



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
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
Svetla Tihcheva <i>IPO Commercial Manager</i>	Responsible for incoming mobility (exchange and study abroad students) and overseeing the Short Courses Unit (faculty-led).	+44 (0) 20 7487 7476/ +44 (0) 20 7487 7605	inbound@regents.ac.uk shortcourses@regents.ac.uk tihchevs@regents.ac.uk
Lauren Charles <i>Study Abroad Advisor (Inbound)</i>	Responsible for incoming exchange and study abroad students.	+44 (0) 20 3075 6245	inbound@regents.ac.uk charlesl@regents.ac.uk
Martha Cooper Thorne <i>Study Abroad Advisor (Inbound)</i>	Responsible for incoming exchange and study abroad students.	+44 (0) 20 3075 7476	inbound@regents.ac.uk CooperTM@regents.ac.uk
Tanya Glazer <i>Study Abroad Manager (Outbound)</i>	Responsible for partnership management and outgoing mobility.	+44 (0) 20 7487 6258	outbound@regents.ac.uk glazert@regents.ac.uk
Edward Urunsak <i>Study Abroad Advisor (Outbound)</i>	Assisting students going abroad to English, German, Russian and French speaking destinations.	+44 (0) 20 7487 7518	outbound@regents.ac.uk urunsake@regents.ac.uk
Yuk Yin Sie <i>Erasmus and Study Abroad Officer</i>	Responsible for Erasmus processes and assisting students going to Chinese and Japanese speaking destinations.	+44 (0) 20 3075 7686	outbound@regents.ac.uk siey@regents.ac.uk erasmus@regents.ac.uk
Cecilia Bertora <i>Study Abroad Administrator (Outbound)</i>	Assisting students going abroad to Spanish and Italian speaking destinations.	+44 (0) 20 3075 7627	outbound@regents.ac.uk bertorac@regents.ac.uk

ACADEMIC CALENDAR - 2018/19

Business & Management (UG and PG)
Media, Film & Performance
Psychotherapy & Psychology
Fashion & Design
Liberal Studies

	Undergraduate Programmes	Postgraduate Programmes
Autumn Term	<i>Term: 17 Sep 2018 - 18 Jan 2019</i> (Christmas vacation 17th Dec - 7th Jan 2018) <i>Dates inclusive of orientation and exam period</i>	<i>Term: 24 Sep 2018 - 11 Jan 2019</i> (Christmas vacation 17th Dec - 7th Jan 2018) <i>Dates inclusive of orientation and exam period</i>
Spring Term	<i>Term: 13 Jan 2019 – 17 May 2019</i> (Easter vacation: 15th April - 29th April 2019) <i>Dates inclusive of orientation and exam period</i>	<i>Term: 20 Jan 2019 – 17 May 2019</i> (Easter vacation: 15th April - 29th April 2019) <i>Dates inclusive of orientation and exam period</i>
Summer School 2019	20th May—28th June 2019	
Detailed Information	Please view the detailed UG Academic Calendar on our website Please view the detailed PG Academic Calendar on our website	



Tuition Fees 2018/19

Tuition Fees for US Affiliates

Tuition Fee per Semester (2018/19), Undergraduate

(Full rate £8500)

15% Discount for up to 10 Student	£7225
20% Discount for 11 to 20 Students	£6800
25% discount for more than 20 students	£6375
30% discount for more than 20 students <u>and</u> sending faculty member (for at least one semester)	£5950

*Student numbers are counted across Autumn, Spring and Summer

Admission Process			
		Autumn 2018 Deadline	Spring 2019 Deadline
Step 1 Home Institution sub- mits their nominations	Institution sends completed Nomination Chart via email to inbound@regents.ac.uk by the indicated deadline	20th March 2018	15th October 2018 (Subject to Change)
Step 2 Student submits their application (The Home Institution may do this on their behalf)	All students must submit <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 portrait JPEG photo for ID card (Postgraduate students must also submit their CV) <p>Application guides and forms are downloadable from our website or from inbound@regents.ac.uk All documents must be sent electronically via email.</p>	10th April 2018	31st October 2018
Step 3 Acceptance letters	Regent's University London (IPO Inbound Team) sends acceptance letter and pre-arrival guide electronically to the student	24th April 2018	14th November 2018

Student Services	
Accommodation	<p>On-and off- campus accommodation is available. Information on accommodation, guide on prices and application forms are available on our website (www.regents.ac.uk/study/undergraduate-study/accommodation). For more information contact our accommodation officer James Barnes on: Tel: + 44 207 487 7483; Email: accommodation@regents.ac.uk</p> <p>***Applications must be sent directly to the accommodation office***</p>
Meal Plan	<p>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 card. 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 at 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.</p>
Trips and Activities	<p>The Student Services Team works in cooperation with the Student Union. 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.</p>
Counselling and Disability Support	<p>The Student Support Team provides advice on academic matters, such as difficulties with studying, periods of absence or concerns about courses. Staff in the Student Hub can help 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.</p>
Facilities	<p>Exchange /study abroad students have access to the same facilities as degree-seeking students such as computer rooms, databases, the Library and e-Journals. Regent's uses the electronic learning platform 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.</p>

English Language Support
<ul style="list-style-type: none"> Additional English language support is available in non-credit bearing 'English for Academic Purposes' classes throughout the term. These are free of charge.
Pre-Term English language classes
<ul style="list-style-type: none"> English language classes are available before the beginning of each term 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 right 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 UK Visas and Immigration website. Queries can be addressed to inbound@regents.ac.uk . 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.	
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 UKCISA website for further information.	
Acceptance letter and pre-arrival guide	Students will receive their acceptance letter and pre-arrival guide by email by the following dates: Autumn Term: 24th April 2018; Spring Term: 14th November 2018	
Pre-registration procedure	Students must complete their online enrolment prior to arrival. An email with instructions will be sent around four weeks prior to the arrival date.	
Payment of fees	If tuition fee payment is due, partner institutions receive an invoice around one week into the term. Payment is then due within 30 days. The student may be invoiced directly if preferred.	
Registration	Students must bring their passport or national ID card to their registration day.	
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		
Regent's Schools	Students must register in one programme, but they may also take modules from other programmes. It is very important that, at the time of application, we receive approved module choices and approved alternative choices, to avoid timetable clashes.	
Modules	Students choose modules for their term abroad as per the application guidelines made available to them. Modules must be approved by the home institution before module choice forms are submitted. We strongly suggest that all students and advisors read the syllabi carefully. Changes at a later stage are not possible.	
Class timetable	We endeavour to send a draft timetable shortly before the start of the term. The final version will be available during the Orientation Period.	
Attendance	Attendance is compulsory and is monitored closely. Students may be withdrawn from class if attendance falls below minimum requirement.	
Changes to Timetables	Module choices submitted via the application form are considered final and approved; as such students may only make changes to their timetable in necessary circumstances.	
Grading system UK system (Percentage)	<div>Undergraduate</div> <div>70% + = First Class Honours</div> <div>60-69% = Second Class Honours Higher</div> <div>50-59% = Second Class Honours Lower</div> <div>40-49% = Third Class Honours</div> <div>39 % and below = Fail</div> <div>Failed modules show on the transcript as 'F'. Marginally failed ones as "MF" and incomplete modules show as "I". "FI" means incomplete.</div>	<div>Postgraduate</div> <div>70%+ = Distinction</div> <div>60-69% = Merit</div> <div>50-59% = Pass</div> <div>49% and below = Fail</div> <div>Failed modules show on the transcript as 'F'. Marginally failed ones as "MF" and incomplete modules show as "I". "FI" means incomplete.</div>
Credit type	ECTS	
Credit transferal	The students' home university receives the students' transcript with the ECTS grading standard a month after the end of the term, once all exam boards are finished. Responsibility for the translation of these grades rests with the home university.	
Duration of Term	Please see academic calendars (above) and contact Inbound if in doubt.	
Availability of transcripts	<div>Expected date for Autumn Term 2018: 28th February 2019</div> <div>Expected date for Spring Term 2019: 27th June 2019</div> <div>*Official transcripts can only be made available once exam boards have met.</div> <div>Two copies of transcripts are sent directly to the home institution who forward one copy to the student.</div>	
Re-sits	If a student has the right to re-sit an exam this would only be possible at the Regent's University London Campus.	
Workload	Students are able to take modules equivalent up to 30 ECTS. However, we advise to take no more than 20 or 25 ECTS per term; this will allow students to enjoy their time in London/ the UK.	

How to get to Regent's University London



Regent's Park Campus:

Inner Circle, Regent's Park,
London NW1 4NS, UK

Marylebone Site:

60 Paddington Street,
Marylebone W1U 4JA

6-7 Garbutt Place,
Marylebone W1U4DU

Nearest tube (underground) station: Baker Street

Buses: Marylebone Road / Baker Street

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