

London's Independent University

International Partnerships Office



Autumn 2019 Study Abroad Programme Application Guide

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Fleet Str St Paul's Cat

Introduction

Dear Student,

Thank you for choosing Regent's University London for your study abroad experience.

At Regent's, we take a personal approach to our students and are dedicated to making your stay with us a memorable one. If you have any questions or concerns, you can always count on us to support you and help you with your queries – we have a wealth of experience in making your study abroad experience enjoyable.

If you are joining us from one of <u>Regent's partner</u> <u>institutions</u>, please note that your home institution coordinator/international office must nominate you to the International Partnerships Office's (IPO) Inbound team. We are the main point of contact for all aspects of study abroad at Regent's.

To apply to the Regent's University London Study Abroad Programme for Autumn 2019 term, your home University should send the required application documentation electronically to <u>ipo@regents.ac.uk</u> by **Friday 29 March 2019**. The guide below will help you complete your application and contains essential information pertaining to your studies abroad. Please read through this guide thoroughly.

It also explains the process once your application is received by the Inbound Team.

It is essential that your application reaches us by the deadline specified above. This allows sufficient time for you to make necessary arrangements and for your documents to be processed.

If you have any questions regarding your application or require further information, please visit <u>www.regents.</u> ac.uk/inbound or email us at ipo@regents.ac.uk.

We look forward to hearing from you and welcoming you to Regent's University London!

Best wishes,

Inbound Team International Partnerships Office Regent's University London Inner Circle, Regent's Park London NW1 4NS United Kingdom

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Application timeline and checklist

Timeline for Autumn 2019 Study Abroad

FEBRUARY

- Speak with your study abroad advisor/ international office about gaining approval to apply for study abroad
- Contact <u>ipo@regents.ac.uk</u> with any questions you may have about Regent's
- Monday 18 February– Nominations open

MAY

- Offer letters sent electronically by the end of May
- You should accept your offer by the deadline indicated in your offer letter
 - IPO team will send your Acceptance letter (you might need this to apply for a visa)

JUNE

JULY

- Ensure that you have made travel arrangements to be in the UK ready for orientation week!
- In addition, ensure you have appropriate medical insurance to cover your stay in the UK

SEPTEMBER

- Monday 23rd September-Undergraduate Orientation week begins at Regent's
- Monday 30th September Postgraduate Orientation week begins at Regent's

MARCH

- Monday 4 March Applications open
- Friday 22 March deadline for nominations
- Friday 29 March deadline for applications
- Tier 4 visa students only (non-EU/EEA students studying for more than 6 months) – prepare the additional documents required for the Tier 4

application (see pages 10-11

Non-affiliate students

 consider your
 accommodation options for
 your time in London (see
 pages 16-17 for more
 information)

for more information)

AUGUST

- You will receive an email with instructions for completing Part 1 of Registration, which is online enrolment
- You will receive the orientation week timetable

Application checklist

- Nomination by your home institution (Affiliate, Regent's partner institutions and Agents only)
- Application form including Module Choice form
- A copy of your official academic university transcript
- A clear JPEG portrait photo for your student ID card
- A copy of your passport (where your personal details and photo appear) and/or your EU/EEA National Identity Card
- Personal statement (for independent study abroad students only)
- Housing form (affiliate students only)

Your home University should send all application materials in one email to <u>ipo@regents.ac.uk</u>. Please ensure you provide all documents as incomplete applications will not be processed.

YOUR APPLICATION WILL NOT BE PROCESSED IF YOUR APPLICATION PACK IS INCOMPLETE

Application instructions

Nominations

If you are joining us from one of <u>Regent's partner</u> <u>institutions</u>, your home institution coordinator/international office must send your nomination to the International Partnerships Office's (IPO) Inbound team at Regent's before you submit your application.

If you are not joining us from one of Regent's partner institutions, you do not need to be nominated, but you must still inform your home institution of your decision to study abroad at Regent's as a free-mover/independent student.

Application documents

Application form

This document requests your personal details. It can be downloaded from <u>www.regents.ac.uk/inbound</u> by the end of February. Please complete the application electronically – type all details into the PDF form, save and send it to your home University for review.

PLEASE NOTE: the application form must be filled in electronically. We DO NOT accept handwritten and/or scanned documents.

IMPORTANT NOTES FOR THE APPLICATION FORM:

- Give your full name as it appears on your passport/national ID card
- Provide a valid email address which you use regularly, and which you will have access to during holidays and after arrival in London. We mainly communicate to you via email and it is important that we can reach you
- Indicate if you require a visa and the type you wish to apply for. Visa information can be found on pages 8-9 of this guide. It is YOUR responsibility that you comply with immigration regulations
- Disclose any disabilities/medical conditions that you may have. This will allow Regent's Disability Support Officer to put in place the required support you may need during your stay at the University. Further information is available here: <u>www.regents.ac.uk/disability</u>
- The application form also includes the module choice form – please ensure that this is completed with your final approved module choices

JPEG photo

This photo will be used to produce your Regent's identity card. As your ID card will be part of your identification while in London, it is important that the photo:

- Shows your portrait and you facing the camera
- Is in high resolution and clear
- Is saved in JPEG format

Transcript/Record of Achievement

Send us your most recent transcript/record of achievement detailing the modules and results you have taken at your home institution. You will be able to get this from your Registry, or ask your International Office for advice. Send us a scanned copy only; we do not need originals by post

Copy of your passport/national ID card

Provide a scan of your passport (photo page, personal details like name, date of birth, etc.) or your national ID card (if you are an EU/EEA citizen). If you currently do not have a valid document or it is going to become invalid within the next year, please state this on your application form

Personal statement (independent/free-mover students only)

• You will also need to submit a 500-word statement detailing why you wish to study at Regent's

Housing Form (affiliate students only)

If you are joining us from one of Regent's affiliate institutions, your coordinator/international office will give you the housing form to complete.

For non-affiliate applicants, please see pages 14 for information on how to apply for on-campus accommodation

PLEASE NOTE:

- If you are coming to Regent's University London via a partner institution or agent, all application documents must be sent to ipo@regents.ac.uk by your home Institution. We will not be able to accept applications sent directly by students
- If you are an independent free-mover, please send all documents directly to <u>ipo@regents.ac.uk</u>

Choosing modules

The Module Choice Form

It is essential to select the modules you intend to study at Regent's before your arrival, as your application will not be processed without this information.

This form can be found on the last page of the application form.



By submitting this form, i, the student confirm that:

I know that once the Module Choice Form has been submitted to Regent's University London, I cannot make any changes to my module choices.

 I have informed myself about the content of each selected module
 and that I meet the pre-requisites (if necessary).
 I have discussed the credit transfer to my academic advisor/international office and
 my academic advisor/international office and my academic advece/international effice and am contain that all of my modules are approved by them. I am aware that it is my home institution and hot Rogent's University London which decides how credits are transferred to my programme at my home institution.

module choices.
I an esponsible for ensuring that I am taking sufficient modules:
Some modules have pre-requisites. By submitting this form you
confirm that you have informed yoursell about the content of each module solected and that the modules
ach module solected and that you meet the pre-requisites and
that you know about the credit transfer to your home institution.

BEFORE YOU FILL OUT THE FORM AND SUBMIT IT:

- Ensure you carefully read the module syllabus for each module that you are interested in taking
- Keep in mind that some modules have pre-requisites
- Syllabi are available to read and download from Drop Box as per the links below (PLEASE NOTE: Autumn 2019 modules are not confirmed yet. The below syllabi are from Autumn 2018 but we can't guarantee they will be offered again in Autumn 2019. The final modules list will be available in March)
 - Module syllabi for <u>Undergraduate Modules for Business & Management (BAM)</u>
 - Module syllabi for <u>Postgraduate Modules for Business & Management (BAM)</u>
 - Module syllabi for <u>Liberal Studies</u>
 - Module syllabi for Film, Media & Performance
 - Module syllabi for <u>Fashion & Design</u>
 - Module syllabi for Psychotherapy & Psychology

To choose your modules, please refer to the module lists (available on our <u>website</u>), as well as to the module syllabi via the Drop Box links as noted on the previous page:

- At undergraduate level you will need to register for one programme exclusively at Regent's (e.g. Business & Management or Film, Media & Performance). You are welcome additionally take modules from other programmes
- At postgraduate level you will need to register for Business & Management. You cannot chose modules from other programmes because these are all at undergraduate level
- Check with your home institution to see how many modules/credits you must take, and that you will be given credit for the Regent's modules
- Your choices must be approved by an academic adviser or the international office at your home institution. You are responsible for ensuring your classes are approved

- Make sure that you meet the pre-requisites needed/ demonstrate prior knowledge for certain modules as stated in the syllabi
- We recommend taking no more than 20/25 ECTS per term. This will give you some time to explore and enjoy London/ Europe. A full work load is 30 ECTS
- All students must register as full-time students, which is at least 15 contact hours. Enquire with ipo@regents.ac.uk if you are unsure
- The choices indicated on the application form are considered your final choices. No further amendments will be accepted
- Please note the level of the module you are choosing, which is indicated by the 4th character in a module code. For example, POL301 is Level 3, ENL403 is Level 4, ENT5A5 is Level 5 and BUS6A2 is Level 6
- It is strongly recommended that you consider the level of the modules you are applying for and aim for your current academic level. For example, if you are a first year student at your home institution, it would not be advisable to select Year 3 modules

| Level 3 | Foundation level |
|---------|------------------|
| Level 4 | Year 1 |
| Level 5 | Year 2 |
| Level 6 | Year 3 |

Avoiding timetable clashes

- Due to the timetabling system at Regent's, some classes may clash (that means they run at the same time), while other classes are run according to demand. This is why it is very important that you give us alternative modules
- The more modules you choose across programmes, subject areas and at different levels, the more likely a clash becomes. It is best to choose modules from one subject area or from the same level, e.g. level 4, Liberal Studies
- You can choose core or elective modules. Core modules are likely to run every term, but elective modules only run subject to demand
- Please choose up to ten modules in order of preference. We aim to allocate all students their first choices, up to the number of ECTS needed. Where this is not possible, we will allocate you to the remaining modules in order of preference.

Visa information

All non-EU/EEA students will need entry clearance in order to study in the UK. The information below gives you some understanding of current rules and Regent's administrative processes to help you obtain a visa.

For information on applying for a visa, please see the <u>Visas and Immigration</u> page on our website, as well as the <u>UK Visas and Immigration website</u>. If you are unable to find the information you need, email us at <u>ipo@</u> <u>regents.ac.uk</u> and we will be happy to assist you.

As a student, you are responsible for ensuring that you apply for the correct visa and that you comply with the latest rules and regulations. It is your responsibility to inform yourself in good time about necessary documents and the steps you need to undertake for the application.

Visa routes

There are two visa routes for non-EU/EEA nationals, depending on the length of stay.

- Short-term Study Visa Route
- Tier 4 (General) Student Route





Short-term study visa

This is the visa the vast majority of incoming study abroad/exchange students use. Short-term study visas give you permission to enter the UK for a maximum of six months. You will not be able to extend your stay in the UK and it is not possible for you to change from a Short-term study visa to a Tier 4 (General) Student while in the UK. **Please note** you are not permitted to do any work (paid nor unpaid).

To enter the UK on a Short-term study visa, all you require from Regent's is your acceptance letter, which we will provide 2 weeks after the application deadline. You may be asked to present additional supporting documentation at the UK border, for example a bank statement. Visa regulations change frequently and it is your responsibility to check you have the latest required documentation. Please check details on the UKVI website for <u>Short-term study visas.</u>

A Short-term study visa is normally acquired upon arrival at a UK airport and you do not need to apply for it in advance. Some nationalities are however required to apply for their Short-term study visa **prior** to travelling to the UK, <u>please</u> <u>ensure you have checked your status</u> before making travel arrangements.

Please ensure that you do not travel to the UK via Ireland, as this will present a number of difficulties in terms of obtaining the correct visa.

Tier 4 (General) Student

If your course is longer than 6 months or if you think you may wish to extend your visa while in the UK, you may need to apply for a <u>TIER 4 Student visa</u>. In order to be able to apply for a TIER 4 visa, you will need to request a CAS (Confirmation of Acceptance of Studies) reference number from Regent's.

Regent's can only provide your CAS once you have met the following requirements:

- Send all study abroad application documents to <u>ipo@regents.ac.uk.</u>
- Non-native speakers of English must confirm their English language proficiency; you must meet the minimum English language requirement set by the Home Office and Regent's University London (e.g you need to provide a valid and certified English language proficiency test (IELTS or similar).
- Request CAS application documents from the Regent's Inbound Team and return them fully completed.
- Obtain a bank statement stating a certain amount of funds which must have been in your own account for a minimum of 28 days, this must be sent to the Inbound Team for review.
- Be prepared to pay high administration fees to the Home Office as well as a surcharge to the UK health system.

The application process for a Tier 4 (General) Student Visa is quite complex and we strongly recommend you visit the UK Visas and Immigration website to understand what is required from you. You will need to plan early in order to obtain your visa in time for the start of term.

PLEASE NOTE: YOUR STUDENT NUMBER IS NOT A CAS.

Important

Please note that this information is correct at the time of publication and are guidelines only. Direct any immigration-related enquiries to the UKVI website.

If you wish to apply for a TIER 4 visa, you must contact the Inbound Team on ipo@regents.ac.uk to obtain the necessary information for receiving a CAS. Your visa application will then be passed to our specialist Visas & Immigration Team at Regent's.

English language requirements and support

English language requirements

Students are admitted to Regent's on the assumption that they have an adequate level of English. Ask your home institution if they require you to take an English test as part of the study abroad/exchange/Erasmus selection process.

You should feel comfortable communicating in English in order to study successfully and to fully enjoy your stay abroad. Experience has shown that students' English level should be at least that of B2 in the Common European Framework of Reference for Languages (CEFR), which equates to an IELTS 6.5 score.

As mentioned in the Visa section, students who need a TIER 4 visa to study in the UK must also meet the strict requirements set by the Home Office. Please visit the Home Office website for information on TIER 4 visas: www.gov.uk/tier-4-general-visa. You will need to send us proof of your proficiency before we can issue a CAS for your TIER 4 visa application.

English language support while at Regent's

Regent's University London has an English Language Centre on campus and we offer our study abroad and exchange students an English for Academic Purposes programme free of charge. We help you to learn about how to deliver presentations, note-taking tips, English for academic writing.

Please let the Inbound Team know if you are interested in our EAP programme. <u>ipo@regents.ac.uk</u>

English language classes before you arrive

If you would like to take English lessons before the beginning of the term, you are welcome to enrol at Regent's English Language Centre.

For more information about modules, prices and course dates please see: <u>http://www.regents.ac.uk/about/</u><u>schools/english-language-centre</u>

All inbound exchange/study abroad students benefit from a 10% discount on the usual fees as published on the website.



Offer and Confirmation of Acceptance

- Once the Regent's Inbound Team has received your completed application pack, you will receive an official offer letter electronically
- Please note this will be sent by email by the end May, provided you submitted your application by the application deadline
- Please follow the instructions you receive in the offer letter to confirm your acceptance
- After we receive your confirmation, we will send you the official Acceptance letter to join Regent's University London. You can use this letter to apply for your short-term visa or to show at the UK border <u>if asked to confirm your studies</u>
- Approximately one month before arrival, you will receive an email requiring you to complete online enrolment, which must be done before your arrival at Regent's. You will also receive a pre-arrival guide.
- All you require from Regent's is the emailed Acceptance letter. Please print this letter and bring it with you when you travel, as you may be asked to show it to border officials.



Quick facts about Regent's

Location

Our main campus in Regent's Park and our specialist facilities in Marylebone (Paddington St and Garbutt Place) are a short 10-minute walk from each other. Both are located in Zone 1 in central London and are well-placed for travel around London, as well as nationally and internationally. Visit our <u>website</u> to see our exact location. The International Partnerships Office (IPO) is on the Regent's Park campus.



- Approximately 3,700 students over the course of a year
- 2,000 undergraduate and foundation students
- 800 postgraduate students

TOP 10 NATIONALITIES AMONG STUDENTS ON CAMPUS

UK, USA, Italy, France, Germany, Russia, Sweden, India, Spain, Turkey

NATIONALITIES

- 140 student nationalities
- 53 staff nationalities

PERCENTAGE OF STUDENTS FROM DIFFERENT PARTS OF THE WORLD

- 29% EU/EAA
- 26% United Kingdom
- 11% USA
 - 35% Rest of world

INTERNATIONAL ACTIVITIES

- We have more than 180 partner institutions in 33 countries across the world
- More than 100 study abroad destinations worldwide
- Some 250 outbound study abroad students and 600 inbound study abroad students each year

Tuition fees

Students from within Regent's Partnership Network

If you are applying from one of ou<u>r Partner Institutions</u> or <u>US Affiliate Institutions</u>, please check with your Study Abroad/International Office regarding your fees.

If you are applying from a partner institution, you may be nominated to study at Regent's as an exchange student – in this case, you do not pay tuition fees to Regent's. Students from our partner institutions who are coming to study at Regent's outside the exchange programme are eligible for a discounted term fee, should this not be met by the home institution. Depending on the type of agreement your home institution has with Regent's, fees may be covered by your institution. Please check this with your Study Abroad/International Office.

Independent/Free-mover students

If your home institution does not have a partnership with Regent's, you are welcome to study independently at Regent's and would be liable for the following fee, which is 50% of the annual tuition fee paid by Regent's full degree-seeking students:

| Student Cohort | Tuition Fee |
|---|-------------|
| Tuition fee per undergraduate term (Autumn 2019/Spring 2020) | £8,750 |
| Tuition fee per postgraduate term (Autumn 2019/Spring 2020) | £9,250 |

Independent study abroad students/free-movers are required to pay a tuition fee deposit of £50 at the time of application.

Payment of fees

If you are applying from one of our Partner or Affiliate institutions, please check with your International/Study Abroad Office whether you have to pay fees directly to Regent's or whether they will pay on your behalf.

Independent/free-mover students will be sent an invoice for the term tuition fee amount a few weeks prior to the start of the term and you will need to make the payment before your arrival in London and before enrolling with us. Information on how to make the payment will be provided to you with the invoice.



Accommodation

Regent's University London provides assistance with both on-campus and off-campus accommodation. Full details of the types of accommodation offered can be found on our website: <u>www.regents.ac.uk/</u> <u>accommodation</u>

On-campus accommodation

If you are applying from one of our US Affiliate Institutions, you will just need to complete the 'Affiliate Housing Form' that has been sent to your home institution. Affiliate students must complete this form and do not need to contact Regent's Accommodation Office. Please check with your home institution.

Non-affiliate students who would like to apply for oncampus accommodation must complete the online housing application form, which can be found on our <u>website</u>.

Places are offered on a first come, first served basis. On-campus accommodation is very popular, so it is important to submit your application as soon as possible to secure a place.

University-managed off-campus accommodation

We are pleased to offer university-managed off-campus accommodation in central London. Details of our offcampus housing and information on how to apply can be found on our <u>website</u>.

Private accommodation

If you would like to arrange your own accommodation, we can help with information and advice on all aspects of housing in the local area. Options include a flat, a room in a flat share or a homestay. Please contact the Accommodation Office directly at <u>accommodation@</u> <u>regents.ac.uk</u> or +44 (0)20 7487 7483 for assistance.

It is your responsibility to find housing for your term at Regent's, but we are happy to assist you with your search.

Meal allowance

If you live on-campus, your accommodation fee will include a specific amount for meals and drinks (not including alcohol). The amount is held by Regent's and accessed by you using your Regent's ID card. For any purchases from Regent's food outlets, the value is deducted from the card. When you have used up the allocated amount, your 'meal allowance' will have finished. You can go as fast or as slowly as you like. We issue the meal allowance in instalments, so we can warn you if you are going too fast, but it is up to you to budget and make sure the allowance lasts you the term. Any unused meal allowance is not refundable or carried over to the next term.

Note that cash and/or credit/debit cards can be used for food/drinks in Regent's outlets in the event that you do run out or if you live off-campus. The Refectory is open for breakfast, lunch and dinner, Monday to Friday, and all day for coffee, snacks, etc. At the weekend we offer a limited food service and the food outlets may be closed for public holidays.



Academic calendars

UNDERGRADUATE AUTUMN 2019

| 22/09/2019 | Accommodation Available From (if applicable) |
|------------------------------|--|
| 23/09/2019 | Induction week |
| 30/09/2019 | First week of classes |
| CLASSES FINISH ON 20/12/2019 | |
| 23/12/2019 - 10/01/2020 | Break/Self Study/Revision |
| 21/12/2019 - TBC | Accommodation check-out (if applicable) |
| 13/01/2020 - 24/01/2020 | Final Assessments and Exam weeks |

POSTGRADUATE AUTUMN 2019

| 29/09/2019 | Accommodation Available From (if applicable) |
|-------------------------|--|
| 30/09/2019 | Induction week |
| 07/10/2019 | First week of classes |
| CLASSES FIN | ISH ON 20/12/2019 |
| 23/12/2019 - 03/01/2020 | Break/Self Study/Revision |
| 21/12/2019 - TBC | Accommodation check-out (if applicable) |
| 06/01/2020 - 10/01/2020 | Final Assessments and Exam week |

UNDERGRADUATE SPRING 2020

| 19/01/2020 | Accommodation Available From (if applicable)* |
|------------|---|
| | |

20/01/2020 Induction week

27/01/2020 First week of classes

CLASSES FINISH ON 01/05/2020

- 06/04/2020 17/04/2020 Break/Self Study/Revision
- 04/05/2020 08/05/2020 Study/Revision
- 11/05/2020 22/05/2020Final Assessments and
Exam weeks23/05/2020Accommodation check-out
(if applicable)

SUMMER SCHOOL 2020

Dates TBC

Intensive Six Week Programme

POSTGRADUATE SPRING 2020

| 12/01/2020 | Accommodation Available From (if applicable) |
|------------|--|
| 13/01/2020 | Induction week |
| 20/01/2020 | First week of classes |

CLASSES FINISH ON 03/04/2020

06/04/2020 - 01/05/2020 Break/Self Study/Revision

| 04/05/2020 – 15/05/2020 | Final Assessments and Exam weeks |
|-------------------------|---|
| 16/05/2020 | Accommodation check-out (if applicable) |

Induction week

The International Partnerships Office and Regent's organise an Orientation week for all incoming study abroad and exchange students. Orientation takes place during Induction week before classes commence and attendance is obligatory. By participating, students receive an important introduction to the University, its rules and regulations, as well as all support services.

You will receive the orientation period timetable 1-2 weeks before your arrival.

Orientation week is normally comprised of the following events:

- Welcome talks by Inbound Team staff, Heads of Programmes and Student Union
- Campus tours
- Orientation sessions about the University Library, IT Centre and Student Services (accommodation, health, sport, entertainment, excursions)
- The Marylebone Challenge team activity
- Undergraduate and postgraduate welcome receptions
- Freshers' Fair

The Regent's University London Student Union also organises a number of social events during the evenings.



Contact information

If you have any questions regarding your application or study period abroad at Regent's, please feel free to contact the Inbound Team:

Contact details

Inbound Team

International Partnerships Office Regent's University London Inner Circle, Regent's Park London NW1 4NS United Kingdom

T +44 (0)20 7487 7727 +44 (0)20 3075 6245 <u>E IPO@regents.ac.uk</u>

We're looking forward to welcoming you to Regent's!

