

Birmingham, 09<sup>th</sup> February 2017

Dear Partner,

The application process for students willing to come to study on Erasmus at the Faculty of the Arts, Design and Media at Birmingham City University during the next academic year 2017/18 is now officially open!

Please find below some useful information for you and your students:

### APPLICATION PROCESS

1. Partner to nominate students for the exchange
2. Students to submit their application

A full application should include the following documents:

- Application form (please find attachment)
- CV/Resume
- Covering letter
- Electronic portfolio with samples of course related work (not CD or USB keys)

PLEASE RETURN APPLICATIONS TO: [Michela.Reghellin@bcu.ac.uk](mailto:Michela.Reghellin@bcu.ac.uk)

**DEADLINE** to submit application:

PHASE 1 (September to January) – **02<sup>nd</sup> June 2017**

PHASE 2 (January-February to June) – **13<sup>th</sup> October 2017**

*(Please note that we cannot guarantee that late applications will be accepted. So please encourage your students to submit their forms and documents before the deadline).*

On receipt of above information, we will respond to all students and confirm the length of the exchange depending on the programme of their choice and the module start and end dates..

We require students to have a good standard of English (IELTS 6.0 or equivalent). Please contact Michela Reghellin for any enquiries.

All accepted students will receive an induction letter stating first day, time of arrival, and place to report in due course.

For course information please visit [www.bcu.ac.uk/arts-design-and-media](http://www.bcu.ac.uk/arts-design-and-media)

For accommodation please visit [www.bcu.ac.uk/student-info/accommodation](http://www.bcu.ac.uk/student-info/accommodation)

For any further information, please do not hesitate to contact us on [Michela.Reghellin@bcu.ac.uk](mailto:Michela.Reghellin@bcu.ac.uk) .

We do recommend incoming students to attend the Erasmus induction and stay on site until the end of the exams session in order to get the marks on their personal record booklet. Otherwise a complete transcript of records will not be guaranteed.

**CORRESPONDENCE ADDRESS:**

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Name of Institution:  
Institution code:

Birmingham City University  
UKBIRMING03

Name and Status of Official  
Representative:

John Kirk  
Director of International Office