

Dear Partner,

The Erasmus application process at the Faculty of the Arts, Design and Media at Birmingham City is now officially open!

We look forward to receiving your Erasmus nominations for the academic year 2018/19!

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)

(Student applying to the School of Media and to the School of English do not need to send a portfolio)

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

#### **DEADLINE to submit application:**

**PHASE 1 (September to January) – 03<sup>rd</sup> June 2018**

**PHASE 2 (January-February to June) – 31<sup>st</sup> October 2018**

*(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.

**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 general information, please visit [www.bcu.ac.uk/student-info/why-study-at-bcu/go-abroad/erasmus](http://www.bcu.ac.uk/student-info/why-study-at-bcu/go-abroad/erasmus)

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



**BIRMINGHAM CITY**  
University

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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