



**beyond**



A NETWORK FOR GLOBAL SUCCESS



## HELLO & WELCOME TO YOUR APPLICANT VISIT DAY.

Your Edinburgh Napier journey is under way and I hope that today you get to experience exactly what being a student at Edinburgh Napier is all about. Take advantage of the many presentations available and delve deeper into the expertise and opportunities on offer from the Business School.

At Edinburgh Napier, we deliver the skills and experience that matter to help you succeed beyond university. That's why the 2017 Guardian University Guide ranked us number one in the UK for adding value to students and why more than 95% of our undergraduates are in work or further study within six months of graduating (HESA 2014/15). Our graduates make a difference to their communities here in Edinburgh and around the world and are highly valued by employers.

I and all the staff at Edinburgh Napier take great pride in the achievements of our students and are passionate about your future. I very much hope that you enjoy your visit today and take that next step to become part of our community.

Professor Andrea Nolan,  
Principal & Vice-Chancellor



# Welcome

## CONTENTS

P3	<b>Introduction</b>
P4	<b>The Business School</b>
P5	<b>Beyond the Classroom</b>
P6	<b>What our students think</b>
P7	<b>Accommodation</b>
P8	<b>Admissions information</b>
p10	<b>Careers</b>
p11	<b>Disability &amp; Inclusion</b>
p1	<b>Study Abroad</b>
P13	<b>Student Finance for Scottish &amp; EU students</b>
P14	<b>Student Finance for students from England, Wales &amp; Northern Ireland</b>
P15	<b>Edinburgh Napier Students' Association</b>
P16	<b>Get in touch</b>
P17 – 18	<b>Timetable for your Applicant Visit Day</b>

# INTRODUCTION TO THE UNIVERSITY



We are delighted that you have applied to study at Edinburgh Napier University. We would be delighted if you choose to study for your degree with us, and this guide outlines some of the reasons why we think you should, as well as providing key information about funding, accommodation and studying in The Business School. It also contains your programme for your Applicant Visit Day.

Studying for a degree not only enhances your employment prospects, but enables you to go beyond the classroom and meet students from all over the world, experience different cultures, learn important life skills and make life-long friendships; and all whilst living in the Number 1 city in the UK! (Quality of Life Index 2015)

# THE BUSINESS SCHOOL

Studying in Edinburgh means studying in Scotland's commercial, tourism and cultural hub and the world's Festival City, offering a world of opportunities for work placements, personal development and making connections to further your career.

Our Craiglockhart campus, where the Business School is based, blends historic buildings with a modern approach to teaching- facilities include 200 and 400 seat lecture theatres, language labs and digital multimedia labs. We are ranked number 1 in Scotland and top 10 in the UK for our Tourism, Hospitality & Events

management courses (Guardian University Guide 2017) and we are the top Scottish modern university for Marketing (Complete University Guide 2016). With students from over 140 different countries studying with us, we are proudly international and our courses have a global outlook, preparing you for a career in an increasingly globalised world. We also support entrepreneurship amongst our students, encouraging them to apply what they have learned and to start their own business- our business incubator Bright Red Triangle has supported over 300 start ups already!





## GO BEYOND THE CLASSROOM

All courses within the Business School offer the opportunity to complete a work placement or to study or work abroad for up to a year. For some courses this is compulsory, but you are strongly encouraged to grab this opportunity with both hands! Work placements allow you to apply your studies to real-world situations and to develop valuable connections and skills, whilst studying abroad enables you to broaden your horizons and immerse yourself in another culture- demonstrating your resilience and adaptability.

*"What I like about Edinburgh Napier University is its international profile and the opportunity to meet people from all over the world.*

*During my third year I studied for a semester at Marshall University in West Virginia. I studied five modules compared to three, so it was demanding but rewarding. We had daily tests, exams and presentations and it was like studying for finals every week. I also had the opportunity to travel in the USA and visited New Orleans, Chicago, New York and Washington..."*

**Peter Gimborn, Student,**  
Accounting with Corporate Finance

## WHAT OUR STUDENTS THINK

*"Taking the decision to leave my job, move to Edinburgh and study at Edinburgh Napier changed my life.*

*I came to university when I was 25 and considered a mature student. I was concerned I wouldn't fit in with classmates who were 18 years old, but never felt like that and made loads of friends. I was attracted to the modules on offer at Edinburgh Napier University and the location. Being a Festival & Event Management student I knew Edinburgh was the place to study.*

*In third year my placement was with the Foodies Festival and my role was to get people to it. I wrote press releases and dealt with the media relations. I set objectives and gathered a portfolio of work, reflecting on my experience. One of the valuable things I learned was email etiquette, an essential part of working in PR."*

**Gary Anderson**, Graduate,  
Festival & Event Management with Marketing



# ACCOMMODATION

We have 3 accommodation sites situated in Edinburgh's West End. The vast majority of our rooms are single study bedrooms with ensuites, however some shared rooms are available. All rooms are self-catered and have access to a shared kitchen and living space.

We are able to guarantee an offer of accommodation to Care Leavers and students coming from outwith the EH postcode area who apply before the guarantee date in August 2017. We can also provide support for those not eligible for our guarantee but who are seeking private student accommodation options. In order to apply for accommodation you

must have an unconditional offer, which you have firmly accepted via UCAS.

The online application system will go live from May 2017 and students will need their Edinburgh Napier Number in order to apply. You can find your Edinburgh Napier Number on correspondence from our Admissions team. At the time of applying you will need to make a £500 advance rent payment, which will be taken from your final rent payment of the year.

Prices and deadlines will be available from March on our student accommodation website: [www.napier.ac.uk/accommodation](http://www.napier.ac.uk/accommodation).



# ADMISSIONS INFORMATION

## for Applicants with offers

### **Accepting your offer**

We hope you will choose to make Edinburgh Napier your first choice institution and to do so you must make your choices via UCAS Track ([www.ucas.com/track](http://www.ucas.com/track)). Once you have received decisions on all of your applications, UCAS will contact you directly and let you know the deadline by which you need to make your firm and insurance choices.

### **Change of circumstances**

If you make any changes in your studies, particularly if you decide to drop a subject, please let the Admissions Team know as this may impact on your offer.

### **Deferring your place**

If you would like to defer your place, please email the Admissions Team outlining why you wish to defer and how you are intending to use your gap year. For most of our programmes we accept requests to defer, although there may be a small number of subject areas where this is not possible.

### **Conditional Offer Holders- meeting your conditions**

For students undertaking Highers, Advanced Highers and A-Levels, the University receives your results directly from UCAS and you do not need to send us copies of your qualifications.

For students taking other qualifications, such as HNC, HND, BTEC, IB etc, you will need to send your results to us when you receive these. You are advised to scan and email your results to the Admissions Team as soon as you have these to enable a final decision to be taken on your application.

### **Unconditional Offer Holders**

If you are holding an unconditional offer of admission and have not already done so, you need to send a copy of your qualifications to the Admissions Team for checking purposes.

# FREQUENTLY ASKED QUESTIONS

## **Can I change the course I am holding an offer for?**

This depends on the individual course. Where possible and where you meet the minimum stated entry requirements we will try to accommodate a change. However, this cannot always be guaranteed and does vary between courses.

## **I am holding a deferred offer for next year's entry, but now want to come this year. Is this possible?**

You need to contact us to discuss this. Unfortunately this is not straightforward and will depend on whether we still have places available. Please put your request in writing via email to the Admissions Team, who will look into it and get back to you as soon as possible.

## **My circumstances have changed and I no longer want to go to University, who do I tell?**

Please contact the Admissions Team via email to inform them of your decision. Additionally you can contact UCAS who will inform the University that you do not wish to proceed with your application.

## **What if I don't meet the conditions of my offer - will I still get in?**

This very much depends on how other applicants have performed in their examinations. The University has a government target for its Scottish/EU

student intake- it must meet (not exceed) this target. If a high number of students meet their conditions, then there may be less scope to operate leniency for those who have just missed their conditions.

Final decisions are taken looking at the full UCAS application and your overall academic achievements. If there have been personal circumstances which you think have had an impact on your performance, you should send details to the Admissions Team. This should also normally include a supporting statement from your School/College. This information will be considered alongside your examination results.

## **What happens next?**

Once you are holding an unconditional firm offer of admission, you are confirmed to come to us. From July onwards you will be sent information on preparing for your studies, induction and matriculation (formally enrolling at the University).

## **Need to contact us?**

Undergraduate Admissions Team  
Admissions, Visas & International Support  
Edinburgh Napier University  
Merchiston Campus, EH10 5DT.

Email: [ugadmissions@napier.ac.uk](mailto:ugadmissions@napier.ac.uk)  
Phone: **0333 900 6040**



# DISABILITY & INCLUSION TEAM

## What does the Disability & Inclusion Team do?

We provide information, advice and support for students who have any kind of disability, long term health condition (including mental health difficulties) or specific learning difficulty (such as Dyslexia) that might have an impact while you are at university.

### We can:

- Talk to you about any support needed to enable you to come to the University and study effectively.
  - Discuss and arrange reasonable adjustments and a learning plan for you.
  - Put exam allowances in place.
  - Help and advise you to apply for any related funding you may be entitled to.
  - Advise you about technology support that might help.
- Liaise with key staff on your behalf.
  - Periodically review how things are working.

### When should I get in touch?

You are encouraged to get in touch as soon as possible, prior to your course starting, to enable us to plan and put into place any support you may require.

### Contact us

Email: [disabilityandinclusion@napier.ac.uk](mailto:disabilityandinclusion@napier.ac.uk)  
Web: <http://bit.ly/disability-and-inclusion>

## GO INTERNATIONAL... WITH EDINBURGH NAPIER



### Study or Work Abroad as part of your degree.

Co-funded by the Erasmus+ programme of the European Union

You don't need to take a gap year to see the world, meet new people and become more independent. As an Edinburgh Napier student you can study or work abroad from 3 months up to a full academic year, the the time you spend abroad counts as part of your degree.

Going on exchange doesn't make your course any longer either. What it does do is give you the chance to live like a local and really get to know another country and culture; and the same time you can learn more about your degree subject from another perspective.

### Do I need to know the language?

Students on Modern Languages degrees automatically have an exchange included in their degree, but regardless of your future, current or previous studies, you can still experience living and studying or working abroad during your time at

Edinburgh Napier. Don't worry if foreign languages aren't your strong point! Our partner institutions offer their courses in English. You'll be part of a fantastic international community, and there will be plenty of opportunities to learn the local languages if that is what you want to do!



### How much does it cost?

You don't pay tuition fees to your host university while you're abroad, and if you study in Europe through the Erasmus+ programme\*, you can get a monthly grant to help pay for your living costs. You may also be eligible for extra funding if you have a disability or if you come from a household with a lower income.

In 2015/16 our students on exchange in Europe received between €1400 - €2000 per semester and those on work placements around €450 per month.

If going on exchange is a compulsory part of your degree, check with your local funding body as they may be able to cover your travel expenses too.

### Will it help me in my career?

Brand new confidence, self-reliance, problem solving ability, enhanced communication skills- these are just a few benefits of going abroad. Your international experiences, apart from helping shape a brilliant personality, will shine on your CV and give you something great to talk about at future interviews!

Our Careers Team will be on hand before, during and after your exchange to help you identify and develop the skills which make you attractive to employers.

### What our students say...

"I would highly recommend a university exchange. Whether it's for one semester or one year, it is the chance of a lifetime to experience a brand new country and culture, expand your knowledge of your subject by attending another university, meet new people from all corners of the globe and experience events and festivals that you might never have known existed! Going on exchange was definitely the highlight of my four years". Aimee Tweedie, BA International Business Management with Languages (4th year).

Contact us: [studyabroad@napier.ac.uk](mailto:studyabroad@napier.ac.uk)

\*The UK's future participation in the Erasmus+ programme will form part of the UK Governments negotiations on leaving the European Union. Membership by non-EU countries is possible so it is hoped that a positive outcome will be achieved on this topic.

# FEES AND FUNDING FOR SCOTTISH & EU STUDENTS

## Am I eligible?

If your permanent place of residence is in Scotland or the EU, you intend to study in Scotland, and are studying full time for your first degree, you are likely to be eligible to apply for the full amount of your tuition fees to be paid.

Depending on your household income and personal circumstances, you may also be eligible to apply for additional financial support, such as living cost loans.



## EU Students

Following the EU Referendum in June 2016, the Scottish Government has pledged to fund the tuition fees of EU students commencing their studies in Scotland in 2017. If, at a future date, the Student Awards Agency Scotland no longer pays the tuition fees for any student who commenced their studies in September 2017, and who are or would have been eligible for that support under current arrangements, the University will meet the subsequent cost of tuition fees for the intended duration of these students' studies.

## Applying for funding

Applications for your tuition fees to be paid should be made to Student Awards Agency Scotland (SAAS). SAAS will ordinarily arrange for your tuition fees to be paid and assess your eligibility to receive maintenance support.

W: [www.saas.gov.uk](http://www.saas.gov.uk)

## Bursaries and Scholarships

Edinburgh Napier is determined that no student should have to leave their studies as a result of financial hardship. Therefore we offer a variety of funds to support students who may find themselves in financial difficulty- for example the Discretionary Fund, Care Leavers Bursary and the Childcare Fund. We also offer scholarships to assist students with studying abroad.

For further information and to see a full list of scholarships and bursaries, please visit: <http://www.napier.ac.uk/study-with-us/bursaries>.



# STUDENTS FROM ENGLAND, WALES, NORTHERN IRELAND OR THE CHANNEL ISLANDS.

## Fees and Bursaries

### Fees

Fees for Rest of UK (RUK) undergraduate students commencing their course in 2017/18 are £9000 per year, but the good news is that if you complete the first three years of your course the fourth year is free!

You can enjoy the greater breadth and depth of study from a four year course whilst only paying fees for the first 3 years of a four year course (or four years where your degree is 5 years in length).

You will be able to apply for a tuition fee loan from the UK Government, and the cost of your fees will be paid directly to Edinburgh Napier University. Each region has its own arrangements for providing maintenance support through student loans and grants.

**For further details please see:**

### Student Finance England

[www.gov.uk/student-finance/overview](http://www.gov.uk/student-finance/overview)

### Student Finance Wales

[www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

### Student Finance Northern Ireland

[www.studentfinanceneni.co.uk](http://www.studentfinanceneni.co.uk)

### Bursaries

The following bursaries are available to all students from England, Wales and Northern Ireland who meet the eligibility criteria below.

Eligible students are entitled to apply for both bursaries.

### The Edinburgh Napier University Merit Bursary - £1000 per year of study.

Available to students who meet the following criteria.

- Matriculated students of Edinburgh Napier University entering the university in September 2017;
- Registered on a full time undergraduate course;
- Have been assessed as having to pay the full Rest of UK tuition fee (£9000 per year for students starting in 2017);
- Achieve BBB or higher in their A-Levels or equivalent qualifications;
- AND accept the university as their firm choice via UCAS.

### The Edinburgh Napier University Access Bursary – up to £2000 per year of study.

Available to students who meet the following criteria:

- From low income families\* AND
- Started their programme of study here at Edinburgh Napier University on or after September 2012 AND
- Have been assessed as having to pay the full Rest of UK tuition fee (£9000 per year for students starting in 2017).

\*Value of bursary:

£2000 per year of study for those students with a residual household income of £25,000 or less;

£1000 per year of study for those students with a residual household income of between £25,001 and £42,600.

For further information please contact our Student Funding team on [studentfunding@napier.ac.uk](mailto:studentfunding@napier.ac.uk)



From the moment you walk through the door, you'll become a member of the University's student union. Edinburgh Napier Students' Association (ENSA) is run by students, for students, to look out for your best interests and support your needs. We represent students' ideas to make Edinburgh Napier the best it can be.

You'll be welcomed to student life with the ENSA Freshers' Week - full of events to get university life off to a great start. ENSA Freshers' Week caters for all students with everything from great nights out and The Freshers' Ball to Ghost Tours and Highland Games.

## TEAM NAPIER

Team Napier represents all of the Sports Clubs and Student Societies within ENSA and gives Edinburgh Napier students a distinct identity and real feeling of community across our three campuses. The achievements of Sports Clubs and Societies are celebrated at the annual Team Napier Awards Ball, with awards such as Club and Society of the Year, Coach of the Year and Most Active Society.



Joining a society or team is a great way of breaking the ice and meeting like-minded people, widening your circle of friends beyond your course group and your neighbours in student flats.

There are over 30 societies for you to join- some, like the Business Society or the Language Society, might help you to develop your course knowledge and other, like the Drama Society or the Whisky Society, enable you to find new hobbies.

### Student Representation

Student Representation is driven by a democratically elected Student Executive which includes; 3 full-time Sabbatical Officers and eight Executive members, who carry out their duties while still studying on their courses. Elected officials are responsible for: student welfare and academic provision, social opportunities, diversity and inclusion, sports and societies, volunteering, community and leadership, campaigns and student representation.



ENSA's Advice Service is funded by Edinburgh Napier Students' Association. Our team of professional advisers provides one-to-one advice to Edinburgh Napier University students.



## CONTACT DETAILS

Admissions	<a href="mailto:ugadmissions@napier.ac.uk">ugadmissions@napier.ac.uk</a>
Accommodation	<a href="mailto:accommodation@napier.ac.uk">accommodation@napier.ac.uk</a>
Careers	<a href="mailto:careers@napier.ac.uk">careers@napier.ac.uk</a>
Course information	<a href="mailto:studentrecruitment@napier.ac.uk">studentrecruitment@napier.ac.uk</a>
Disability and Inclusion	<a href="mailto:disabilityandinclusion@napier.ac.uk">disabilityandinclusion@napier.ac.uk</a>
Study Abroad	<a href="mailto:studyabroad@napier.ac.uk">studyabroad@napier.ac.uk</a>
Student Funding	<a href="mailto:studentfunding@napier.ac.uk">studentfunding@napier.ac.uk</a>
Student Awards Agency Scotland	<a href="http://www.saas.gov.uk">www.saas.gov.uk</a>
Student Finance England	<a href="http://www.gov.uk/student-finance/overview">www.gov.uk/student-finance/overview</a>
Student Finance Wales	<a href="http://www.studentfinancewales.co.uk">www.studentfinancewales.co.uk</a>
Student Finance Northern Ireland	<a href="http://www.studentfinancenir.co.uk">www.studentfinancenir.co.uk</a>

# The Business School Applicant Visit Day

Saturday, 1 April 2017, 10am – 2pm

## Stream 1

9:30am – 10am	<b>Registration at Welcome Desk</b>	
10am – 10.25am	<b>Welcome Address</b> An introduction by James O’Kane, Dean of the Business School. Presentation from current students, ‘Life as a Business School Student’.	Riady Lecture Theatre
10.30am – 11am	<b>Student Support Presentation</b> <ul style="list-style-type: none"> <li>▪ Admissions: What happens next?</li> <li>▪ Accommodation: Information about our student accommodation options.</li> <li>▪ Study Abroad: How we enable our students to gain an international perspective.</li> </ul>	Riady Lecture Theatre
11.05am – 11.50am	<b>Individual Programme Presentations</b> An opportunity to find out more about your course of interest. You will be provided with an overview of the course content and structure and will be able to talk to subject lecturers and current students.	
	<ul style="list-style-type: none"> <li>▪ Languages</li> <li>▪ Marketing</li> <li>▪ Law</li> <li>▪ Business Management</li> <li>▪ Festival &amp; Event Management</li> <li>▪ Tourism</li> <li>▪ Hospitality</li> <li>▪ Accounting</li> <li>▪ Financial Services</li> <li>▪ Business Studies</li> <li>▪ International Business Management/ International Business Management and Languages</li> </ul>	0/10 & 0/07 1/06 1/09 1/10 1/17 1/17 1/17 2/06 2/07 2/10 2/05
11.50 – 12.30	<b>Refreshments</b> A complimentary buffet and refreshments will be available. Rivers Suite	Chapel, Hydra & 2nd Floor
12.35 – 13.00	<b>Student Support Presentation</b> <ul style="list-style-type: none"> <li>▪ Careers: How we support our students for the world of work.</li> <li>▪ Edinburgh Napier Students Association (ENSA) Riady Lecture Theatre</li> </ul>	

10am – 2pm	<b>Central Services Information Stands</b> Feel free to come along at any point during the day to find out more about our support services. <ul style="list-style-type: none"> <li>▪ Admissions</li> <li>▪ Accommodation</li> <li>▪ Careers</li> <li>▪ Disability and Inclusion</li> <li>▪ Information Services</li> <li>▪ Study Abroad</li> </ul>	Rivers Suite
------------	---	--------------

## Stream 2

10.30am – 11am	<b>Registration at Welcome Desk</b>	
11am – 11.25am	<b>Welcome Address</b> An introduction by James O’Kane, Dean of the Business School. Presentation from current students, ‘Life as a Business School Student’.	Lindsay Stewart lecture Theatre
11.30am – 12.25pm	<b>Student Support Presentation</b> <ul style="list-style-type: none"> <li>▪ Admissions: What Happens Next</li> <li>▪ Accommodation: Information about our student accommodation options.</li> <li>▪ Study Abroad: How we enable our students to gain an international perspective.</li> <li>▪ Careers: How we support our students for the world of work.</li> <li>▪ Edinburgh Napier Students Association (ENSA)</li> </ul>	Lindsay Stewart lecture Theatre
12.30pm – 1.15pm	<b>Refreshments</b> A complimentary buffet and refreshments will be available.	Chapel. Hydra & 2nd Floor
1.15pm – 2pm	<b>Individual Programme Presentations</b> An opportunity to find out more about your course of interest. You will be provided with an overview of the course content and structure and will be able to talk to subject lecturers and current students.	
	<ul style="list-style-type: none"> <li>▪ Languages</li> <li>▪ Marketing</li> <li>▪ Law</li> <li>▪ Business Management</li> <li>▪ Festival &amp; Event Management</li> <li>▪ Tourism</li> <li>▪ Hospitality</li> <li>▪ Accounting</li> <li>▪ Financial Services</li> <li>▪ Business Studies</li> <li>▪ International Business Management/ International Business Management and Languages</li> </ul>	0/10 & 0/07 1/06 1/09 1/10 2/17 2/17 2/17 2/06 2/07 2/10 2/05

10am – 2pm	<b>Central Services Information Stands</b> Feel free to come along at any point during the day to find out more about our support services. <ul style="list-style-type: none"> <li>▪ Admissions</li> <li>▪ Accommodation</li> <li>▪ Careers</li> <li>▪ Disability and Inclusion</li> <li>▪ Information Services</li> <li>▪ Study Abroad</li> </ul>	Rivers Suite
------------	---	--------------

## Applicant Live Chats

More questions?  
Join us for a live chat  
on the following dates:

3rd May 6 – 7pm

17th May 6 – 7pm

31st May 6 – 7pm

Register online:

[www.napier.ac.uk/events](http://www.napier.ac.uk/events)

 /EdinburghNapierUniversity

 /EdinburghNapier

 /EdinburghNapier

[studentrecruitment@napier.ac.uk](mailto:studentrecruitment@napier.ac.uk)

0333 900 6040