



REGENT'S COLLEGE
LONDON



COLLEGE STUDENT HANDBOOK 2011/12
REGENT'S COLLEGE LONDON

THE COLLEGE STUDENT HANDBOOK

Welcome to the **College Student Handbook** which has been designed to provide 'all you need to know' about the College. You will need to refer to it throughout your period of study.

You also have a separate **Programme Handbook** which contains important information about your programme. It is designed to set out the aims and objectives of the programme and its various components, together with the relevant programme regulations. Please ensure that you read through the Handbooks carefully in order to familiarise yourself with the way in which the information is presented.

This document is prepared ahead of the academic period to which it relates. As a result, some changes are inevitable. Rules and regulations, such as assessment regulations, may be changed as required. Regent's College reserves the right to alter without notice the regulations, programmes, module descriptions / outlines and calendars / timetables.

Equality and Diversity Statement

You should be aware that Regent's College has the following statement on student equality and diversity, and recognises the importance of affording equal opportunity and fair treatment to existing students and prospective students. In addition, Regent's College expects students to respect that staff members and visitors to the College should be treated likewise.

One of Regent's College's institutional strengths is its wide and diverse population of both students and staff, which adds to the College's intellectual capital. In promoting diversity, Regent's College commits to creating an inclusive environment in which personal uniqueness and differences are respected and valued. The College therefore, in accordance with equalities legislation and codes of practice, is committed to ensure that every student receives just and equitable treatment, regardless of age, cultural background, marital status, disability, ethnicity, gender, caring responsibilities, religion or sexual orientation.

In order to ensure that equality and diversity are respected, the College will not tolerate discrimination, harassment or bullying of any student or member of staff. The College will endeavour to provide appropriate support to any student who has been the subject of discrimination, harassment or bullying. Existing College procedures, policies and codes may be used to fully investigate the matter. This may include reference to one, or some of the following:

- [Code of Conduct for Students](#)

- [Student Complaints Policy](#)
- [Disability policy](#)
- [Security policy](#)

Definitions

Discrimination: The unfavourable treatment of a person or group on the grounds of a personal trait rather than on the basis of individual merit.

Harassment: Any form of improper, offensive and unwanted conduct that can violate a person's dignity and can create an intimidating, hostile, degrading or humiliating environment.

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Welcome to Regent's College

Welcome to Regent's College, or if you are a continuing student - welcome back!

Our mission, the variety of our programmes, the way we teach, the international mix of students and the location of our beautiful campus in Regent's Park in the heart of London all contribute to making your study at the College a special experience.

Our mission is to focus on professionalism, internationalism and the development of global citizens who have the skills and experience needed to sustain exciting, rewarding and valuable careers in their chosen fields. All my colleagues are dedicated to ensuring that you enjoy your time at Regent's and reach the objectives that you have set yourself.

Our graduates are in high demand and attract average salaries substantially above the norm. Our alumni now occupy key roles in a wide variety of business, commercial, media, governmental and public service organisations. Many have gone on to become successful entrepreneurs or leading professionals and often return to the College to share their experience with students.

Whichever programme you have chosen to study, I hope you find your time with us rewarding and enjoyable, and you feel that you are valued in the Regent's community.

Aldwyn Cooper
Chief Executive and Principal

Regent's College Faculties and Schools

Please find below information about the College, its two Faculties, and its six Schools.

Regent's College

Regent's College is one of the UK's most respected private colleges. Comprising six schools plus a world-class conference centre, all within a superb central London campus, Regent's College offers everything students need to fulfil their academic and personal potential.

A wide range of programmes, including British and American degrees at undergraduate and postgraduate level, are taught in a dynamic international environment.

Regent's College is a registered charity with surpluses reinvested for the benefit of its students.

The College has two Faculties – Humanities Arts and Social Sciences; and Business and Management.

www.regents.ac.uk

Faculty of Humanities Arts and Social Sciences (HASS)

The Faculty comprises four Schools – School of Psychotherapy & Counselling Psychology (SPCP); Regent's American College London (RACL); Webster Graduate School London (WGSL); and London School of Film Media & Performance (LSFMP).

The School of Psychotherapy & Counselling Psychology (SPCP)

The School of Psychotherapy and Counselling Psychology (SPCP) has established an international reputation as one of the UK's leading therapeutic training institutions and aims to provide a wide-ranging and thorough professional training and academic education in psychotherapy, counselling and counselling psychology. It offers numerous programmes from Foundation level to full Doctoral programmes. Its staff are highly respected and experienced members of the profession who are committed to excellence in their field and who have made significant contributions to those fields. The School aims to provide a stimulating learning environment that both addresses and respects our Equal Opportunities Statement.

The School's programmes are demanding as well as enjoyable. Students need to commit themselves wholeheartedly to their studies and training if they are to make the most of the

opportunities presented. We believe it is through hard work and the spirit of questioning and critical investigation that results are achieved. Taking a programme in the School is a challenging, intense and rewarding experience.

The School advocates a non-doctrinaire 'integrative attitude' throughout all of its programmes. The School's academic staff represent a number of models and approaches (the existential-phenomenological, psychoanalytic and integrative in particular) and all students are exposed to contrasting views in an open and constructively critical manner. Students / trainees are expected to think for themselves and learn to respect views other than their own.

www.spc.ac.uk

Regent's American College London (RACL)

Regent's American College London (RACL), brings the Liberal Arts curriculum of American higher education to the UK. The College, formerly known as British American College London (BACL), is the official London campus of Webster University, St. Louis, USA. Webster University was founded in 1915 and has been fully accredited by the North Central Association of Colleges and Schools since 1925.

RACL offers an internationally-focused, stimulating and supportive educational experience, with a wide choice of majors including history, political science, and social science. We are particularly proud of the flexibility our American degree programmes offer, our central location with its diverse range of culture, our links to the financial institutions of the City of London, and our international student body.

www.bacl.ac.uk

Webster Graduate School London (WGSL)

Webster Graduate School London delivers an international education to students from around the world. We are the official London Campus of Webster University, St. Louis, USA, founded in 1915 and fully accredited by the North Central Association of Colleges and Schools since 1925.

We offer an internationally-focused, stimulating and supportive educational experience, with a wide variety of American graduate programmes. We are proud of the flexibility of our American degree programmes, our central location with its diverse range of culture, our links to the financial institutions of the City of London, and our international student body.

www.webster.edu

London School of Film Media & Performance (LSFMP)

LSFMP is a centre of academic and professional training for those who want to work creatively in film, television, theatre, radio, music, performance, media management and the arts. Drawing on its unique location in the heart of one of the world's most vibrant and wide-ranging media employment centres, its group of exclusive programmes is designed to develop the creative graduates of tomorrow.

www.regents.ac.uk/lsfmp

Faculty of Business and Management (BaM)

The Faculty comprises two Schools – European Business School London (EBSL); and Regent's Business School London (RBSL).

European Business School London (EBSL)

The European Business School London (EBSL) is a leading London business school, and the UK's oldest and largest private business school. We offer international business degrees incorporating languages, work experience and study abroad.

EBSL also offers specialist Masters and MBA programmes; including MA International Business, MA Human Resource Management, MA Entrepreneurial Management, MA International Marketing, MSc Global Banking and Finance, MA Luxury Brand Management, and MBA International Business.

www.ebslondon.ac.uk

Regent's Business School London (RBSL)

Regent's Business School London (RBSL) is one of the fastest growing business schools in the UK. Located in the heart of London, Europe's principal business centre, we are ideally placed to launch our graduates into the global business world.

RBSL is a dynamic and culturally diverse School with a practical international focus. We offer high quality teaching in small classes and our emphasis is on linking the business world to your classroom. RBSL's Skills & Leadership Programme develops your leadership, teamwork,

negotiating, learning, and presentation technique. You will be given many opportunities to network and adapt your practical skills to the real business world.

www.rbslondon.ac.uk

Student Conduct and Responsibilities

In order to get the best from your studies during your time with the college you are expected to observe the following:

- Abide by the rules and regulations set by the College
- Behave in a responsible manner designed to foster mutual respect and understanding between all members of the College community
- Register and pay your fees on time
- Check your College email address regularly
- Attend classes on time and be mentally and physically prepared to learn
- Keep your mobile phone and other electronic equipment on silent mode during classes
- Complete assignments on time and deliver them where and how instructed
- Comply with all UKBA requirements with respect to student visas

You can find the full version of the [Code of Conduct for Students](#) on the College Intranet.

Student Support and Who to See

During your studies you will need to be aware of various support facilities and the key staff who will be able to help you.

Staff Contact Details

To find staff contact details you should use the College Intranet where you will find a link to [Staff Finder](#). You will have been given an induction about how to use the Intranet when you arrive, but if you need further assistance about the Intranet then contact the IT Centre.

The Intranet can be accessed on any campus PC, or remotely via the [Citrix Portal](#).

Programme Director

Each Programme has a designated Programme Director who, with the support of colleagues, is available to offer support to students on a wide range of academic matters. However you may wish to consult your Personal Tutor / Academic Advisor in the first instance.

Personal Tutors / Academic Advisors

There are Personal Tutor / Academic Advisor systems in place in the College. You will be allocated a Personal Tutor / Academic Advisor at the start of your studies on those programmes which provide this support. For more information please refer to your Programme Handbook.

Student Counselling Service

The College provides you with many opportunities but it also makes extraordinary demands on you to manage your time effectively. Even the most experienced students, who have well-disciplined study habits, may find it difficult to concentrate. There is no easy solution to balancing academic study with other lifestyle experiences – living in a new location away from home, demands of work and family life, or active leisure and sports pursuits. This often leads you to feeling a certain amount of stress. You should not be surprised by this nor see it as a sign of failure; you should see it as a message to look at how you are managing your time and to make changes if necessary.

Being a student at Regent's College can be a mixture of experiences which are mostly pleasant, sometimes unpleasant and almost always simply different. Expectations need to be put into perspective.

Counselling is a talking and listening process that helps you to focus on and understand the concerns that are troubling you. Some of the issues brought to the Service include: anxiety, depression, family concerns, bereavement, work and study related problems, worries about drugs / alcohol, sexual concerns, eating difficulties etc.

By talking through your problems with a counsellor, you may deepen your understanding of what is happening in your life. You will be encouraged and helped to explore feelings, thinking and behaviour where you may be feeling 'stuck'. Through this process you should be able to develop different and more helpful coping strategies.

Counselling is non-judgemental and your values, choices and lifestyle will be respected in a non-critical way. All client information is treated as confidential, so you may feel comfortable and at ease in sharing your personal issues.

The College's Student Counselling Service is a free, confidential service available to all students. This service is staffed by therapists and counsellors who are highly experienced and who are able to offer a variety of approaches, including psychodynamic, existential, humanistic and integrative (and as registered members of the United Kingdom Council for Psychotherapy, adhere to its ethics and standards). If you feel they may be able to help you, then email: therapy@regents.ac.uk

Information for Students with Disabilities

Regent's College seeks to ensure that you can participate fully as an equal member of the learning community. The College will make every reasonable effort to support you if you have a disability. Please note that, according to UK law, a specific learning difficulty (SpLD), some mental health conditions and some long-term health conditions may be considered a 'disability'.

You are encouraged to disclose any disability on application, so that the Disability Officer can contact you and, if necessary, arrange a confidential discussion about any needs arising from your disability. If you have not disclosed on application, you should contact the Disability Officer on arrival at the College. Depending on the support required, the Disability Officer may ask for documentation about the disability, in order to enable an appropriate assessment of your needs.

The Disability Officer is in room A004 and can be contacted by phone tel: +44 (0) 20 7487 7863 or email: goldsmithp@regents.ac.uk

The following section is informed by the [Student Disability Policy](#), which can be found on the College website's [Disability Information](#) pages. Additional information can be found on the Intranet's [Disability Information](#) pages.

General Information

You should be aware that in line with its [Disability Policy](#), the College is committed to developing an environment in which all applicants and students are given the opportunity to demonstrate and realise their full potential. The College will ensure:

- That you are given the opportunity to disclose a disability.
- That your requirements are assessed on an individual basis.
- That reasonable adjustments are provided to you, within the resources available.
- That all discussions and information regarding your disability are treated in a confidential manner.

How to Disclose a Disability

You may disclose a disability at any stage during your studies. We encourage you to inform us as early as possible. If you have a disability which has not been disclosed to us at the admission stage, the Disability Officer will be available during Induction Week, and throughout the semester, to meet with you if you wish to disclose or discuss a disability. All discussions or information regarding a disability will be treated in a confidential manner.

What Happens Once a Disability Has Been Disclosed

If you have disclosed a disability at the admission stage, you should have been invited to discuss your requirements prior to enrolling on the programme, to ensure that the College was able to meet your needs within the resources available.

If you have a SpLD, such as dyslexia or dyspraxia, you are required to provide an appropriate diagnostic report in order to enable the College to assess your needs appropriately and provide any necessary adjustments.

Once you have registered, you should meet the Disability Officer to complete a Student Support Agreement (SSA) which confirms the reasonable adjustments to be put in place.

With your agreement, the Disability Officer will send a copy of the SSA to Faculty Registry. Registry will keep a copy of the SSA on your file. The information will be used to ensure that any special adjustments are in place for assessments, such as tests and end of semester examinations. SSAs need to be sent to Registry at least one month before tests / examinations, to ensure adjustments are in place.

The Disability Officer will notify the following staff and departments:

- Module Tutors / Lecturers: your Module Tutors / Lecturers will be notified throughout your studies. Lecturers should invite you to discuss your needs / adjustments within the context of your individual modules.
- Academic Advisors: your Academic Advisor is available to advise you on matters relating to your studies and will refer to this information if it is relevant to any discussions you have.
- Other relevant staff: e.g. Head of Student Support (BaM Faculty).

Please let the Disability Officer know if you would like other staff to be informed, e.g. staff from Careers and Business Relations, International Partnerships Office. Departments handle all information relating to disability in a confidential manner.

What You Should Do If You Develop a Disability or Severe Health Problems or Suspect That You May have a SpLD during your Studies

If you develop a disability, severe health problems or suspect that you may have a SpLD or during your studies, you should contact the Disability Officer immediately for a confidential discussion. Every effort will be made to assist you within the resources available to the College.

The Disability Officer provides a screening service for you if you suspect that you may have a SpLD, such as dyslexia or dyspraxia. Screening should give you an indication of whether it is worthwhile seeking a full diagnostic assessment.

Documentation

If you have an SpLD, such as dyslexia, you are required to provide up-to-date written evidence of your disability, such as an educational psychologist's report, in order to enable the College assess your needs appropriately and provide any necessary adjustments. The report should have been written when you were 16 or older. If you have a physical disability, a doctor's letter may be appropriate. Documentation should clearly state any diagnosis and any resulting recommendations for academic study.

Any documentation should be in English, or an authorised translation provided.

Examples of Adjustments

Examples of adjustments include:

- Additional time in tests and examinations;
- Use of a computer in tests and examinations;
- Separate room provided to accommodate your additional time in tests and examinations;
- Flagging examination scripts written by you without disclosing your identity, enabling academic staff to take dyslexia into consideration when marking the script;
- Facility to record lectures (with the Lecturer's permission); and
- Extended loans in the Library.

In the case of non-standard adjustments, the Programme Directors will be involved in any discussions regarding adjustments to ensure that academic rigour is maintained and that the necessary resources are available. If an alternative form of assessment is required, this requires approval from the Board of Examiners.

Examples of the Support Systems Currently Available

If you have a hearing impairment:

A hearing loop is installed in the Tate Library. Hearing loops are also installed in several lecture rooms and can be made available in other rooms on request.

If you have a visual disability:

A computer programme, *JAWS*, is installed in Tate Library to enable you, if you are visually impaired, to surf the net and to read books and documents in the Tate Library. A video magnifier can help when skimming through books. Exam rubrics and handouts can be made available in large print. Where necessary, a scribe can be organised for exams, so that you can dictate your answers.

If you have specific learning difficulties:

The computer programs, *Read & Write Gold*, and *Inspiration*, are available on most College computers and via Citrix. *Read & Write* provides predictive text features, as well as a sophisticated proof reading facility, which allows you to listen to what you have written.

Inspiration is a mind-mapping program, helpful for planning assignments. If you have difficulty with taking notes in lectures, you are advised to contact the Disability Officer.

Handouts

Study skills handouts, and handouts on various disabilities, can be downloaded from the College Intranet.

Funding

Most home (UK) students are entitled to the Disabled Students' Allowance (DSA). You are advised to check course eligibility before applying. Information is available on the College Intranet.

The Disability Officer is available to assist you with your application. In the case of SpLDs, you are responsible for providing any diagnostic assessments required for your application. The Disability Officer can provide contact details of suitably qualified assessors on request.

Emergency Evacuation for Students with a Physical Disability

If you are a disabled student who may have difficulty evacuating a College building in an emergency, you are encouraged to contact the Disability Officer, in order to discuss your specific needs. A Personal Emergency Evacuation Plan can be drawn up, in consultation with the Fire Officer (available on extension 7755). The College provides specialist Evacuation Chairs, which can be used by a disabled person and assistant to enable exit down stairs.

Disability Services Committee

This meets three times a year and two student representatives (one from each Faculty) are invited to become members. If interested, please contact the Disability Officer.

Disabled Parking

Full details are available via the College website:

[Disabled Parking Info](#)

Student Life

Student Services Department

The Student Services Department is a central resource for all students on campus and is designed to help you, in particular if you are a new arrival, to adjust and get the most out of life on campus and in London. The Student Services Department is located on the ground floor in the Acland Building.

The Student Centre provides you with a wide range of non-academic services and assistance, including:

- Activities and Excursions
- Accommodation Officer
- Disability Officer
- Advice on Healthcare, Banking, Insurance etc.
- Fax Service
- Travel Cards / Student Discount Cards (ISIC) / Other Student Discounts e.g. FT Subscriptions
- Travel Book Library and Travel Advice
- Counselling
- Pastoral Care
- Student Union
- Music Practice Room
- Photography Darkroom
- Prayer Room for all Faiths
- Common Room with TV and PC's
- Meeting Room / Table Tennis Room
- Sports

Regent's College Student Union and Student Councils

The Student Union is for students of all schools within Regent's College.

The Union organises a whole range of clubs and societies including the debate society, good causes council, music club and student newspaper. We encourage you to get involved in the Student Union and join existing clubs and societies as well as form new ones.

The Student Union offices are housed within the Student Centre located in the Acland Building.

Some Schools also have a Student Council. For further information please contact the Student Union.

Sport and Leisure

The College has the luxury of being located in Regent's Park, which is the largest outdoor sporting area in London. The college campus also provides the following facilities:

- Gym and Fitness / Dance Studio
- Tennis Courts
- 5-a-Side Pitch
- Basketball Court
- Volleyball Court
- Sports Equipment for Hire e.g. footballs, tennis racquets etc.

The college is a member of SESSA (Southern England Student Sports Association) and many of our sports teams compete with other universities and colleges on a regular basis. Regent's College has a very successful football team (three times winner of the SESSA League) as well as strong teams in basketball, volleyball and tennis.

Regent's College Bookshop and Campus Shop

The Regent's College Bookshop carries a wide range of titles reflecting the academic specialisms and subjects taught across the college, as well as a selection of new and bestselling general reading. Run by John Smith's (Academic & Professional Chain Bookseller of the year 2011), the bookshop works closely with lecturers to ensure that recommended course textbooks are always in stock. The Shop also sells stationery and computer products.

The Regent's Bookshop Aspire card, which can be picked up free from the bookshop after registration, gives you access to special promotions throughout the year.

In addition, the following services are provided:

- Second-hand textbooks, sale and buyback (conditions apply)
- Book ordering for titles not in stock
- Worldwide mail order service
- Gift cards and book tokens, sold and redeemed

For more information please contact bookshop@regents.ac.uk or telephone +44 (0) 20 7935 0183

The Regent's College Campus Shop, next to the Refectory in Oliver Building, sells a wide variety of non-book items.

We stock College-branded clothing lines and gifts, laptop accessories and a range of the popular US Jansport bags.

The shop also stocks stationery, essential medications and toiletries, laundry detergent and other useful household products. It is also the place to get greetings cards and stamps (both UK and worldwide), confectionery, tobacco and top ups for all of the main UK mobile phone networks.

Bars, Cafes and Restaurants

The Regent's College campus offers excellent catering facilities for breakfast, lunch and evening meals. A substantial range of snacks and confectionery are also available throughout the day from a number of outlets, as listed below.

Regent's Refectory

The main student restaurant within the college is the Refectory, providing a wide selection of dishes from around the world. The menu changes daily and caters for vegetarians and other diets.

Regent's Brasserie

Regent's Brasserie boasts an exciting, innovative menu and a selection of fine wines and spirits. The Brasserie Café offers fresh coffee and pastries throughout the day.

Regent's Delicatessen

Regent's Delicatessen offers quality sandwiches on a variety of breads and paninis, wraps, soups, soft drinks, and warm snacks.

Coffee Shops

The Coffee Shops offer a chance to quickly grab a coffee between classes.

Sports Bar

The Regent's College sports bar features four large overhead TV screens (with satellite television), DJ booth, and lounge areas.

The Sports Bar serves burgers and snacks at lunchtimes and during the evening.

Student Visas

European Economic Area Nationals (EEA)

Nationals of the EEA and Switzerland will not require a visa to study in the UK. The countries of the EEA are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Republic of Ireland, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Although you do not need a visa, it would be advisable to carry your acceptance letter with you when you are entering the UK.

Non EEA Nationals

To find out if you need a student visa, you will need to contact the British Mission (Embassy, Consulate or High Commission) in your home country. Details of all British representations abroad can be found at: www.fco.gov.uk. Alternatively, you may visit the [UK Visa Services](#) page for further information.

Remember that it is your own responsibility to check whether you need a visa, or visa extension, and if so, to ensure that you have the correct type. Rules and regulations in this area have become increasingly strict, and change from time to time, under the Points Based System – Tier 4, and it is in your own interest to have everything in order. The College Admissions office handle visa issues for new entrants, and the College's Student Immigration Officer for visa extensions, and general enquiries. The email address for the Student Immigration Officer is visas@regents.ac.uk

Further Information

Please note that College staff are not qualified to offer legal advice on applying for visas. Further information and guidance on UK Immigration and Visa regulations is available from the [UK Council for International Student Affairs](#), and the [UK Border Agency](#).

Fees and Financial Matters

The College's Finance Department has responsibility for fees and financial matters.

You can seek advice and direct any enquires to the College's Finance Department, or from Faculty support staff.

Contact Details

Please see contact details and information below:

The Finance Department Office hours are:

9 am to 5 pm Monday to Friday except Bank / Public Holidays

Student Credit Management Section

This section is part of the Finance Department.

Located at Herringham Building Room H117

Email: studentcreditcontrol@regents.ac.uk

Tel: +44 (0) 207 487 7473 or +44 (0) 207 487 7635

Fax : +44 (0) 207 487 7720

Cashiers Details

Finance Department

Located at Herringham Building Room H117

Tel: +44 (0) 207 487 7639

Fax : +44 (0) 207 487 7720

Opening Hours: 11 am to 5 pm Monday to Friday except Bank / Public Holidays (for payment in person).

Please click [here](#) to make a [Payment Online](#)

Commercial Manager, Faculty of BaM:

Tuke 202, Tel: +44 (0) 207 487 7461 rouffigj@regents.ac.uk

Faculty Manager, Faculty of HASS:

Darwin 207, Tel: +44 (0) 207 487 7677 beaverse@regents.ac.uk

The above contact points will be able to provide you with full information on all policies and practices. However, it is important that you familiarise yourself with the following points:

Notification of Fees

For new students, you will be already aware that the fees due for a programme are set out clearly in the prospectus and other marketing materials. An invoice will have been sent to you before the start of the programme. If you have not received it, please contact the College's Finance Department. For planning purposes, fee information, including information about due dates, is set out clearly in the prospectus.

For new and continuing students, the full fee may not be known in advance of registration, at which point you can opt to take fewer or more than the normal number of modules or credits, or you are required to retake one or more modules. In these circumstances, the standard fee will be notified to you and an adjusting invoice issued after registration. You should understand, therefore that the first invoice may not necessarily represent the full amount payable.

Payment of Fees

Responsibility for Paying Fees:

It is your responsibility to ensure that the fees (as stated in any fee document or other document supplied to you and as reviewed and revised each academic year) and all other fees and expenses relating to the programme of study some of which may be subject to a separate agreement are paid in accordance with the due dates for each course.

Due Dates:

The invoice will indicate the due date for payment of the fees. Unless the College agrees otherwise in writing the fees should be paid on or before the beginning of the semester / term, whether directly by you, or on your behalf by a relative or by a third party.

Methods of Payment:

You can pay fees by bank transfer, cheque or by credit / debit card either in person or via the web payment facility.

An additional fee of £15 is payable in respect of cheques drawn on a non-UK bank account, to cover the cost of negotiating the cheque.

A charge of 2% of the fee paid is levied where the payment is made by credit card in person or over the phone. No charge is levied where payment is made via the web payment facility or by debit card.

Sanctions in the Event of the Non-Payment of Fees

The College has a range of sanctions that will be imposed in the event that the fees due are not paid by the due date. These can include ineligibility to enrol, withdrawal of administrative services, and withdrawal of college facilities such as IT accounts.

Student Financial Support

Some undergraduate programmes are approved by the Department for Business Innovation and Skills (BIS) for the purpose of receiving tuition fee support and / or student loans.

Eligibility is based upon one of the following criteria:

- You must be a British or EU resident who has lived in the UK or EU for purposes other than education, for a minimum of three years before starting your programme
- If you are not a British citizen, but have been given settled status, i.e. indefinite leave to remain in the UK, this status must be verified by reference to immigration stamps within your passport

For more information, please see your Faculty Registry in the first instance.

Since the start of academic year 2006/07, the Government Regulations relating to Student Finance have changed, and new-systems students (i.e. students who commenced their undergraduate studies after 2006) are no longer entitled to non-means tested tuition fee grants. Tuition fee grants will only be awarded to old systems students (i.e. students who commenced their undergraduate studies before September 2006). New-systems students are entitled to apply for a non-means tested tuition fee loan of £3375.

If you are applying as a UK resident for the first time you should complete form PN1 for incoming assessment. If you are a continuing full-time student, you will need to apply using form PR1. These forms are obtainable by accessing the [Student Finance England website](#).

There is now also the facility to be able to apply online for tuition fee support, which can also be done by accessing the above website.

Some European Community (EC) or European Economic Area (EEA) nationals are eligible for tuition fee support.

If you are a non-UK EU student applying for the first time and have been offered a place through the UCAS system for the 2011/12 academic year, you will have been sent a copy of the eligibility Form EU11N during the summer, before the academic year begins.

If you are a non-UK EU student applying for the first time and your offer to attend has not been made through UCAS, you can download Form [EU11N](#) from the [website](#):

This form must be submitted within nine months after the start of the relevant academic year.

If you who have previously applied and received funding through the Department for BIS, your application for 2011/12 tuition fee support will continue to be made directly through the European Team at the Department for BIS. You will need to complete the EUPR1 form, which can be downloaded at the above address. However, if you are applying for the first time, your application will be made directly to Student Finance England.

For further contact details for either the European Team or for Student Finance England, please see your Faculty Registry.

Erasmus Grants

You may be eligible to receive an Erasmus grant, which is awarded by the European Commission to assist you with financial costs during your study period(s) abroad. Eligible students must be fully registered and following a recognised degree at Regent's College. These grants are only available at those institutions with which the College has Erasmus links, and as places are limited, there is a selection process. You should contact the International Partnerships Manager for further details, or see the [International Partnerships Office \(IPO\) website](#).

College Academic Management and Administration

Staff Contact Details

To find staff contact details you should use the College Intranet where you will find a link to [Staff Finder](#). You will have been given an induction about how to use the Intranet when you arrive, but if you need further assistance about the Intranet then contact the IT Centre.

The Intranet can be accessed on any campus PC, or remotely via the [Citrix Portal](#).

Senior Academic Management

Senior Academic Management Positions within the College include:

- *Dean*: The Dean has overall responsibility for the Faculty strategy. The College has a Dean for each of the two faculties.
- *Associate Dean*: The Associate Dean has overall responsibility for academic quality. The College has an Associate Dean for each of the two faculties.
- *Head of School / Head of Department*: Each school or department has a designated Head who has responsibility for school / department matters.
- *Programme Director*: Each programme has a designated Programme Director who has responsibility for the development and operation of the programme.

Registry of Faculties

The Registry of Faculties is responsible for providing a comprehensive service to all College students, and administrative support for all the College programmes.

It comprises the two Faculty Registry offices – BaM and HASS - as well as cross-Faculties services. Each student belongs to one of the two Faculties and should use the services of the respective Registry office. The Registries have staff that can assist with general enquiries, and for more specific programme enquiries.

The responsibilities of the Registry include enrolment, registration, progression, assessment results, awards and conferment; maintaining student and staff timetables; examination scheduling; co-ordinating student feedback systems and programme committees; student attendance monitoring; and issuing various college documents and letters (eg. council tax exemption).

BaM Faculty Registry Office

The BaM Faculty Registry provides support for programmes offered by *European Business School* and *Regent's Business School*. The office is organised into two teams who support undergraduate (including foundation) and postgraduate programmes, respectively. Contact details for programme specific enquires can be found in the relevant Programme Handbook.

HASS Faculty Registry Office

The HASS Faculty Registry provides support for programmes offered by *Regent's American College London*, *Webster Graduate School London*, *School of Psychotherapy and Counselling Psychology*, and *London School of Film Media and Performance*. The office is organised into two teams who support UK programmes, and US programmes, respectively. Contact details for programme specific enquires can be found in the relevant Programme Handbook.

Other Cross-Faculties Services

Other cross-Faculties services provided by support staff in the Registry include Timetabling & Room Bookings; Student Immigration Advice; and Faculties Quality Reporting.

Opening Times

Opening Hours : Monday to Friday, 9.00am to 5.00pm

Contact Details

BaM Registry | Tuke Ground Floor | bamregistry@regents.ac.uk | 0207 487 7601 / 7626

HASS Registry | Darwin Ground Floor | hassregistry@regents.ac.uk | 0207 487 7632

Room Bookings | Tuke/Darwin Ground Floor | roombookings@regents.ac.uk | 0207 487 7611

Student Immigration | Darwin Ground Floor | visas@regents.ac.uk | 0207 487 7562

How We Contact You

While the College will do its best to inform you of all developments it is your responsibility to keep yourself informed about changes in teaching arrangements, study requirements,

assessments, etc. This Handbook and the Programme Handbooks explain much of what you need to know.

The Registries regularly contact you by email using your Regent's College email address.

You have an email account which you are able to access remotely from outside Regent's College or through computers in the IT Centre. Go to: [Webmail](#)

Change of Address Details

It is your responsibility to keep the College informed of any change of contact address details (home, term-time, billing) at all times during your time with the College.

Student Academic Cycle

This section takes you through the academic cycle – from admission to graduation whereupon you will be part of the Regent's College alumni. It includes some College academic regulations which are common to all students. However, you will also find programme-specific academic regulations in your Programme Handbook.

Semester and Term Dates

Each programme has its own semester / term dates. You will find these in your Programme Handbook.

Enrolment

You enrol online prior to registration day. Guidance is provided for this nearer the time of the event.

The Admissions department notifies all new students about arrangements for enrolment, and induction.

The Faculty Registry notifies all returning students about arrangements for enrolment.

Timetables

Timetables are available to you at the start of the term / semester. All enquiries concerning timetables should be made to the Faculty Registry.

Attendance Policy and Procedures

Regent's College has an attendance policy which encourages academic responsibility and seriousness on your part, and you are expected to attend all classes.

It is important that you are aware that across all College programmes, student absences in classes are recorded and monitored on the principle that each student is required to attend a minimum 80% of his / her classes.

The following procedures apply:

- You must report any unavoidable absence by completing a [Class Non-Attendance Form](#) (giving your reasons, and evidence where required) which you submit to your Faculty Registry. This should be done before the class, although retrospective completion of the form is acceptable within 48 hours, or in the event of the illness lasting longer, within twenty-four hours of returning to the College
- If no reasons for absence have been received by the Faculty Registry, then the absence is recorded as an *Unauthorised Absence*
- If reasons have been received by the Faculty Registry, via submission of a [Class Non-Attendance Form](#), giving reasons which are deemed valid, then the absence is recorded as a *Justified Absence*
- Reasons deemed to be valid include absence due to illness (with certified evidence); the death of a close relative or partner; visa or UK entry problems (with evidence)
- Reasons which will be given consideration to be valid include important family occasions such as weddings or funerals of close relatives; or the serious illness of a close relative or partner
- Any other reasons to those in the two points above will **not** be accepted as valid, nor be given consideration to be valid. To be clear, absence due to birthdays, celebrations, business or job interviews, routine medical or dental appointments, sports events, driving lessons, family vacations, and cultural or religious holidays is recorded as *Unauthorised Absence*
- If you are approaching a number of *Unauthorised Absences* which will mean you fall below the minimum 80% requirement, you may be contacted and given a formal warning
- If your number of *Unauthorised Absences* means you fall below the minimum 80% requirements, you will be deemed to have failed and / or withdrawn from the module (valid and exceptional circumstances may be taken into consideration)
- If you are attending several modules during the term / semester, and your attendance is consistently falling below the minimum 80% requirement, your status will be reviewed and this may result in suspension or expulsion

It should be noted that Regent's College is required to report student non-attendance to the UK Border Agency (UKBA) for any student in the UK on a study visa.

Lateness to Classes

The College does not tolerate lateness to classes. See your Programme Handbook for further information about arriving late for class.

Assessment

During your studies you will be required to successfully complete a range of assessments – they may include written essays, reports, presentations, performances, projects, tests, examinations, and dissertations. You will find more specific details in your Programme Handbook.

Submission of Coursework / Assessments

There are various procedures about how to submit your coursework / assessment for marking. These include submission to the Faculty Registry office; to your tutor; or via the College's virtual learning environment, 'Blackboard'. You should refer to your Programme Handbook for the required procedure for your studies, where you will also find the policy relating to late submission of coursework / assessment.

Return of Marked Coursework / Assessments

The College will always aim to return marked coursework / assessment back to you in a timely manner. As a guide, you should usually receive marked coursework / assessment within two weeks and no longer than four weeks.

Invigilation of Tests and Examinations

The College makes arrangements for the invigilation of tests and examinations. The *Invigilation Regulations and Guidelines* are available from your Faculty Registry.

Academic Integrity and Academic Misconduct

Assessment is the means by which the College tests whether you have achieved the objectives of the programme and assures the standard of an award. It is important that you understand that any attempt by you to gain unfair advantage over another student in the completion of assessments, or to assist someone else to gain an unfair advantage, is considered to be cheating. The intention to cheat is to be treated in the same way as cheating having occurred. Whether or not unfair advantage has been gained is viewed as irrelevant.

The Module Tutors make every attempt to take a proactive and developmental view to the discouragement of cheating or plagiarism by training you in the appropriate academic skills of writing and referencing within the modules and clearly explaining the meaning of the term plagiarism as elaborated within this document. In this way, the likelihood of cheating or plagiarism occurring in the module work is relatively remote, but it may occur.

The institution takes cheating very seriously and, if proven, the penalties are severe. Therefore, we ensure that the rules are applied fairly and consistently by having a process of impartial investigation. At the same time, we endeavour to have a definition of cheating that is understood by all parties. The burden of proof is based on the maxim 'beyond reasonable doubt'. It is therefore important that you understand the following definitions:

Academic Misconduct / Unfair Practice

Any act whereby a person may obtain an unpermitted advantage for himself / herself or for another. This shall apply whether the candidate acts alone or in collusion with another / others. Any action or actions shall be deemed to fall within this definition whether occurring during, or in relation to, a formal examination, a piece of coursework, or any form of assessment undertaken in pursuit of a qualification. These include (but are not limited to) plagiarism, collusion, falsification, and cheating.

Plagiarism

Using without acknowledgement another person's words or ideas and submitting them for assessment as though it were one's own work, for instance by copying, translating from one language to another or unacknowledged paraphrasing. Plagiarism is theft of another's intellectual property. Examples of plagiarism include:

- Use of any quotation(s) from the published or unpublished work of other persons, whether published in textbooks, articles, the Web, or in any other format, which quotations have not been clearly identified as such by being placed in quotation marks and acknowledged.
- Use of another person's words or ideas that has been slightly changed or paraphrased to make it look different from the original.
- Summarising another person's ideas, judgements, diagrams, figures, or computer programmes without reference to that person in the text and the source in the bibliography.
- Use of services of essay banks and / or any other agencies.
- Use of unacknowledged material downloaded from the Internet.

- Re-use of one's own material (or resubmission of previously assessed work from another module) except as authorised by the department / programme.

Collusion

Work that has been undertaken by or with others is submitted and passed off as solely the work of one person. This also applies where the work of one candidate is submitted in the name of another. Where this is done with the knowledge of the originator, both parties can be considered to be at fault.

Fabrication of Data

Making false claims to have carried out experiments, observations, interviews or other forms of data collection and analysis, or acting dishonestly in any other way.

Falsification of Evidence

Presentation of evidence of special circumstances which is false or falsified or which in any way misleads or could mislead Boards of Examiners.

Cheating

The means by which a candidate gains unfair advantage in examinations and tests.

If academic misconduct is suspected, the College procedure, including penalties, as outlined under the [Academic Integrity and Academic Misconduct policy](#) in the College Quality Handbook, will be implemented. Note that the penalties outlined range from the student being required to re-submit, correcting the misconduct, to being suspended or expelled from the College.

Break in Studies

If you are seeking to take a break in studies you should notify the Faculty Registry. This process requires the approval of the Programme Director. Please refer to your Programme Handbook for more details.

Maximum Registration Period

You are expected to complete your studies within the prescribed time for your allotted programme. Please refer to your Programme Handbook for more details.

Transfer to Another Programme

If you are seeking to transfer to another degree programme offered by the College, you should notify the Faculty Registry.

Withdrawal from a Programme

If you are seeking to withdraw from the programme, and the College, you should notify the Faculty Registry.

Extenuating Circumstances

You may find that certain circumstances will affect your assessments during your time at the College – these are referred to as *Extenuating Circumstances*.

The following include *Extenuating Circumstances* which are deemed to be valid and acceptable to the College:

- Illness (with certified evidence)
- Death or serious illness of a close member of the family
- Unforeseen and evidenced College computer network failure
- Unforeseen and evidenced failure in the system of communication between student and Faculty Registry
- Any other circumstances deemed to be reasonable by the College

Religious holidays which fall on examination or assessed presentation dates will be taken into account by the College wherever possible, as long as the student has submitted a *Notification of Religious Observance Form* no later than the end of the first teaching week of the academic year of study. You can download this form from the Intranet, or collect one from the Faculty Registry.

Extenuating Circumstances may be submitted in relation to any assessment, including:

- late coursework
- non-submission of coursework
- non-attendance of a presentation, test, examination, viva or performance

Procedures

If you need to bring *Extenuating Circumstances* to the attention of the College, then you must provide the Faculty Registry with a completed [Extenuating Circumstances Request Form](#), together with the appropriate documentation. Please note that in the event of illness, an appropriate doctor's certificate is required.

The Faculty Registry will liaise with the relevant academic member of staff to discuss and make a decision, on the evidence submitted.

Extensions for Submission of Coursework

In the case of late submission of coursework, an extension may be agreed by a Head of School/Department, or Programme Director, and the student, with the Faculty Registry notified. All correspondence will be held on your file. The normal penalties for late submission will apply to the extension if the agreed new date and time is not met.

Non-Attendance for an Assessment (eg. Examination, Test, Presentation, Viva or Performance)

The Head of School/Department or Programme Director, in consultation with the Faculty Registry, will agree when you will take the assessment, or its equivalent, as a first attempt without penalty. All correspondence will be held on your file.

Timing of Submission of the Extenuating Circumstances Request Form

In order to be acceptable you must submit your [Extenuating Circumstances Request Form](#) to the Faculty Registry before the deadline for the assessment to be handed in, or the date of an assessment requiring attendance (examination, test, presentation, etc).

Retrospective approval of *Extenuating Circumstances* will only be acceptable if you submit your [Extenuating Circumstances Form](#) to the Faculty Registry within 48 hours, or in the event of the illness lasting longer, within twenty-four hours of returning to the College.

Assessment Boards

Each programme holds assessment boards, including the Board of Examiners, for the purpose of confirming your results, progression, and award.

All grades given will be provisional until formally approved by the Board of Examiners.

Meetings may also include External Examiners for the subject and / or programme. External Examiners are drawn from such institutions and professions as befit the particular programme content.

All results confirmed by the Board of Examiners will appear on your transcript of results. You should ensure that the Faculty Registry have your most up-to-date 'Results Address' recorded on the student record system.

Student Academic Appeals

You do have a right to appeal against your results which have been confirmed by the Board of Examiners. Such an appeal must be on the grounds that there has been an error made by the College, or there were extenuating circumstances the College was not aware of, and there is a good reason as to why you did not inform the College at the time. You cannot appeal against academic judgement. Please refer to your Programme Handbook for more information concerning student academic appeals.

Graduation Ceremony

During the year, each School holds its own Graduation Ceremony. This is an important event, and it will celebrate the successful completion of your studies. It is customary for a speaker to address the graduates and their families, staff and other guests. The event is followed by a reception.

Alumni Relations

Once you have graduated from Regent's College London, you automatically become a member of Regent's College Alumni Association. With over 6,000 members graduated from all of the College's schools, the group includes some of the most accomplished professionals in international business as well as practitioners in fields such as counselling and international relations.

Membership offers numerous benefits including networking opportunities, careers guidance, regular events, access to the Library and our IT Support Centre; it also keeps you up-to-date with the latest news from Regent's College and from your School within the College.

As a former student of Regent's College you will be invited to regular reunions with other alumni and teaching staff of your School. You will also be invited to networking events that are responsive to the changing needs of our alumni, as well as changes in the outside world.

With regular e-communications and a dedicated magazine, you will be kept fully up to date with College and alumni news and be able to read about new alumni benefits and opportunities as they are launched. We will also publish your news regularly and include in-depth features on alumni.

There are also opportunities for you to put your post-College experience to work helping current and prospective students as an alumni volunteer.

We encourage all graduates to get involved and make the most of an exclusive and close network of friends and business and professional contacts worldwide. All you have to do is keep us informed of your contact details and email address after graduation.

For more information please contact: Head of Alumni Relations.

Email: alumni@regents.ac.uk

Applying to a Higher Programme

For any questions or information you require about further study on Undergraduate, Postgraduate and sequential courses at Regent's College, please contact the External Relations Department.

Telephone: +44 (0) 20 7487 7505 Email: exrel@regents.ac.uk

Learning Resources and Support

The Learning Resources department provides a range of resources to support the teaching, learning and research activities of students and staff, through the Library, Media Services and College VLE (Blackboard).

Tate Library

Access to Services

The Tate Library is open seven days a week, including most bank holidays. You will find a range of resources available to support your studies, with staff available to guide you through the variety of services on offer. Every student automatically becomes a member; simply use your ID card to borrow resources.

- Contact the Library on 02074877449, or email: Library@regents.ac.uk
- Please leave feedback at: Libraryfeedback@regents.ac.uk

Learning Environment

The Tate Library is designated as a silent study area. PC access is available in the Jebb Library – this is also where you will find the enquiry and issue desks. The Library is also responsible for the Post Graduate area which is staffed on a regular basis.

We supply lending laptops for student use, and a group study room for students who want to work collaboratively. Call at the issue desk to book these resources.

Books

Our book collections support the courses taught at Regent's College. The reference collection provides language dictionaries and general reference works. The Library also has a selection of language teaching texts, and guides to many of the destinations for the Study Period Abroad.

Journals

Electronic versions of academic journals are accessed via the Library Home Page on the Intranet, and hard-copy journals are available in the Library. We stock a range of international and foreign language newspapers and magazines.

Database Network

Full-text electronic resources accessible through the Intranet:

- Newspapers
- Electronic journal articles across all the subject areas taught at Regent's College
- International company, country and industry reports
- International market reports
- Film databases

Financial Data

Terminals in the Library give access to the *Bloomberg* and *Datastream* financial services.

DVD collection

The Library is equipped with facilities for viewing DVDs. There is a substantial collection of DVDs available for loan.

Inter-Library Loans

If the Library doesn't hold the information you need, then you can request an Inter-Library Loan – the Library will obtain books and journal articles on your behalf. The Library pages on the Intranet give further information on making a request.

Academic Liaison Librarians

Academic Liaison Librarians are on hand for resource related enquiries, such as locating information on a topic, or searching our databases. There is a Librarian available on the enquiry desk on a daily basis.

User Education

You will be given an induction to the Library's services at the beginning of your course, and information retrieval and search skills sessions are available for research support throughout your studies.

Provision for Disability

Extended borrowing rights are available for students with a disability, and specialised equipment is available if you are visually impaired. Contact the Disability Officer for further information.

Virtual Learning Environment (VLE)

Regent's College uses [Blackboard Virtual Learning Environment \(VLE\)](#) as the key location for students to access module documents and resources. Students can access [Blackboard](#) from any computer with internet access.

On Blackboard you will have access to an area for each of the modules you are studying, providing a module outline and reading list. Module areas may also contain lecture notes, assignments, quizzes, discussion forums, group work areas and a range of other facilities.

Your module leaders or tutors will inform you how and when to access Blackboard as part of your programme of studies.

Media Services

Media Services has everything required to create and edit audiovisual recordings. We supply professional video cameras, lighting and sound recording equipment. There are also eight bookable Apple Mac edit stations with Final Cut Pro and Adobe CS5 master collection installed.

All the classrooms within Regent's College are equipped with multimedia presentation systems and are connected to the internet and computer network.

For assistance or to book equipment call 02074877575 or email mediaservices@regents.ac.uk. Open Monday - Friday : 9.00-18.00.

Media Services is located in the basement of Tuke, beneath the Tuke Common Room.

Information Systems and Technical Support

Regent's College is equipped with IT facilities, college wide for general student use.

The IT Support Desk is located in the Jebb Basement and is staffed during the following hours:

8.30 am to 11.00 pm Monday to Thursday

8.30 am to 6.30 pm Friday
10.00 am to 6.00 pm Saturday to Sunday

The IT Support Desk can also be contacted by telephone on +44 (0) 207 487 7479 or by email to helpdesk@regents.ac.uk. Voicemails may be left outside support hours.

Two of the rooms in the Jebb IT Centre (rooms 6 and 7) offer a combined total of fifty computers available for use twenty-four hours a day, seven days a week (except during College closures).

The IT Centre currently offers a total of 135 workstations available across the Library and rooms in the Jebb Basement. The following applications are installed as standard:

- Microsoft Office Suite
- Internet Explorer (Web browsing)
- Email via Outlook Web Access (WebMail)

Additional software is installed in some of the rooms to support particular learning and teaching requirements – please refer to the boards outside each room for up-to-date software listings, or for a comprehensive list the campus intranet.

Email

Each student is provided with a Regent's College email address, with mail accessible via the web both on and off campus. This email mailbox will be the main way in which central services communicate with the student body, so it is important that email is checked regularly.

Off-Campus Application Access

Many applications are available for access off campus, using a web browser at anytime. Full details of how to use this are described in the IT and Learning Resources Student Induction sessions.

Storage

Students are provided with a personal data storage area on the College's system. This area is backed up daily, to safeguard any data stored there; it is the most secure way to store important data such as assignments or coursework.

Printing and Photocopying

High capacity colour and mono (black and white) printing, copying and scanning is available at various locations on campus including the IT Centre and Library. All students have a printing and copying allowance, which is controlled by using your student ID card.

How to use these features will be described during the IT and Learning Resources student induction and further details of this facility can be obtained from the intranet or from the IT Support Desk.

Wi-Fi Access

Wi-Fi access is available in an increasing number of locations on campus. How to use Wi-Fi is demonstrated as part of the IT and Learning Resources student induction. Alternatively further information is available on the intranet and via the IT Support Desk.

Induction

Usage of the IT systems are demonstrated during the IT and Learning Resources student induction so we strongly advise that you attend this session. Up-to-date information about how to use the Colleges IT Systems is available on the [campus intranet](#) or as a booklet entitled '*Regent's College IT Services Student guide*'.

Language Resource Centre

The Language Resource Centre is based in Tuke 244 and 245

- 34 computer stations with the latest computer based language software
- Library of CD ROMs, DVDs, VCDs, magazines and audio visual language resources
- Access to the College's satellite system which has 20 channels broadcast live
- The rooms are open from 9.00am to 6.00pm Monday to Friday

Careers & Business Relations

International employment markets are a tough environment. Achieving your goals requires dedication, commitment to performance, academic achievement and competencies that can only be learnt through meaningful work experience.

The Careers & Business Relations department (CBR) located in Jebb 205 centrally handles all career and employability services for the College. Our mission is to help you develop the necessary skills in order to research, apply for and secure:

- Work experience weeks
- Internships
- Placements
- Part-time jobs
- Graduate trainee schemes
- Full-time employment

Services Offered to Students

Face-to-face advice:

- Career Planner appointments
- CV and cover letter advice
- Job research support
- Interview preparation
- Career guidance sessions
- Career coaching, personal network development and start-up advice (final year and postgraduate students only)
- Post study work visa advice

Employability workshops (continuously running throughout term time):

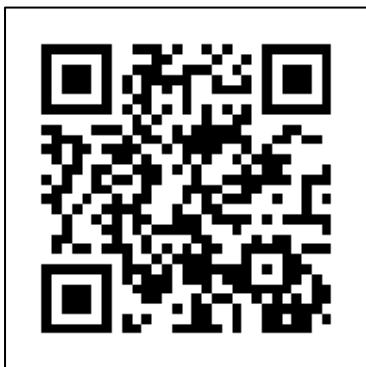
- Workshop 1: STAR Stories & CV Writing Basics
- Workshop 2: Job Hunting & Research
- Workshop 3: Application Forms & Cover Letters
- Workshop 4: Interview Preparation

Other services:

- Organisation of sector focused career and networking events
- Support of sector focused career clubs
- Daily updated online vacancies board
- Production of Graduate Profiles Portfolios, sent to employers world-wide

How to get in touch

The quickest way to access the [Careers Department](#) materials is through the [intranet](#) or the Careers and Business Relations module on Blackboard. For an appointment, you will need to fill in a short form after which we will call you to book you to follow up. It can be accessed through the intranet or by scanning the following QR code:



The International Partnerships Office (IPO)

Location: 2nd Floor in the Jebb Building (above the Tate Library)

Contact details: Tel: +44 (0) 207 487 7518 / Fax: +44 (0) 207 487 7486 / Email:
ipo@regents.ac.uk ; inbound@regents.ac.uk; outbound@regents.ac.uk

[IPO Website](#)

The IPO is the central office for the co-ordination of all international activities at Regent's College.

The main responsibilities of the IPO include:

- Maintaining and developing Institutional Partnerships
- Organising Study Abroad Programmes including Erasmus-LLP
- Helping other departments and schools of Regent's College to co-ordinate their international activities
- Organising Short Courses and events such as the Study Abroad Fair and the Regent's College Annual Partner and Affiliate Meeting
- Co-ordinating visits from and to partner institutions

The IPO consists of a highly qualified international team of 8 full-time members of staff who all speak several foreign languages and have studied and / or worked abroad. The team is assisted by designated language tutors who work part-time for the IPO as SPA Academic Advisors.

Services Offered to Students

The IPO is a resource centre for everything linked to study abroad both for incoming and outgoing students. For this reason we have a dedicated unit solely responsible for supporting incoming and outgoing students. In addition to administering the Study Period Abroad (SPA)

and Gateway programme, the Outbound Unit provides students with support to help you get the best from your time abroad.

We provide *Regent's College students* with:

- Advice on the study abroad options available
- One-to-one drop in advice sessions
- Programme-specific Study Abroad Information Guides
- A Partner Institution Library
- Study Abroad Workshops and pre-departure presentations
- Help with the host institution application process
- Academic advice and pastoral support
- Travel Books, DVDs and Cultural Guides you can borrow
- Website dedicated to your study abroad with up-to-date information and links to each partner institution where you can download handbooks, study abroad paperwork and relevant information guides
- Erasmus grants for eligible students while abroad

Whether study abroad is a compulsory part of your Regent's College degree or an option you would like to explore, we shall be delighted to help you.

The inbound unit is also committed to helping *incoming exchange and visiting students* to have a memorable study abroad experience at Regent's College. We assist you with your application, and to settle into your new learning environment, through pre-arrival guides, an informative orientation programme and social activities throughout each semester aimed at achieving a full integration between home and host students. We are assisted in this task by the *International Student Bureau (ISB)* which is a student committee with representatives from both incoming study abroad students and Regent's College students working on a voluntary basis to support the International Partnerships Office.

We would like to encourage you to take an active role in the ISB as well as in other international activities and events organised by the IPO including the Study Abroad Fair.

Student Representation and Feedback

The student representation system is an important part of the learning experience at Regent's College. It is helpful if students organise themselves as soon as possible each term / semester to ensure that they are represented appropriately. Acting as a 'student rep' requires a significant commitment of effort and time but is very rewarding.

Getting Involved with Student Representation

At induction or at the beginning of the term / semester, you will have the opportunity either through the Student Union / Council or by mutual agreement between students studying on the same cohort to engage in 'student rep' activities.

Committees, Meetings and Events

The following list outlines some of the forums you may be asked to attend as a student rep:

- Senate and Senate sub-committees
- Programme Committees
- Student Union / Council Meetings
- Validation and Review Events

Senate and Senate sub-committees consider college strategic and operational matters, and policy development.

Programme Committees consider any academic issues relating to specific programmes and their content.

Student Union / Council Meetings consider a wide range of student related College and School activities from welfare to social and sporting events.

Validation and Review Events concern the (re)approval of programmes by the validating bodies.

Student Feedback

It is expected that students will give informal feedback on an ongoing basis as and when appropriate, perhaps via your Tutor, Personal Tutor / Academic Advisor or Programme Director.

Student feedback questionnaire systems are in place to provide us with your feedback concerning modules and programmes. Institutional surveys are conducted periodically.

Alternatively you can feedback comments through your student rep to the appropriate committees / meetings.

Student Complaints

We hope that you will not have a need to complain about any aspect of your student experience, but should this occur please refer to the [Student Complaints Policy](#) on the College Intranet.

Security, Health & Safety

The following is information concerning Security, Health & Safety. You should familiarise yourself with its content, and you can refer to it when needed during your period of study with the College.

Security

Student Identity Cards

All currently enrolled students will receive a Regent's College Identity Card which will allow access to the College. Students should have these cards with them at all times and may be asked to produce them to justify their presence on College premises.

Please note that should you lose your ID card, you will be charged for a replacement.

The Main Reception is staffed 24 hours a day

Phone: +44 (0) 20 7487 7700 or dial 0 from any internal phone

Security Statement

Regent's College is committed to providing a safe and secure environment by consistently seeking to find ways to promote, preserve and deliver a feeling of security, safety, and quality of service to the College, its employees, its students, and to the community to which it serves.

Regardless of our efforts to provide a safe and secure environment, there is no guarantee that a person will not become the victim of crime whilst on campus: the possibility does exist and is always present. Crime prevention on the College grounds is not just the responsibility of Regent's College; it is a shared responsibility between the individual and Regent's College. Students and staff must accept responsibility for helping the College maintain a safe and secure environment and report any incidents in a timely manner.

Regent's College encourages all individuals who attend, work or visit the College to follow basic personal and property crime prevention procedures for yourself and for those around you. Please become familiar with the various services and procedures that are outlined in the Security Policy document which you can find on the College Intranet. The Intranet can be accessed on any campus PC, or remotely via the [Citrix Portal](#). However, you can find below some useful advice that has been extracted from the policy.

Reporting Crime or Suspicious Activity

The College endorses a reporting policy that strongly encourages victims to report all crimes that occur within the College campus to the Facilities Manager +44 (0) 20 7487 7515 or to the Main Reception out of normal working hours +44 (0) 20 7487 7492 regardless of their nature. Crimes occurring off campus within Regent's Park should be reported to the Royal Parks Police on +44 (0) 20 7935 1259. In the case of an emergency you should Dial 999 and ask for the Police.

The prompt reporting of suspicious activity or persons can prevent crimes. If someone's actions are out of character and you become suspicious, you should report it to the Police or to a member of staff to assess the situation. **DO NOT HESITATE TO CALL SOMEONE.**

Personal Responsibilities of Regent's College Students

Regent's College Students must assume responsibility for their own personal safety and the security of their personal belongings. The following precautions should be used as guidelines:

- Report all suspicious activity to the proper authorities immediately
- Never take personal safety for granted
- If possible, avoid walking alone at night, especially in badly lit areas
- If you are on your own at night when leaving the college and you do not feel secure ask at reception for one of the Security staff to escort you to the Marylebone Road
- Never leave your personal belongings such as mobile phones, handbags, briefcases, coats, wallets unattended at anytime
- If you use the College car park do not leave valuables in your car in plain view
- If you are a resident of Reid Hall Ground Floor please keep your windows closed when the room is unoccupied
- Residents of Reid Hall should lock their doors when they leave the room even for a short time

Missing Students

If a member of Regent's College community has reason to believe that a student is missing, whether or not the student resides on campus, all possible efforts are made to locate the student to determine his / her state of health and wellbeing through the collaboration of the Metropolitan Police.

At the same time, Regent's College officials shall make every attempt to locate the whereabouts of the individual through contact with friends and associates etc. If located, the student's health and wellbeing will be the utmost priority. If appropriate, referral will be made to Student Services.

If not located, the family will be notified within 24 hours of receiving the report.

Student Disciplinary Proceedings

On account of the fact that Regent's College is an educational institution, legal procedures and disciplinary response to student behaviour are designed as much as guidance and correction of behaviour as for invoking fair and appropriate sanctions. Though every effort is made to address the seriousness of the offence and the record of conduct, of a given student, specific responses are not rigidly pre-determined.

The College recognises that inappropriate behaviour may result in the student's inability to solve a problem or manage a situation appropriately. Ultimately, the student must accept responsibility for his / her behaviour and the consequences that result. The College, however, also recognises that legal responses may include providing the students with educational alternatives that assist the student in learning how to handle certain situations. The fundamental hope is that the student can learn and grow from the incident and sanctions imposed in response to that behaviour, and that he or she can make the necessary changes in his / her behaviour to become a constructive member of the educational community.

Other matters referred to in the Security Policy include:

- Substance Abuse
- Sexual Harassment
- Sexual Assault and Rape
- Date Rape
- Dating Violence

Health & Safety

The College regards Health & Safety as the responsibility of everyone within the institution. As an academic institution we also promote the active involvement of students and their representatives to ensure they act in accordance with the requirements of this policy.

Please become familiar with the various procedures that are outlined in the [Health & Safety Policy](#) document which you can find on the College Intranet. Please note that the Intranet can be accessed on any campus PC, or remotely via the Citrix Portal <https://access.regents.ac.uk> However, you can find below some useful advice that has been extracted from the policy.

What to Do in the Event of an Accident

In the event of an accident causing injury you must ensure that the injured person is being cared for and send immediately for a Qualified First Aider. Do not move the injured person.

Contact the Main Reception on +44 (0) 20 7487 7492 who will carry out the next steps in the procedure.

First Aid

A list of Qualified First Aiders is available on the College Intranet site and is also available from Reception. All First Aiders have a First Aid Box in their location, which is easily accessible.

Fire Instructions

It is vital that all students familiarise themselves with the fire notices around the building, and the location of fire alarms and fire exits on each floor of the building. These are controlled by the access control system and will release automatically in the event of a fire alarm being sounded. Some fire exits have security bolts, which can be easily broken by hand.

The fire alarm is a long and uninterrupted siren.

In the event of discovering a fire, sound the nearest alarm immediately. If you are too far away from an alarm, telephone Reception (0) or ext. 7492. Staff on duty will be able to raise the alarm quickly for you. The Fire Brigade is automatically contacted on the alarm being sounded.

You should not attempt to put out the fire. Do not put yourself at risk. Evacuate the area immediately.

On hearing the fire alarm, students should leave quickly and calmly by the nearest exit.

The fire procedure notices give full instructions on means of escape but the following points should be particularly noted:

- Leave the building immediately by the nearest exit
- Close, but do not lock, all doors behind you, in particular the corridor fire doors
- Go to the designated assembly point unless otherwise directed by the Police or Fire Brigade. The Fire Marshals will ensure their area is evacuated

- Keep away from the windows
- Return to the building only when advised that it is safe to do so by the fire marshals

Staff are responsible for directing students and any visitors who may be on the premises to the assembly points.

Smoking Policy

Smoking is not permitted in the College except in designated areas.

Other Matters

Other matters referred to in the Health & Safety Policy include Terrorist Threats.

Major Incident

In the unlikely event of a Major Incident you should consult the [Major Incident Management Plan](#); you can find this on the College Intranet. Note that the Intranet can be accessed on any campus PC, or remotely via the [Citrix Portal](#)