

MSc International Management

Information about studying abroad in semester 2

If you decide to study abroad as part of the MSc International Management you will receive a lot of information about the process from the International Relations Office and your international host institution will provide detailed information about all aspects of your exchange

To help you find out more about what is involved and to start the application process, here are some useful questions and answers.

Q: When can I study abroad?

A: Students studying on our MSc in International Management can study abroad during the second semester of the programme.

Q: Where can I study?

In 2017/18 students will be able to study at the following partner universities or business schools which have been carefully chosen to ensure that you study the right modules for your programme.

Country	Location	Institution
Belgium	Brussels	Solvay Brussels School of Economics & Management
Finland	Helsinki	Hanken School of Economics
France	Marseille (or Bordeaux)	Kedge Business School
France	Nantes	Audencia Business School
<i>India</i>	<i>Mumbai</i>	<i>Indian Institute of Technology (IIT) Bombay</i>
Italy	Milan	Universita Bocconi
Netherlands	Amsterdam	VU University Amsterdam
Germany	Cologne	University of Cologne
Germany	Munich	Ludwig Maximilian University
Portugal	Lisbon	Catolica-Lisbon
Spain	Valencia	Universitat de Valencia
Taiwan	Taipei	National Chengchi University (NCCU)

Italics = a new student exchange agreement to be confirmed.

All the above are **Erasmus+ partners**, apart from NCCU and IIT Bombay, which are both **School-wide partners** outside the European Erasmus+ region. They are all trusted student exchange partners, and we are continuously adding new destinations to this list.

Q: What's the difference between an Erasmus+ exchange and a School-wide exchange?

Erasmus+ is a European Union funded programme to encourage exchange between European higher education institutions. If you go on an Erasmus+ exchange you may be able to apply for an Erasmus grant to help with your living costs.

School-wide exchange agreements are those between SBE and a School outside the Erasmus+ scheme.

The application procedures and deadlines are the same.

Q: I am an international student. Can I participate in an exchange programme?

A: Yes you can take part in an exchange programme. Talk to the International Relations team for more information. Note the answers below about fees and visa requirements.

Q: What fees must I pay?

A: You pay the normal (home or international) tuition fee as if you were studying at Loughborough for the whole year.

Q: Are there any scholarships available?

A: Erasmus+ students can apply for an Erasmus+ grant. This is a contribution to the costs of studying or training/working abroad. Figures for 2017/18 have been confirmed and the final amount depends on individual circumstances. The monthly grant will be up to €330 for students going to high cost of living countries or up to €280 for lower cost of living countries. There is an additional €100 euro per month for disadvantaged students. Students going to NCCU or IIT Bombay may be eligible to apply for a small bursary of up to £500 from the School.

Q: Am I guaranteed a place at my preferred institution?

A: There is a limited number of exchange places at each partner and if demand is higher than supply we will have to choose between applicants, basing our decision on academic achievement.

You will be able to list 3 destinations in order of preference when you make your application. This will give you a better chance of studying abroad.

We do not expect this to be the case, but if demand greatly exceeds supply of study abroad places, it may not be possible to offer all students a place.

If we feel that your preferred institution is not a suitable academic destination for you, or you have not made a strong enough application, we will not be able to offer to a place. This happens very rarely but it is a reason why it is so important to discuss your choices with us and with your Programme Director, Angelika Zimmermann, in good time.

Q: How and when do I apply?

A: The deadline for applications is **7 October**.

To apply, you must return your completed application form to us before this deadline. The application form will be made available during the induction session on 29 September (TBC).

Applications are managed by the School's International Relations Office (IRO). To meet our exchange partners' deadlines we must confirm semester abroad places soon after the start of semester 1. Therefore you should begin the process of deciding where you would like to study as early as possible, ideally before you arrive in Loughborough.

If you are considering the option to study abroad, please ***let the IRO know by 1 September***. We can then begin to help you decide about studying abroad by sending you more information about destinations and modules, and answering your questions. Spending time at this stage to research your visit and plan your application means that you will already have a good idea of where you might want to study by the time you arrive in Loughborough, and you will be much better prepared to submit a well thought out application by the deadline. It also means you will have more time to spend getting to know the School and other students, as well as keeping up with your new course.

Your induction session will include a Study Abroad preparation session which you must attend if you plan to take this option.

The following week you will be able to discuss partners and modules in more detail with us and get advice on completing your application, in order to be ready for handing in the application form by the **deadline of 7 October**.

A panel will meet immediately to decide on allocations. We will inform you of the outcome immediately and ask you to confirm your allocated place. At this stage you will be committed to undertaking your exchange.

Following this we will contact your host university to 'nominate' you formally to them. Your host university will contact you directly to tell you how to apply using their own (normally online) system. This will be **sometime between October and December** depending on their own timescales.

Q: Do I need to have language skills other than English?

A: You do not have to speak a foreign language in order to study abroad. Our MSc exchange partners have been chosen because they teach in English, though a basic understanding of the host country language will help you with everyday tasks (shopping, using public transport etc) and could mean that you settle in more easily.

Our non-English speaking partners generally offer introductory language classes and so your language skills will certainly improve during your exchange. You can also study your chosen language in the University Language Centre's extra-curricular programme in the evenings during the first semester at Loughborough.

COURSE OF STUDY

Q: What can I study?

A: The credits you gain during semester 2 will count towards your final degree, so the modules you study abroad must be relevant to your course. Our current partners have been chosen carefully with this in mind.

When you let us know that you wish to study abroad we will provide lists of modules offered for you to choose from. As you begin to firm up your choices, you must talk to Angelika Zimmerman to confirm your Learning Agreement. The earlier you discuss your modules with Angelika the better, but at the latest **between October 2 and 6**.

Q: How are grades earned abroad converted into Loughborough grades?

A: Marking systems differ at different universities therefore the grades you obtain at your international host university will have to be converted or aggregated to the Loughborough scale. This means that the grade your host university gives might turn out to be different to your final Loughborough grade – it could be either higher or lower.

You will end up with one average mark for your semester abroad. We use grade conversion charts as guides to help us ensure that final grades are correct and fair. You will be given a copy of the grade conversion used for your international host institution so that you know how standards translate.

Q: What happens if I fail an exam at my host university?

A: You must pass an equivalent number of credits as you would if you were studying in Loughborough for the semester. If you fail an exam you will have to re-sit it. You may have to return to your host university to do this, though it is likely that you will be able to re-sit it in Loughborough.

Q: Who will advise me about academic issues?

A: Modules count towards your final Loughborough grades and therefore must be chosen carefully. Dr Angelika Zimmerman will advise you on the academic aspects of studying at your host university, including choosing your modules. Email us at:

sbe.international@lboro.ac.uk.

Q: What is a learning agreement/study programme?

Learning agreements contain details of the modules which you will take at your host university and are contracts between the student, the home institution and the host institute. These must be agreed beforehand in conjunction with Angelika Zimmermann. Your learning agreement will ensure that you take appropriate modules when you are abroad, and that you will receive your correct number of credits.

Q: What are ECTS credits and what is my expected workload?

A: ECTS stands for European Credit Transfer and Accumulation System, a system designed to make it easier for students to move between different countries in the EU by providing a common measure and making it easier to transfer grades between institutions.

2 Loughborough credits are equivalent to 1 ECTS credit. SBE modules on the International Management MSc are normally worth 15 Loughborough credits – equivalent to 7.5 ECTS.

In semester 2 your workload will be equivalent to 67.5 Loughborough credits. To gain these, your workload at your host university will be equal to 60 Loughborough credits (i.e, 30 ECTS). You will also complete the second half of the 'Skills for Employability and Personal Development' module, for 7.5 credits. You will complete this module online.

PRACTICALITIES

Q: How do I apply for accommodation for my period studying abroad and what kind of accommodation is available??

A: Your host university will explain what kind of accommodation is available and what you need to do to apply for this. The kind of housing available to you will differ depending on your host university - it might be on-campus or in private accommodation off-campus.

Q: I won't need accommodation in Loughborough for the whole year so what options are available to me and what must I do?

A: You have the option of living in self-catering postgraduate accommodation in Falkner Eggington Hall on the campus which has been set aside for this purpose. You can live there during semester 1 and the summer period and won't need to pay fees for semester 2. To take up this option, you must let us know that you are considering studying abroad as soon as possible. We will then notify the University's Accommodation Office who will contact you directly and tell you how to make your application.

Please be aware that advising us late may mean it is not possible to secure a room. You should therefore let us know **by mid August at the latest**.

You will be given a reduced contract by providing evidence of your study abroad – for this, our office will prepare a letter confirming your study placement in semester 2. Further information on your contract dates will be provided by the Student Accommodation Centre in your accommodation offer email.

Coming back for the summer period won't be a problem. You will most likely be housed in the same postgraduate block as in semester 1.

You can also find privately rented accommodation, but you should be aware that private landlords expect students to sign a year's contract and it isn't normally easy to get around this.

Q: How much should I expect to budget for living costs?

A: This will depend on where you go. Your international host university should be able to let you know what local living costs are likely to be.

Q: Will I need a visa?

A: This depends on where you are going to study. EU/EEA passport or nationality holders do not need a visa to study elsewhere in the EU. Anyone else will probably need a visa.

It is your responsibility to check that you have understood the correct immigration requirements for you, and to take any necessary steps in time. Your host university may be able to help you with this and you can check with the relevant Embassy visa section.

When you arrive at SBE you will soon be busy with your semester 1 workload, and so the sooner you begin to research the immigration requirements for you to study at different locations, the easier it will be for you to make your study abroad preparations.

Q: What will happen when I arrive at my host institution?

A: You will normally attend an induction session which will provide advice and information to help you to settle in, and there is often a social programme to help you to meet other students. The International Relations team at your host university will let you know in advance what you need to do to register.

NEXT STEPS & PLANNING

Q: I'm very interested in studying abroad as part of my MSc programme so what do I do next?

A: You will need to make your application by 7 October, which is very soon after the start of the first semester. Therefore you must start planning even before your arrival. So contact us as soon as possible before you arrive and by **1 September at the latest** to register your interest. We can then give you more information about the study abroad destinations, answer your questions and advise you on the application process. You will then find it much easier to make your decisions and put in your application on time.

Email us at sbe.international@lboro.ac.uk with any questions, or come along to talk to us. The International Relations Office is in BE0. 13, and normal office hours are 10 to 4pm for student enquiries.

Q: So if I decide to study abroad during my MSc programme what are the key dates for planning this?

A: Here are some the key dates to keep in mind for now:

Before you arrive at SBE

1 September	By this date at the latest, email the International Relations Office at sbe.international@lboro.ac.uk if you are considering studying abroad in semester 2
September	Liaise with the IRO as necessary to find out more about your international study options and about what you will need to do on arrival at SBE to confirm a place abroad During this month you should also begin to find out about any immigration requirements and timescales for applying for visas.

After arrival at SBE

29 September (TBC)	Attend the Study Abroad preparation session
2 to 6 October	Attend an individual meeting with Angelika Zimmermann and the IRO to discuss your choices in detail and to get advice about completing your application form
7 October	Application deadline
10 October	From this date, we nominate students to our partners
10 October to December	You apply online to your host institution – the timing of this will depend on their individual timescale