UCL Institute for Global Health

Information and application guidelines for tropEd students
2019-20

UCL Institute for Global Health tropEd optional modules application requirements

Required	Type of evidence
Proof of current registration on your tropEd programme **AND** successful completion of your core course.	• A letter or email from your home institution. If you have not yet completed your core course or you are awaiting your results, your institution should indicate your current academic performance and likelihood that you will successfully complete your core course.
English language proficiency (if English is not your first language).	• English language test certificate. Accepted English language qualifications include the International English Language Testing System (IELTS) Academic Version, and Pearson Test of English (Academic). The Test of English as a Foreign Language (TOEFL) iBT is only accepted from January 2016 onwards. If you do not have an English language test certificate please provide as much information as possible about your English language ability in your application. IGH reserves the right to ask for other evidence of language competency e.g. interviews or writing samples should we have cause for concern. Ordinarily, IGH requires evidence of a GOOD level of written and spoken English e.g. IELTS Academic Version Overall grade of 7.0 with a minimum of 6.5 in each of the subtests. For further information about UCL English language requirements see: https://www.ucl.ac.uk/prospective-students/graduate/learning-and-living-ucl/international-students/english-language-requirements

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 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

Tuition fees in 2019/20 are £850 per tropEd optional module. 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 tropEd Administrator in your offer letter.

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.

Cancellation Policy:

Cancellations and refund requests should be made in writing to the IGH tropEd Administrator
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 tropEd 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 tropEd 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.

Important information for visiting tropEd 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.

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.

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 tropEd Administrator 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 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 (2nd 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.

Completing the application form

Please complete all sections of the application form and return to the tropEd Administrator at igh.adminsc@ucl.ac.uk or post to:

IGH tropEd 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 allow at least a further 3 weeks to arrange and receive their UK visa.

Application check list

➢ Proof of current registration on your tropEd programme **and** successful completion of your core course.
➢ Evidence of English language if English is not your first language
➢ A copy of your passport

Frequently Asked Questions

How long does it take to process my application?

The IGH tropEd Administrator will check your application on receipt and contact you if further information is required. Places cannot be allocated until the IGH home students have chosen their optional modules in mid-October. The tropEd 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 courses. If a course becomes full, a waiting list will be put in place. From November, please contact the tropEd Administrator to check the current availability of the tropEd optional modules. From this time onwards, it should be possible to process applications within 5 working days, providing no further information is required from you.

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

The tropEd 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?

You will have access to all UCL Libraries while present on Campus. You will not be able to borrow any books, only read them in 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?

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, you MUST ensure you can sit the exam on the assigned day.

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?

tropEd 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). tropEd 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.

When and how will I get my result/s?

UCL aims to issue students with their assessment results and feedback four weeks after the assessment deadline. Notification of results is given to students via the Forum in Moodle. All communication via the Forum is, by default, sent to students' UCL email address. You will get a UCL computing account on arrival. Before then, the tropEd Administrator will forward Forum messages to you.

When will I get my tropEd Grade Report?

tropEd Grade Reports are issued after the IGH Board of Examiner's meeting in mid-October. If you need confirmation of your marks and grades before mid-October, please inform the IGH tropEd Administrator well in advance.

If you have any other questions please contact the IGH tropEd Administrator: igh.adminsc@ucl.ac.uk