC. Students need to consult to [Exchange coordinator](#) or staffs in faculty office for detail information about grade transfer prior their exchange or study abroad.



## Pre-Departure Preparation

Pre-Departure information may be delivered by Schools/departments or the Study Abroad team. In all cases there are some fundamental areas which will be covered in a pre-departure meeting and which may also be covered by written materials. For example, insurance or visa information should be discussed with students and where possible advice given as to how students can arrange this.

However, students should also remember that a part of travelling and the study abroad experience is for you to learn and become even more independent. It is therefore sensible to set reasonable expectations with students as to how far the support for areas like visa applications is possible within the University and where the students should seek expert advice on areas like immunisation.

All student travellers have the responsibility to prepare themselves for international travel, to research and be aware of any risks involved in their planned trip and to ensure they have the appropriate medical and other insurance for the travel they are undertaking. All students also need to be aware of how to conduct themselves in a safe manner and to bring any concerns they have to the attention of UNNC staff immediately. This can be prior to or during their study abroad activity.

The University has no control over international events and so students are required to consider their own budgets for emergency situations and lines of communication if they require assistance.

## Study Abroad Team Contact Information

**General enquiries about UNNC mobility programme please email to :**

[UNNCabroad@nottingham.edu.cn](mailto:UNNCabroad@nottingham.edu.cn)

### **Ms. Kris Mao--- Outgoing Exchange and Study Abroad Advisor**

Ms. Kris supports and advises outgoing students studying abroad for all kind of exchange programmes; and outgoing summer schools. Catherine also advising UNNC students' visa issue to UK, Malaysia and other countries.

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