

UNIVERSITY OF THE ARTS LONDON

STUDY ABROAD
Programmes in the Arts, Design,
Communication and Performance
2009-10



How to apply

THE SOONER THE BETTER

Eight easy steps

Step 1: choose your course

Students for Camberwell, Central Saint Martins, Chelsea, London College of Communication and Wimbledon will find descriptions of all the available courses in this booklet. You can apply to up to three different courses – and will need to rank them in order of preference.

If you plan to study at London College of Fashion, you'll need to contact them direct for more information about how to apply and an application pack. See back cover for contact details.

Semester students are enrolled on the full-time undergraduate course in the discipline of your choice. You take all your classes with full-time degree students, and can apply to study here for one, two or three terms. Semester students may apply to study during the autumn term; the spring term; autumn and spring terms; spring and summer terms; or the full academic year, autumn, spring and summer. Our term dates are as follows:

Autumn 28 September – 11 December 2009

Spring 11 January – 19 March 2010

Summer 19 April – 25 June 2010

Summer Study Abroad courses run from 22 June to 10 July, and from 13 to 31 July 2009.

You are welcome to call or email us before you apply if you have any questions. We will do our best to help! You'll find contact details for each of the Colleges on the back cover.

Step 2: check our deadlines

Our deadlines for applications to the Semester Study Abroad programme are as follows:

Autumn start 31 May 2009

Spring start 31 October 2009

Please note that we process applications on an ongoing basis, and so we encourage you to apply as early as you can. We aim to acknowledge receipt of your application by email to you as soon as we receive it, and let you know our decision within two weeks of receiving your application.

Step 3: determine eligibility

To be eligible for the Study Abroad programme you must have completed at least one year's study at an overseas higher education institution in a Bachelor of Arts subject. Your grade point average should be 3.0 or above. Students from institutions teaching in languages other than English must provide evidence of language proficiency to an IELTS score of 6.0 or above, with some courses requiring 6.5, 7.0 or 7.5 (see University website for details). It is also essential at this stage that you ensure that your home institution will recognise your studies in London and the grades gained. Please contact us if your officials need a copy of the Course Handbook, which comprehensively describes the academic content and structure of each course.

When you apply, our Course Directors will advise on whether you are most suited to join Year one or Year two of the course you have chosen, on the basis of your previous experience in the specialist subject area. Study Abroad students are not invited to join Year three – much of this final year is taken up with personal projects and research.

Step 4: complete the Study Abroad application form

You will find the Study Abroad application form on page 71, and you can also download a copy from the University's website at www.arts.ac.uk/studyabroad.

Portfolio requirements key

We use the following icons alongside each course description to describe our portfolio requirements:



Portfolio (20-24 images on slides, CD or VHS)



Manual skills portfolio



Sound portfolio



Piece of written work



Showreel (DVD or VHS)



No supporting material required – telephone interview may take place

Step 5: provide supporting documentation

Many of the courses require some form of supporting documentation, whether in the form of a portfolio, showreel or piece of written work.

You should refer to individual course descriptions, and see above for a key to portfolio requirements. Your portfolio for art and design courses should include 20-24 images and demonstrate art and design development, whether in a College project or in your personal work. It should have originated from your own experience and visual research, and have progressed through stages to a finished piece. It is important that the work you include reflects and demonstrates your creative thinking, initiative and personal commitment to a particular project, as well as showing a breadth of work. If possible please send images of your work on a CD. Please do not send original work.

If you are applying for the Acting or Directing courses we will accept a DVD or VHS showreel (PAL system) of a recent performance in which you have taken a significant role. The Conservation course requires a portfolio which demonstrates your manual skills. Where we ask for a piece of written work, this should be appropriate to the course applied to.

You will also need to include a letter of support from someone within your academic department.

Step 6: accepting your offer

Once your application has been approved, we will send you an offer pack, which includes the following:

- > Our offer letter
- > Information about housing
- > Information about arriving in London
- > Information about our Welcome Programme for new students (or this will follow as soon as it is available)

It is important you read all the information carefully and return all forms by the dates we ask you to. You will need to pay your non-refundable deposit of £450 to secure your place within a month of receiving your offer letter.

Step 7: before you leave

You must ensure that you have paid your full course fees six weeks prior to arriving in the UK (fees per term are £3,550; Summer Study Abroad fees are £995 per course). We strongly recommend you apply for entry clearance as a student even if you are coming to study for less than six months, and you should apply through www.ukvisasgov.uk at least one month before travelling. For up to date information, see the University's website. You should also take out appropriate health insurance for the duration of your stay. As materials are not provided you should bring with you your basic art materials; sketch pad, note book, visual diary, drawing tools and camera plus a selection of your current work for presentation. If you wish to stay in university accommodation please contact the University's Housing Services on +44 20 7514 6240 or email using the online enquiry form at www.arts.ac.uk/housing. Please inform Housing Services that you are a Study Abroad student.

Step 8: once in London

It is only once you start your course that you will be given your study timetable and information. You will not receive detailed course information, or be expected to choose classes, prior to arriving in London. It is your responsibility to ensure you have written approval of the programme from your faculty, and that you fulfil their requirements for assessment, attend classes and keep a record of all your study hours and projects.

Our rules

THE SMALL PRINT

Everything you need to know

Terms and conditions

- 1 Please see page 10 for full details of how to apply to Study Abroad programmes at University of the Arts London. Download the application form from our website at www.arts.ac.uk/studyabroad, or use the form on page 5 to apply to courses at Camberwell, Central Saint Martins, Chelsea, London College of Communication and Wimbledon. To apply to London College of Fashion, please email studyabroad@fashion.arts.ac.uk for your application pack. Do ensure you read, understand and agree to our Terms and Conditions before you complete our form.
- 2 All course fees must be paid in full before the course starts. Course fees include VAT at 17.5%.
- 3 Withdrawals are permitted up to six weeks before the start of Semester and Year Abroad programmes, and must be confirmed in writing. No refunds will be made to students who cancel or withdraw less than six weeks before the start of term. The deposit of £450 is not refundable under any circumstances.

Withdrawals are permitted up to four weeks before the start of the Summer Study Abroad programme at CSM, and must be confirmed in writing. No refunds will be made to students who cancel or withdraw less than four weeks before the start, unless we can replace you with another student from our waiting list.

Students who do not attend due to illness or professional commitments do not have the right to refunds or transfers.
- 4 Students are required to have adequate health, accident, disability, and hospitalisation insurance to cover themselves during their time at University of the Arts London. Students recognise and accept that no part of the fee goes toward payment of such insurance and that the University has no obligation to provide such insurance.
- 5 Students understand that should they have legal problems while in the UK, they will attend to the matter personally and with their own funds. They accept that University of the Arts London will not provide any personal or financial assistance.
- 6 Dates, schedules, and course details, given in good faith, are based on information available at the time of writing, and are subject to change and revision.

- 7 Students understand that it is their responsibility to discuss their proposed programme of study with the appropriate officials of the college or university they expect to attend upon their return, in order to ensure acceptance of the programme, and to secure written approval.
- 8 This is a programme of London Artscom Limited, registered at 65 Davies Street, London W1K 5DA, registration number 2361261. This prospectus describes the Study Abroad programmes currently offered at Camberwell College of Arts, Central Saint Martins College of Art and Design, Chelsea College of Art and Design, London College of Communication, London College of Fashion and Wimbledon College of Art. Every care has been taken to ensure accuracy. Our policy however is to continually monitor the performance and content of each programme, and we reserve the right to make such changes – including amendment or cancellation – as may be necessary for reasons of quality, operational efficiency or circumstances, including industrial action, beyond our control.

Equal opportunities

University of the Arts London recognises that unfair discrimination can take various forms and it is always destructive. The University undertakes, through its policies, procedures and practices, to promote equality of opportunity for all its staff and students regardless of gender, race, disability, class, creed, nationality, marital status, sexual orientation, or age. University of the Arts London recognises its duty under law to eliminate discrimination on grounds of race, gender, or disability. The University is committed to a policy of welcoming students and staff from all groups within the community. This will enhance and enrich all concerned by the diversity of experiences gained. University of the Arts London will constantly monitor the effectiveness of its procedures and practices, adapting them as necessary to meet new internal needs or external legislation.

Important information

We collect information on ethnic origin and disability on our application form. This data is removed from the form before it is forwarded to the person responsible for the selection of students. We use the information we collect anonymously for statistical purposes, and for implementing continuous quality improvement. This service operates in accordance with the Data Protection Act 1998.

The wording of the form, and the categories employed, are those which are commonly used in the UK, and may not be the same as those used elsewhere in the world.

University of the Arts London
Semester, Year Abroad and Summer programmes

APPLICATION FORM FOR STUDY 2009- 10

at

Camberwell College of Arts

Central Saint Martins College of Art and Design

Chelsea College of Art and Design

London College of Communication

Wimbledon College of Art

Personal details

Name

Home college or university

Home (permanent) address

Telephone

Correspondence address

Telephone

Email Date of birth (dd/mm/yy) Male Female

Country of citizenship Social security number

What will your class be at the time of the Study Abroad Programme?

Sophomore Junior Senior Other

Major Minor GPA on 4.0 scale

Courses applied for

1st choice Name of course

Name of College

Autumn Spring Autumn & Spring Spring & Summer Autumn, Spring & Summer Summer at CSM

2nd choice Name of course

Name of College

Autumn Spring Autumn & Spring Spring & Summer Autumn, Spring & Summer Summer at CSM

3rd choice Name of course

Name of College

Autumn Spring Autumn & Spring Spring & Summer Autumn, Spring & Summer Summer at CSM

Ethnic origin

Asian (Indian) Asian (Pakistani) Asian (Bangladeshi)
 Asian (Chinese) Asian (Other) Black (Caribbean) Black (African)
 Black (Other) Middle Eastern White (UK) White (Irish)
 White (Other) Other (please state)

We collect information on ethnic origin on our application form. This data is removed from the form before it is forwarded to the person responsible for the selection of students. We use the information we collect anonymously for statistical purposes, and for implementing continuous quality improvement. This service operates in accordance with the Data Protection Act 1998.
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Study Abroad
at University of the Arts London
APPLICATION FORM FOR STUDY 2009- 10

Name

Course applied for

How did you first hear about our programme?

Faculty Study Abroad advisor
 Another student Website If so, which?

Person to contact in case of emergency

Name Relationship to you

Address

Daytime telephone Evening telephone

Disability You will not be disadvantaged by providing this information.

Do you have a disability? Yes No

If yes, please give details

Letter of support

We require a letter of support from someone from whom you have taken college coursework, and you should enclose this with your application.

Please give their name and address below:

Name

Position

Address

Telephone Email

I have read, understand and agree to the terms and conditions.

I enclose:

The completed form
 Personal statement – please describe what you would like to achieve in your work and personally during your time in London.

Why have you chosen to study at University of the Arts London?

Portfolio/piece of written work/showreel as appropriate – see page 11
 My transcript
 A letter of support

Signed Date

Please send all application material to your 1st choice College.

We will forward your application to your 2nd and 3rd choice Colleges as appropriate.

How to contact us

For courses at Camberwell, Chelsea, London College of Communication and Wimbledon
Study Abroad Office
University of the Arts London
65 Davies Street
London W1K 5DA
UK

Email studyabroad@camberwell.arts.ac.uk
or studyabroad@chelsea.arts.ac.uk
or studyabroad@lcc.arts.ac.uk
or studyabroad@wimbledon.arts.ac.uk
Telephone +44 20 7514 2249
Fax +44 20 7514 7265
www.camberwell.arts.ac.uk/studyabroad
www.chelsea.arts.ac.uk/studyabroad
www.lcc.arts.ac.uk/studyabroad
www.wimbledon.arts.ac.uk/studyabroad

For courses at Central Saint Martins
Study Abroad/The Short Course Office
Central Saint Martins College of Art and Design
10 Back Hill
Clerkenwell
London EC1R 5EN
UK

Email studyabroad@csm.arts.ac.uk
Telephone +44 20 7514 7285
Fax +44 20 7514 7016
www.csm.arts.ac.uk/csm_study_abroad.htm

For courses at London College of Fashion
Study Abroad Office
London College of Fashion
20 John Princes Street
London W1G 0BJ
UK

Email studyabroad@fashion.arts.ac.uk
Telephone +44 20 7514 7540
Fax +44 20 7514 7490
www.fashion.arts.ac.uk/studyabroad

For Study Abroad 2010-11, please contact
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University of the Arts London
65 Davies Street
London W1K 5DA
UK

Email studyabroad@arts.ac.uk
Telephone +44 20 7514 2054
Fax +44 20 7514 7265
www.arts.ac.uk/studyabroad