REGENT'S
UNIVERSITY LONDON

European Business School London
Regent's Business School London

Spring 2014
Undergraduate
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 are required to send a complete application pack 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 (IPO)
Regent's University London
Inner Circle, Regent's Park
London NW1 4NS

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F: +44 (0) 20 7487 7486
E : inbound@regents.ac.uk

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Contents

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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/EEA citizens to allow time to issue any supporting documents you may need for your visa application.

NON-EU/EEA NATIONALS   **EU/EEA NATIONALS**
Deadline: 31st October 2013   Deadline: 15th November 2013

Application Documents

Students applying for undergraduate modules need to submit

- ✓ A copy of your official academic university transcript
- ✓ A copy of your passport (where your personal details and photo appear) / national identity card (EU/EEA students only)

- ✓ A clear JPEG photo
- ✓ Application Form/ Module choice form
- ✓ Letter of Motivation (independently applying students only)

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4

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 15 and 16
- ✓ 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, 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 with your name

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.

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5

Choosing modules

The module choice form
It is necessary to select the modules you intend to study at Regent's University 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

Modules

To choose your courses, please refer to pages 7-12 where you will find a list of available undergraduate modules. Detailed descriptions of each course are available on request (email inbound@regents.ac.uk). You may combine modules from the two degree programmes at the European Business School -BA (Hons) International Business and BA (Hons) International Events Management and from the degree programme at Regent's Business School London -BA Global Management. Choose modules from EBSL or RBSL. Do not mix classes from across EBSL and RBSL as this will lead to timetable clashes.

- 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.
  - o You **must** make sure that you meet the pre-requisites needed/demonstrate prior knowledge for Level 3 (final year) modules.
  - o Core modules run every semester, but elective modules only run subject to demand.
- You must have your choices approved by your academic tutor 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 that courses clash
- Try and only choose modules from one degree programme and from one level

Business English
You may also register for 'Business English' (5 ECTS), as long as you do not have more than 30 ECTS overall. For more information about the English course, see page 13.

Foreign language courses (not English)
You may replace one business module with a foreign language course. Regent's offers French, German, Italian, Japanese, Mandarin Chinese, Portuguese, Arabic, Russian and Spanish. If you wish to take this option, you will need to indicate this on the module choice form.

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6

Your module choices

- We cannot guarantee that students will be given their first choices.
- Therefore, indicate **6 approved suitable alternatives** on your form. You may be given any of these 6 modules if your first choices are not available. The alternative choices must be approved by your home institution. If your form does not state these 6 alternatives it will not be accepted and it will be returned.
- You should register for classes at one school exclusively. You generally cannot take classes from across the two business schools, but exceptions apply. Contact inbound@regents.ac.uk for advice.
- 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.
- 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.**

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7

UNDERGRADUATE MODULES AT
The European Business School London (EBSL)
Autumn 2013 and Spring 2014

- ✓ Elective subjects only run subject to sufficient numbers of students enrolling in the class
- ✓ For any Level 3 course 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)
- ✓ 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 descriptions 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

Programme	Semester	Elective or Core	Level	Module Code	Module Title	ECTS	Notes
BA IB	AS and SS	Core	1	ACC4A1	Financial Reporting	5	
BA IB/ BA IEM	AS and SS	Core	1	BUS4A1	International Business Environment	5	
BA IB/ BA IEM	AS and SS	Core	1	ECO4A2	Foundations of Managerial Economics	5	
BA IB	AS and SS	Elective	1	FIN4A1	Introduction to Financial Markets	5	
BA IB	AS and SS	Core	1	INF4A1	Information Technology for Business	5	
BA IB	AS and SS	Elective	1	INF4A5	Web Design	5	
BA IB	AS and SS	Elective	1	INF4A4	Information Modelling and Database Design	5	
BA IB	AS and SS	Elective	1	INF4A3	Project Management and IT Skills	5	
BA IB	AS and SS	Elective	1	CCS4A1	Communication Across Cultures	5	
BA IB	AS and SS	Elective	1	BUS4A4	Introduction to Global Political Economy (BAIEM Module)	5	
BA IB	AS and SS	Elective	1	MGT4A4	Introduction to Writing for the Media (BAIEM Module)	5	
BA IB	AS and SS	Elective	TBC	TBC	Arabic for Business: Stage 1-4	5	
BA IB	AS and SS	Elective	TBC	TBC	Chinese for Business: Stages 1-4	5	
BA IB	AS and SS	Elective	TBC	TBC	French for Business Stages 1-7	5	
BA IB	AS and SS	Elective	TBC	TBC	German for Business Stages 1-7	5	
BA IB	AS and SS	Elective	TBC	TBC	Japanese for Business Stages 1-7	5	
BA IB	AS and SS	Elective	TBC	TBC	Portuguese for Business Stages 1-4	5	
BA IB	AS and SS	Elective	TBC	TBC	Russian for Business Stages 1-7	5	
BA IB	AS and SS	Elective	TBC	TBC	Spanish for Business Stages 1-7	5	
BA IB	AS and SS	Elective	1	MGT4A2	Media Technology for Business	5	
BA IB	AS and SS	Elective	1	LAW4A1	Introduction to Business Law (BAGM Module)	5	

Programme	Semester	Elective or Core	Level	Module Code	Module Title	ECTS	Notes
BA IB	AS and SS	Core	1	QUA4A2	Understanding Business Data	5	
BA IB	AS and SS	Core	1	ECO4A2	Managerial Economics	5	
BA IB	AS and SS	Elective	2	STM5A3	Environmental Sustainability for Managers (BAGM Module)	5	
BA IB	AS and SS	Core	2	ECO5A3	Macroeconomic Analysis: A Basis for International Comparison	5	
BA IB	AS and SS	Elective	2	FIN5A5	Principles of Financial Management	5	
BA IB	AS and SS	Elective	2	FIN5A4	Global Banking	5	
BA IB	AS and SS	Elective	2	FIN5A6	Quantitative Methods for Finance and Investments	5	
BA IB	AS and SS	Elective	2	INF5A1	Information Management	5	
BA IB	SS	Elective	2	LAW5A1	Law and the Corporation	5	
BA IB	AS and SS	Core	2	MGT5A3	Principles of International Human Resource	5	
BA IB	AS and SS	Elective	2	MKT5A3	Principles of Marketing	5	
BA IB	AS and SS	Elective	2	QUA5A2	Collecting and Using Business Data	5	
BA IB	AS and SS	Elective	2	INF5A3	Human-Computer Interaction in Business Contexts	5	
BA IB	AS and SS	Elective	2	INF5A2	Decision Support Systems	5	
BA IB	SS	Elective	2	LAW5A2	Law and the Individual	5	
BA IB	AS and SS	Elective	2	MKT5A8	Sustainability-led Marketing	5	
BA IB	AS and SS	Elective	2	MKT5A7	Market Research	5	
BA IB	AS and SS	Elective	2	DSM5A4	Branding (BAGM module)	5	
BA IB	AS and SS	Elective	2	BUS5A1	Principles of Global Political Economy (BAGM)	5	
BA IB	AS and SS	Elective	2	ACC5A2	Financial Accounting II (BAGM module)	5	
BA IB	AS and SS	Elective	2	CCS5A1	Understanding Cross-Cultural Issues in the Contemporary World	5	
BA IB	AS and SS	Elective	3	CCS6A1	The Business of Culture: Britain and the Heritage Industry	5	
BA IB	AS and SS	Elective	3	BUS6A2	Business Strategy: Managing and Thinking Strategically in a Rapidly Changing International Environment	10	STRICT PRERE-QUISITS
BA IB	AS and SS	Core	3	BUS6A3	International Business	10	
BA IB	AS and SS	Elective	3	CCS6A2	Cross-Cultural Perspectives in Management	5	
BA IB	SS	Elective	3	ECO6A1	International Economics	5	
BA IB	AS and SS	Elective	3	FIN6A9	Mergers and Acquisitions	5	
BA IB	AS and SS	Elective	3	FIN6B1	Multinational Financial Management	5	
BA IB	AS	Elective	3	FIN6B2	Financial Risk Management	5	
BA IB	SS	Elective	3	FIN6B3	Financial Media and Communications	5	
BA IB	AS and SS	Elective	3	INB6A1	Planning a New Venture	5	
BA IB	AS and SS	Elective	3	INB6A2	The Business and Management of Small and Medium Enterprises	5	
BA IB	SS	Elective	3	LAW6A1	European Law	5	
BA IB	AS and SS	Elective	3	QUA6A1	Operations Management	5	
BA IB	SS	Elective	3	MGT6A6	Global Human Resource Management (shared with RBSL)	5	
BA IB	SS	Elective	3	MKT6A7	Consumer Behaviour	5	
BA IB	AS and SS	Elective	3	MKT6A9	Integrated Marketing Communications	5	
BA IB	AS and SS	Elective	3	MKT6B1	Internet and Direct Marketing	5	

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9

Programme	Semester	Elective or Core	Level	Module Code	Module Title	ECTS	Notes
BA IB / BA IEM	AS and SS	Elective	3	MKT6B2	Services Marketing	5	
BA IB	SS	Elective	3	DSM6A5	Design Compliance (BAGM module)	5	
BA IB	SS	Elective	3	MGT6A6	Global Human Resource Management (BAGM module)	5	
BA IB	AS	Elective	3	MKT6A3	Public Relations (BAGM module)	5	
BA IB	SS	Elective	3	MGT6A5	Managing the Global Supply Chain(BAGM module)	5	
BA IB	AS	Elective	3	STM6A3	Innovation for Sustainable Global Enterprise (BAGM	5	
BA IB	SS	Elective	3	STM6A6	Sustainability in Practice (BAGM module)	5	
BA IB	SS	Elective	3	INF6A2	Applied Project Management for IT Projects	5	
BA IB	AS and SS	Elective	3	INF6A1	The application of Artificial Intelligence in Business	5	
BA IB	AS and SS	Elective	3	LAW6A2	International Law	5	
BA IB	AS and SS	Elective	3	MKT6A8	International Marketing	5	
BA IB	SS	Elective	3	MGT6A9	Personality and Business Psychology	5	
BA IB	AS and SS	Elective	3	MGT6B1	Organisational Behaviour	5	
BA IB	AS and SS	Elective	3	MGT6A6	Global Human Resource Management (BAGM module)	5	
BA IB	AS and SS	Elective	3	BUS6A5	Issues in Global Political Economy (BAGM module)	5	
BA IB	AS and SS	Elective	3	STM6A3	Innovation for Sustainable Global Enterprise (BAGM module)	5	
BA IB	AS and SS	Elective	3	STM6A4	Knowledge Ecology and Sustainability	5	
BA IB	AS and SS	Elective	3	STM6A7	People Sustainability and SMEs (BAGM module)	5	
BA IB	AS and SS	Core	3	BUS6A1	Business Dissertation	10	
BA IB	AS and SS	Core	1	ACC4A1	Financial Reporting	5	
BA IEM	AS	Elective	3	EVM6A7	Design in International Events Management	5	
BA IEM	AS and SS	Core	1	BUS4A3	Professional Skills Development	5	
BA IEM	AS and SS	Core	1	ACC4A3	Financial and Management Accounting	5	
BA IEM	AS and SS	Elective	1	MGT4A5	Introduction to International Organisational Behaviour	5	
BA IEM	AS and SS	Elective	1	BUS4A4	Introduction to Global Political Economy	5	
BA IEM	AS and SS	Core	1	EVM4A1	Introduction to the Events Planning Industry	10	
BA IEM	AS and SS	Core	1	EVM4A2	Events Operations Project Planning	10	
BA IEM	AS and SS	Core	1	INF4A3	Project Management and IT Skills	5	
BA IEM	AS and SS	Core	1	LAW4A2	Introduction to Comparative Law	5	
BA IEM	AS and SS	Elective	1	MGT4A3	Media Technology for Events	5	
BA IEM	AS and SS	Elective	2	MGT4A4	Introduction to Writing for the Media	5	
BA IEM	AS and SS	Core	2	MKT5A4	International Events Marketing	10	
BA IEM	AS and SS	Core	2	EVM5A1	International Destination Management	5	
BA IEM	AS and SS	Core	2	MGT5A4	Managing Human Resources	5	
BA IEM	AS and SS	Core	3	EVM6A3	Business Strategy in Events	10	
BA IEM	AS and SS	Elective	3	CCS6A2	Cross-Cultural Perspectives in-Management	5	
BA IEM	AS and SS	Elective	3	MGT6B2	Luxury Brands Management and International Events	5	
BA IEM	AS and SS	Elective	3	EVM6A6	Modern Gastronomy	5	
BA IEM	AS and SS	Core	3	EVM6A4	Strategic Communication in International Events Management	10	
BA IEM	AS and SS	Elective	2	ENG5A1	Intermediate Business English	5	
BA IEM	AS and SS	Core	3	EVM6A8	Fashion, Music and Sports Event Management	5	

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10

Programme	Semester	Elective	Level	Module Code	Module Title	ECTS	Notes
BA IEM	AS and SS	Elective	3	ENG6A1	Advanced Business English	5	
BA IEM/IB	AS	Elective	3	INF6A3	Business Intelligence	5	
BA IEM	AS and SS	Core	3	LGE6A1	Foundation of Language and Culture: German	10	
BA IEM	AS and SS	Core	3	LJA6A1	Foundation of Language and Culture: Japanese	10	
BA IEM	AS and SS	Elective	2	MKT5A5	Advertising and Media in the Marketing Environment	5	

Do not mix modules from across European Business School (EBSL) and Regent's Business School (RBSL). For further information contact inbound@regents.ac.uk.

MODULES AT Regent's Business School London (RBSL)
UNDERGRADUATE LEVEL

Programme	Semester	Core/ Elective	Level	Module Code	Module Name	ECTS	Notes
BA GM	AS and SS	Core	1	SKL4A1	Business Communication	5	
BA GM	AS and SS	Core	1	INF4A2	ICT Skills	5	
BA GM	AS and SS	Core	1	SKL4A2	Research Skills	5	
BA GM	AS and SS	Core	1	QUA4A1	Quantitative Business Analysis	5	
BA GM	AS and SS	Core	1	ECO4A1	Economics for Global Business	5	
BA GM	AS and SS	Core	1	LAW4A1	Principles of Law	5	
BA GM	AS and SS	Core	1	MGT4A1	Introduction to Global Management	5	
BA GM	AS and SS	Core	1	MKT4A1	Principles of Marketing	5	
BA GM	AS and SS	Core	1	STM4A1	Historical Context of Sustainability	5	
BA GM	AS and SS	Core	1	ACC4A4	Financial Accounting I	5	
BA GM	AS and SS	Core	1	DSM4A1	Creative Behaviour	5	
BA GM	AS and SS	Core	2	STG5A1	Business Planning in Global Context	5	
BA GM	AS and SS	Core	2	STG5A2	Managing Uncertainty	5	
BA GM	AS and SS	Elective	2	MGT5A6	Issues in Contemporary Management	5	
BA GM	AS and SS	P-Core	2	MKT5A2	Marketing Communication	5	*
BA GM	AS and SS	Core	2	STM5A1	Sustainability in Global Business	5	
BA GM	AS and SS	Core	2	FIN5A1	Principles of Financial Management	5	
BA GM	AS and SS	P-Core	2	DSM5A2	Design Management Practice and Theory	5	*
BA GM	AS and SS	P-Core	2	FIN5A2	Quantitative Analysis for Finance	5	*
BA GM	AS and SS	Core	2	MKT5A1	Applied Buyer Behaviour in Global Business	5	
BA GM	AS and SS	P-Core	2	MGT5A2	The Management of Global Trade	5	*
BA GM	AS and SS	Elective	2	MGT5A5	Managing New Ventures	5	
BA GM	AS and SS	Core	2	MGT5A1	Principles of Human Resource Management	5	
BA GM	AS and SS	Elective	2	BUS5A1	Principles of Global Political Economy	5	
BA GM	AS and SS	Elective	2	DSM5A3	Design Research	5	
BA GM	AS and SS	Elective	2	DSM5A4	Branding	5	
BA GM	AS and SS	Elective	2	STM5A3	Environmental Sustainability for Managers	5	
BA GM	AS and SS	Elective	2	MKT5A8	Sustainability-led Marketing	5	

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11

Program	Semester	Core/	Leve	Module	Module Name	ECT	Notes
BA GM	AS and SS	Elective	2	ACC5A2	Financial Accounting II	5	
BA GM	AS and SS	Elective	2	FIN5A3	Company Analysis and Valuation	5	
BA GM	AS and SS, not on offer in AS13	Elective	2	ACC5A1	Management Accounting	5	
BA GM	AS and SS	Elective	2	FIN5A4	Global Banking (BAIB module)	5	
BA GM	AS and SS	Elective	2	MKT5A7	Market Research	5	
BA GM	AS and SS not on offer in AS13	Elective	2	MKT5A9	Managing Advertising Copywriting and Design	5	
BA GM	AS	Elective	3	MGT6A3	Entrepreneurship in the Global Environment	5	*
BA GM	AS and SS	P-Core	3	STM6A1	Change Management for Corporate	10	*
BA GM	SS	Elective	3	MGT6A4	Management Issues for the Global Family	5	*
BA GM	AS	Elective	3	MGT6A2	Organisational Behaviour in a Global	5	*
BA GM	SS	Elective	3	MGT6A5	Managing the Global Supply Chain	5	*
BA GM	AS	Elective	3	BUS6A5	Issues in the Global Political Economy	5	*
BA GM	SS	Elective	3	MGT6A6	Global Human Resource Management	5	*
BA GM	SS	Elective	3	MGT6A7	Organisational Politics	5	*
BA GM	AS	Elective	3	DSM6A2	Brand Innovation	5	*
BA GM	SS	Elective	3	DSM6A5	Design Compliance	5	*
BA GM	AS	Elective	3	DSM6A3	Design Finance	5	*
BA GM	AS and SS	P-Core	3	DSM6A1	Design Leadership	10	*
BA GM	AS	Elective	3	DSM6A4	Service Design Management	5	*
BA GM	SS	Elective	3	DSM6A6	Managing Content for Brands, Products and	5	*
BA GM	SS	Elective	3	DSM6A7	Managing Strategic Design	5	*
BA GM	SS	Elective	3	DSM6A8	Managing the Effects of Design	5	*
BA GM	AS	Elective	3	EVM6A7	Design and International Events	5	*
BA GM	AS	Elective	3	FIN6A2	Corporate Governance and Financial Ethics	5	*
BA GM	AS	Elective	3	STM6A3	Innovation for Sustainable Global Enterprise	5	*
BA GM	SS	Elective	3	STM6A4	Knowledge Ecology and Sustainability	5	*
BA GM	SS	Elective	3	STM6A5	Global Sustainable Business Development	5	*
BA GM	SS	Elective	3	STM6A6	Sustainability in Practice	5	*
BA GM	SS	Elective	3	STM6A7	People, Sustainability and SMEs	5	*
BA GM	AS	Elective	3	FIN6A3	Multinational Financial Management	5	*
BA GM	SS	Elective	3	FIN6A5	Issues in Corporate Finance	5	*
BA GM	SS	Elective	3	FIN6A6	Financial Portfolio Management	5	*
BA GM	AS	Elective	3	FIN6A4	Managing Real Estate Investment	5	*
BA GM	SS	Elective	3	FIN6A7	Islamic Finance	5	*
BA GM	SS	Elective	3	FIN6A8	Wealth Management	5	*
BA GM	SS	Elective	3	MKT6A4	Retail and Channel Management	5	*
BA GM	AS	Elective	3	MKT6A2	Global Marketing Management	5	*
BA GM	AS	Elective	3	MKT6A3	Public Relations	5	*
BA GM	AS and SS	Core	3	STG6A1	Strategic Analysis	5	*
BA GM	SS	Elective	3	MKT6A5	Global Media Management	5	*
BA GM	SS	Elective	3	MKT6A6	Interactive & Digital Marketing	5	*
BA GM	AS and SS	P-Core	3	MKT6A1	Strategic Marketing Management	10	*
BA GM	AS	Elective	3	MKT6B2	Services Marketing (BA IB module)	5	*

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12

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 (CFRF) 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 the 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

Business English classes for undergraduate students

Undergraduate students have the option to take 'Business English' for credit in addition to their business modules. There is no additional charge for this course.

Two levels of the course are run each semester
- Intermediate level carries 5 ECTS.
- Higher level carries 5 ECTS.

If you wish to take 'Business English', you must indicate this on your module choice form.
4 weeks before the beginning of the semester we will send you an email asking you to complete an English test. You must submit these tests electronically before the deadline indicated. Your test will then be marked and you will be assigned into the correct class.

PLEASE NOTE: **The English course is not compulsory.** But, if you decide to take this course, you must attend it for the entire semester.

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13

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: the fees listed above are for the 2013-2014 academic year only*****

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14

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 a greater understanding of current rules and Regent's University's administrative processes to help you obtain a visa.
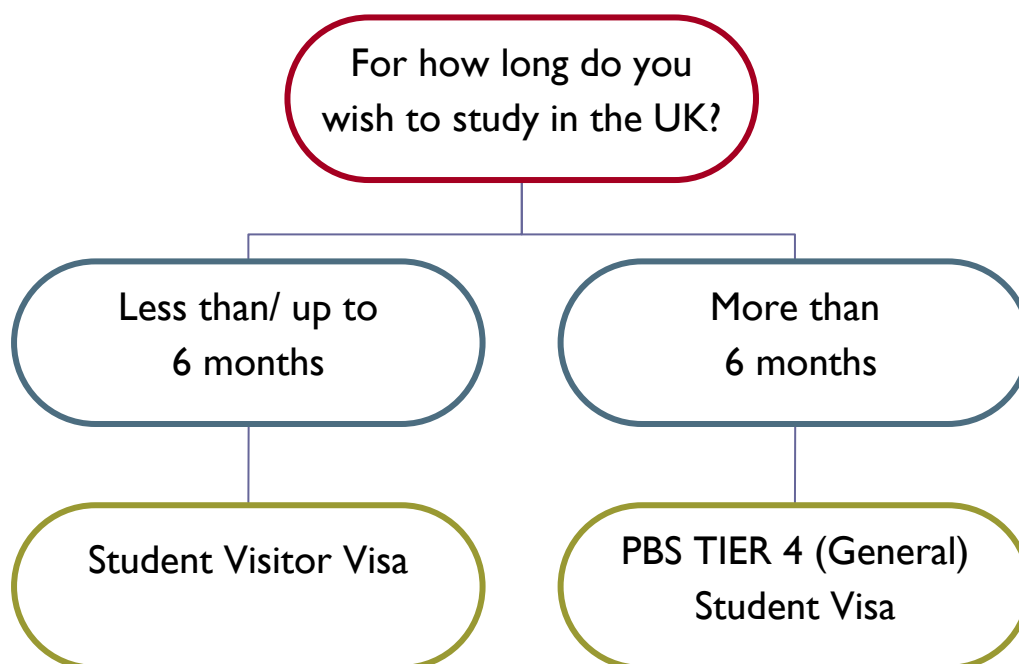
Please direct any immigration related enquiries to the UKBA website (http://www.ukba.homeoffice.gov.uk/). If you are unable to find the information you need, email us on inbound@regents.ac.uk and we will assist you.

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.

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

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15

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 form 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/infs/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.

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16

REGENT'S
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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/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

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17

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Undergraduate Academic Calendar (EBSL and RBSL)

Please find below the academic calendar for the academic year 2013-2014.

Autumn Semester 2013

Week Commencing	Week	EBSL and RBSL Undergraduate
09/09/2013	0	*Induction Week - Compulsory for all students*
16/09/2013	1	*Classes commence*
23/09/2013	2	
30/09/2013	3	
07/10/2012	4	*Deadline for withdrawing* from modules*
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 18/12/2013*

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

Spring Semester 2014

Week Commencing	Week	EBS and RBSL Undergraduate
27/01/2014	0	*Induction Week - Compulsory for all students*
03/02/2014	1	*Classes commence*
10/02/2014	2	
17/02/2014	3	
24/02/2014	4	*Deadline for withdrawing* from modules*
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.

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18

![Regent's University London logo]

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 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 Boarder 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 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.

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 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.

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19

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 Induction 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 induction 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 library
- IT centre presentation
- Second language assessment level (optional)
- London survival guide presentation
- The great London treasure hunt
- Welcome BBQ and fresher's fair

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20

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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 sent 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.

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21