

**Exchange Partner Information Sheet 2017-18 for
 Aberdeen Business School
 The School of Creative and Cultural Business
 The Law School**

General information

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| Institution: | The Robert Gordon University |
| Schools: (formerly all made up the Aberdeen Business School, now split into three) | Aberdeen Business School The Law School School of Creative and Cultural Business |
| Coordinator for incoming and outgoing students: | Casey Sim c.sim@rgu.ac.uk +44 (0)1224 263003 |
| Course leader and academic lead to incoming and outgoing students: | Simon Fraser s.s.fraser@rgu.ac.uk +44 (0)1224 263911 |
| General email: | ABSglobalengagement@rgu.ac.uk |
| Office address: | Room 612 Global Engagement Centre Aberdeen Business School Garthdee Road Aberdeen, AB10 7QE UK |
| Erasmus code: | UKABERDEE03 |
| Website for incoming exchange students: | http://www.rgu.ac.uk/future-students/study-abroad |
| Other useful contacts: | Julia Kennedy, International Exchanges Manager (RGU-wide) – j.kennedy@rgu.ac.uk Andrew Rattray, Erasmus Administrator (RGU-wide) – a.rattray1@rgu.ac.uk |

Application information

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| Deadline for nomination: | Semester 1: 1 st May Semester 2: 1 st October Nominations should be sent to Andrew Rattray at a.rattray1@rgu.ac.uk |
| Deadline for application: | Semester 1: 1 st June Semester 2: 1 st November |
| Web link for application form: | European Students International Students |
| Additional documents to be submitted with application: | <ul style="list-style-type: none"> • Learning Agreement (fully signed by student and home institution coordinator) • Proof of English language level (see below) • Letter of motivation • Photo • Transcript of records |
| Minimum English language requirements: | IELTS Overall band score of 6.0 or better IBT TOEFL Minimum of 80 (20 minimum in writing) |
| Acceptance Letters: | Acceptance letters will be issued by the International Office approximately eight weeks after submission of application. |

Academic calendar

Full calendar link [here](#)

| | Semester 1 (Fall) | Semester 2 (Spring) |
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| Induction Week Begins: | Monday 18 th September 2017 | Monday 29 th January 2018 |
| Semester begins: | Tuesday 26 th September 2017 | Monday 29 th January 2018 |
| Teaching/class end date: | Friday 15 th December 2017 | Friday 27 th April 2018 |
| Exam period: | Saturday 6 th – Saturday 20 st January 2018 | Saturday 5 th – Saturday 19 st May 2018 |

Academic information

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| Language of instruction: | English |
| Credit system: | ECTS and Scottish credits used |
| Course choice requirements: | <p>Exchange Students <u>MUST</u> follow a standard route from our stage 2 or stage 3 courses.</p> <p>Students are able to choose from one of the following programmes within these three schools:</p> <p><u>Aberdeen Business School</u> BA (Hons) Management BA (Hons) Management with HRM BA (Hons) Management with Marketing BA (Hons) International Business Management BA (Hons) Accounting and Finance</p> <p><u>The School of Creative and Cultural Business</u> BA (Hons) Public Relations BA (Hons) Journalism BA (Hons) Media BA (Hons) Fashion Management BA (Hons) International Tourism Management BA (Hons) International Hospitality Management BA (Hons) Events Management</p> <p><u>The Law School</u> BA (Hons) Law and Management LLB</p> <p>The course guide for the forthcoming semester is sent to all partner institutions in advance of the application deadline.</p> |
| Registration procedures: | <p>European students are able to enrol online prior to arrival. They receive a username and password email from the Admissions team in mid-August (Fall Semester) or early January (Spring Semester).</p> <p>International students must enrol on campus when they arrive, and further information regarding this is sent to them in advance.</p> |
| Transcripts: | <p>Provisional transcripts for semester one will be available at the end of February each year.</p> <p>Official transcripts for semester one and two will be available at the end of June each year.</p> |

Accommodation and costs

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| Web link to accommodation choices: | http://www.rgu.ac.uk/student-life/accommodation/locations One semester leases are available for Erasmus/Exchange students who are only studying with us for one semester. |
| Web link to apply for accommodation: | http://www.rgu.ac.uk/student-life/accommodation/apply-for-accommodation-online Please note: You cannot apply to accommodation until you have received your acceptance letter with your matriculation/student number. This will be approximately eight weeks after you've submitted your application. |
| Cost per week: | £100 - £148 (estimate) |
| Included with rent: | <ul style="list-style-type: none"> - Utilities - heating, lighting and hot water (except in Craigievar Development) - Cooking facilities - Personal contents insurance - Cleaning of external communal areas - Internet access |
| Estimated living costs: | Food & toiletries = £40 per week Books & stationery = £150 per semester Travel & socialising = £40 per week 2016/17 Cost of Living Guide |