

APPLICATION GUIDELINES

General Information

The University of Hertfordshire is based in Hatfield, over two campuses which are less than one kilometre apart. They are linked by a network of paths, cycle routes and a frequent and free shuttle bus service.

Academic Calendar 2015-2016

Semester A Orientation Programme: 19 - 27 September 2015 (*tbc*)

Semester A: Mon, 28 September 2015 – Fri, 15 January 2016
(*Integral Christmas vacation* Mon, 21 December 2015 – Fri, 1 January 2016)

Semester B Orientation Programme: 16 - 17 January 2016 (*tbc*)

Semester B: Mon, 18 January 2016 – Fri, 20 May 2016
(*Integral Easter vacation* Mon, 4 April 2016 – Fri, 15 April 2016)

Semester A examinations will take place during the final week of the semester

Semester B examinations will take place during the final three weeks of the semester

Referred (resit) Examinations will take place 20 June - 1 July 2016

Applications

The following should be provided:

1. UH application form. This can be downloaded from:
http://www.herts.ac.uk/_data/assets/pdf_file/0010/31105/uh-application-form.pdf
Please note:
 - Applications are preferred to be completed typed rather than hand written.
 - Sections 1, 2, 3, 4, 5, 9, 11 and 13 should be completed.
 - At section 2 enter 'CATS Exchange Programme'
 - Please ensure **all** dates are entered in the **DD/MM/YY** format
2. Completed and signed module selection form (copy enclosed)
 - Please ensure **both module code and title** are entered on the form and take note of the module selection guidelines.
3. Copy of original transcripts
4. List of courses currently being taken if not shown on transcripts
5. Descriptions of any classes being taken which will act as pre-requisites for modules to be taken at UH
6. Copy of Passport ID page

The above documentation should be sent to Jack Pettifer in the UH European and Study Abroad Office by the Study Abroad Advisor at the home institution: j.pettifer@herts.ac.uk

Scanned/emailed applications are accepted and preferred.

Exchange and study abroad students must NOT use the online application facility on the website.

Deadlines

30 April – for students applying for Semester A only or the whole academic year

17 October – for students applying for Semester B only

Module selection

This should be based on research made by applicants in identifying suitable modules (courses) as unfortunately we do not have the resources to carry out a matching exercise for students. Students are asked to list the modules they wish to take at UH indicating whether these are needed for their Major or count as an Elective. Four alternative modules in case of timetable clashes or class cancellations should also be provided. The module selection form should be signed by the student's **academic** advisor to confirm that the selection is approved and credit will transfer.

A full time student at UH is required to study 120 UH credits (= 60 ECTS credits) per academic year, or 60 UH credits (= 30 ECTS) per semester. This is achieved by taking a combination of 15 credit and/or 30 credit modules.

The maximum study rate is 60 credits per semester; students will not be allowed to take more credits under any circumstances.

Students may select any modules provided they can be timetabled and any pre-requisites are met.

An overview of modules can be found in the **Programme Specifications** for degree programmes on our website www.herts.ac.uk. Please click on 'courses' and then click through to the degree programme of interest. On the right hand side of the page you'll find a link to the programme specification which contains an overview of modules on that programme.

Restrictions

Please note that **Education** and **Health** subjects are restricted, and **Film and TV** modules have limited availability

- Students who want to study **Education** will only be allowed to take modules from the Education Studies degree (please click [here](#) for programme specification).
- **Health** subjects that are restricted include Nursing, Midwifery, Mental Health, Paramedic Sciences, Sport Therapy, Dietetics, Radiotherapy, Physiotherapy and Social Work.
- Places on modules of the **Film and TV** programme are extremely limited and we can only support applications from candidates who have practical experience of film making (camera work, editing & post production). Evidence of such experience needs to be included in the application.

Also take note of the following:

- Undergraduate exchange students are **not** allowed to take Masters/Postgraduate level modules, these start with '7', do not select any of these.
- Any modules with codes that contain 'CEP', 'FBS', 'FTC', 'FDA', 'FCO', 'FHH', 'FEN', 'IFS' or 'FHE' are modules taught at our franchised partners and not taught at UH, **do not** choose these. Also, do not choose modules that contain '(HIBT)', these are also franchised modules.
- Modules beginning with AHP or NMH are **unavailable** to exchange students as they are professional/clinical-based degree programmes.

Assessment

Modules are assessed by coursework (for example in-class tests, essays, group work, presentations etc.), examination (centrally timetabled at the end of the semester) or a combination of the two. Examinations are held during the final week of Semester A and during the final three weeks of Semester B. Students are required to remain at UH to sit all examinations if they wish to gain credit for their studies at UH.

Referred (resit) examinations take place in June/July. Students who study at UH for semester A and B or for semester B only will be expected to be at UH for this period, in case any referred examinations need to be sat.

Accommodation

Exchange students are advised to apply for university accommodation. Note that accommodation is only guaranteed for students studying at UH for an academic year, providing application deadlines are met. University accommodation for students studying for one semester is subject to availability.

All university accommodation is self catering and meal plans are not available. On College Lane Campus students can choose between fully furnished traditional halls of residence with mainly single bedrooms and shared bathrooms/showers and newly built fully furnished en suite and shared bathroom accommodation and studios. At the de Havilland Campus there are fully furnished single en suite bedrooms with shared kitchens. All rooms have network points or WiFi.

Students can apply for accommodation online once they have received confirmation of their student ID number via the European and Study Abroad office at UH.

Full details of the accommodation options are included in the Accommodation Guide; this Guide can be downloaded from our website at: www.herts.ac.uk/why-us/accommodation/home.cfm

Applications can be made through this website: <https://www.residences.herts.ac.uk/>

Once students are offered a room on campus they will be required to pay a deposit to secure the room. Students will be asked to pay for their accommodation in full on arrival.

Registration

Registration happens in two stages.

The first stage is an online confirmation of personal details; this is called '**confirm a place**'.

The second stage takes place on campus during Orientation, students will be asked to provide the following documentation:

- Offer letter
- Passport

Modules are added manually to student records once registration is completed.

Timetables are only confirmed very close to the start of the semester; students will **not** receive a complete timetable before they join UH. Students can collate their personal timetable by accessing the module information on the study portal 'StudyNet' once registered.

Tuition fees are waived for exchange students.

UK entry clearance

Important note:

The information below is correct as of 5 February 2015, but is subject to change at any time. For the most up-to-date information, visit the UK Border Agency website:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/>

Follow the guide below to determine what type of entry clearance you need.

Your circumstances	Type of entry clearance needed
Wish to study in the UK for more than six months	Tier 4 (General) visa
Wish to undertake paid/unpaid work in the UK whilst studying	
Do not wish to stay in the UK for more than six months	Student visitor entry clearance
Do not wish to undertake paid/unpaid work in the UK whilst studying	
Have a valid UK passport (except BNO passport holders, who will require prior entry clearance)	No entry clearance required; show UK passport on entry.

Tier 4 (General) visa

Full information and application guidance for this visa can be found on the UK Border Agency website, here: <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/>.

Student visitor entry clearance

Your nationality and personal circumstances will determine how and when you should apply for this entry clearance. You can check whether you need a visa here

<https://www.gov.uk/check-uk-visa>

- Visa nationals must apply in advance (fee payable)
- Non-visa nationals have the choice of applying at the border (no fee payable) or applying in advance (fee payable)
- Non-visa nationals to whom any of the following apply are strongly advised to apply in advance (fee payable):
 - you have any unspent criminal convictions in any country, including the UK;
 - you have previously been refused entry, deported or otherwise removed from the UK;
 - you have breached the terms of any previous entry to the UK (for example, by working illegally or staying here after your permission to stay expired);
 - you have previously applied for a visa and been refused; or
 - you have been warned by a UK official that you should obtain a visa before you travel to the UK.

Full details of Student Visitor entry clearance, including guidance about how to apply for this either in advance or at the border, can be found on the UK Border Agency website here:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student/>

Documentation provided by the University of Hertfordshire to support your entry clearance application

- If you are applying for a Tier 4 (General) visa, you will need a CAS number.
- If you are entering as a Student Visitor, you will need an unconditional offer letter.

Your CAS number or unconditional offer letter will be provided when your application has been approved. Do not make an application for entry clearance until you receive the necessary documentation from the University of Hertfordshire, as your application will be refused.

IMPORTANT - ENGLISH LANGUAGE REQUIREMENTS FOR TIER 4 VISA APPLICATIONS

We now require incoming exchange students who come to the UK on a visa (Tier 4 General Visa) and are nationals (based on passport) of non-majority English speaking countries* to take a Secure English Language Test (SELT) to show their level of English language proficiency in line with the UKBA requirements. Students will need to show that they have achieved a minimum of IELTS 5.5 in each of the elements (reading, writing, listening and speaking) or equivalent.

Details of SELTs can be found on the UKBA website:

www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/new-approved-english-tests.pdf

Please be aware that you need to show the necessary equivalent results in whichever test you choose to take.

** Countries considered 'Majority English Speaking' are: Antigua and Barbuda; Australia; The Bahamas; Barbados; Belize; Canada; Dominica; Grenada; Guyana; Jamaica; New Zealand; St Kitts and Nevis; St Lucia; St Vincent and the Grenadines; Trinidad and Tobago; United States of America.*

Insurance

Exchange students will be eligible for free or subsidised medical treatment under the National Health Service (NHS) **if they fall into one of the following categories:**

- enrolled on a course lasting longer than six months
- national or resident of an EEA country
- from a country which has a reciprocal health agreement with the UK

Students, who do not fall into one of the above categories, will be charged for any medical treatment and we therefore strongly recommend that medical insurance is arranged before arriving in the UK.

Students may also wish to consider taking out Personal and Travel Insurance.

