# REGENT'S
## UNIVERSITY LONDON

Regent's American College London



# Summer 2014
# Application Guide

Dear Student,

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

In order to confirm your place on the programme, you will need to send the required documentation electronically to inbound@regents.ac.uk by the following deadline:

**31st March 2014**

This guide helps you to complete your application and provides you with information on how to choose courses, apply for a visa and explains the process once your application is received by the International Partnerships Office (IPO). You will also find information on the academic calendar and what to expect once arrived at the University.

It is essential that your application reaches us by the deadline specified above. This allows sufficient time for your application to be processed.

If you have any questions regarding your application, please do not hesitate to contact inbound@regents.ac.uk.

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

Kind regards,

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

T: +44 (0) 20 7487 7727/ 7476 or +44 (0) 203 075 6245
F: +44 (0) 20 7487 7486
E : inbound@regents.ac.uk

# Contents

# Application documents and deadlines

**Documents**

In order to apply you must submit documentation as detailed below:

- ✓ A scanned copy of your official academic university transcript
- ✓ A scanned copy of the photo page of your passport* / National Identity Card (EU/EEA students only)
- ✓ A clear JPEG portrait photo (for the Student ID card)
- ✓ Fully completed Application Form
- ✓ Letter of Motivation (independently applying students only)

**The IPO will not process incomplete applications.** Please ensure you complete the application form correctly and send all documents together to [inbound@regents.ac.uk](mailto:inbound@regents.ac.uk)

All documents must be sent electronically to the International Partnerships Office (IPO) on [inbound@regents.ac.uk](mailto:inbound@regents.ac.uk). **The IPO will NOT accept applications by post.**

*If you are currently applying for or renewing your passport, please note this on your application form and send the rest of your application anyway – we will begin to process your application and will update it when we receive your passport. Please ensure you send us a scanned copy of your passport when you receive it.*

**Deadline**

The deadline for submitting applications is **31st March 2014.**

# Application instructions

## Application form

This is a three page word document requesting your personal details and module choices. It can be downloaded from http://www.regents.ac.uk/study/study-abroad/inbound.aspx. Please complete this form electronically and email it to inbound@regents.ac.uk.

- ✓ 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 with 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 11 and 12
- ✓ Disclose any disabilities that you may have. You will be contacted by the disability officer to put in place any requirements you may have during your stay at the University.
- ✓ For information about disability support at Regent's University London, please refer to the following link: http://www.regents.ac.uk/study/student-life/disability-information.aspx

## JPEG photo

This photo will be used to produce your Regent's University London Identity Card. As this photo will be part of your identification while in London, it is important that the photo:

- Shows your portrait
- Is clear
- Shows you facing the camera
- Is in high resolution
- Is a good size (70 KB)
- Is saved in JPEG format with your name

## Transcript/ Record of Achievement

Send us a scanned/electronic copy of your 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.

## Copy of your passport/ national ID card

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

## Letter of Motivation

If you are an independent study abroad student (i.e. your institution is not a partner of Regent's University London) you will also need to submit a 500 word statement detailing why you wish to study at Regent's University London.

# Choosing classes

Below you will find course descriptions for all the classes that Regent's American College London will be running in the upcoming semester. Most classes are worth 3 US credits, and students must take a minimum of 3 US credits and a maximum of 6 US credits. The credit values can be found on the schedule as well as in the course descriptions. Please check with separate schedule for class days/times.

## Humanities

### ENGL 2180 Creative Writing: Nonfiction (3)

A writing course for students interested in the essay form. Studies a wide variety of contemporary essays as models for student writing, focusing on voice, form, and audience.

### ENGL 2110 Perspectives (3)

Examines a society, social problem, or social institutions from the differing viewpoints of those in and out of power.

### ENGL 2250 Literary London (3)

Explores the works of writers who lived in or wrote about London. Among the authors who may be discussed are Chaucer, Samuel Pepys, James Boswell, Virginia Woolf, Charles Dickens, and Iris Murdock. Visits to relevant museum and historical sites are organized when appropriate. Offered at London campus only.

### ENGL 4160 Shakespeare II (3)

Studies plays from the latter part of Shakespeare's career, emphasizing the tragedies and romances. Includes discussion of historical and social contexts, genre, and staging.

### HIST (TBC)

## International relations and social sciences

### POLT 2500 Interdisciplinary Approach to Politics (3)

Integrates the contributions of other disciplines--history, psychology, sociology, economics, literature, media, philosophy--into the study of politics and the role politics plays in the nongovernmental arena.

### INTL 2650 The Politics of Peace (3)

Studies issues of war prevention, including social justice, ecological balance, large-scale social change, impacts of science and technology, and political processes relating national and transnational institutions.

### INTL 2630 New States in World Politics (3)

Introduces the political process in the non-Western world and a survey of different methodological approaches to the study of non-Western systems. Emphasizes analysis of foreign policies and the role of new states in world politics.

**PSYC 2000 Issues in Contemporary Psychology (1-4)**

Introductory level course designed to provide a brief, intensive overview of specific areas of contemporary psychology. Uses a number of approaches to provide students with a chance to explore how psychological principles are applied to a specific topic or area of interest. Topics vary each semester.

## Media and arts

**FLST 3160 Topics in Film Studies (3)**

This course deals with topics related to film theory and criticism. Classes may focus on genre, individual artists, specific studios, historical eras, and film in other cultures.

**MEDC 3150 Topics (1-3)**

These courses are offered periodically to feature topics in media and journalism not covered by regularly offered courses.

**INTM 3150 Special Topics (3)**

This course addresses current and significant issues in interactive media and interactive communications. The course focuses on existing theories and practices, with emphasis on new and emerging topics and technologies in this field. The course topics could include 1) Computer-Based Training; 2) Games and Entertainment; 3) Journalism on the Internet; and 4) Interactive Narrative Writing.

**SPCM 1040 Public Speaking (3)**

Students learn the organization, development, and delivery of a variety of formal public speeches. The course includes public speeches and a variety of other speaking exercises to help students adapt to audiences and contexts, solve delivery problems and build confidence. Activities also help the student to develop realistic evaluations of various speaking occasions.

**THEA 3040 Topics in Theatre (2-3)**

A series dealing with various topics in theatre: creative dramatics, museum studies, design applications, women in theatre, black/ethnic theatre, contemporary theatre, the elitist theatre, and a history of acting.

## Management/Economics

**BUSN 3710 Entrepreneurial Financial Management (3)**

This course will focus on the process an entrepreneur goes through to produce, understand, interpret, and use basic financial information to start, manage, or grow their entrepreneurial organization. As an entrepreneur and small business owner, each decision you make has financial implications. Entrepreneurs must be able to generate and understand their financial information in

order to evaluate their organization's financial performance, to communicate clearly with their employees, bankers, and stakeholders, as well as to incorporate financial information into their day-to-day operations and decision-making process.

**MNGT 3470 Women in Management (3)**

Designed to increase women's expertise in achieving success in management through a theoretical, issues-oriented analysis of problems facing women in male-oriented organizations. Goes beyond sex-role stereotypes and labels to expand women's potential for achievement, leadership, and power.

**CSIS 3810 Management Information Systems (3)**

This course covers the organizational foundations of systems, their strategic role, and the organizational and management changes driving electronic commerce, electronic business, and digital firms. The course also covers technical foundations of information systems and the roles of information systems in capturing and enhancing management decision making across the enterprise.

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### Your class choices

- We cannot guarantee that you will be given your first choices. Therefore, ensure you indicate approved suitable alternatives on your form. You may be given any of these alternative classes if your first choices are not available. It is important that they fit with your studies and have been approved by your home university. If your form does not state these alternatives it will not be accepted and it will be returned.
- It is imperative that **ALL** your module choices, including alternative choices, are approved by your home institution before you return this form to us. You must ensure that your form is signed by your home institution before it is submitted.
- Classes are allocated on a first come, first served basis.
- You must ensure that you tick the box 'compulsory' if you require the module in order for your graduation not to be delayed at your home institution. We will try our best to get you into this module but we cannot guarantee it.
- **Once submitted you cannot make any changes to your class choices prior to arrival. You will have the opportunity to make necessary changes during add/drop at the start of the semester.**

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# English language requirements and support

**English language requirements**

Students are admitted to Regent's University London on the assumption that they have an adequate level of English. Please ask your home institution if they require you to taken an English test as part of the study abroad 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 equals IELTS 6.5 or TOEFL 90.

Students who need a TIER 4 visa to study in the UK must also meet the strict requirements set by the UK Border Agency (if English is not their native language).

Please visit the UKBA website for information on TIER 4 visas (http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf and http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/new-approved-english-tests.pdf%20).

**Pre-semester English Classes**

If you would like to take English lessons before the beginning of the semester you can enrol at Regent's Institute of Language and Culture, the specialist English language school at the University.

For more information about courses, prices and course dates please see the following link: http://www.regents.ac.uk/study_at_rc/english_language_courses.aspx

# Tuition fees

**Students from within the Regent's Partnership Network**

If you are applying from one of our **Partner Institutions or US Affiliate Institutions**, 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, there is no need to pay tuition to Regent's. Students from our partner institutions who are coming to study at Regent's outside the exchange programme are liable for a discounted semester 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.

You can check if your home institution is a Partner or Affiliate of Regent's University London here: http://www.regents.ac.uk/about/international-partnerships/partnership-network.aspx

**Independent study abroad students**

If your home institution does not have a partnership with Regent's University London, you can choose to study independently at Regent's and would be liable for the following fee:

£478 per US credit

*****Please Note: The tuition fee listed above is for the 2013-2014 academic year only *****

**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 study abroad students** will be sent an invoice for the full tuition fee amount a few weeks before the start of the term and you will need to pay the fees before registering at the University during orientation week. Information on how to make the payment will be given to you.

# Visa information for non-EU/EEA nationals

In recent years the UK government has made major changes to its immigration rules and visa systems for international students.

The information below will give you some understanding of current rules and Regent's University London's administrative processes to help you obtain a visa.
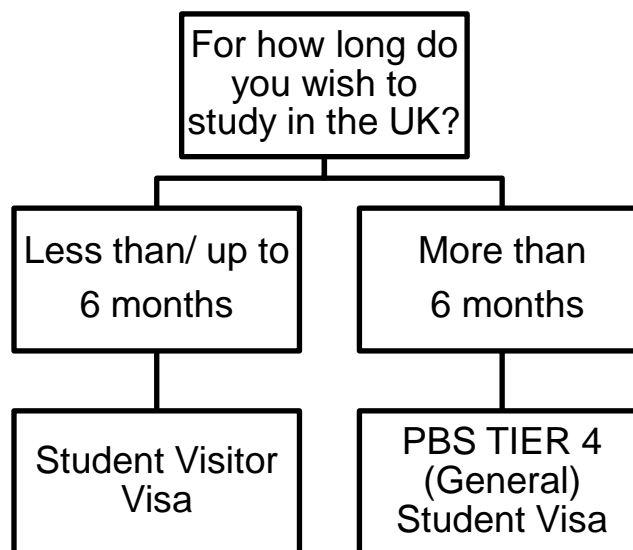
**Please note** however, that we can only inform you of current regulations and we are not legally in a position to give any immigration advice on applying for visas. If you need further information please direct your enquiries to the UKBA website.

**Visa Routes**

For **non-EU/EEA nationals** there are two visa routes depending on the length of stay.

1.      Student Visitor Route
2.      Tier 4 (General) Student Route

In order to choose the correct visa route you will need to consult with the British embassy or consulate in your country, and the UK Border Agency.  However, the diagram below will provide you with a brief overview.

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                    ┌─────────────────┐
                    │ For how long do │
                    │   you wish to   │
                    │ study in the UK?│
                    └─────────────────┘
              ┌──────────────┴──────────────┐
    ┌──────────────────┐        ┌──────────────────┐
    │  Less than/ up to │        │    More than     │
    │     6 months      │        │     6 months     │
    └──────────────────┘        └──────────────────┘
              │                            │
    ┌──────────────────┐        ┌──────────────────┐
    │  Student Visitor  │        │   PBS TIER 4     │
    │       Visa        │        │    (General)     │
    │                   │        │  Student Visa    │
    └──────────────────┘        └──────────────────┘
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**Student Visitor Route**

As a Student Visitor, you will not be allowed to do any work (paid or unpaid).

Student Visitor Visas give students permission to enter the UK for a maximum of six months and they will not be able to extend their stay in the UK. Also, it will not be possible for them to change from 'Student Visitor' to 'Tier 4 (General) Student' from within the UK.

- **Visa-nationals** will need to apply in advance for their Student Visitor Visas before entering the UK. Students can find a list of visa national countries form the following website: http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student/visa/
- **Non-visa-nationals** are subject to the non-visa national rules listed in this link http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student/visa/

For more information and guidance on the Student Visitor Route please visit the UKBA website.

### 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 might need to apply for a TIER 4 Student visa. In order to be able to apply for a TIER 4 visa, you will need to meet many requirements, including:

- A minimum English language requirement set by the UK Border Agency and Regent's University London
- You must be nominated by your home institution to study abroad
- You must submit all application material to the IPO

Regent's University London will then assign a **CAS (Confirmation of Acceptance for Studies)** number to you which you receive via email. The CAS is a unique reference number that students use to apply for permission to study in the UK as a Tier 4 (General) student.

For more information and guidance on the Tier 4 (General) student visa, please visit the UKBA website.

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**IMPORTANT**

Please note that this information is correct at the time of publication and are guidelines only. Please direct any immigration related enquiries to the UKBA website. If you are unable to find the information you need, email us on inbound@regents.ac.uk and we will assist you.

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# 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: http://www.regents.ac.uk/study/accommodation

**On-Campus Accommodation**

If you are applying from one of our **US Affiliate Institutions**, you will just need to complete the 'Housing for students from US Affiliates' page of the application form and submit it with the rest of your application – you do not need to contact the Regent's accommodation officer. Please check with your home institution or the Inbound team if you are unsure.

**All other students** who would like to apply for on-campus accommodation must send a housing form to our accommodation officer James Barnes at barnesj@regents.ac.uk / accommodation@regents.ac.uk

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

The application form is downloadable from the website http://www.regents.ac.uk/study/accommodation/university-managed-accommodation.aspx

Information about the accommodation:

- o Single, twins or triple rooms available
- o The residence halls have wireless internet access
- o Smoking in the rooms is not permitted
- o 8 rooms have wheelchair access and are located on a corridor which has a fully wheelchair accessible bathroom, with shower, washbasin and toilet
- o All rooms are furnished with beds, desks, wardrobes, lamps and chairs. Linen (duvet, sheet, pillow) is provided but you should bring your own towels and clothes hangers

**PLEASE NOTE:** On-campus accommodation is extremely popular and fills up very quickly. If you are interested in this option please apply as soon as possible.

**Off-Campus Accommodation**

If you require assistance or help finding off-campus accommodation please contact the accommodation officer directly at barnesj@regents.ac.uk or +44 (0)20 7487 7483.

Information about off-campus accommodation can be viewed here:

http://www.regents.ac.uk/study/accommodation/university-managed-accommodation.aspx

**Meal plan**

If you are living on-campus, you will automatically be charged for a meal plan. The meal plan is a debit system: you will have paid (with your housing fees) a certain amount for food and drinks (not including alcohol). That amount is held by us and accessed by you using a smart card. For any purchases from Regent's food outlets, the value is deducted from the card. When you have used up all the money the plan is over. You can go as fast or as slowly as you like. We issue it in instalments so we can warn you if you are going much too fast but it is up to you to budget and make sure the allowance lasts you the semester. You do NOT get a refund on any unused meal plan.

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. On the weekend it is opened for a limited service.

# Academic calendar

**REGENT'S**
UNIVERSITY LONDON
American College

## SEMESTER DATES

## SUMMER 2014

| Week Commencing | Week | RACL |
|---|---|---|
| Arrival – Saturday, 17th May<br>Orientation – Sunday, 18th May | | |
| 19 May 2014 | 1 | Classes commence. Add/drop finishes Friday, 23rd May at 14:00 |
| 26 May 2014 | 2 | Bank Holiday – Monday 26th May |
| 02 June 2014 | 3 | |
| 09 June 2014 | 4 | Withdrawal deadline – Friday 13th June |
| 16 June 2014 | 5 | |
| 23 June 2014 | 6 | Final examination period – Wednesday, 25th June-Friday, 27th June. Last day of the semester – Friday 27th June. |

For students staying in on-campus housing, you must check-out of your room by 10:00 on Saturday, 28th June.

# Confirmation of Acceptance/ Online enrolment

**Acceptance**

Once the application deadline has passed and the International Partnerships Office has received your **complete** application pack, you will receive an official letter of acceptance from Regent's University London and other pre-arrival information. If you are applying from one of our Partner or Affiliate Institutions, your letter will be sent to the International / Study Abroad Office and they will pass it on to you. If you are an independent student, we will send the letter to you directly.

**Non-EU Students: Non-visa nationals travelling via the Student Visitor Route**

All you require from Regent's is your letter of acceptance. Please take care of this letter and bring it with you when you travel as you may be asked to show it to Border Officials. You can check if you are a visa or non-visa national here: http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student/visa/

**Non-EU Students: Visa nationals applying for a Student Visitor Visa**

All you require from Regent's is your letter of acceptance, but you will need to apply for your visa in advance. You can check if you are a visa or non-visa national here: http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student/visa/ Please check with the UKBA for details on how to apply for your visa.

**Non-EU Students: Visa nationals applying for a Tier 4 Student Visa**

If you are applying for a Tier 4 visa, the IPO will report your details to the UK Boarder Agency which will then issue a CAS (**C**onfirmation of **A**cceptance of **S**tudies) number for you. You will be notified via email once your CAS has been assigned. You will need this number for apply for your TIER 4 visa.

**Please note:** Once you have your CAS number you can apply for your visa. You do not require any other official documentation from Regent's University London.

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**IMPORTANT**

Please direct any immigration related enquiries to the UKBA website. If you are unable to find the information you need, email us on inbound@regents.ac.uk and we will assist you.

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**Online enrolment**

Four weeks prior to arriving at the University, you will need to enrol online. You will receive an email containing your user name and password as well instructions on how to log onto the system.



It is important that you enrol online before arriving at Regent's University London, otherwise you will not be able to complete your registration or view your timetable when it is issued.

# Orientation period

The International Partnerships Office (IPO) organises an orientation period for all incoming study abroad and exchange students which takes place during the week before classes commence. The orientation timetable will be sent to you prior to your arrival (approximately 1-2 weeks before arrival)

The orientation period aims at providing the incoming students with an introduction to Regent's University London and the support services. You will also receive your academic timetable for the semester.

**Please note**: your timetable will not be available before orientation. Attendance during the orientation period is compulsory.

### Activities and presentations during the orientation period

Previous orientation days comprised of the following events:



- o Welcome talks by IPO staff
- o Students' registration and distribution of information
- o Tour of campus
- o Information on Regent's University London departments and facilities
- o London Survival Guide presentation
- o Marylebone Challenge- Team activity

# Contacting the International Partnerships Office (IPO)

If you have any questions regarding your application or study period abroad at Regent's University London, please contact the International Partnerships Office (IPO).

## Contact Details

**Address:**

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

**Tel:** +44 (0) 20 7487 7476 / 7727 or +44 (0) 203 075 6245
**Fax:** +44 (0) 20 7487 7486
**Email:** inbound@regents.ac.uk

## What happens next?

❖ Complete all application forms and send these and all supporting documents via email to inbound@regents.ac.uk, or submit them to your International / Study Abroad Office for them to send to us. Please check with them for their procedures and deadlines.

❖ Await confirmation of your acceptance from your international office/ study abroad office/ directly from the Inbound Team at Regent's

❖ Await your official acceptance letter and pre-arrival information

❖ Receive a number of communications in the months before your arrival, to include, information on the ISB (International Student Bureau), online enrolment, invitation to join our Facebook group, orientation period details and much more.