



EUROPEAN BUSINESS
SCHOOL LONDON

The Language
of Business

European Business School London



Spring 2012

Application Guide



Dear Student,

Thank you for choosing Regent's College London for your study abroad experience.

In order to confirm your place on the programme, you will be required to send the required documentation electronically to inbound@regents.ac.uk by the following deadlines:

Non-EU/EEA national students

30th October 2011

EU national students

15th November 2011

This application guide helps you to complete your application to study abroad at Regent's College and provides you with instructions and information including details about choosing courses, visas and the academic calendar. This guide also explains what happens to your application once it has been received by the International Partnerships Office.

In order to allow sufficient time for your application to be processed, it is essential that your application reaches us by the deadline specified above.

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 College London!

Kind regards,

The International Partnerships Office
Regent's College
Inner Circle
Regent's Park
London NW1 4NS

T: +44 (0) 20 7487 7476/ 7605

F: +44 (0) 20 7487 7486

E : inbound@regents.ac.uk

Contents

Application Procedure & Deadlines	4
Application Instructions	5
Choosing Modules & Completing the Module Choice Form.....	6
List of Available Undergraduate Modules at European Business School London.....	8
List of Available Postgraduate Modules at European Business School London.....	15
English Support for Exchange Students.....	17
Tuition Fees	18
Visa Information for Non-EU/EEA Nationals.....	19
Accommodation	21
Academic Calendar.....	22
After submitting your application	24
Induction Week	24
Application Checklist	26
Contacting the International Partnerships Office	27

Application Procedure & Deadlines

In order to confirm your place on the programme, you will need to send the following documentation electronically to inbound@regents.ac.uk **no later** than the deadline indicated.

The deadlines for Non-EU/EEA nationals and EU citizens differ slightly so it is important that you submit your documents by the correct deadline to allow us time to issue any supporting documents to you.

PLEASE NOTE: All application forms must be submitted electronically. **The IPO will NOT accept applications by post.**

STUDENTS APPLYING FOR UNDERGRADUATE PROGRAMMES:

NON-EU/EEA NATIONAL STUDENTS

DEADLINE: 30th October 2011

EU NATIONAL STUDENTS

DEADLINE: 15th November 2011

- A copy of your official academic university transcript
- A copy of your passport (where your personal details and photo appear) / National Identity Card (EU students only)
- A clear JPEG photo
- [Application Form](#)
- [Module choice form](#)

STUDENTS APPLYING FOR POSTGRADUATE PROGRAMMES

NON-EU/EEA NATIONAL STUDENTS

DEADLINE: 30th October 2011

EU NATIONAL STUDENTS

DEADLINE: 15th November 2011

- A copy of your official academic university transcript
- A copy of your passport (where your personal details and photo appear) / National Identity Card (EU students only)
- A clear JPEG photo
- A copy of your CV/Resume in English
- [Application Form](#)
- [Module choice form](#)

STUDENTS APPLYING FOR THE INDEPENDENT STUDY ABOARD PROGRAMME

Please follow the correct application above depending on whether you are applying as an undergraduate or postgraduate student. You will also need to submit the following additional information:

- A 500 word personal statement detailing why you wish to study abroad at Regent's College

PLEASE REFER TO THE FOLLOWING INFORMATION FOR INSTRUCTIONS ON HOW TO COMPLETE YOUR APPLICATION DOCUMENTS

Application Instructions

APPLICATION FORM

The Application form is a one page word document requesting your personal details. It can be downloaded and saved from http://www.ebslondon.ac.uk/study_abroad/apply/apply_now.aspx

You will also be asked to indicate on this form whether you require a visa and the type of visa you wish to apply for. Visa information can be found on pages 19 and 20 of this guide.

The final section of the application form will ask you some details about your health and if you have any disabilities that you wish to disclose prior to your arrival. For Information about disabilities at Regent's College, please refer to the following link:

http://www.regents.ac.uk/student_life/student_services/disability_information.aspx

Please complete and send this form **electronically** to inbound@regent.ac.uk






Please DO NOT print this form and complete it by hand. It must be complete on a computer and emailed as a word document.

JPEG PHOTO

As part of your application you need to submit a clear JPEG photograph via email to inbound@regents.ac.uk. This photo will be used to produce your Regent's College Identity Card.

Please refer to the guidelines below of the type of photograph we require.

Examples of bad photographs

				
Poor quality / low resolution	Full Body	Too Small	Facing Away	Faded

Example of good photograph



- Portrait
- Clear photo
- Facing camera
- High resolution (quality)
- Good size

File Name: Jane Smith.JPEG

File Type: JPEG

Size: 70 KB

Choosing Modules & Completing the Module Choice Form

THE MODULE CHOICE FORM

It is necessary to select the modules you intend to study at Regent's College before your arrival. To do this, you must complete a Module Choice Form. The Module choice form is available for download at http://www.ebslondon.ac.uk/study_abroad/apply/apply_now.aspx

Once completed, please email your Module Choice Form to inbound@regents.ac.uk. It is essential that you meet the following deadlines for submitting your module choice form:

NON-EU/EEA STUDENTS

DEADLINE: 30th October 2011

EU STUDENTS

DEADLINE: 15th November 2011

UNDERGRADUATE MODULE CHOICES

Choosing Your Courses

You may register for a **maximum** of 4 business courses (due to visa regulations, non-EU students must take a minimum of 3 courses, totalling at least 15 ECTS). You can choose modules from Levels 1, 2 or 3 and either Core or Elective modules. However, you **must** make sure that you meet the **pre-requisites needed/demonstrate prior knowledge for Level 3 (final year)** modules and have your choices approved by your academic tutor at your home institution.

You may combine modules from the [BA International Business](#) and [BA International Events Management](#). An overview of these programmes can be found on the EBS Website: <http://www.ebslondon.ac.uk/courses/undergraduate>

As well as 4 business modules, undergraduate students may also register for 'Business English for Exchange Students' (which carries credits of 6 or 7.5 ECTS depending on the level). For more information about the English course, please see page 17.

To choose your courses, please refer to pages 9-13 where you will find a List of **Available Undergraduate Modules** for your semester.

Foreign Language Courses (Not English)

If you will be attending EBS London as an undergraduate, you may replace one business subject with a second foreign language course. EBS London offers a choice of nine languages: French, German, Italian, Japanese, Mandarin Chinese, Portuguese, Arabic, Russian and Spanish. If you wish to take this option, you will need to indicate your preference on your Module Choice Form.

Please note, if you are following a postgraduate programme at EBS London it **will not** be possible for you to take a foreign language course due to different semester start and end dates.

POSTGRADUATE MODULE CHOICES

Choosing Your Courses

Students who have completed a bachelor's degree and are registered on a postgraduate degree at their home institution may register for a **maximum** of 4 business courses (due to visa regulations, non-EU students must take a minimum of 3 courses, totalling at least 15 ECTS). You can choose modules from across the following three Masters programmes:

[MBA International Business](#)

[MSc Global Banking & Finance](#)

[MA Management with pathways](#)

(The MA Luxury Brand Management is not available to study abroad students)

You may choose either Core or Elective modules but please be aware electives will only run subject to sufficient students enrolling. You **must** make sure that you meet the pre-requisites needed/demonstrate prior knowledge for each module and have your choices approved by your academic tutor.

If you are following a postgraduate programme at EBS London it **will not** be possible for you to take the English for Business Module due to different semester start and end dates. However, we do offer **not-for-credit** English Support Classes.

To choose your courses, please refer to pages 14 -16 where you will find a List of **Available Postgraduate Modules** for your semester.

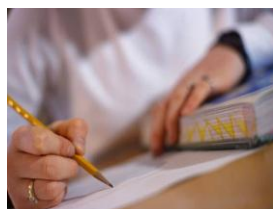
ALL STUDENTS

We cannot guarantee that students will be given their first choices. Therefore please remember that you must indicate **3 approved suitable alternatives** on your form. You may be given any of these 3 modules if your first choices are not available. It is important that they fit with your studies and have been approved by your home institution. If your form does not state these 3 alternatives it will not be accepted and it will be returned.

IMPORTANT

You must register for classes at one school exclusively. Students **CANNOT** choose classes from across schools and faculties.

COURSE DESCRIPTIONS



Our website offers detailed module descriptions for both undergraduate and postgraduate courses.

Course descriptions for the European Business School London can be found here:

Undergraduate:

www.ebslondon.ac.uk/courses/undergraduate/ba_hons_int_business/module_descriptions.aspx

Postgraduate

Click on the relevant programme: <http://www.ebslondon.ac.uk/courses/postgraduate.aspx>

IMPORTANT INFORMATION ABOUT YOUR MODULE CHOICES:

- 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 university before it is submitted.
- Modules are allocated on a first come, first served basis.
- 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.
- Students cannot combine modules from postgraduate and undergraduate programmes.

LIST OF AVAILABLE MODULES AT EUROPEAN BUSINESS SCHOOL LONDON

LIST OF AVAILABLE MODULES AT EBS LONDON- UNDERGRADUATE LEVEL

KEY

BA IB	Module from the BA International Business
BA IEM	Module from the BA International Events Management
Exchange	Modules only for visiting & exchange students
Core Module	Core modules- run every semester
Electives	Electives will only run subject to sufficient students enrolling in the course

Programme	Level	Module Code	Module Title	ECTS
BA IB	1	ACC101	Financial Reporting	6
BA IB	1	ACC102	Management Accounting	6
BA IB	1	BUS101	International Business Environment	6
BA IB	1	BUS104	Individual Influence Skills	3
BA IB	1	ECO101	Foundations of Managerial Economics	6
BA IB	1	FIN151	Introduction to Financial Markets	6
BA IB	1	INF101	Information Technology for Business	3
BA IB	1	INF151	Database Development and Web Design	6
BA IB	1	LAB110	Arabic for Business: Stage 1	6
BA IB	1	LAB120	Arabic for Business: Stage 2	6
BA IB	1	LAW151	Introduction to Business Law	6
BA IB	1	LCH110	Chinese for Business: Stage 1	6
BA IB	1	LCH120	Chinese for Business: Stage 2	6
BA IB	1	LFR110	French for Business: Stage 1	6
BA IB	1	LFR120	French for Business: Stage 2	6
BA IB	1	LGE110	German for Business: Stage 1	6
BA IB	1	LGE120	German for Business: Stage 2	6
BA IB	1	LIT110	Italian for Business: Stage 1	6
BA IB	1	LIT120	Italian for Business: Stage 2	6
BA IB	1	LJA110	Japanese for Business: Stage 1	6
BA IB	1	LJA120	Japanese for Business: Stage 2	6

BA IB	1	LPO110	Portuguese for Business: Stage 1	6
BA IB	1	LPO120	Portuguese for Business: Stage 2	6
BA IB	1	LRU110	Russian for Business: Stage 1	6
BA IB	1	LRU120	Russian for Business: Stage 2	6
BA IB	1	LSP110	Spanish for Business: Stage 1	6
BA IB	1	LSP120	Spanish for Business: Stage 2	6
BA IB	1	MGT151	Media Technology for Business	6
BA IB	1	QUA101	Understanding Business Data	6
BA IB	2	BUS251	Environmental Sustainability for Managers	6
BA IB	2	CCS251	Introduction to Cross-Cultural Studies	6
BA IB	2	ECO201	Macroeconomic Analysis	6
BA IB	2	FIN252	Principles of Financial Management	6
BA IB	2	FIN254	Global Banking	6
BA IB	2	FIN255	Financial Quantitative Analysis	6
BA IB	2	INF252	Information Management	6
BA IB	2	LAB230	Arabic for Business: Stage 3	6
BA IB	2	LAB240	Arabic for Business: Stage 4	6
BA IB	2	LAW253	Law and the Corporation	6
BA IB	2	LAW254	Law and the Individual	6
BA IB	2	LCH230	Chinese for Business: Stage 3	6
BA IB	2	LCH240	Chinese for Business: Stage 4	6
BA IB	2	LCH250	Chinese for Business: Stage 5	6
BA IB	2	LCH260	Chinese for Business: Stage 6	6
BA IB	2	LFR230	French for Business: Stage 3	6
BA IB	2	LFR240	French for Business: Stage 4	6
BA IB	2	LFR250	French for Business: Stage 5	6
BA IB	2	LFR260	French for Business: Stage 6	6
BA IB	2	LGE230	German for Business: Stage 3	6
BA IB	2	LGE240	German for Business: Stage 4	6
BA IB	2	LGE250	German for Business: Stage 5	6
BA IB	2	LGE260	German for Business: Stage 6	6

BA IB	2	LIT230	Italian for Business: Stage 3	6
BA IB	2	LIT240	Italian for Business: Stage 4	6
BA IB	2	LIT250	Italian for Business: Stage 5	6
BA IB	2	LIT260	Italian for Business: Stage 6	6
BA IB	2	LJA230	Japanese for Business: Stage 3	6
BA IB	2	LJA240	Japanese for Business: Stage 4	6
BA IB	2	LJA250	Japanese for Business: Stage 5	6
BA IB	2	LJA260	Japanese for Business: Stage 6	6
BA IB	2	LPO230	Portuguese for Business: Stage 3	6
BA IB	2	LPO240	Portuguese for Business: Stage 4	6
BA IB	2	LRU230	Russian for Business: Stage 3	6
BA IB	2	LRU240	Russian for Business: Stage 4	6
BA IB	2	LRU250	Russian for Business: Stage 5	6
BA IB	2	LRU260	Russian for Business: Stage 6	6
BA IB	2	LSP230	Spanish for Business: Stage 3	6
BA IB	2	LSP240	Spanish for Business: Stage 4	6
BA IB	2	LSP250	Spanish for Business: Stage 5	6
BA IB	2	LSP260	Spanish for Business: Stage 6	6
BA IB	2	MGT201	Human Resource Management	6
BA IB	2	MKT201	Principles of Marketing	6
BA IB	2	MKT251	Advertising and Media in the Marketing Environment	6
BA IB	2	QUA255	Collecting and Using Business Data	6
BA IB	3	BCS351	The Business of Culture: Britain and the Heritage Industry	7.5
BA IB	3	BUS302	Business Strategy	7.5
BA IB	3	BUS303	International Business	7.5
BA IB	3	CCS350	Cross-Cultural Perspectives in Business	7.5
BA IB	3	ECO354	International Economics	7.5
BA IB	3	FIN354	Mergers and Acquisitions	7.5
BA IB	3	FIN355	Multinational Financial Management	7.5
BA IB	3	FIN356	Issues in Corporate Finance	7.5
BA IB	3	FIN357	Financial Risk Management	7.5

BA IB	3	FIN358	Operational Risk Management	7.5
BA IB	3	FIN359	Financial Media and Communications	7.5
BA IB	3	FIN360	Islamic Finance	7.5
BA IB	3	INB355	Planning a New Venture	7.5
BA IB	3	INB356	The Business and Management of Small and Medium Enterprises	7.5
BA IB	3	LAW352	European Law	7.5
BA IB	3	LAW353	International Law	7.5
BA IB	3	LAW354	Corporate Governance Law	7.5
BA IB	3	LCH301	Chinese Semesters Stages 6 and 7	6
BA IB	3	LFR301	French Semesters Stages 6 and 7	6
BA IB	3	LGE301	German Semester Stages 6 and 7	6
BA IB	3	LIT301	Italian Semesters Stages 6 and 7	6
BA IB	3	LJA301	Japanese Semesters Stages 6 and 7	6
BA IB	3	LRU301	Russian Semesters Stages 6 and 7	6
BA IB	3	LSP301	Spanish Semesters Stages 6 and 7	6
BA IB	3	MGT302	Leadership and Management	7.5
BA IB	3	MGT353	Creative Management	7.5
BA IB	3	MGT354	Operations Management	7.5
BA IB	3	MGT352	International Human Resource Management	7.5
BA IB	3	MKT361	Consumer Behaviour	7.5
BA IB	3	MKT362	International Marketing	7.5
BA IB	3	MKT364	Marketing Communications	7.5
BA IB	3	MKT365	Direct Marketing and Internet Marketing	7.5
BA IB	3	MKT366	Service Marketing	7.5
BA IB	3	QUA350	Business Forecasting	7.5
BA IB	2	MGT251	Visual Arts and Society	6
BA IEM	1	ACC103	Financial and Management Accounting	6
BA IEM	1	BUS107	Professional Skills Development	6
BA IEM	1	BUS159	Introduction to International Organisational Behaviour	6
BA IEM	1	ECO102	Economics of Tourism and Events	6
BA IEM	1	ECO151	Introduction to Global Political Economy	6

BA IEM	1	EVM101	Introduction to Events Planning Industry	6
BA IEM	1	EVM102	Events Operations Project Planning	6
BA IEM	1	INF102	Project Planning IT Skills	6
BA IEM	1	LAW102	Introduction to Comparative Law	6
BA IEM	1	MGT152	Media Technology for Events Management	6
BA IEM	1	MGT153	Introduction to Writing for the Media	6
BA IEM	2	MKT202	Events Marketing	6
BA IEM	2	EVM201	Destinations and the MICE Industry	6
BA IEM	2	MGT203	Managing Human Resources	6
BA IEM	2	EVM202	Risk Management for Events	6
BA IEM	2	EVM251	Culture and Tourism	6
BA IEM	2	EVM252	Food and Society	6
BA IEM	2	MKT252	Integrated Marketing Communications for Events	6
BA IEM	3	CCS350	Cross-Cultural Perspectives in Business	7.5
BA IEM	3	MGT355	Design in International Events Management	7.5
BA IEM	3	MGT356	Luxury Brands Management and International Events Management	7.5
BA IEM	3	INB357	Enterprise Planning	7.5
BA IEM	3	EVM302	Business Strategy	7.5
BA IEM	3	EVM303	Contemporary Issues in International Events Management	7.5
BA IEM	3	EVM351	Modern Gastronomy	7.5
BA IEM	3	MKT367	Public Relations	7.5
Exchange	2	ENG201	Business English for Exchange Students	6
Exchange	3	ENG301	Business English for Exchange Students	7.5

Course descriptions can be requested from: inbound@regents.ac.uk; Course descriptions can also be found here:

BA International Business

http://www.ebslondon.ac.uk/courses/undergraduate/ba_hons_int_business/module_descriptions.aspx

BA International Events Management

http://www.ebslondon.ac.uk/courses/undergraduate/ba_hons_events_management.aspx

! Please note: Modules are available on a first come, first served basis. Elective subjects will only run subject to sufficient numbers of students enrolling in the class.

LIST OF AVAILABLE MODULES AT EBS LONDON – POSTGRADUATE LEVEL

Only students already enrolled in postgraduate studies in their home institution can select postgraduate courses.

Please note that courses will only run subject to sufficient numbers of students enrolling in the class.

Colour Code/Key
Modules running in Autumn Semester only
Modules running in Spring Semester only
Modules running in Spring and Autumn

MSc Global Banking and Finance		
Core Modules	Duration of module	ECTS Credits
GBF451 - Bank Risk Management	Semester long	6.5
GBF452 - Banking Regulation	Semester long	6.5
GBF454 - Corporate Finance	Semester long	6.5
GBF456 - Financial Statement Analysis & Valuation	Semester long	6.5
GBF457 - Monetary Policy & Central Bank Operations	Semester long	6.5
GBF459 - Investment Analysis	Semester long	6.5
Elective Modules		
GBF453 - Alternative Investments	Semester long	6.5
GBF455 - Financial Engineering	Semester long	6.5
GBF458 - Trading in Global Financial Markets	Semester long	6.5
GBF460 – Microfinance	Semester long	6.5
GBF461 - Bond Market Strategies	Semester long	6.5
GBF404 – Research Methods	Semester long	6.5
MBA International Business		
Module	Duration of module	ECTS Credits
MBA402 - Business and Competitive Environments	Semester long	10
MBA403 - Entrepreneurship & New Business Ventures	Semester long	10

MBA404 - Crossing Continents: Language and Culture in Business	Semester long	5
MBA405 - Managing Organisations and People in the 21st Century	Semester long	10
MBA406 - Financial and Managerial Accounting	Semester long	5
MBA407 - Financial Management	Semester long	5
MBA408 - Information & E-Business Management Systems	Semester long	5
MBA409 - Marketing in Diverse Environments	Semester long	5
MBA410 - Operations & Services Management	Semester long	5
MA Management with Pathways	Duration of module	ECTS Credits
BUS420 - Strategy in Action (available from Spring 2012)	Semester long	10
Entrepreneurial Management Pathway	Duration of module	ECTS Credits
EMG460 – Feasibility Studies and New Business Ventures	Semester long	10
ENG462 – Selling	1 week intensive*	2.5
EMG470 – Business Plan and Entrepreneurial Finance	Semester long	10
EMG456 – Aesthetic Enterprise	Semester long	5
EMG457 – Technological Entrepreneurship	Semester long	5
EMG461 – International Trade for Young Business	Week 1 – 5	2.5
EMG458 - Emerging Economy Enterprises	Semester long	5
EMG459 – Green and Not for Profit Enterprises	Semester long	5
EMG464 – Family Business	Weeks 1-11	5
EMG463 – Strategy Dynamics for Entrepreneurial Design	Weeks 1-5	2.5
EMG465 - Private Equity & Venture Capital	Weeks 1-11	5
EMG461 - International Trade for Young Business	Weeks 1-5	2.5
EMG462- Selling	1 week intensive*	2.5
Human Resource Management Pathway	Duration of module	ECTS Credits
HRM410 – Strategic Human Resource Management	Semester long	10
HRM456 – Industrial Relations in an International Context	Week 1 – 5	2.5
HRM457 – Reward Management	Week 7 – 11	2.5
HRM460 – The Artistry of Leadership	Semester long	10

HRM462 – Course Design	Weeks 1-11	5
HRM470 – Strategic Human Resource Development	Semester long	10
HRM459 - Coaching	1 week intensive*	2.5
HRM458 – Understanding Personality and Organisational Psychology	Weeks 1-5	2.5
HRM461 – Small Business Mentoring	1 week intensive*	2.5
HRM463- Training Theory and Assessment	Weeks 1-11	5
HRM490 – International Human Resource Management	Semester long	10
International Business Management Pathway	Duration of module	ECTS Credits
INB430 – International Business and the Multinational Enterprise	Semester long	10
EMG490 – Entrepreneurship Theory and Practice	Semester long	10
INB456 – Technology and International Business	1 week intensive*	2.5
INB457 – Doing Business in China	1 week intensive*	2.5
INB460 – International Business Economics	Semester long	10
INB470 – International Law (same content as MKT458)	Semester long	5
MKT458 – International Law (same content as INB470)	Week 1- 11	5
INB430 - International Business and the Ecological Imperative	Semester long	5
INB410 - The Changing Geography of International Business	Semester long	5
INB420 - Finance for the International Business	Semester long	5
INB458 – European Institutions	1 week intensive	2.5
INB459 - International Supply Chains	1 week intensive	2.5
INB461 – The Politics of International Trade	Spring Semester	
International Marketing Management Pathway	Duration of module	ECTS Credits
MKT456 – Luxury Marketing	Week 7 -11	2.5
MKT457 – Political Marketing	Week 1 – 11	5
MKT410 – Consumer Behaviour	Semester long	5
MKT459 – Copywriting for International Marketers	1 week intensive*	2.5
MKT460 – International Marketing Management	Semester long	10
MKT470 – Advertising and Marketing Communications	Autumn	5

MKT480 – International Marketing Research and Methods	Semester long	10
MKT490 – Transnational Marketing Seminar	Semester long	5
MKT461- Small Firms in International Marketing	Weeks 1-5	2.5
MKT462 – International Services Management	Weeks 1-5	2.5
MKT463 – Internet & Direct Marketing	Week 1 – 11	5
ELECTIVES common to all pathways:	Duration of module	ECTS Credits
MGT451 – Continuing Personal Development	1 week intensive*	2.5
MGT452 – Effective Group Dynamics	1 week intensive*	2.5
MGT453 – Intercultural Competence for Managers	1 week intensive*	2.5
FIN451 – Islamic Finance	Week 7 – 11	2.5
FIN452 - Business Finance	Weeks 7 – 11	2.5
MGT454 - International Ethics	1 week intensive*	2.5
MGT455 - Negotiating Internationality	1 week intensive*	2.5
LRF451/2/3/4 - French	Weeks 1-11	5
LCH451/2 - Mandarin	Weeks 1-11	5
LSP451/2/3/4 - Spanish	Weeks 1-11	5
LAB451/2 - Arabic	Weeks 1-11	5

Module descriptions can be found here by clicking on the relevant programme here: <http://www.ebslondon.ac.uk/courses/postgraduate.aspx>.

You can also request detailed descriptions from the IPO by emailing inbound@regents.ac.uk

* If you choose a one week intensive module these take place in week 6 of the semester. If you are taking modules on either the MBA or MSc programme, you

must ensure that this will not conflict with your timetable for these classes.

English Support for Exchange students

Information for non-native English speakers

Pre-semester English Classes

If you would like to take English lessons before the beginning of the semester you can enrol at Internexus. Internexus is a specialist English language school and is located on the Regent's College Campus.

For more information about courses, prices and course dates please see the following link :

http://www.regents.ac.uk/study_at_rc/english_language_courses.aspx

Semesterly English Classes for Undergraduates

Undergraduate study abroad students at Regent's College have the option to take 'Business English for Exchange Students' for credit in addition to their 4 business modules. There is no additional charge for this course.

Two levels of the course are run each semester at an advanced and intermediate level. The intermediate level of the course (ENG 201) carries 6 ECTS and the higher level (ENG 301) 7.5 ECTS.

This module is available to undergraduate students in both the Spring and Autumn semesters. However, if you are following a postgraduate programme at EBS London it will not be possible for you to take the English for Business Module due to different semester start dates.

If you wish to take the 'Business English for Exchange Students' course, you must indicate this on your module choice form. In order to confirm your place on the course you will be asked to complete an on-line English placement test so you can be assigned to the correct level class. This will be sent to you via email **at least 4 weeks** before the beginning of the semester and must be submitted before the deadline indicated.



PLEASE NOTE: The English course is not compulsory.

Students are admitted to Regent's College London on the assumption that they have an adequate level of English. Please ask your home institution if they require you to take English and if you can gain credit for this.

English Support Classes for Postgraduates

EBS London offers all postgraduate students the opportunity to take English Support Classes as part of your semester. You will be asked upon registration if you wish to take this course. If so, you will be level tested accordingly on arrival. There will be no additional charge for this course.

PLEASE NOTE: Although this course is not for credit, if you sign up you must attend it for the entire semester.

Tuition Fees



Exchange Students

All exchange students who have been nominated to study at Regent's College by one of our partner universities do not have to pay tuition fees to Regent's College.

International Visiting Students (IVS)

Students from our partner institutions who are coming to study at Regent's College outside the exchange programme will be liable for the following *discounted* semester fee should this not be met by the home institution.

Postgraduate Fees: £ 5,880 per semester

Undergraduate Fees: £ 5,050 per semester

Independent Study Abroad Students

Students who choose to study independently at Regent's College are liable for the following fees:

Postgraduate Fees: £ 7,000 per semester

Undergraduate Fees: £ 6,400 per semester

Payment of Fees

- If you have to pay fees to study at Regent's College, you will be sent an invoice for the full tuition fee amount once your application has been received.
- You will need to pay your fees before registering at Regent's College during Induction Week.
- Details of how fee payments can be made is available here:
http://www.ebslondon.ac.uk/courses/financial_info/how_to_pay.aspx

*****Please Note: All the tuition fees listed above are for the 2011-2012 academic year*****

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 “Points Based System” was introduced in March 2009.

Please read on to gain a greater understanding of current rules and Regent’s College’s administrative processes to help you obtain a visa.

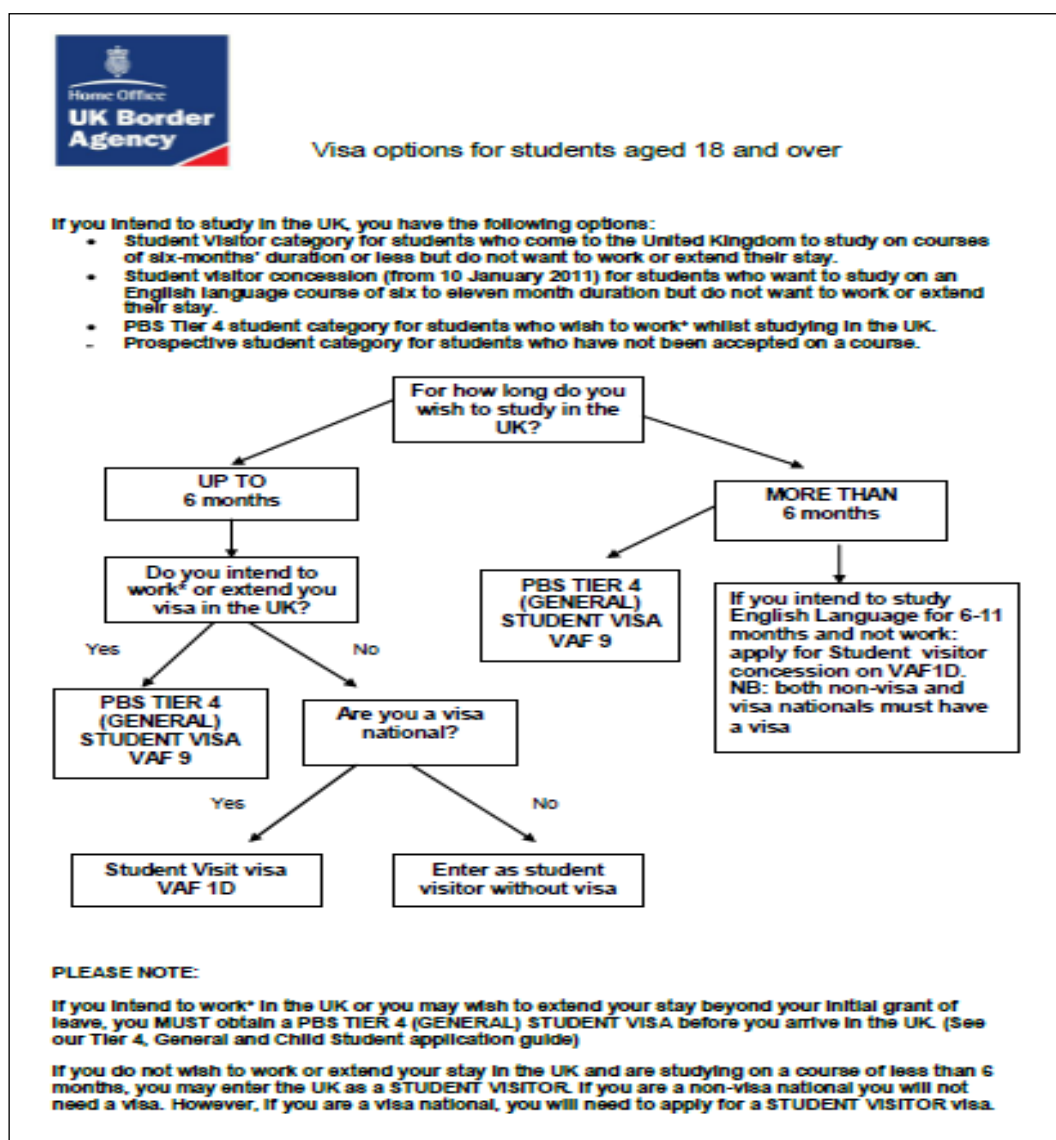
Please note however, that we can only inform you of current regulations and we are not legally in a position to give any immigration advice on applying for visas. If you need further information please direct your enquiries to the [UKBA website](#).

Visa Routes

For **non-EU/EEA Nationals** there are two visa routes depending on the length of stay and your desire to work during your stay.

1. Student Visitor Route
2. Tier 4 (General) Student Route

In order to choose the correct visa route you will need to consult the ‘**Visa Options for Students Guide**’ which is available for download on the Regent’s College Website. However, the diagram below will provide you with a brief overview.



If you do not wish to work or extend your stay in the UK and are studying on an English Language course of 6 - 11 months you should apply under the STUDENT VISITOR concession from 10 January 2011. You MUST, however, obtain prior entry clearance (visa) before you arrive in the UK.

If you have not been accepted on a course but you are seeking entry in order to visit an institution to finalise your choice of course or to take entrance exams, you MUST obtain a PROSPECTIVE STUDENT VISA if you then want to switch into the points-based system whilst in the UK and continue your studies.

*PBS Tier 4 (GENERAL) Students are allowed to work up to 20 hours per week during term-time or full-time during vacations. Course-related work placements must not exceed 50 per cent of the total length of the course undertaken in the UK.

1. Student Visitor Route

The student visitor route is aimed at students who wish to undertake a short-term course of study of up to six months in the United Kingdom and who have no interest in the full student visa entitlements.

It is important to note that Student Visitor Visas will only 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. As a Student Visitor, they will not be allowed to do any work (paid or unpaid). Also, it will not be possible for them to change from 'Student Visitor' to 'Tier 4 (General) Student' from within the UK.

- **Visa National Students** will need to apply in advance for their Student Visitor Visas before entering the UK. Students can find a list of visa national countries from the following website: www.ukvisas.gov.uk/en/doineedvisa/visadatvnationals
- **Non Visa Nationals** are subject to the non visa national rules listed at this link <http://www.ukvisas.gov.uk/en/howtoapply/infos/studentvisitorinfo>

For more information and guidance on the Student Visitor Route please see the guide '**The UKBA Guide to Student Visitor Visa**' which is available for download on the Regent's College website.

IMPORTANT

Students may still choose to apply under the Tier 4 (General) Student for a course that is less than six months if they would like to be entitled to the full student visa entitlements and have the option to work.

2. Tier 4 (General) Student

As of **22 February 2010**, Regent's College will assign a **CAS (Confirmation of Acceptance for Studies)** number to each student. The CAS is a unique reference number that students will use to apply for permission to study in the UK as a Tier 4 (General) student.

Students will automatically receive a CAS reference number by Regent's College when the following two criteria have been met:

- The student has been nominated by the home university
- The student has submitted all application material to the International Partnerships Office

Students will be personally notified by Regent's College once their CAS has been assigned, and will be given the number to use as part of their visa application.

Any student who applies for a Tier 4 (General) student visa **after** 22nd February 2010 **must** do so using a CAS. All paper visa letters have now become invalid. A CAS will be valid for six months from the date assigned. If a student does not use it within this period to apply for the Tier 4 (General) student visa, it will automatically become invalid.

For more information and guidance on the Tier 4 (General) student visa, please see the guide '**The UKBA Guide to Tier 4 (General) student Visa**' which is available for download on the Regent's College website.

IMPORTANT Please note that this information is correct at the time of publication and are guidelines only. Regent's College cannot offer any advice on the application of visas. If you need further information please direct your enquiries to the [UKBA website](http://www.ukba.gov.uk).

Accommodation



Regent's College 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/accommodation.aspx>

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.

Information about the accommodation:

- There are single, twins or triple rooms
- The residence halls have wireless internet access
- All rooms are non smoking
- 8 rooms have wheelchair access and are located on a corridor which has a fully wheelchair accessible bathroom, with shower, washbasin and toilet
- All rooms are furnished with beds (often bunked), desks, wardrobes, lamps and chairs. Linen (duvet, sheet, pillow) is provided but you should bring your own towel

The application form is downloadable from the website

http://www.regents.ac.uk/accommodation/accommodation_office.aspx

Off-Campus Accommodation

If you require assistance or help finding off campus accommodation please contact the Accommodation Officer 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/accommodation/college_managed_housing/college_apartments.aspx

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.



Academic Calendar

Please find below the academic calendar for the Spring 2012 semester. You will be given a full academic calendar specific to your programme at Regent's College during Induction Week.

Undergraduate Academic Calendar

Spring Semester 2012

Week Commencing	Week	EBS Undergraduate
06/02/2012	0	<i>Induction Week - Compulsory for all students</i>
13/02/2012	1	<i>Classes commence</i>
20/02/2012	2	
27/02/2012	3	
05/03/2012	4	<i>Deadline for withdrawing* from modules</i>
12/03/2012	5	
19/03/2012	6	
26/03/2012	7	
02/04/2012	8	<i>Easter Break</i>
09/04/2012	9	<i>Easter Break</i>
16/04/2012	10	
23/04/2012	11	
30/04/2012	12	
07/05/2012	13	
14/05/2012	14	
21/05/2012	15	<i>Examinations</i>
29/05/2012	16	<i>Examinations</i>
04/06/2012	17	<i>Examinations. Last day of exams 08/06/2012</i>

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

Postgraduate Academic Calendar

Spring Semester 2012– MBA International Business

Week Commencing	Week	EBS Postgraduate - MBA
23/01/2012	0	<i>Induction Week - Compulsory for all students</i>
30/01/2012	1	<i>Classes Commence</i>
06/02/2012	2	
13/02/2012	3	
20/02/2012	4	
27/02/2012	5	
05/03/2012	6	
02/04/2012	7	<i>Easter Break</i>
09/04/2012	8	<i>Examinations. First day of exams 10/04/2012</i>
16/04/2012	9	<i>Examinations. Last day of exams 18/04/2012</i>

To view the full academic calendar & view any updates, please see:

http://www.ebslondon.ac.uk/academic_life/academic_calendar/mba_ib_academic_calendar.aspx

Postgraduate Academic Calendar

Spring Semester 2012– MSc Global Banking & Finance / MA Management (Pathways)

Week Commencing	Week	EBS Postgraduate – MSc/MA
23/01/2012	0	<i>Induction Week - Compulsory for all students</i>
30/01/2012	1	<i>Classes Commence</i>
06/02/2012	2	
13/02/2012	3	
20/02/2012	4	
27/02/2012	5	
05/03/2012	6	
12/03/2012	7	
19/03/2012	8	
26/03/2012	9	
02/04/2012	10	<i>Easter Break</i>
09/04/2012	11	<i>Easter Break</i>
16/04/2012	12	
23/04/2012	14	
30/04/2012	15	<i>Examinations</i>
01/05/2012	16	<i>Examinations</i>
07/05/2012	17	<i>Examinations. Last day of exams 11/05/2012</i>

To view the full academic calendar & view any updates, please see:

MSc Global

www.ebslondon.ac.uk/academic_life/academic_calendar/msc_gbf_academic_calendar.aspx

MA Management with pathways

www.ebslondon.ac.uk/academic_life/academic_calendar/ma_management_with_pathways.aspx

After Submitting Your Application

Confirmation of Acceptance

Once the International Partnerships Office has received your **complete** application pack, you will receive the following:

EU/EEA STUDENTS receive an acceptance email with an electronic copy of the Regent's College Pre-Arrival Guide

NON EU/EEA NATIONAL STUDENTS

Students Applying for Tier 4 Student Visa

Once the International Partnerships Office has received all the necessary documentation from you, Regent's College will report your details to the UK Border Agency. The UK Border Agency will then issue a CAS (Confirmation of Acceptance of Studies). You will be personally notified by Regent's College via email once your CAS has been assigned, and you will be given the number to use as part of your visa application.



Please note: You do not need your CAS on Regent's College headed paper. All you need is the CAS number which you include in your visa application form.

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 College 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.

IMPORTANT

Regent's College cannot offer any advice on the application of visas. If you need further information please direct your enquiries to the [UKBA website](#).

Online Enrolment

Four weeks prior to arriving at Regent's College, you will need to enrol online. You will receive an email containing your user name and password as well instructions about how to log onto the system.

It is important that you enrol online before arriving at Regent's College otherwise you will not be able to complete your registration or view your timetable when it is issued.

Induction Week



The International Partnerships Office organises an Induction Week for all incoming Study Abroad Students, which takes place during the week before classes commence. The Induction Week timetable will be sent to you prior to your arrival (approximately 1-2 weeks before arrival).

The Induction Week aims at providing the incoming Study Abroad Students with an introduction to Regent's College and our Support Services. During Induction Week you will also receive your Academic Timetable for the semester.

Please note: Your class timetable will not be available before Induction Week.

Activities & Presentations during Induction Week

The list of events below is an indication of the schedule of events taking place during the Induction Week:

- Students' Registration and distribution of Welcome Packs
- Tour of campus
- Welcome talks by IPO staff, Programme Director and Student Council
- Information given by Head of Student Support & Disability Officer
- Introduction to Careers and Business Relations: the team provides assistance with CVs, cover letters and advises on work placements/ internships
- Introduction to Student Services: the office provides help with issues ranging from accommodation and health care to sport and entertainment
- Introduction to Regent's College Library: an extensive collection of books and daily international papers
- IT centre induction: provides information on our computing facilities
- Second language assessment level (optional)
- London Survival Guide Presentation
- The great London Treasure Hunt



Application Checklist

In order to confirm your place on the programme, you will need to send the following documentation electronically to inbound@regents.ac.uk **no later** than the deadline indicated.

STUDENTS APPLYING FOR UNDERGRADUATE PROGRAMMES:

NON-EU/EEA NATIONAL STUDENTS

DEADLINE: 30th October 2011

EU NATIONAL STUDENTS

DEADLINE: 15th November 2011

- A copy of your official academic university transcript
- A copy of your passport (where your personal details and photo appear) / National Identity Card (EU students only)
- A clear JPEG photo
- [Application Form](#)
- [Module choice form](#)

STUDENTS APPLYING FOR POSTGRADUATE PROGRAMMES

NON-EU/EEA NATIONAL STUDENTS

DEADLINE: 30th October 2011

EU NATIONAL STUDENTS

DEADLINE: 15th November 2011

- A copy of your official academic university transcript
- A copy of your passport (where your personal details and photo appear) / National Identity Card (EU students only)
- A clear JPEG photo
- A copy of your CV/Resume in English
- [Application Form](#)
- [Module choice form](#)

STUDENTS APPLYING FOR THE INDEPENDENT STUDY ABOARD PROGRAMME

Please follow the correct application above depending on whether you are applying as an undergraduate or postgraduate. You will also need to submit the following additional information:

- A 500 word personal statement detailing why you wish to study abroad at Regent's College

All forms can be downloaded here:

http://www.ebslondon.ac.uk/study_abroad/apply/apply_now.aspx

Contacting the International Partnerships Office (IPO)



If you have any questions regarding your application or study period abroad at Regent's College, please contact the International Partnerships Office (IPO).

Contact Details

Address:

International Partnerships Office
Regent's College
Inner Circle
Regent's Park
London NW1 4NS
United Kingdom

Tel: +44 (0) 20 7487 7476/7605

Fax: +44 (0) 20 7487 7486

Email: inbound@regents.ac.uk