



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 (0)20 7487 7518
Email	ipo@regents.ac.uk
Website	www.regents.ac.uk

International Partnerships Office (IPO) Team			
Name & Title	Responsibilities	Direct Telephone	Email
Ahmed Masoud <i>Head of International Partnerships Office</i>	Responsible for the overall strategic direction for the International Partnership Network	+44 (0)20 7487 7683	masoudA@regents.ac.uk
Tanya Glazer <i>IPO Operations Manager</i>	Responsible for operations for both Inbound and Outbound Units	+44 (0)20 7487 7717	glazerT@regents.ac.uk
Barbara Kaluza <i>IPO Business Development Officer</i>	Responsible for new and existing partnerships, Faculty-lead short courses and summer school	+44 (0)20 7487 7785	kaluzaB@regents.ac.uk
Carlotta Lazzarotto <i>Senior IPO Advisor (Inbound)</i>	Responsible for incoming exchange and study abroad students	+44 (0)20 7487 7727	lazzaroC@regents.ac.uk
Edward Urnsak <i>Senior IPO Advisor (Outbound)</i>	Responsible for outgoing exchange students going to English, German, Russian and French speaking destinations	+44 (0) 20 7487 6185	urnsakE@regents.ac.uk
Justyna Fewster <i>Erasmus and Study Abroad Officer</i>	Responsible for outgoing Erasmus students	+44 (0) 207 487 7686	fewsterJ@regents.ac.uk
Janell Essad <i>IPO Advisor (Inbound)</i>	Assisting incoming exchange and study abroad students	+44 (0) 203 075 6245	essadJ@regents.ac.uk
Ambra Ferrarese <i>IPO Advisor (Outbound)</i>	Assisting outgoing exchange and study abroad students	+44 (0) 20 3075 7518	ferrareAm@regents.ac.uk

ACADEMIC CALENDAR - 2019/20

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

	Undergraduate Programmes	Postgraduate Programmes
Autumn Term	<i>Term: 23 September 2019 – 24 January 2020</i> (Christmas vacation 21 December – 12 January 2020) <i>Dates inclusive of orientation and exam period</i>	<i>Term: 29 September 2019 – 10 January 2020</i> (Christmas vacation 21 December – 5 January 2020) <i>Dates inclusive of orientation and exam period</i>
Spring Term	<i>Term: 20 January – 22 May 2020</i> (Easter vacation: 6 April – 17 April 2020) <i>Dates inclusive of orientation and exam period</i>	<i>Term: 12 January – 15 May 2020</i> (Easter vacation: 6 April – 17 April 2020) <i>Dates inclusive of orientation and exam period</i>
Summer School 2020	Dates TBC	
Detailed Information	Please view the detailed UG Academic Calendar on our website Please view the detailed PG Academic Calendar on our website	



Tuition Fees 2019/20

Tuition fees for fee-paying students from partner institutions

*Please refer to the Fees Information sheet for more information about 2019/20 Fees

Undergraduate fee per term	£7,880 (for students outside Regent's partnership network £8,750)
Postgraduate fee per term	£8,330 (for students outside Regent's partnership network £9,250)
Summer 2020	£1,600 (for students outside Regent's partnership network £1,750)

Admission Process			
		Autumn 2019 Deadline	Spring 2020 Deadline
Step 1 Home Institution submits their nominations	Institution sends completed Nomination Chart via email to ipo@regents.ac.uk by the indicated deadline.	22 March 2019	11 October 2019 (Subject to change)
Step 2 Student submits their Application to the home University	<p>Partner institutions must submit the following documents to ipo@regents.ac.uk :</p> <ul style="list-style-type: none"> Application Form (including Module Choice Form) filled out by the student Copy of official academic transcript Copy of passport (or national ID card if EU/EEA national) Clear portrait JPEG photo for ID card <p>Application guides and forms are downloadable from our website or from ipo@regents.ac.uk All documents must be sent electronically via email. Please note we won't be able to accept applications sent directly via students.</p>	29 March 2019	18 October 2019 (Subject to change)
Step 3 Offer and Acceptance letters	Regent's University London (IPO Inbound Team) sends offer letter by the end of May. Students must accept the offer to receive the formal Acceptance letter to apply for their visa or to show at the UK border.	End of May 2019	Mid-November 2019

Student Services	
Accommodation	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. Tel: + 44 (0)20 7487 7483; Email: accommodation@regents.ac.uk ***Applications must be sent directly to the accommodation office***
Meal Plan	For students staying on-campus housing, a meal allowance (£85 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. Un-spent 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. 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.
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. 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.
Facilities	Exchange /study abroad students have access to the same facilities as degree-seeking students such as computer rooms, databases and library. 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.

English language support
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
English language classes are available before the beginning of each term at Regent's English Language Centre. For more information and course prices please see visit https://www.regents.ac.uk/programme-finder/short-courses/english-language-courses

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	Please refer to the UKCISA website for information on cost of living.		
Acceptance letter and pre-arrival guide	Students will receive their offer letter and pre-arrival guide by email. Offers will be issued in order of applications receipt by the end of May if all documents have been received by the application deadline. Students must accept the offer to receive the formal Acceptance letter to apply for their visa or to show at the UK border. The pre-arrival guide will be sent approximately one month before the start of term.		
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. If a student requires a visa to enter the UK, a copy of their visa or visa stamp on their passport is also required.		
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 programmes	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. Students can pick modules from all schools and levels but it is recommended to take modules from the same schools and at the same level to minimise timetable clashes. 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	Students will be given their timetable 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)	<table border="0" style="width: 100%;"> <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 % 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> <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 % 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.	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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Credit type	ECTS		
Credit transfer	Responsibility for the translation of ECTS and grades rests with the home university.		
Duration of term	Please see academic calendars (above) and contact Inbound if in doubt.		
Availability of transcripts	<p>Expected date for Autumn Term 2019: 28th February 2020 Expected date for Spring Term 2019: 31st July 2020 *Dates are subjects to change - Official transcripts can only be made available once exam boards have met.</p> <p>Two copies of transcripts are sent directly to the home institution who forward one copy to the student.</p>		
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	The maximum credit load students are able to take is 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

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 to Baker Street station: Bakerloo, Circle, Hammersmith & City, Jubilee, Metropolitan.