



International Office

Guide for Representatives Intake 2014-2015

Entry Requirements

The International Office "Country Framework" indicates the normal minimum entry requirements for applicants. Each application is assessed on an individual basis. Specific programmes may carry additional requirements. The normal requirements relate to English language; to academic background, and to professional or business experience.

Direct entry to Year 2 of undergraduate programmes will be considered for qualified applicants including those with suitable professional qualifications.

Direct Entry to Year 3 can be considered for qualified applicants to our BA(Hons) Business Studies *with*, BSc(Hons) Computing, BSc(Hons) Business Information Technology, BSc(Hons) Information Systems (as Combined Honours degree), BSc(Hons) Software Engineering, BEng(Hons) Electrical & Electronic Engineering Technology, BEng(Hons) Mechanical Engineering Technology.

Direct entry to Year 3 undergraduate programmes offered by the School of Engineering require a minimum equivalency of an IELTS of 6.5 (minimum of 5.5 in every component) and to our Business School and School of Computing & Mathematics a minimum equivalency of an IELTS of 6 (minimum of 5.5 in every component).

Direct Entry to years 2 or 3 is not generally available for our LLB(Hons) and MPharm

Applications to all undergraduate and postgraduate programmes, except our MPharm, can be made direct to the university through our representatives Virtual Application System (VAS). Applications for MPharm can only be made through UCAS.

For the majority of our Postgraduate programmes a minimum equivalency of a Lower Second Class Honours degree is required. A number of programmes with professional accreditation, in our Schools of Architecture, Design & Construction, Humanities and Health & Social Care require a minimum equivalency of a Higher Second Class Honours degree.

All programmes run by the University can be found on the university web link www.gre.ac.uk/courses

English Language

For students whose first language is not English, the minimum level of English for the majority of our programmes is the equivalent of an IELTS of 6.0 (with a minimum of 5.5 in each component). A number of programmes require a minimum of an IELTS of 6.5 (with a minimum of 5.5 in each component or equivalent) these include all Undergraduate programmes in our Departments of Architecture, Design & Construction and Department of Humanities and Social Sciences, as well as all Postgraduate Programmes in the Faculty of Business and Departments of Architecture, Design & Construction and Humanities & Social Sciences.

Our International Foundation Diploma requires a minimum IELTS of 4.5 with a minimum of 4.5 in each component.

We also run a range of Pre Sessional English Language programmes running from 19 weeks to 2 weeks. Full details under Foundation & Pre Sessional English Language programmes below.

Requirements for Under 18 applicants

We do accept applications from students that are not currently 18 years of age; however there are certain areas that need to be taken into consideration. Please notify us if you are submitting an application for a student who will be under 18 at the start of term.

Please note: A student aged 16 or 17 has the legal right to live independently in the UK, and may make their own accommodation arrangements. However, when a 16- or 17-year-old applies for a visa under Tier 4 (General), they must have their parents' permission to both travel to the UK and to live independently.

On the student's arrival, the university will require a letter from the parents confirming:

- Relationship with the student
- Parent's consent to the student studying on this programme.
- Parents agreements to living arrangements in the UK: and that they have given consent for them to live independently in the UK, if this is what they will be doing
- An emergency contact (preferably in the UK)

Departments of Architecture, Design & Construction

Special entry requirements for specific programmes

A portfolio demonstrating creative ability is needed for a number of programmes in our Departments of Architecture, Design & Construction. Where a portfolio is required this will be listed on the website under the entry requirements.

Applications that require demonstration of a creative ability will be forwarded to the Department for assessment and this can take longer for a decision to be made.

Portfolio guidelines for applicants wishing to study Architecture at the University of Greenwich.

Architecture could be considered as a material practice that works in and among the world of things. To be clear, Architecture evolves in and from the maelstrom of images and ideas. The architect Michael Speaks has coined the phrase 'design intelligence' which is the thoughtful application of skills and ideas to design works. As potential architects you will need to communicate your ideas to others and this generally involves the translation of drawings into buildings or some other manifestation. Architecture is a construct that exists within many different contexts therefore an understanding of culture and its influence is important. At the University of Greenwich a portfolio is required for all applicants invited for interview. The interview should be seen as the opportunity to add to the portfolio with a conversation. In the interview a broad range of skills, care and talent should be evident within the portfolio.

What is a portfolio?

**"What is the use of a book, ' thought Alice, ' without pictures or conversations?"
- Lewis Carroll, Alice in Wonderland, Ch 1**

A portfolio is a body of work that conveys your sensibilities in terms of creativity, imagination, skills, ideas and intelligence in some form of order. It could be argued that it is thought process made visible. The portfolio may be communicated through sketches, drawings, photography, animation, craft, 3D work and text. Generally a portfolio would include the evolution of a piece of work and its resolution of sorts, it may be unfinished, amongst others. There is no one kind of portfolio and it comes in no fixed size but what is most important is that it is the portal to show your energy, enthusiasm, interests and considered thoughts.

Some things you may consider including in your portfolio.

Drawings without the aid of a machine.

It is important that you show sketches and other drawings. The hand and eye are quick intelligent editing systems. David Pye has written about the value of the 'workmanship of risk' by which he means the added value and interest that a person adds interpretation to a work even if it contains error.

Do I need to know how to use CAD?

We do not expect students coming into first year to have this skill but it is useful. We are not looking for architectural drawings or that of buildings.

Photography.

The mechanical eye is an important tool in architecture. It is not merely used for recording but as a means of seeing.

Making.

Consider including 3D made things such as models, metalwork, woodwork, books/zines or even clothing.

Design Technology and/or 3D design.

It is important that your portfolio does not merely consist of this kind of work. Your aptitude for freehand and observational drawings is an important component to doing Architecture.

FAQ.

I have not done Art at school.

There are many other ways of gaining knowledge in this area through other institutions such as museums, art galleries, workshops, the Internet etc. Self-motivation is essential and you will be only giving yourself a disadvantage and potentially have difficulty in producing a portfolio for interview.

Any applicant that lives overseas and is unable to attend the interview will need a digital portfolio. This portfolio needs to be downloadable using Dropbox or WeTransfer. The work needs to be in a consecutive order in PDF format each page clearly numbered. This digital portfolio will be referred to during the Skype interview and the applicant will need to take the interviewer through the work. In a digital portfolio consider showing the overall and details as intricate work is often lost when digitised. As this is a Skype video interview please ensure that you are available and have the adequate internet bandwidth.



Faculty of Business

All programmes run by the Faculty of Business can be found on <http://www2.gre.ac.uk/about/schools/business>

All undergraduate programmes require a minimum IELTS of 6 with a minimum of 5.5 in each skill or equivalent. All postgraduate programmes require a minimum IELTS of 6.5 with a minimum of 5.5 in each skill or equivalent.

Master of Business Administration (MBA)

The University has two MBA programmes:

Executive MBA

An IELTS of 6.5 (with a minimum of 5.5 in every component), appropriate academic qualifications and two years post-graduation business experience. Work experience gained at an appropriate level in a wide range of business fields and organisations, either in the public or private sectors, in a family business, law firm, agriculture, manufacturing or service company, government and military organisations.

MBA International Business (24 Months)

An IELTS of 6.5 (with a minimum of 5.5 in every component) and appropriate academic qualifications. This programme includes 12 months of certified work experience after the completion of taught courses but in conjunction with independent research. The responsibility for finding suitable certified work experience is the students. The School of Business will assist, however if no suitable certified work experience is available after successful completion of the taught courses and dissertation, the student will graduate with a MA International Business.

MA International Business (Dual Award)

MA Strategic Marketing Communications (Dual Award)

MA Financial Management (Dual Award)

An IELTS of 6.5 (with a minimum of 6.0 in every component) and appropriate academic qualifications. While studying this programme, students will spend two terms in London and one term in France at the France Business School (FBS) IN Poitiers, France. They will also enhance their employability by undertaking a work placement. On completion of the requirements of both institutions, students will be awarded two degrees. The entire programme is delivered in English and no knowledge of French is required.



Departments of Computing & Mathematics

All programmes with the exception of MSc Management of Business Information Technology which is a 'Practitioners' programme require specialist computing knowledge. All programmes both undergraduate and postgraduate require a minimum IELTS 6 with a minimum of 5.5 in each skill or equivalent.

Details of the full range of programmes can be found at <http://www2.gre.ac.uk/about/schools/cms>

Department of Engineering

Details of the full range of programmes can be found at <http://www2.gre.ac.uk/about/schools/engineering>

All programmes both undergraduate and postgraduate require a minimum IELTS 6 with a minimum of 5.5 in each skill or equivalent.

MSc's in Computer Engineering:

Our MSc Computer Systems & Software Engineering, MSc Computer Networking, MSc Internet Engineering & Web Management have a strong hardware focus and applicants must have a computer science or engineering degree; for MSc Wireless Mobile Communications Systems Engineering a computing or engineering background is required however the programme is broad rather than deep.

MSc's Electrical Engineering

MSc Electrical & Electronic Engineering, MSc Embedded Systems, and MSc Electrical Power Engineering all require a first degree in an Electrical/Electronic discipline

MSc Mechanical & Manufacturing Engineering

Requires a first degree in Mechanical/Manufacturing Engineering. An ATAS certificate is required prior to applying for a student visa for this programme. See 4.3 below for details

MSc Civil Engineering

Requires a first degree in Civil Engineering

Information Age Engineering

Our MSc Manufacturing Engineering, MSc Information & Communications Technology and MSc Engineering Management require a first degree typically in an engineering/computing



discipline. However the programmes are intended to develop the 'softer' skills and so are ideally suited to practitioners with experience or who have moved towards technology from another discipline. Aimed at engineers, technologist, computer scientists who are seeking a masters that provides technical management skills

Department of Science

All programmes both undergraduate and postgraduate require a minimum IELTS 6 with a minimum of 5.5 in each skill or equivalent.

Details of the full range of programmes can be found at <http://www2.gre.ac.uk/about/schools/science>

Natural Resources Institute

Details of the full range of programmes can be found at <http://www.gre.ac.uk/schools/nri>

Medway School of Pharmacy

All programmes both undergraduate and postgraduate require a minimum IELTS 6.5 with a minimum of 5.5 in each skill or equivalent.

Details of the full range of programmes can be found at <http://www.msp.ac.uk/>

Applicants must apply through UCAS for undergraduate programmes run by the Medway School of Pharmacy.

Programmes to which international fee paying students cannot apply:

- Architecture Certificate & Diploma
- PCET, PGCE, BAs Education & Training QTS (Qualified Teaching Status)
- BSc (Hons) Paramedic Science
- Any part time programme



- Nursing and Midwifery programmes
- BA(Hons) Social Work
- BSc(Hons) Public Health
- Vocational Foundation Degrees

Foundation and English language programmes

Where students do not immediately fulfil the entry requirements for a three year degree programme, they are normally considered for alternatives such as:

- Four year extended degree programmes where the student has an IELTS of 6.0 (with a minimum of 5.5 in every component) or equivalent
- International Foundation Diploma:
 1. Those with IELTS of between 4.5 and 6 will take classes to achieve the equivalent of IELTS of 6, as well as studying academic subjects.
 2. Those students already with an IELTS of 6, but need one more year of academic study to meet the entry requirements of a degree programme, study academic subjects to prepare them to study our degree programmes.

English Programmes:

Extended Pre Sessional English (EPSE)

19 Weeks 28 April to 5 September 2014 £3,600

2 Groups:

1. Starting IELTS 4 with a minimum of 4 in each skill. Finish with an IELTS of 6 with a minimum of 5.5 in each skill.

- Starting IELTS 4.5 with a minimum of 4 in each skill. Finish with an IELTS of 6.5 with a minimum of 5.5 in each skill.

14 Weeks 2 June to 5 September 2014 £2,700

2 Groups:

- Starting IELTS 4.5 with a minimum of 4 in each skill. Finish with an IELTS of 6 with a minimum of 5.5 in each skill.
- Starting IELTS 5 with a minimum of 4 in each skill. Finish with an IELTS of 6.5 with a minimum of 5.5 in each skill.

Pre Sessional English (PSE)

9 Weeks 7 July to 5 September 2014 £1,700

2 Groups:

- Starting IELTS 5 with a minimum of 4 in each skill. Finish with an IELTS of 6 with a minimum of 5.5 in each skill.
- Starting IELTS 5.5 with a minimum of 4 in each skill. Finish with an IELTS of 6.5 with a minimum of 5.5 in each skill.

5 Weeks 29 July to 29 August 2014 £1,100

5 Weeks 4 August to 5 September 2014 £1,100

2 Groups:

- Starting IELTS 5.5 with a minimum of 4 in each skill. Finish with an IELTS of 6 with a minimum of 5.5 in each skill.
- Starting IELTS 6 with a minimum of 4 in each skill. Finish with an IELTS of 6.5 with a minimum of 5.5 in each skill.

2 Weeks 26 August to 5 September 2014 £450

2 Groups:

- Starting IELTS 6 with a minimum of 5.5 in three and 5 in one skill. Finish with an IELTS of 6 with a minimum of 5.5 in each skill.
- Starting IELTS 6.5 with a minimum of 5.5 in three and 5 in one skill. Finish with an IELTS of 6.5 with a minimum of 5.5 in each skill.



Programmes with a January intake

A number of our Masters programmes in our Faculties of Business, Science, Engineering, Computing & Mathematics, Architecture & Construction, Humanities and Natural Resources Institute do have a January intake. Details of programmes with a January intake can be obtained from your dedicated International Office contact.

BA(Hons) Business with Finance, BSc(Hons) Business & BA(Hons) International Business also have a January intake. Students study over the summer and commence Year 2 in September of the same year.

Please note that direct entry into Year 2 or 3 is not available for students starting undergraduate degrees in January.

Making offers

Only appropriate and authorised University of Greenwich staff can make offers to Programmes. Normally, this means programme directors, and admission tutors. The International office makes offers to taught programme up to and including masters (with the exception of programmes requiring a Portfolio and Postgraduate programmes in our School of Humanities). Representatives are advised to ensure that students are aware that Representatives themselves do not make offers, which can only come from the university itself.

Representatives should familiarise themselves with the general university entry requirements and are strongly encouraged to counsel students to apply only for those programmes where they are likely to gain admission.

ATAS

Academic Technology Approval Scheme (ATAS). As from the 1st November 2007 the United Kingdom Government required students studying on certain Taught Masters and Research programmes offered by the university to apply and receive an ATAS Certificate prior to applying for their student visa. All programmes run at Universities in the UK are identified by a JACS code. Currently three of the universities taught masters programmes are covered by ATAS our MSc Mechanical & Manufacturing Engineering, MSc Marine Engineering Management and MEng Mechanical Engineering. For details of research programmes



covered by ATAS please contact your dedicated International Office representative.

Please visit the Foreign & Commonwealth office website for full details including how to apply for an ATAS Certificate: <https://www.gov.uk/academic-technology-approval-scheme>

All offer letters issued by the University for programmes covered by ATAS will include the relevant JACS code.

Cost of Study

Annual tuition fees are detailed in the international students tuition fees leaflet for the year of study and on our website at www.gre.ac.uk/students/finance/international-students

All three of the universities campuses are considered 'Outside London' by the UK Border Agency and require proof of £7,200 for maintenance costs per year for applicants applying for a Tier 4 visa for the first time. Actual living costs will of course vary depending on individual circumstances and lifestyle.

Pre-Registration deposits

A non-refundable and non-transferable pre-registration deposit is required when a student accepts a place to study (deposit may not be required for applicants sponsored by their Government or an International Company). Full details are available in our fees leaflet and on our website at <http://www2.gre.ac.uk/students/international/international-students/finance>

The deposit is refundable only where the applicant provides evidence that the application for a student visa was not accepted for the year the academic offer was made or provide evidence to the University of a failure to meet the academic conditions of an offer. When an applicant defers their offer of place to the next university intake, the deposit will be transferred to the new intake and will be refundable only where the applicant provides evidence that the application for a student visa was not accepted for that intake. A deposit will be held for a maximum of two years.



Once evidence that any academic conditions of offer have been met, the offer of place has been accepted, the minimum pre-registration deposit has been received and all required documentation has been received and checked, the university will arrange with the UK Border Agency for a Confirmation of Acceptance for Studies (CAS) number.

A CAS Statement including the CAS Number will then be emailed advising the applicant of their CAS number and other relevant information (including the qualifications used to assess the offer of a place) that will be required for a student visa application.

A Confirmation of Acceptance for Studies (CAS) is an electronic reference number issued by the UK Border Agency which is valid for six months from issue; students cannot apply for their student visa more than three months prior to the start of their programme. Full details can be found on the UK Border Agency website at

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

How to Pay the Deposit

Deposits can be paid by either a bank draft made payable to the University of Greenwich and forwarded to the International Office or by electronic transfer to the university bank account (please note that banks may charge for this service).

Barclays Bank Plc
Woolwich New Road, Woolwich, London SE18 6NU, United Kingdom

Sort Code:	20-98-57
Account Number:	00904244
Account Name:	Number One Account, University of Greenwich
IBAN Number:	GB03BARC20985700904244
SWIFT/BIC No:	BARCGB22

Please ensure the students full name, date of birth and student reference number are included on the transfer details and if paying by draft are clearly written on the reverse of the draft.

Refund of Deposit

In order to consider any refund of deposit, the University requires the **original** visa refusal document together with the following information and the request must comply with university regulations.



1. Applicant's full name
2. Applicant's date of birth
3. Applicant's student reference number
4. Applicant's contact details including postal and email address
5. Applicant's bank details (including name of bank, address and SWIFT code, account name and number).

A refund will only be considered for the following reasons:

1. If an applicant has not met the academic conditions
2. If an applicant was refused a student visa

Please note that if a visa is refused due to fraudulent documentation being provided, no refund will be issued.

All monies will be returned to the applicant's home country, unless proof is provided that a third party made the original deposit. If proof is provided that a third party made the original deposit, then the University will refund the money to the third party. Proof would be a copy of a bank statement, bank transfer document etc.

Payment Plans

After payment of the pre-registration deposit the remaining balance can be paid in two equal payments. Students will be asked to pay the first 50% of the balance at registration. For September starters the final payment will be due before the last Friday in January, and for January starters the final payment will be due before the last Friday in May.

<i>Example:</i>	<i>2014/15</i>	Postgraduate Tuition Fee	£11,350
		Deposit paid	-£3,000
	(If applicable)	Nationality Scholarship	<u>-£1,000</u>
		Balance	£7,350
		Minimum payment at registration	<u>£3,675</u>
		Balance due last Friday in January	<u>£3,675</u>
		for September starters and last Friday	



in May for January starters.

Student withdrawal, interruption, deferral or non-registration

Where a student withdraws from a programme, the deposit is not refundable and any monies due to be refunded will be returned to the student's home country.

A student's withdrawal must conform to the University's withdrawal policy.

Where an applicant fails to register, the deposit is not refundable or transferable.

Where an applicant has provided fraudulent documentation, the deposit is non-refundable.

Requests for a student to defer or interrupt their studies will only be allowed in exceptional circumstances and must conform to University policy.

The University will notify the Border & Immigration Agency when a student withdraws, interrupts or defers from study.

Accommodation

The university guarantees, for the September intakes only, that all new international students will be offered a place for their first year of study either in one of the University Halls of Residence or in university approved housing (subject to applications being received by the university prior to the cut-off date which can be found on the website link: www.gre.ac.uk/accommodation All applicants apply online for accommodation.

All halls have single study rooms. Accommodation at Greenwich Maritime, Medway and the Village have the single study rooms arranged in flats (apartments) on a self-catering basis, some with en-suite bathrooms, and internet connection. In addition, there is postgraduate accommodation at Greenwich Maritime. Full details are on our website <http://www.gre.ac.uk/about/accommodation>

The student must have already have accepted the programme offer made, and paid the pre-registration deposit before applying for accommodation.



All contracts are for 40 weeks. The weekly cost varies according to the nature of the accommodation: details are on our website

<http://www2.gre.ac.uk/study/accommodation/halls/hall-fees-201314>

Employment

International students studying on a degree programme and above are allowed to work up to 20 hours per week during term time, with no limit in vacation periods. They can typically expect to earn between £5 and £10 per hour. Students studying below degree level i.e. the foundation programmes can work up to 10 hours per week with no limit in vacation periods.

Job Shop

The university has its own Job Shop, which provides up to date information on local and London wide vacancies, and on part time jobs within the university. Details are on our website: <http://www2.gre.ac.uk/current-students/emp/get/jobshop>

Applications (VAS Virtual Application System)

The university uses an online application management system for Representatives to submit applications (VAS). The system allows you to input application data, upload transcripts and supporting documents, submit comments and query applications directly with the university. All applications for undergraduate and postgraduate programmes with the exception of MPharm and MPhil/PhD programme should be submitted through VAS. MPharm applications should be made through UCAS and a copy of the UCAS application uploaded onto the VAS system. For MPhil/PhD applications contact your dedicated contact within the International Office.

A guide on how to use VAS will be sent in separate documents.

The system can be accessed at: <http://www.greenwichapplications.com/>



Login details are included in your 'Welcome Email'. Instructions on how to create users for individual offices are included in the manual.

Accepting a place

Applicants should accept an offered place by sending an email to intaccepts@gre.ac.uk

Applicants should include their full name, date of birth, student reference number (if known) and the name and start of the programme they are accepting. Once an offer has been accepted students will be given access to the university 'Acceptors Portal'.

Campuses

The University has 3 locations.

Avery Hill Campus, in Eltham, south-east London, Maritime Greenwich Campus and Stockwell Street Campus both on a World Heritage Site on the banks of the Thames in London and Medway Campus in the County of Kent. Which campus a student will study on depends on the programme of study.

International Office Staff

For all general queries regarding applicants and students please contact your dedicated International Office contact. For commission payments please contact the International Recruitment Manager, Sue Edwards, by emailing s.m.edwards@gre.ac.uk



Contents of Representatives pack (forwarded separately)

International Prospectus
International Tuition Fee Leaflets
Pre Sessional English Brochures
Accommodation Guide
Pens
Carry Bags
Business Card
Agent VAS Instructions

Working with the International Office

It will help both you and us if you can treat us as a one stop shop, and send all correspondence on all matters relating to your applicants to your dedicated contact at the International Office, and not to other departments of the University of Greenwich.

The process is normally initiated by sending an application using the VAS system. You will be notified by email whenever any action is carried out on the application. Once a decision has been made you can download the offer letter in PDF to either email to your student or to print.

The student will need to accept by emailing intaccepts@gre.ac.uk and pay the minimum pre-registration deposit to guarantee the place offered..

Once a student has accepted a conditional or unconditional offer, they will receive, within fourteen days, login details in 2 separate emails for our Student Acceptors Portal. If a student has any trouble logging into their portal, they should contact acceptor@gre.ac.uk.

Further information is sent out as appropriate.

Full details of all our services can be located on our dedicated international pages on our website. This is an extremely useful site which we urge all Representatives to regularly visit.

<http://www2.gre.ac.uk/students/international>



Tier 4 (General) Student Compliance

The University must comply with all the requirements laid down by the Immigration rules.

The International Office is responsible for applying for CAS numbers for new students, who require a Tier 4 (General) Visa to study the programme offered by the university.

A CAS will only be assigned when:

The University is satisfied that the student both intends and is able to follow the course of study offered.

The course of study is full time.

The course of study offered leads to an approved qualification.

If the student has previously studied in the UK on a Student Visa the course of study represents 'Academic Progression'.

As a Tier 4 (General) student, the student has spent no more than 3 years studying in the UK below NQF 6.

As a Tier 4 (General) student, the student has spent no more than 5 years studying in the UK at or above NQF 6 (with exceptions).

The student fulfils both the university and the UKVI (UK Visas and Immigration) minimum level of English language.

When submitting an application to the university from a student who has previously studied in the UK on a Student Visa, Representatives must include with the application, full details of previous studies and copies of all Visas the applicant has had to live/study in the UK.

Analysis of visa rejections of applications received from our Representatives will be reviewed at International Office meetings. Agency Agreements of Representatives with a high rate of visa rejection against application numbers will be cancelled.
