



## Information and application guidelines for Associate and Attending Students 2018-19

### UCL Life Learning activities and types of student status

UCL's Life Learning short courses and activities represent the extension of UCL's learning landscape beyond provision of its qualification bearing undergraduate and postgraduate degree programmes. UCL Life Learning activities do not lead to a UCL qualification, but they may be recognised by a UCL Certificate of Participation or lead to the award of UCL academic credit. In some instances, UCL Life Learning activities may also provide hours or points of verifiable CPD.

A UCL Associate Student is registered on one or more UCL credit-bearing course/s and opting to take the assessment.

A UCL Attending Student is registered on one or more UCL credit-bearing course/s and attending **without** opting to take the assessment.

A UCL Visiting Student is registered on one or more non-credit bearing UCL Life Learning activity.

**Life Learning students can study Institute for Global Health credit-bearing post graduate level courses either as an Associate Student studying for credit, or as an Attending Student without opting to take the assessment.**

For information about Life Learning courses at UCL see <http://www.ucl.ac.uk/lifelearning>. The Regulatory Framework for Life Learning students can be found in the UCL Academic Manual 2016-17: [Chapter 9: Life Learning Regulatory Framework](#).

### UCL Institute for Global Health Life Learning Application Requirements

Attending Student ('short course' student)	Associate Student ('Taster' student)
UK Bachelor's degree in a relevant/allied subject awarded with a 1st or 2nd class Honours or an overseas qualification of an equivalent standard. Please see the <a href="#">Information by country</a> page on the UCL website for equivalent grades.	<ul style="list-style-type: none"> <li>UK Bachelor's degree in a relevant/allied subject awarded with a 1st or 2:1 class Honours or an overseas qualification of an equivalent standard. Please see the <a href="#">Information by country</a> page on the UCL website for equivalent grades.</li> </ul>
<b>OR</b> Professional work experience in a relevant area	<ul style="list-style-type: none"> <li>2 years relevant work experience is desirable but not necessary.</li> </ul>
<b>AND</b> English Language Proficiency - please see further information below	<ul style="list-style-type: none"> <li>English Language Proficiency – please see further information below</li> </ul>
	<ul style="list-style-type: none"> <li>Two academic or professional reference letters. Please ensure letters are confidential (i.e. provided in sealed and signed envelopes) or emailed by the Referee directly to <a href="mailto:igh.adminsc@ucl.ac.uk">igh.adminsc@ucl.ac.uk</a></li> </ul>
	<b>NB</b> Associate student candidates who do not meet the above academic criteria may be considered in exceptional circumstances. Candidates wishing to apply with a 2:2 first degree should have AT LEAST two years relevant work experience.

## Qualifications and course prerequisites

Relevant/allied subjects include: medicine, nursing and other allied health professions, sciences, humanities and social sciences.

Students applying to study Research in Action: the Qualitative Approach; and Collecting and Using Data: Essentials of Quantitative Survey Research, must evidence some prior basic knowledge in this area on your application. Students applying to Infectious Diseases Epidemiology and Global Health, should have a reasonable basic level of epidemiology statistics knowledge including: study designs, types of data, distributions and sampling principles, principles of significance testing, and analysing data through basic statistical tests.

## Relevant work experience

Applicants at 2:1 standard or above should demonstrate evidence of paid or voluntary work in a health, social care or development setting.

Applicants at 2:2 standard should demonstrate evidence of at least 2 years work experience, either paid or voluntary, in a health, social care or development setting. Work contexts may include but are not limited to: Policy, Research, NGOs, Clinical, Journalism, Consultancy, and Governmental. Two years relevant overseas experience is desirable.

## English Language Proficiency

The programme is conducted in English. Applicants must be able to provide evidence that they have a GOOD level of written and spoken English. Evidence may take the form of a recently obtained English language qualification or test result awarded no more than two years prior to the proposed date of study. Accepted English language qualifications include the International English Language Testing System (IELTS) Academic Version, and Pearson Test of English (Academic). NB: The Test of English as a Foreign Language (TOEFL) iBT is only accepted from January 2016 onwards.

For further information about UCL English language requirements please visit:

<http://www.ucl.ac.uk/prospective-students/graduate/apply/english-language/index>

## Disabilities

Disabled applicants are encouraged to make contact with UCL Student Disability Services to ensure that support can be put in place promptly when commencing their studies. For more information please see the disabled applicants tab here <https://www.ucl.ac.uk/prospective-students/graduate/taught-degrees/application-guidelines/disabled-applicants> UCL encourages students to declare their disability with confidence: <https://www.youtube.com/watch?v=NRW4iJn0TX0>

## Tuition Fees

### Attending Student ('short course' student)

Home/EU: £850

Overseas: £1200

Overseas low-middle income countries: £750

IGH/UCL alumni: £650

IGH staff: free subject to availability

UCL staff: £400 subject to availability

### Associate Student ('Taster' student)

Home/EU: £950

Overseas: £1300

Overseas low-middle income countries: £850

IGH/UCL alumni: £750

IGH staff: £100 subject to availability

UCL staff: £500 subject to availability

Payment will only be required once a place on the course has been confirmed.

The fee covers tuition and assessment only. Living and accommodation costs are not included in the fees. You should budget around £20 minimum per day for food, travel, etc. Tube (subway) and bus passes are available for 1 day, 7 day, and monthly periods, with prices varying depending on the travel zones covered.

## Payment methods

Upon receipt of an offer of a place, payment should be made via the UCL Onlinestore. Instructions will be issued to you by the IGH Life Learning Administrator in your offer letter.

If an alternative payment method is required please contact the IGH Life Learning Administrator.

## Cancellation Policy:

Cancellations and refund requests should be made in writing to the IGH Life Learning Administrator [igh.adminsc@ucl.ac.uk](mailto:igh.adminsc@ucl.ac.uk)

You can cancel your place within 7 days of making the payment and receive a full refund unless this falls within 14 days of the course start date.

If you cancel your place after 7 days of making the payment but 14 or more days before the start of the course, you will receive a refund minus a 20% administration charge.

If you cancel your place less than 14 days before the course start date no refund will be made.

If your visa application is refused and a further visa application is not possible, we will refund the course fee minus a £100 administration charge. Refund requests should be made in writing to the IGH Life Learning Administrator and be supported by the Refusal of Entry Clearance letter.

Refunds will be paid within 30 days of your cancellation and paid to you by the same method of payment.

Alternatively, you may request to defer your place for one academic year by writing to the IGH Life Learning Administrator.

Alternatively, requests for refunds will be considered if the course is full and a replacement can be found to take your place on the course.

## Completing the application form

Please complete all sections of the application form and return to the IGH Life Learning Administrator at [igh.adminsc@ucl.ac.uk](mailto:igh.adminsc@ucl.ac.uk) or post to:

IGH Life Learning Administrator  
3rd Floor WTB  
UCL Institute for Global Health  
30 Guilford Street  
London  
WC1N 1EH

Applications must be received at least one month before the start of the course. Overseas applicants requiring a Short Term Student Visa should apply two months before the start of the course to allow sufficient time to receive an offer and arrange and receive their UK visa. When submitting your Visa application you must provide any additional required documentation as failure to do so may cause delays or result in your Visa application being rejected.

## Application check list

- Evidence of qualifications – transcripts and certificates
- Up-to-date CV
- Evidence of English language if English is not your first language
- Copy of passport
- Taster students must additionally submit two references either supplied in a signed and sealed envelope or emailed by the referees directly to the Life Learning Administrator [igh.adminsc@ucl.ac.uk](mailto:igh.adminsc@ucl.ac.uk)

**NB the Life Learning Administrator is required to check all visiting students' passports and visas (if applicable) on arrival at UCL.**

## **Important information for Life Learning students (Associate and Attending students)**

### **Accommodation**

IGH does not organise accommodation for students but we can provide a list of possible places to stay or organisations to contact once you have been accepted onto the course. As there is high demand for housing, it is best to arrange short-term housing as well in advance as possible.

### **Visas**

International students who require a short term student visa will usually have to produce a course acceptance letter before a visa will be issued. Please bear this in mind before making your travel arrangements. Please give yourself enough time to obtain a visa and arrive in London before the start of the course as IGH reserves the right to refuse admittance to students arriving late to the course.

[Information for international applicants requiring a Short Term Student visa.](#)  
[Check visa processing times for various British embassies around the world.](#)

Please provide any required additional supporting documentation and evidence when submitting your visa application as failure to do so may cause delays or your visa application being rejected.

### **Health Insurance**

Students who are studying in the UK for less than six months must ensure they arrange health insurance before arriving, as the UK National Health Service does not cover them.

### **Course availability and duration**

It is advisable to contact the Life Learning Administrator [igh.adminsc@ucl.ac.uk](mailto:igh.adminsc@ucl.ac.uk) to check course availability, as some courses become oversubscribed and some do not run every year.

Our 'short and fat' three week courses are structured as follows: the first two weeks consist of contact hours i.e. lectures and seminars and non-contact hours, i.e. independent study and group work (if applicable). On average you can expect around 30 contact hours for each 15 credit course. The third week is reserved for Associate Students to prepare their assignments, which may involve group work, depending on the nature of the assessment. However, in order to cover course content adequately, it may be necessary to schedule some lectures during the third week, e.g. due to speaker availability. Therefore, you should check the course timetable before finalising travel and accommodation dates.

### **Teaching and Learning methods at IGH**

Teaching methods vary between partner institutions. Teaching and learning methods applied at the Institute for Global Health include lectures, seminars (group discussions), group projects, oral presentations, and self-study (reading, essay writing, etc.) For private study, participants can use the UCL GOSH Institute for Child Health library (2<sup>nd</sup> floor of ICH) and the networked pcs in the nearby Wolfson Centre cluster rooms.

UCL uses the Virtual Learning Environment (VLE) Moodle, to provide information and resources relating to individual courses, e.g. timetables and reading lists. Any changes to courses are loaded directly on to the Moodle page.

### **Frequently Asked Questions**

#### **How long does it take to process my application?**

The Life Learning Administrator will check your application on receipt and contact you if further information is required. Places on optional modules (terms 2 and 3) cannot be allocated until the IGH MSc students have chosen their optional modules in mid-October. The Administrator will contact you as soon as possible thereafter to confirm whether or not a space is available for you. A small number of spaces are reserved for visiting students on our most popular modules. If a module becomes full, a waiting list will be put in place. From November, please contact the Administrator to check the current availability of our modules. From this time onwards, it should be possible to process applications within 5 working days, providing no further information is required from you.

### **Can I convert my course from short to taster, or vice versa?**

If you enrol as a Short Course (Attending) student and wish to be assessed you should discuss this with the Course Coordinator and the Life Learning Administrator before the assessment date. You will have to pay the difference between the short course and the taster course fee (£100). If you have already taken a Short Course, it is not possible to return and take the assessment in a subsequent year. You would need to re-enrol on a new Taster Course or take the module as part of a full degree at UCL. If you enrol as a taster (Associate) student but later decide not to be assessed, please notify the Life Learning Administrator. A refund for the difference in fee may be arranged. Please note that we will not be able to issue a refund if you notify us of this change after the course has commenced.

### **When do I access the course Virtual Learning Environment (VLE)?**

The Life Learning Administrator will provide you with information for accessing the course VLE (Moodle), in your offer letter. You should be able to access pre-course reading one week before the course starts. If you cannot access this information you should contact the Life Learning Administrator.

### **Do I get full access to UCL libraries?**

Life Learning students have access to all UCL Libraries while present on Campus. You will not be able to borrow any books, only consult them within the library. You will be able to access electronic resources e.g. e-journals from UCL networked pcs. You will not have remote access, due to copyright limitations. You are encouraged to access all of the resources you may need to complete your assessment before the end of your course/stay in London.

### **What are the course assessment dates?**

Associate (taster) students are assessed. To find out the assessment date/s for your course, please see the course description on the IGH webpage. Should the assessment involve an exam, Associate students MUST ensure they can take the exam on the assigned day. You must be accepted as an Associate student before undertaking the assessment. Credit cannot be obtained retrospectively.

### **As a taster student, what do I do if I'm sick before or during the exam, or I cannot make it to the exam, or I need an extension?**

Taster students are subject to UCL Academic Regulations for assessment, including regulations on plagiarism, absence/late submission and extenuating circumstances. If you are sick or otherwise unable to attend the assessment you must inform the Course Administrator as soon as these circumstances arise. You will be required to submit an Extenuating Circumstances form with supporting documentation (e.g. a medical certificate). Taster students must avail themselves of the UCL Academic Manual before arrival. You will be directed to the relevant UCL regulations covering assessment in your course offer letter.

### **What happens if I fail the assessment?**

If you fail the assessment you will have the opportunity to re-sit the assessment at a second and final attempt. You will be advised of the date of the resit by the Course Administrator. Resits are capped at the pass mark (50%) assuming the resubmission merits a pass.

### **How does my Taster course/s count towards a full degree?**

You must obtain a pass (50%) for your taster course to be eligible for Accreditation of Prior Learning (APL). However, successful completion of your taster course/s does not automatically grant you entry to an IGH/UCL postgraduate programme. To be admitted onto an IGH/UCL postgraduate programme you will need to apply using the standard UCL application procedure.

In order to make your taster course/s count towards a full degree, you must apply for Accreditation of Prior Learning (APL) within 5 academic years of the taster course. You will then have up to 2 years to complete a Postgraduate Certificate and 2-5 years to complete a PG Diploma or MSc qualification.

For more information about UCL credits and APL, please see our [dedicated webpage](#) and the [UCL APL regulations](#).