

<b>Institution Name</b>	Regent's University London
<b>Address</b>	International Partnerships Office (IPO), Regent's University London, Inner Circle, Regent's Park, London NW1 4NS, United Kingdom
<b>Telephone</b>	+44 20 7487 7518
<b>E-mail</b>	<a href="mailto:ipo@regents.ac.uk">ipo@regents.ac.uk</a>
<b>Website</b>	<a href="http://www.regents.ac.uk">www.regents.ac.uk</a>

### International Partnerships Office (IPO) Team

Name & Title	Responsibilities	Direct Telephone	Email
<b>Maria Veiga-Sánchez</b> <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
<b>Adrienn Dobos</b> <i>Erasmus Coordinator</i>	Responsible for Erasmus+ at Regent's	+44 (0) 20 7487 7627	dobosa@regents.ac.uk
<b>Julie Grosbois</b> <i>Interim Study Abroad Manager (Inbound)- Maternity Cover</i>	Responsible for incoming mobility (exchange and study abroad students) and overseeing the Short Courses Unit	+44 (0) 20 7487 7476/ +44 (0) 20 7487 7605	inbound@regents.ac.uk grosboisj@regents.ac.uk
<b>Chris Bonham</b> <i>Study Abroad Advisor (Inbound)</i>	Responsible for incoming exchange and study abroad students with focus on EBSL, RBSL, RSFD and RILC	+44 (0) 20 3075 6245	inbound@regents.ac.uk bonhamc@regents.ac.uk
<b>Will Mant</b> <i>Study Abroad Advisor (Inbound)</i>	Responsible for incoming exchange and study abroad students with focus on RACL, RSDFM and RSPP	+ 44 (0) 20 7487 7727	inbound@regents.ac.uk mantw@regents.ac.uk
<b>Julie Grosbois</b> <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
<b>Anna Pietrzkievicz</b> <i>Study Abroad Manager (Outbound)</i>	Responsible for outgoing mobility, assisting particularly students going to Spanish, Italian and Portuguese speaking destinations	+44 (0) 20 7487 7717	outbound@regents.ac.uk pietrzkiea@regents.ac.uk
<b>Beata Pankowska</b> <i>Study Abroad Advisor (Outbound)</i>	Assisting students going abroad to Arabic, French, German and Russia speaking destinations	+44 (0) 20 7487 7518	outbound@regents.ac.uk pankowskab@regents.ac.uk
<b>TBC</b> <i>Study Abroad Administrator (Outbound)</i>	Assisting students going abroad to China, Japan and English-speaking destinations	+44 (0) 20 3075 6185	outbound@regents.ac.uk

**ACADEMIC CALENDAR - 2016/17**  
**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)**  
**Regent's American College London (RACL)**

	Undergraduate Programmes	Postgraduate Programmes
<b>Autumn Semester</b>	<i>Orientation period:</i> depending on school: 12/13/14 Sep 2016 <i>Term:</i> 19 Sep - 21 Dec 2016 (dates inclusive of exam period)	<i>Orientation period:</i> 21 Sep 2016 <i>Term:</i> 26 Sep—21 Dec 2016 (dates inclusive of exam period)
<b>Spring Semester</b>	<i>Orientation period:</i> depending on school: 23/24/25 Jan 2017 <i>Term:</i> 23 Jan-02 Jun (dates inclusive of exam period)	<i>Orientation period:</i> 18 Jan 2017 <i>Term:</i> 18 Jan— 26 May (dates inclusive of exam period)
<b>Summer 2017</b>	TBC	
<b>Detailed Information</b>	Please view the detailed Academic Calendar on our <a href="#">website</a>	



**Tuition Fees 2016/17**

<b>Tuition fee per Undergraduate semester (Fall 2016/Spring 2017)</b> for students attending RACL, EBSL, RBSL, RSDFM, RSFD and RSPP	<b>Full Rate</b>	<b>£7,550</b>
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*Student Numbers are counted across the Fall and Spring semesters	20% discount for up to 20 students*	£6,040
	25% discount for more than 20 students*	£5,665
	30% discount for more than 20 students and sending a faculty member (for at least one semester)*	£5,285

**Accommodation fee per semester (Fall 2016/Spring 2017)**  
for students attending RACL, EBSL, RBSL, RSDFM, RSFD and RSPP

Regent's University London offers limited availability in on-campus housing. When capacity is exceeded, students will be housed off-campus at applicable rates. Please contact the Inbound Team for information.	Single room on-campus including meal allowance of £77 per week	£4950
	Twin room on-campus including meal allowance of £77 per week	£3995
	Triple room on-campus including meal allowance of £77 per week	£3675

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

Student Services	
<b>Accommodation</b>	As part of our affiliation agreement, RUL assists with housing your students as long as full applications have been received before the deadline. Please note, we need to highlight the <b>limitation of accommodation provision</b> . Some parts of the on-campus halls are being renovated/ converted for other usage and 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).
<b>Meal Plan</b>	For students staying in on-campus housing, a meal allowance (£77 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.
<b>Trips and Activities</b>	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 to 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 and events in London.
<b>Support, Counselling and Disability Support</b>	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.
<b>Facilities</b>	On campus, exchange /study abroad students have access to the same facilities as regular students such as computer rooms, databases, the Library and e-Journals. Regent's electronic learning platform is Blackboard. During breaks, students can enjoy refreshments or a meal either at the Refectory, the Brasserie, the on-campus Starbucks or the Student Bar on campus, and may purchase books, stationary or other small items at the Regent's Campusshop.

English Language Support
<ul style="list-style-type: none"> <li>The "Business English" module is available to <b>undergraduate</b> 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 with <a href="mailto:inbound@regents.ac.uk">inbound@regents.ac.uk</a> for further information. Two levels of the above mentioned "Business English" course at EBSL/RBSL run each semester at an advanced and intermediate level. Both courses carry 5 ECTS.</li> <li>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.</li> <li>Additional English language support is available in non-credit bearing "English for Academic Purposed" classes throughout the semester. These are free of charge.</li> </ul>

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 <a href="http://www.regents.ac.uk/about/schools/regents-institute-of-languages-culture">website</a> (www.regents.ac.uk/about/schools/regents-institute-of-languages-culture)

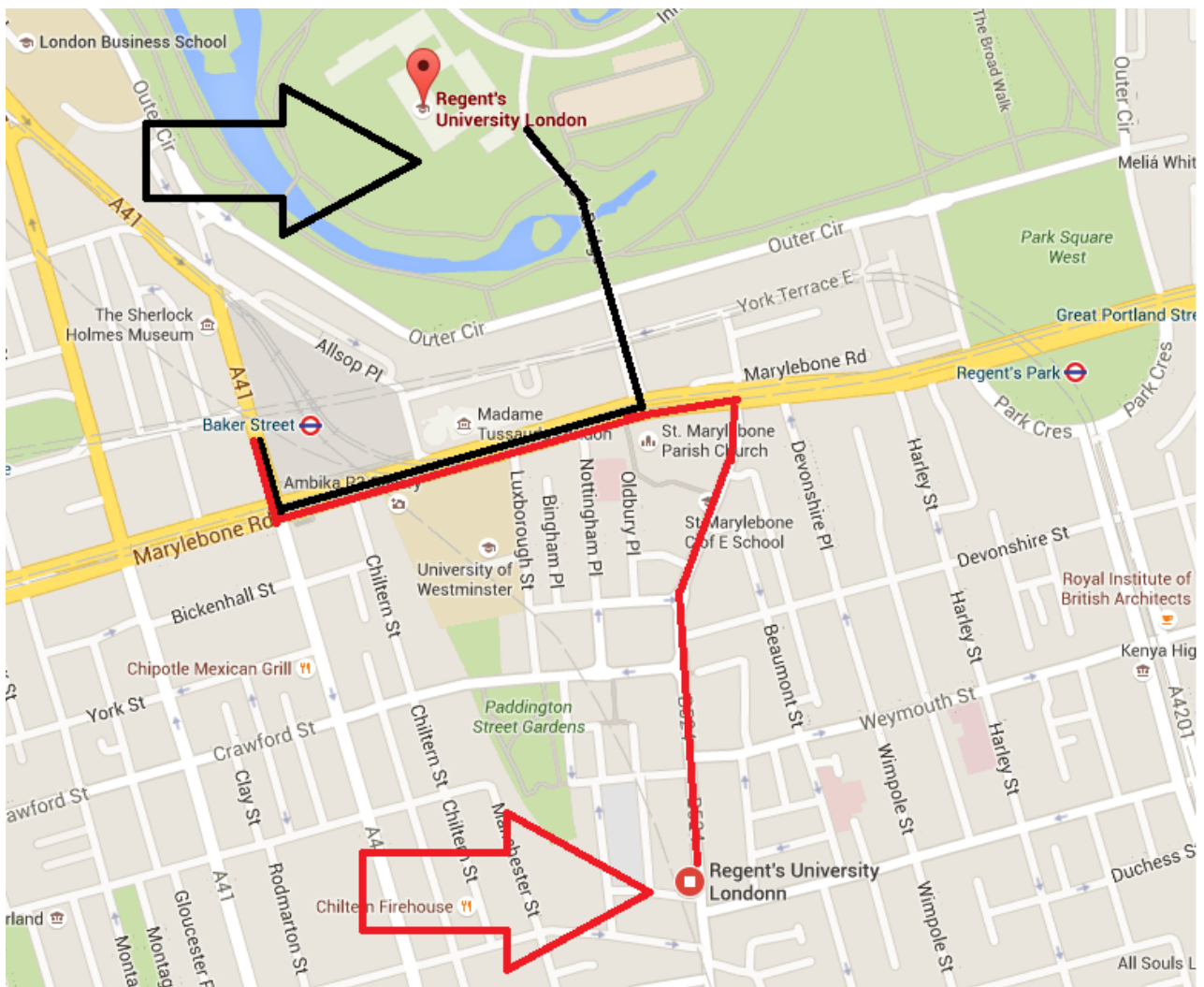


<b>Pre-Arrival and Arrival Information</b>	
<b>Health insurance</b>	Regent's University London does not offer any health insurance. It is the student's responsibility to take out appropriate insurance (for health and personal items) before they travel abroad.
<b>Visa requirements</b>	Non-EU/EEA nationals must ensure that they have the legal rights to study in the UK. Information on short term study visas (for programmes of up to six months) and TIER 4 visas (for students staying longer than six months) is available on the <a href="#">UK Visas and Immigration</a> website. Queries can be addressed to <a href="mailto:inbound@regents.ac.uk">inbound@regents.ac.uk</a> . It is the responsibility of the student to ensure that they comply with the immigration laws and that they have got the correct documentation to enter the country.
<b>Cost of living</b>	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 <a href="#">UKCISA website</a> for further information.
<b>Acceptance letter and pre-arrival guide</b>	Students will receive their acceptance letter and a pre-arrival guide by email by the following dates (to be distributed by their institution): Autumn Semester - 1st June; Spring Semester - 15th December; Summer Programme: 1st May
<b>Pre-registration procedure</b>	Students must complete their online enrolment prior to arrival. An email with instructions will be sent around four weeks before arrival date.
<b>Payment of fees</b>	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).
<b>Registration</b>	Students must bring their passport or national ID card to the registration with the International Partnership Office (IPO).
<b>Orientation week/ period</b>	The Orientation days are <b>compulsory</b> 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.

<b>Academic Information</b>			
<b>Regent's Schools</b>	Students must register at one school exclusively but they can also chose some modules from other schools. In order to provide students with a clash-free timetable it is pivotal we receive 18 approved modules choices at the time of application.		
<b>Classes</b>	Students chose modules for their semester abroad as per the application guidelines made available to them. Modules must be approved by their home institution before module choice form is submitted. Changes at a later stage are generally not possible. Hence it is very important that syllabi are consulted and options approved.		
<b>Class timetable</b>	We endeavour to send out a draft version of the timetable a few months prior to the semester with a final version available during the Orientation period.		
<b>Attendance</b>	Attendance is compulsory and is monitored closely. Students may be withdrawn from class if attendance falls below minimum requirement.		
<b>Withdrawal from classes</b>	Withdrawal from a class is possible in first few weeks of semester. Detailed information from Inbound Team.		
<b>Grading system</b> UK system (Percentage)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">           Undergraduate            70% + = First Class Honours            60-69% = Second Class Honours Higher            50-59% = Second Class Honours Lower            40-49% = Third Class Honours            39% - = Fail             Failed modules show on the transcript as 'F'. Marginally failed ones as "MF" and incomplete modules show as "I". "FI" means incomplete.         </td> <td style="width: 50%; vertical-align: top;">           Postgraduate            70%+ = Distinction            60-69% = Merit            50-59% = Pass            49% and below = Fail             Failed modules show on the transcript as 'F'. Marginally failed ones as "MF" and incomplete modules show as "I". "FI" means incomplete.         </td> </tr> </table>	Undergraduate 70% + = First Class Honours 60-69% = Second Class Honours Higher 50-59% = Second Class Honours Lower 40-49% = Third Class Honours 39% - = Fail  Failed modules show on the transcript as 'F'. Marginally failed ones as "MF" and incomplete modules show as "I". "FI" means incomplete.	Postgraduate 70%+ = Distinction 60-69% = Merit 50-59% = Pass 49% and below = Fail  Failed modules show on the transcript as 'F'. Marginally failed ones as "MF" and incomplete modules show as "I". "FI" means incomplete.
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<b>Credit type</b>	CATS/ ECTS		
<b>Credit transferal</b>	The student's home university receives the students' transcript with the CATS/ ECTS grading standard a few weeks after the end of the semester. Responsibility for the translation of these grades rests with the home institution.		
<b>Duration of Semester</b>	Please see academic calendars (above) and contact Inbound if in doubt.		
<b>Availability of transcripts</b>	Autumn Semester - End of Jan Spring Semester - Mid July Official transcripts can only be made available once exam boards have met.		
	Two copies of transcripts will be sent directly to home institution who forward one copy to the student.		
<b>Re-sits</b>	In case a student has the right to re-sit an exam this would only be possible at the Regent's University London Campus.		

<p><b>Workload</b></p>	<p>Students are able to take modules equivalent up to 30 ECTS. However, we advise to take no more than 20 or 25 ECTS per semester; this will allow students to enjoy their time in London/ the UK.</p>
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## How to get to Regent's University London



**Regent's Park Campus:**  
Inner Circle, Regent's Park,  
London NW1 4NS

**Marylebone Campus:**  
110 Marylebone High Street,  
London W1U 4DX

**Nearest tube station:** Baker Street

**Nearest bus station:** Marylebone Road / Baker Street

(Students can get to Regent's University London either by bus or tube)

**Tube lines towards Baker Street Station :** Bakerloo, Circle, Hammersmith & City, Jubilee, Metropolitan.