

## **Information and Application Procedure for Incoming Exchange-Erasmus Students 2012/13**

To be considered for the exchange programme at Sheffield Business School you need to:

**1. Read the module information to ensure that Sheffield Business School offers the modules/courses you require.**

**2. Follow the application procedure as detailed below:**

- Complete the application form for exchange students and get it signed by an authorised representative from your University.
- Attach a transcript of records which details all your University results prior to applying for study abroad. Your application will not be considered without this transcript.
- Complete the Learning Agreement for exchange students based on modules chosen from the module information and get it signed by an authorised representative from your University. It is important that you use the list provided with this pack as it will not be possible to change modules choices once you arrive. Please note that you must detail first and second choice modules and that your study programme will only be finalised when you enrol.
- Send all three documents to the Study Exchange Administrator, Sheffield Business School by e-mail, fax or post. Please see the contact sheet attached for details.

### **English Proficiency**

All classes at Sheffield Hallam University are delivered in English. Exchange students are expected to have a good level of proficiency in both spoken and written English.

### **Application Deadlines**

- **31 May 2012** for admission to Semester 1 in September 2012 and Semester 2 in January 2012.

Once your application has been processed you will receive further information on starting your exchange and accommodation.

### **Non-EU Nationals**

Applicants should be aware that non-EU nationals require a visa to study in the UK. Please ensure your nationality is recorded on your application form so that we can advise you of the correct visa application process.

## Guidelines for Module Choices for Exchange Students

Most Exchange students who come to study at Sheffield Business School study here for just one semester (12 week block). They create their own study programme of study based on the modules offered within the School. Students who enrol for a full academic year may select from either semesterised or year long modules.

### Assessment

All exchange students are assessed in the same way as degree students at Sheffield Hallam University. The delivery of modules will be through a mix of lectures and seminars. Assessment will involve coursework and/or examinations for each study module. At Sheffield Hallam University all study modules are allocated credits which indicate the student workload required to complete the module.

To pass a module you need to achieve an **overall mark of 40%** in the module. However in some modules in addition to achieving an overall mark of 40% you may need to achieve a minimum mark in some or all tasks to pass the module,

**Please ensure you are aware of the pass criteria set for each of the modules you are taking on your programme.** This will be in your module information and may differ from module to module. **It is your responsibility to be aware of and comply with the criteria set for each module.**

As per the Erasmus Charter, 'students must spend the full study period as agreed at the host university, including undergoing the relevant examinations or other forms of assessment, and respect its rules and regulations'.

At the end of each Semester you will receive a transcript which details the credit and grade for each module. A copy will also be sent to the exchange co-ordinator at your university so that they can convert the credit and grades to your local system.

In the UK the credit system is CATS (Credit Accumulation Transfer System) and at Sheffield Hallam University we have also adopted ECTS (European Credit Transfer System) to help exchange students transfer their credit back to the home institution.

### Number of Modules/Courses

Students will be restricted to studying for 60 SHU credits (30 ECTS credits) in one semester and a total of 120 SHU credits (60 ECTS credits) for a full year.

**Most Level 4 (Year 1) modules and Level 6 (Year 3) modules run over the full academic year and are, therefore, not available to students here for one semester only.**

**Most Level 6 business modules assume previous knowledge of the subject, as do most finance modules at level 5 and level 6. Students are requested not to apply for these modules unless they satisfy this requirement.**

Students will be allocated to classes on a first come, first served basis. Students who do not let us know in advance which modules they wish to take will be allocated to modules chosen by academic staff in the School.

Please bear in mind that you should only choose modules from the Sheffield Business School. All modules listed are subject to availability. The Sheffield Business School reserves the right to close classes if numbers fall below a certain level, or if class numbers rise above a certain level. All module choices are subject to timetable compatibility.

## Module List for 2012/13

All students whether studying at Sheffield Hallam University for a semester or year can choose the following two modules:

### English for Academic Purposes

This 20-credit module is for students whose level of English is already good. The module develops your knowledge of spoken and written English for academic purposes. It introduces you to British academic culture and study skills. You also develop a greater awareness and understanding of modern-day Britain, its people, society, culture and traditions through course tasks and assignments.

*Please note that ALL EU and international students must have their English skills assessed during induction week. Students with a high level of written, speaking and listening skills in English may not be required to study the module but can take advantage of University English Scheme classes. Students who are assessed that would benefit from studying the module will take this module in place of one of their first choice modules, (if they did not select this module initially).*

### British Life and Culture

This module is specifically designed for international and exchange students. It offers an introduction to aspects of British culture and provides an opportunity to reflect on and compare the differences and similarities between cultures. You will look at aspects of life in Sheffield and Britain and learn more about subjects such as media, politics, heritage, traditions, music and food. There will be guest speakers and you will be encouraged to visit local places of interest.

### **LEVEL 4 - Year 1 of a Bachelor Degree**

| Module Title  | SHU Credits | ECTS Credits | Semester  | Module Code-Occurrence |
|---|-------------|--------------|-----------|------------------------|
| Advertising & Promotion   | 20          | 10           | Full Year | 44-4085-00L-A          |
| Business Analysis   | 20          | 10           | Full Year | 25-4001-00L-A          |
| Business Environment<br>(previously Economic & Political Environment)                         | 20          | 10           | Full Year | 44-4086-00L-A          |
| Financial & Management Information  | 20          | 10           | Full Year | 44-4088-00L-A          |
| Perspectives in International Business<br>(previously Introduction to International Business) | 20          | 10           | Full Year | 44-4090-00L-A          |
| Managing Resources  | 20          | 10           | Full Year | 25-4017-00L-A          |
| Marketing Research  | 20          | 10           | Full Year | 25-4083-00L-A          |
| Understanding & Managing Customers  | 20          | 10           | Full Year | 25-4082-00L-A          |

**PLEASE NOTE:** Level Four modules are only available to students studying at Sheffield Hallam University for the full academic year

## LEVEL 5 - Year 2 of a Bachelor Degree

| Module Title  | SHU Credits | ECTS Credits | Semester | Module Code-Occurrence |
|---|-------------|--------------|----------|------------------------|
| Business Marketing & Sales Skills   | 20          | 10           | One      | 25-5048-00S-A          |
| Business Planning & Enterprise Management<br><i>(previously Small Business Management)</i>    | 20          | 10           | One      | 44-5991-00S-A          |
|   |             |              | Two      | 44-5991-00S-B          |
| Foreign Multinationals in the UK<br><i>(previously Foreign Business Operations in the UK)</i> | 20          | 10           | One      | 25-5016-00S-A          |
| Managing Business Processes & Information   | 20          | 10           | One      | 44-5964-00S-A          |
|   |             |              | Two      | 44-5964-00S-B          |
| Managing Decisions  | 20          | 10           | One      | 25-5024-00S-A          |
|   |             |              | Two      | 25-5024-00S-B          |
| Managing Finance<br><i>(cannot be studied with Managing Financial Resources for Markets)</i>  | 20          | 10           | One      | 44-5988-00S-A          |
|   |             |              | Two      | 44-5988-00S-B          |
| Managing Financial Resources for Markets<br><i>(cannot be studied with Managing Finance)</i>  | 20          | 10           | One      | 25-5046-00S-A          |
| Managing in a Global Context  | 20          | 10           | One      | 44-5987-00S-A          |
|   |             |              | Two      | 44-5987-00S-B          |
| Managing Marketing Channels   | 20          | 10           | Two      | 44-5986-00S-A          |
| Managing Markets<br><i>(cannot be studied with Marketing Planning)</i>                        | 20          | 10           | One      | 44-5985-00S-A          |
|   |             |              | Two      | 44-5985-00S-B          |
| Macro Economics   | 20          | 10           | Two      | 44-5990-00S-A          |
| Micro Economics   | 20          | 10           | One      | 44-5983-00S-A          |
| Marketing Planning<br><i>(cannot be studied with Managing Markets)</i>                        | 20          | 10           | One      | 25-5047-00S-A          |
| Media & Campaign Management   | 20          | 10           | Two      | 44-5963-00S-A          |
| Psychology Behaviour & Communication  | 20          | 10           | Two      | 44-5982-00S-A          |
| Retail Marketing  | 20          | 10           | Two      | 25-5049-00S-A          |
| Understanding & Managing Organisations  | 20          | 10           | One      | 25-5025-00S-A          |
|   |             |              | Two      | 25-5025-00S-B          |

## LEVEL 6 - Final year of a Bachelor Degree

| Module Title   | SHU Credits | ECTS Credits | Semester               | Module Code-Occurrence |
|--|-------------|--------------|------------------------|------------------------|
| Applications in Operations Management  | 20          | 10           | Full Year              | 25-6001-00L-A          |
| Business Ethics  | 20          | 10           | Full Year              | 25-6003-00L-A          |
| Business in Emerging Markets   | 20          | 10           | Full Year              | 25-6004-00L-A          |
| Competitive Marketing Strategies<br>(cannot be studied with Strategic Marketing) | 20          | 10           | Full Year              | 44-6921-00L-A          |
| Contemporary Issues in International Business                                    | 20          | 10           | Full Year              | 25-6011-00L-A          |
| E-Business Management  | 20          | 10           | Full Year              | 25-6017-00L-A          |
| Employee Learning & Development  | 20          | 10           | Full Year              | 44-6927-00L-A          |
| Employee Relations   | 20          | 10           | Full Year              | 25-6021-00L-A          |
| Leadership & Organisations   | 20          | 10           | Full Year              | 44-6975-00L-A          |
| Entrepreneurship and Innovation in Practice                                      | 20          | 10           | Full Year              | 44-6928-00L-A          |
| Global Governance  | 20          | 10           | Full Year              | 25-6026-00L-A          |
| Global Marketing   | 20          | 10           | Full Year              | 44-6979-00L-A          |
| International Strategic Operations   | 20          | 10           | Full Year              | 25-6035-00L-A          |
| Management of Quality in Organisations   | 20          | 10           | Full Year              | 25-6064-00L-A          |
| Strategic Relationship Management  | 20          | 10           | Full Year              | 44-6920-00L-A          |
| Marketing Communication  | 20          | 10           | Full Year              | 25-6040-00L-A          |
| Operations Planning & Control  | 20          | 10           | Full Year              | 25-6065-00L-A          |
| Product Innovation & Creativity  | 20          | 10           | Full Year              | 44-6926-00L-A          |
| Performance Management   | 20          | 10           | Full Year              | 44-6971-00L-A          |
| Risk Management and Investment   | 20          | 10           | Full Year              | 44-6946-00L-A          |
| Strategic Management   | 20          | 10           | Full Year & Semester 1 | 25-6057-00L-A          |
| Strategic Marketing (cannot be studied with Competitive Marketing Strategies)    | 20          | 10           | Full Year              | 25-6058-00L-A          |

**In order to study a module at level 6, students MUST have previous knowledge of the subject area. Modules are only available to students studying for the full academic year.**

## **Key Dates**

Key dates including enrolment, induction and assessment will be communicated in due course.

## **Contact Information**

Exchange & Erasmus Administrative Co-ordinators:  
Natalie McCormack & Kay Tompkin

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### **Website**

For more information about study exchange at Sheffield Hallam University, including accommodation, please see our website:

<http://www.shu.ac.uk/international/exchange-programmes/uk.html>