



Institution Name	Regent's University London		
Address	International Partnerships Office (IPO), Regent's University London, Inner Circle, Regent's Park, London NW1 4NS, United Kingdom		
Telephone	+44 20 7487 7518	Fax	+44 20 7487 7486
E-mail	ipo@regents.ac.uk	Website	www.regents.ac.uk

International Partnerships Office (IPO) Team

Name & Title	Responsibilities	Direct Telephone	Email
Maria Veiga-Sánchez <i>Head of International Partnerships Office</i>	Responsible for the overall strategic direction for the International Partnership Network	+44 (0) 20 7487 7683	veigam@regents.ac.uk
Adrienn Dobos <i>Erasmus Coordinator</i>	Responsible for Erasmus+ at Regent's	+44 (0) 20 7487 7627	dobosa@regents.ac.uk
Esther Stracke <i>Study Abroad Manager (Inbound)</i>	Responsible for incoming exchange and study abroad students with focus on EBSL/RBSL	+44 (0) 20 7487 7476	inbound@regents.ac.uk strackee@regents.ac.uk
Cristian Vanegas <i>Study Abroad Advisor (Inbound)</i>	Responsible for incoming exchange and study abroad students with focus on RSFD, RSDFM and RSPP	+44 (0) 20 3075 6245	inbound@regents.ac.uk vanegasc@regents.ac.uk
Sinéad Dennehy <i>Study Abroad Advisor (Inbound)</i>	Responsible for incoming exchange and study abroad students with focus on RAEL	+ 44 (0) 20 7487 7727	inbound@regents.ac.uk dennehys@regents.ac.uk
Julie Grosbois <i>Short Courses and Events Coordinator</i>	Responsible for incoming faculty-led short courses groups and IPO-related events	+44 (0) 20 7487 7605	shortcourses@regents.ac.uk grosboisj@regents.ac.uk
Anna Pietrzkievicz <i>Study Abroad Manager (Outbound)</i>	Responsible for outgoing exchanges	+44 (0) 20 7487 7717	outbound@regents.ac.uk pietrzkiea@regents.ac.uk
TBC <i>Study Abroad Advisor (Outbound)</i>	Responsible for outgoing exchanges	+44 (0) 20 7487 7508	outbound@regents.ac.uk
Beata Pankowska <i>IPO Administrator</i>	Provides support to all IPO members	+44 (0) 20 7487 7518	pankowskab@regents.ac.uk ipo@regents.ac.uk
Katie Coles <i>IPO Administrator (Projects)</i>	Provides support to all IPO members, focussing on projects	+44 (0) 20 3075 6185	colesk@regents.ac.uk ipo@regents.ac.uk

ACADEMIC CALENDAR - 2015/16 European Business School London (EBSL), Regent's Business School London (RBSL), Regent's School of Drama, Film and Media (RSDFM), Regent's School of Psychotherapy and Psychology (RSPP) Regent's School of Fashion and Design (RSFD)		
	Undergraduate Programmes Semester Dates	Postgraduate Programmes Semester Dates
Autumn Semester (all schools)	<i>Orientation period:</i> 7th Sept 2015 - 11th Sept 2015 <i>Term:</i> 14th Sept 2015 - 18th Dec 2015 <i>(dates inclusive of exam period)</i>	<i>Orientation period:</i> 16th Sept 2015 - 18th Sept 2015 <i>Term:</i> 21st Sept 2015 - 18th Dec 2015 <i>(dates inclusive of exam period)</i>
Spring Semester (all schools)	<i>Orientation period:</i> 25th Jan 2016 - 29th Jan 2016 <i>Term:</i> 1st Feb 2016 - 20th May 2016 <i>(dates inclusive of exam period)</i>	<i>Orientation period:</i> 18th Jan 2016 - 22nd Jan 2016 <i>Term:</i> 25th Jan 2016 - 20th May 2016 <i>(dates inclusive of exam period)</i>
Summer Programme at RSFD/RSDFM	Orientation: 29th May 2015; Term: 1st June 2015 - 10th July 2015 Dates for 2016 yet to be confirmed but will be similar to those above.	
Academic Calendar	Please view the Academic Calendar on our website	

ACADEMIC CALENDAR - 2015/16 Regent's American College London (RACL)		
	Undergraduate Programmes Semester Dates	Postgraduate Programmes Semester Dates
Autumn Semester	<i>Orientation period:</i> 26th August 2015 - 28th August 2015 <i>Term:</i> 31st Aug 2015 - 11th Dec 2015 <i>(dates inclusive of exam period)</i>	N/A
Spring Semester	<i>Orientation period:</i> 13th Jan 2016 - 15th Jan 2016 <i>Term:</i> 18th Jan 2016 - 29th Apr 2016 <i>(dates inclusive of exam period)</i>	N/A
Summer Semester	<i>Orientation Day:</i> 20th May 2016 <i>Term:</i> 23rd May 2016 - 1st Jul 2016 <i>(dates inclusive of exam period)</i>	N/A
Academic Calendar	Please view the Academic Calendar on our website	

Tuition Fees 2015/2016	
Tuition Fees for fee-paying students from affiliate institutions	
Undergraduate semester	As per documentation previously sent
Postgraduate semester	As per documentation previously sent
Summer 2016 semester at RACL	As per documentation previously sent
Summer 2016 programme at RSFD/RSDFM	TBC

Admission Process			
		Autumn/ Summer Semester Deadline	Spring Semester Deadline
Step 1 Institution submits nominations	Institutions sends completed Nomination Chart via email by 15th March (for the full academic year)	15th March	15th March
Step 2 Institutions/ Student submit application material	<p>All students must submit</p> <ul style="list-style-type: none"> • Application Form (including Module Choice Form) • Copy of official academic transcript • Copy of passport (or national ID card if EU/EEA national) • Clear JPEG photo for ID card • (Postgraduate students further submit CV) <p>Application guides and forms are downloadable from our website or from inbound@regents.ac.uk .</p> <p>All documents must be sent electronically via email.</p>	1st March for Summer 31st March for Autumn	31st October
Step 3 Acceptance letters	Regent's University London (IPO Inbound Team) sends acceptance letter and pre-arrival guide electronically and in hard copy to home university	By 1st May for Summer By 1st June for Autumn	By 15th December

Student Services	
Accommodation	As part of our affiliation agreement, RUL guarantees housing for your students as long as full applications have been received before the deadline. Please note, we need to highlight the limitation of accommodation provision . With growing student numbers at Regent's overall, it is likely that we will need to place an increasing number of students in our off-campus halls which may come at a higher price. We prioritise early applications and while we hope to place all on-time applicants on campus, this may not be possible. The check-in/check-out dates depend on the school the student attends (due to varying semester start/end dates).
Meal Plan	For students staying in on-campus housing, a meal allowance (£80 per week) is included in the accommodation cost, and is issued on student's ID cards. This is a declining debit system and can be used to buy any item of food or non-alcoholic drink from the food outlets on campus. Students can top credit up on their own cost. The meal plan does not guarantee three meals a day; it's the student's responsibility to make the budget last. Unspent amounts cannot be carried over to the next term and cannot be refunded.
Trips and Activities	The Student Services Team works in cooperation with the Student Union and the International Student Bureau (ISB) which is part of the IPO. Activities and trips are offered for all students. Day and weekend trips take place within the UK, as well as in mainland Europe. The team can further advise on discounted theatre tickets.
Support, Counselling and Disability Support	The Student Support Team provides advice on academic matters, such as difficulties with studying, periods of absence or concerns about courses. The staff also helps with personal issues, registering with a doctor, and practical information, such as how to get a student travel discount card. A specialised disability officer assists with any queries.

English Language Support
<ul style="list-style-type: none"> • The "Business English" module is available to undergraduate students at EBSL and RBSL who can take it for credit if recognised by the home institution. English language support for students at other schools is available but not for credit. Please enquire about an update. Two levels of the above mentioned course at EBSL/RBSL are run each semester at an advanced and intermediate level. Both courses carry 5 ECTS. • If students wish to take this module, they must do a "diagnostic test" which will be emailed about 4-6 weeks prior to the start of orientation.

Pre-Semester English language classes
English language classes are available before the beginning of each semester at Regent's School of Languages and Culture. For more information and course prices please see visit our website (www.regents.ac.uk/about/schools/regents-institute-of-languages-culture)

Pre-Arrival and Arrival Information	
Health insurance	Regent's University London does not offer any health insurance. It is the student's responsibility to take out appropriate insurance (for health and personal items) before they travel abroad.
Visa requirements	Non-EU/EEA nationals must ensure that they have the legal rights to study in the UK. Information on student visitor visas (for programmes of up to six months) and TIER 4 visas (for students staying longer than six months) is available on the UK Home Office website. Queries can be addressed to inbound@regents.ac.uk
Cost of living	London is cheaper than many think. While spending opportunities are endless, it is also possible to get by on a shoe string. Please refer to the official London Student Housing Guide for further information.
Acceptance letter and pre-arrival guide	Students will receive their acceptance letter and a pre-arrival guide by post and email by the following dates (to be distributed by their institution): Autumn Semester - 1st June; Spring Semester - 15th December; Summer Programme: 1st May
Pre-registration procedure	Students must complete their online enrolment prior to arrival. An email with instructions will be sent four weeks before arrival date.
Payment of fees	If tuition fee payment is due, affiliate institutions received an invoice around one week into the semester once we know the final student number for the semester. Payment is then due within 15 working days. Invoices will include the fee for tuition and accommodation (as per affiliation agreement).
Registration	Students must bring their passport or national ID card to the registration with the International Partnership Office (IPO).
Orientation week/ period	The Orientation days are compulsory for all students. These will take place during the week before classes start. Please see the academic calendar for further details. Students will be informed of Orientation dates and events two weeks before arrival.

Academic Information		
	EBSL, RBSL, RSDFM, RSPP, RSFD	RACL
Classes	Students chose modules for their semester abroad as per the application guidelines made available to them. Modules must be approved by home institution before module choice form is submitted. Changes at a later stage are only possible in exceptional circumstances and with approval of home institution.	
	There is no typical add/drop week at these schools.	Add/drop available.
Class timetable	Available during Orientation days.	Available prior to semester.
Attendance	Attendance is compulsory and is monitored closely. Students may be withdrawn (or failed) from class if attendance falls below minimum requirement.	
Withdrawal from classes	Withdrawal possible in first few weeks of semester. Detailed information from Inbound Team.	
Grading system	<p>British (Percentage)</p> <p>70% + = First Class Honours 60-69% = Second Class Honours Higher 50-59% = Second Class Honours Lower 40-49% = Third Class Honours 39% - = Fail</p> <p>Failed modules show on the transcript as 'F'. Marginally failed ones as "MF" and incomplete modules show as "I". "FI" means incomplete.</p>	<p>US American (GPA) and comparison to British scale</p> <p>3.6-4.0 (First Class Honours) 3.2-3.5 (Second Class Honours Higher) 3.0-3.1 (Second Class Honours Lower) 2.5-2.9 (Third Class Honours) > 2.4 (Fail)</p> <p>Withdrawn modules show as "W", failed modules as "F" and withdrawn for absence as "WF"</p>
Credit type	CATS/ ECTS	US American credits
Credit transferal	The student's home university receives the transcript with the CATS/ ECTS grading standard. Responsibility for the translation of these grades rests with the home institution.	The RACL Record of Achievement shows the US American credit, as RACL courses are accredited by Webster University.
Duration of Semester	Please see academic calendars and contact Inbound if in doubt.	
Transcripts/ records of achievement	Autumn Semester - End of January Spring Semester - Mid July	Autumn Semester: End October (Mid semester results (electronically only))/ End of December/January (Final results) Spring Semester: End of March (Mid semester results (electronically only))/ End of May (Final results)
	Two copies of transcripts will be sent directly to home institution who forward one copy to the student.	