



REGENT'S
UNIVERSITY LONDON

Regent's School of Drama, Film & Media



Spring 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 deadlines:

Non-EU/EEA nationals

31st October 2013

EU/EEA nationals

15th November 2013

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

T: +44 (0) 20 7487 7727/ 7476

F: +44 (0) 20 7487 7486

E : inbound@regents.ac.uk

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Application documents and deadlines

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

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

Deadlines

The deadlines for non-EU/EEA nationals is earlier than for EU citizens to allow time to issue any supporting documents you may need for your visa application.

NON-EU/EEA NATIONALS

Deadline: 31st October 2013

EU/EEA NATIONAL STUDENTS

Deadline: 15th November 2013

Application Documents

STUDENTS APPLYING FOR UNDERGRADUATE MODULES

- ✓ A copy of your official academic university transcript
- ✓ A copy of your passport (where your personal details and photo appear) / National Identity Card (EU students only)
- ✓ A clear JPEG photo
- ✓ Application Form and Module Choice Form
- ✓ Motivation letter (if applicable)

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 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 17 and 18
- ✓ 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 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
- Good size (70 KB)
- Saved in JPEG format

Example of a good photo



Transcript/ Record of Achievement

Send us a 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 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 modules

The module choice form

It is necessary to select the modules you intend to study at Regent's University London before your arrival. This form is available for download at <http://www.regents.ac.uk/study/study-abroad/inbound.aspx>.

Before you fill it in and submit it:

- ✓ Read the module description/syllabi carefully (available from inbound@regents.ac.uk)
- ✓ Check if you meet the pre requisites for the course (if applicable)
- ✓ Check with your home institution (academic advisor and/or International Office) if you will be given credit for the course

Choosing your modules

You may register for a maximum of 30 ECTS (60 CATS) at LSFMP but we recommend that you do not sign up for the full work load if you do not have to. This will give you some time to explore and enjoy London. You can choose modules from all levels and either core or elective modules. However, you must make sure that you meet the pre-requisites needed for each module and have your choices approved by your academic advisor at your home institution.

Students have the option to combine modules from all undergraduate programmes, subject to having the necessary pre-requisites. The following undergraduate programmes are offered at Regent's: BA (Hons) Film, TV & Digital Media Production, BA (Hons) Creative Industries, BA (Hons) Screenwriting & Producing and BA (Hons) Global Acting & Theatre

- Check with your home institution to see how many courses/ credits you must take. We recommend taking no more than 25 ECTS per semester. A full work load is 30 ECTS
- non-EU/EEA students must register as full-time students, which is at least 15 contact hours (3 to 4 modules) due to visa regulations
- You can choose modules from Levels 1, 2 or 3 and either core or elective modules.
 - You **must** make sure that you meet the pre-requisites needed/demonstrate prior knowledge for Level 3 (final year) modules
 - Core modules run every semester, but elective modules only run subject to demand
- You must have your choices approved by your academic advisor at your home institution
- You must indicate approved alternative modules. Due to timetable clashes or closed classes it is possible that you cannot get into all first choices
- The more courses you choose from across the programmes, and from across different levels, the more likely a clash becomes

To choose your courses, please refer to pages 9-14 where you will find a **list of available undergraduate modules** for your semester.

Your module choices

- We cannot guarantee that you will be given your first choices. Therefore please remember that you must indicate 3 approved suitable alternatives on your form. You may be given any of these 3 modules 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 3 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.
- Modules 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.
- Once submitted you cannot make any changes to the module choice form.

List of available modules at RSDFM

Autumn 2013 and Spring 2014

- ✓ For any Level 2 and 3 courses you will need to meet the pre-requisites of the course. Please check the module description carefully and consult with your academic adviser (and the IPO if necessary).
- ✓ Faculty at RSDFM may be involved in the admission procedure and may contact you for further information
- ✓ Do not chose modules from the below list only. Ensure that you read the module outline, and that you discuss your options with your academic advisor (and/or your International Office)
- ✓ The module choice form that you send to Regent's University London as part of your application is your final selection. No changes can be made at a later stage.
- ✓ Module outlines and syllabi can be requested from: inbound@regents.ac.uk.
- ✓ Timetable clashes may be avoided if you chose only classed from one level, and from one degree programme.

BA Creative Industries- Tristan- checked

Programme	Semester	Level	Module Title	ECTS	Notes
BA Creative Industries	SS	1	Devising & Marketing a New Creative Project	10	
BA Creative Industries/ BA Screenwriting and Producing	SS	1	Development of the Creative Industries	10	
BA Creative Industries/ BA Screenwriting and Producing/ BA Acting and Global Theatre	SS	1	Media Technology for the Screen	10	
BA Creative Industries	SS	2	Critical Analysis and Application of the Media Work	20	
BA Creative Industries / BA Screenwriting and Producing	SS	2	Creating a Produced Commercial/ Pitching and Producing for the market place (title TBC)	10	
BA Screenwriting and Producing	SS	1	Thirty-minute Script	10	
BA Screenwriting and Producing	SS	2	One-hour Pilot Script	20	
BA Screenwriting and Producing	AS and SS	3	Industry Skills	10	
BA Film, TV and Digital Media	SS	1	Documentary Production	10	Students must have production experience and competency in camera, sound, lighting and editing
BA Film, TV and Digital Media	SS	1	Visual Storytelling in Drama	10	Students must have production experience and competency in camera, sound, lighting and editing
BA Film, TV and Digital Media	AS	1	Studio Production	10	
BA Film, TV and Digital Media	SS	2	Documentary Research & Production	10	Students must have completed a documentary studies module and must have production experience and competency in camera, sound, lighting

					and editing
Programme	Semester	Level	Module Title	ECTS	Notes
BA Film, TV and Digital Media	SS	2	Campaign Production	10	Students must have production experience and competency in camera, sound, lighting and editing
BA Film, TV and Digital Media	SS	2	Studio/OB Production	10	only available to students who can demonstrate previous learning and experience in studio production
BA Acting & Global Theatre	SS	1	Actor, Image & Stage	10	
BA Honours Acting & Global Theatre	AS	3	Shakespeare in International Performance	10	only available to students who can demonstrate previous learning and experience in this field
BA (Hons) Acting & Global Theatre	SS	1	The Actor as Instrument	10	only available to students who can demonstrate previous learning and experience in this field
BA Creative Industries	AS	1	Critical Perspectives on Creativity	10	
BA Creative Industries	AS	1	Business for the Creative Producer	10	
BA Creative Industries	AS	2	Managing the Creative Group	10	
BA Creative Industries	AS	2	The Media & the Law	10	
BA Creative Industries	AS	2	Biographical Short Film (title TBC)	10	only available to students who can demonstrate previous learning and experience in this field
BA Creative Industries	AS	3	Creative Industry Commission	20	
BA Hons Screenwriting & Producing, BA Hons Film, TV & Digital Media	AS	1	Script Adaption, Development & Presentation	10	
BA Hons Screenwriting & Producing	AS	2	Film & The Producer	10	
BA Hons Screenwriting & Producing	AS	2	Television & The Producer	10	
BA Hons Screenwriting & Producing	AS	3	Creating & Producing the Five-Minute Short Film	20	
BA Hons Film, TV & Digital Media	AS	1	Introduction to Production	10	
BA Hons Film, TV & Digital Media	AS	3	Genre Production Masterclass	10	
BA Honours Acting & Global Theatre	AS	1	World Stages 1: Origins	10	
Programme	Semester	Level	Module Title	ECTS	Notes

BA Honours Acting & Global Theatre	AS	1	The Body as Material	5	
BA Honours Acting & Global Theatre	AS	1	The Voice as Material	5	
BA Honours Acting & Global	AS	1	Intro to Study & IT Skills	10	
BA Honours Acting & Global Theatre	AS	2	World Stages 2 : Mapping	10	
BA Honours Acting & Global Theatre	AS	2	Creating a Character	10	only available to students who can demonstrate previous learning and experience in this field
BA Honours Acting & Global Theatre	AS	3	World Stages 3: Global/Local	10	

Devising & Marketing a New Creative Project

Course Description: Analysis of creative process and the marketing of different-genre products. Students devise in groups original creative projects, & present & market as if to a production company.

Assessment Methods: Group marketed presentation of creative project
 Written assessment on personal role in project.

Development of the Creative Industries

Course Description: History/development of creative industries, perception of the artist, revolutions in style.

Assessment Methods: Written critique of creative individual. Essay on aspect of creative industries

Critical Analysis and Application of the Media Work

Course Description: This module allows the student to carry out an in-depth analysis of one media work of their own selection, subject to approval. Study will encompass conception and early development, fund-raising, partnerships, refinement, production, marketing, sales, distribution & exhibition, analysing reasons for failure/success and lessons to be drawn.

Assessment Methods: Written assignment. Oral/multi-media presentation with Q&A

Media Technology for the Screen

Course Description: Media industry/companies, workplace skills, self-monitoring, preparation for self-acquired placement.

Assessment Methods: Report: chosen employment field. Essay: self-reflective + portfolio.

Industry Skills

Course Description: Media industry/companies, workplace skills, self-monitoring, preparation for self-acquired placement.

Assessment Methods: Report: chosen employment field
 Essay: self-reflective + portfolio

Thirty-minute Script

Course Description: Develop script through outline, treatment, first and second draft.

Assessment Methods: Script development documentation
 Thirty-page screenplay

One-hour Pilot Script

Course Description: Develop outline, treatment, first& second draft 60 page pilot script for TV using exposition, narrative structure, characterisation, arena & sound, scene deployment, interpersonal dialogue.

Assessment Methods: Script development documentation, sixty-page screenplay, series bible

Documentary Production

Course Description: History & development of docs, from birth to reality TV. Four groups of 5 students, each creates "3-Minute Wonder" doc.

Assessment Methods: Three-Minute Wonder (to be uploaded), 1500-word essay on docs selected from list

Visual Storytelling in Drama

Course Description: Four groups of five students. Each makes two films: 1 dialogue, 1 non-dialogue. Based on theme. Includes edit exercise

Assessment Methods: 2 films as group member. 1000 word reflective essay

Studio Production

Course Description: Craft Skills: camera, lighting, sound, directing, producing, editing, production management, vision mixing, floor management. Health and Safety in studio Groups of 10 students.

Assessment Methods: Live 10-min studio piece with VT insert + graphics Groups of 10

Documentary Research & Production

Course Description: Study research and journalistic skills as well as professional skills in preparation for placement. In depth genre study.

Assessment Methods: TBC

Campaign Production

Course Description: Multi-platform campaign portfolio for charity or similar body. Groups contact an organisation and work to given brief. Study brand extension deadlines.

Assessment Methods: Campaign Portfolio including process analysis

Studio/OB Production

Course Description: Multi-camera, lighting, sound recording, floor management, directing, galley, study of studio & OB genre, sports, arts, news, magazine, conference formats.

Assessment Methods: Portfolio of pre-production work for group project.

Actor, Image & Stage

Course Description: Introduction to scenography & actor-space interaction, architecture and site; explores potentials of non-text based performance.

Assessment Methods: Continuous assessment, practical essay, scenographic Project

Shakespeare in International Performance

Course Description: Approaches to acting Shakespeare, Shakespeare in production by British & international directors & companies

Assessment Methods: Continuous assessment, Performance analysis, Essay, Performance

The Actor as Instrument

Course Description: This module provides a systematic and developmental training which encourages the holistic development of the actor. Students will explore vocal expressivity, resonance and range in tandem with physical techniques for exploring character and dramatic roles. Workshops, practical exercises, scene work, and tutorials develop enhanced performance skills. Emphasis is placed upon working closely upon individual development.

Assessment Methods: Continuous assessment, Performance analysis, Essay, Performance

Critical Perspectives on Creativity

Course Description: Critical approaches to creative material, artistic expression, ways of seeing creativity genres, relationships between different forms of creative expressions

Assessment Methods: Comparative Essay, Examination

Business for the Creative Producer

Course Description: Introduction to business, law, changing technology, company structures, finance for non-accountants, marketing, producing the short film.

Assessment Methods: Test: business essays, analytical tools, Business project presentation

Managing the Creative Group

Course Description: Aspects of management: supervision, leadership & inspiration in creative field, mediation, conflict management, psychology of leadership, production processes & structures in small & large media companies; H&S issues.

Assessment Methods: Group project presentation, Individual paper, Examination

The Media & the Law

Course Description : History & background to growth of IP rights, national/international law, privacy defamation, contempt of court, performers' right, passing off, confidentiality, etc.

Assessment Methods: Oral presentation, Essay, test.

Biographical Short Film

Course Description : Group project creating a research-based 5-minute biographical script, filming and editing the production

Assessment Methods: Group-produced script + produced film, Group-produced production strategy, Essay on individual input

Creative Industry Commission

Course Description: Assigned genuine project assigned by creative industry companies as a "commission", possibly as a "competition" judged by three members of the industry, assessed by Academic Team. Students devise new product, examining all creative, financial, legal and promotional aspects and presenting orally & visually as pitch for development into fully realised project.

Assessment Methods: Written presentation, Oral/multi-media pitch with Q&A

Script Analysis, Development & Presentation

Course Description: Script analysis; development process & documentation; five-minute script with written documentation.

Assessment Methods: Written script analysis + development documentation

Written 5-minute short film screenplay + oral presentation

Television & The Producer

Course Description: Analysis of TV commercial & creatively & its future directions; analysis of the role of TV producer.

Assessment Methods: Essay + oral presentation on television.Exam: analysis of television extract.

Creating a Produced Commercial

Course Description: A group project to design and market a product centred around the production of a 1 minute commercial

Assessment Methods: Design and Presentation, 1 minute advertisement, marketing plan and pitch

Creating & Producing the Five-Minute Short Film

Course Description: Writing, directing production and producing a five-minute film within specified budget; preparing promotion strategy.

Assessment Methods: Five-minute short film production (50%). Fully executed marketing and exhibition strategy (50%)

Introduction to Production

Course Description: Individual practice, basic skills of drama, art video, advert and corporate. Basic camera, sound and edit skills. Health and safety and risk management Belbin teamwork skills. Kit workshops for production.

Assessment Methods: 1-min individual poem adaptation, 3-min grp. vox pop pieces, Ind. Reflective diary/journal online 800-1200 words

Genre Production Masterclass

Course Description: After a series of 8 masterclasses on directing genre students choose one brief from a list attached to each genre masterclass

Assessment Methods: Pre production materials, 5-minute film

World Stages 1: Origins

Course Description: Origins of theatre (Greece, India, Africa, etc.), socio-historical contexts; practical work on texts. Artist residency (visiting theatre-maker) for intensive theme/topic study.

Assessment Methods: Presentation, Work demonstration, Midterm examination, Final Examination

The Body as Material

Course Description: Bodywork: physical awareness, ensemble & expressivity.

Assessment Methods: Continuous assessment, written self-assessment

The Voice as Material

Course Description: Study skills, IT, work-planning, research, oral/written/visual pitching, response & responsibility re. deadlines, uses and application of software for scriptwriting and film budgeting.

Assessment Methods: Portfolio, Theatre review, final version of presentation

World Stages 2: Mapping

Course Description: Study of national forms, genres and their performance traditions from a comparative perspective. Artist residency by a visiting theatre-maker: intensive theme or topic study.

Assessment Methods: Seminar presentation, Practical essay, Work demonstration

Creating a Character

Course Description: Comparative approach to the nature and function of character in different theatrical cultures and forms; techniques for the development of stage character.

Course Description: Continuous assessment, Group performance, Viva voce examination.

World Stages 3: Global/Local

Course Description: Theatre international; hybridity, interculturalism, transnationalism. Artist residency: study of theme/topic

Course Description: Individual case-study, Practical essay, Practical essay outline, Work demonstration

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. 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 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. 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 Internexus, 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/about/schools/regents-institute-of-languages-culture>

Semester English Classes for Undergraduates

It may be possible for you to take English support classes during the semester. Please email inbound@regents.ac.uk for information.

Tuition fees



Exchange Students

Exchange students who have been nominated by their home institution as part of an exchange programme do not have to pay tuition fees to Regent's University London.

International Visiting Students

Students from our partner institutions who are coming to study at Regent's University London outside the exchange programme are liable for the following *discounted* semester fee should this not be met by the

home institution.

Postgraduate Fees: £6,500 per semester

Undergraduate Fees: £5,800 per semester

Independent Study Abroad Students

Students who choose to study independently at Regent's University London are liable for the following fees:

Postgraduate Fees: £7,950 per semester

Undergraduate Fees: £6,950 per semester

Payment of fees

- If you have to pay fees to study, you will be sent an invoice for the full tuition fee amount a few weeks before the start of the term.
- You will need to pay your fees before registering at the University
- The Inbound Team at the IPO and the Finance Department will contact you around two months before the start of the term, asking you to make the full tuition fee payment. Information on how to make the payment will be given to you

****Please Note: All the tuition fees listed above are for the 2013-2014 academic year****

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's administrative processes to help you obtain a visa.

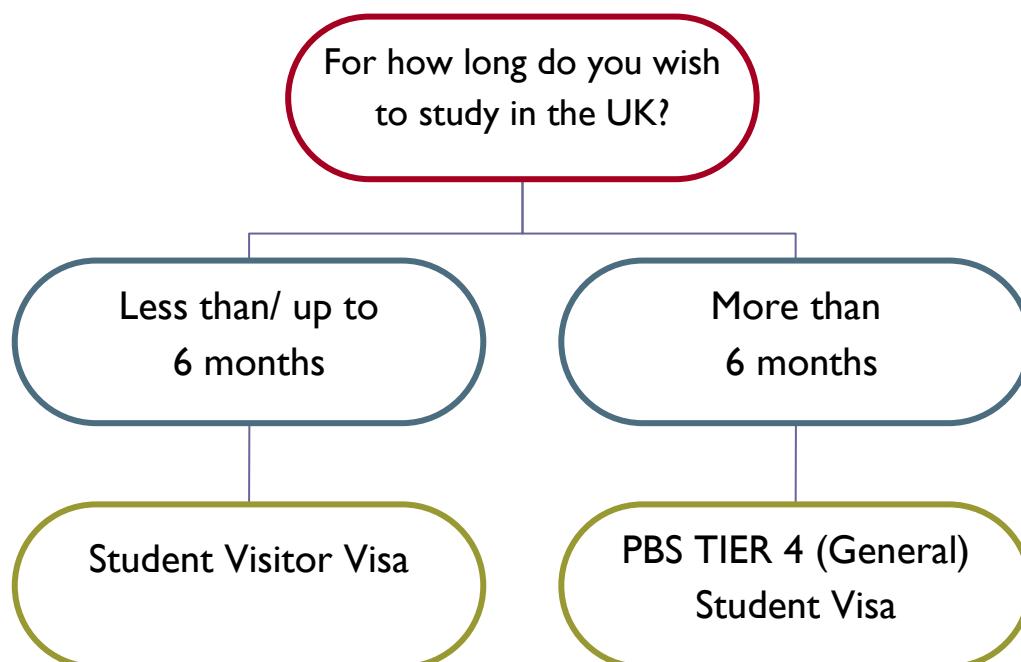
Please direct any immigration related enquiries to the UKBA website (<http://www.ukba.homeoffice.gov.uk/>). If you are unable to find the information you need, email us on inbound@regents.ac.uk and we will assist you.

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.



1. 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 from the following website: www.ukvisas.gov.uk/en/doineedvisa/visadatvnationals
- **Non-visa-nationals** are subject to the non-visa national rules listed in this link <http://www.ukvisas.gov.uk/en/howtoapply/infos/studentvisitorinfo>

For more information and guidance on the Student Visitor Route please visit the [UKBA website](#).

2. 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](#).

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.



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/undergraduate-study/accommodation>



On-Campus Accommodation

If you intend to apply for on-campus accommodation you must send a **housing form** to our accommodation officer James Barnes at barnesj@regents.ac.uk. Places are offered on a first come, first served basis, so it is important to submit your application as soon as possible to secure a place.

Accommodation Information:

- There are single, twins or triple rooms available
- The residence halls have wireless internet access
- All rooms are non-smoking
- Wheelchair accessible rooms with fully wheelchair accessible bathroom (with shower, washbasin and toilet) available
- All rooms are furnished with beds (often bunked), desks, wardrobes, lamps and chairs. Linen (duvet, sheet, pillow) is provided but you need to bring your own towels and cloth hangers

The application form is downloadable from the website

<http://www.regents.ac.uk/study/undergraduate-study/accommodation>

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 James Barnes 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>



Academic calendar

Please find below the academic calendar for the Academic Year 2013-2014.

Autumn Semester 2013

Week Commencing	Week	LSFMP Undergraduate
09/09/2013	0	Orientation Week - Compulsory for all students
16/09/2013	1	Classes commence
23/09/2013	2	
30/09/2013	3	
07/10/2013	4	
14/10/2013	5	
21/10/2013	6	
28/10/2013	7	
04/11/2013	8	
11/11/2013	9	
18/11/2013	10	
25/11/2013	11	
02/12/2013	12	
09/12/2013	13	Examinations
16/12/2013	14	Examinations - Last day of exams 20/12/2013

***Withdrawing from a module is stopping a module, not replacing a module.**

Spring Semester 2014

Week Commencing	Week	LSFMP Undergraduate
27/01/2014	0	Orientation Week - Compulsory for all students
03/02/2014	1	Classes commence
10/02/2014	2	
17/02/2014	3	
24/02/2014	4	
03/03/2014	5	
10/03/2014	6	
17/03/2014	7	
24/03/2014	8	
31/03/2014	9	
07/04/2014	10	
14/04/2014		Easter Break
21/04/2014		Easter Break
28/04/2014	11	
05/05/2014	12	
12/05/2014	13	Examinations
19/05/2014	14	Examinations - Last day of exams 23/05/2014

***Withdrawing from a module is stopping a module, not replacing a module.**

Confirmation of Acceptance/ Online enrolment

Acceptance

Once the International Partnerships Office has received your **complete** application pack, you will receive the following:

EU/EEA STUDENTS receive an acceptance letter and a copy of Regent's University London pre-arrival guide, as well as a scanned copy per email of the acceptance letter. If you are an exchange student your acceptance letter will be sent to your home institution. Independent students will receive their letter to the address indicated on their application.

NON EU/EEA NATIONAL STUDENTS **Students Applying for Tier 4 Student Visa**

You will receive an acceptance letter and a copy of the pre-arrival guide. The IPO will report your details to the UK Border Agency which will then issue a CAS (Confirmation of Acceptance of Studies) number for you. You will be notified via email once your CAS has been assigned. You will need this number to 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.

Students Applying for a Student Visitor Visa

Once we have received your completed application, you will be sent a hard copy of your acceptance letter and the Regent's University London pre-arrival guide. If you are an exchange student your acceptance letter will be sent to your home institution. Independent students will receive their letter at the address indicated on their application. You must use the official acceptance letter to apply for your visa.

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.

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 Week

The IPO organises an Orientation Week for all incoming study abroad students. Orientation takes place during the week before classes commence and attendance is compulsory.

By participating, students receive a good introduction to the University and all support services. You will also receive your academic timetable for the semester.

Please note: Your class timetable will not be available before Orientation Week or before registration. Attendance during Orientation Week is compulsory.

The Orientation Week timetable will be sent to you prior to your arrival (approximately 1-2 weeks before arrival).

Activities during Orientation Week

Previous orientation days comprised of the following events:

- Welcome talks by IPO staff, Programme Directors and Student Union
- Students' registration and distribution of welcome packs
- Tour of campus
- Information given by Head of Student Support and Disability Officer
- Introduction by Careers and Business Relations: the team provides assistance with CVs, cover letters and advises on internships
- Introduction to Student Services: the office provides help with issues ranging from accommodation and health care to sport and entertainment and excursions
- Information on Regent's University London library
- IT centre presentation
- Second language assessment level (optional)
- London survival guide presentation
- The great London treasure hunt
- Welcome BBQ and fresher's fair



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

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
- ❖ 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 English language course information, information on the ISB, online enrolment, invitation to join our Facebook group, orientation period details and much more.

