GENERAL UNDERGRADUATE QUESTIONS

(1) How do I apply for an undergraduate course?

If you wish to pursue full-time study should apply via UCAS.

All applicants for part-time study should download a pdf or Word application form from http://www.herts.ac.uk/apply/how-to-apply and submit according to the instructions on the page.

(2) When is the deadline for applying for an undergraduate course?

September start:
The final UCAS deadline for Home/EU applications for full-time study is 30 June, although you should try to apply much earlier than this date to avoid being disappointed if a course is full. If you wish to apply after this date you may apply to us via Clearing from mid-August if we have places available. (The University website publishes details of available courses at the time of Clearing). NB If you have not already applied via UCAS you still need to register with UCAS to apply via Clearing.

We continue accepting international (non /EU) applications via UCAS after 30 June deadline and until 14 August. If you are already in the UK and wish to apply after this deadline, please contact admint@herts.ac.uk

If you wish to apply for part-time study (only applicable to Home/EU applicants) the deadline is normally 31 August.

January start:
If you are a Home/EU applicant you should apply by December 31st for January entry.
If you are a non-Home/EU applicant you should apply by December 7th to ensure that you obtain your visa in sufficient time for the start of the course. If you are already in the UK and wish to apply slightly after this deadline, please contact admint@herts.ac.uk

(3) Please can you give me details of my timetable?

The timetable for the next academic year is published during induction week. Full-time study corresponds to taking four 15-point modules each semester. For each module it is usual to have one lecture and one tutorial/seminar each week. The timetablers try to limit classes for full-timers to three days each week in order to allow students to do part-time work.

Part-time study typically involves doing two modules each semester - part-timers attend the same classes as full-time students.

NB Students are expected to devote ten hours a week to each 15-point module, including the timetabled classes. This time also includes reading and preparation, meetings with staff and other students, and completing assessed work.
(4) I am hoping to take the Foundation Degree in Business. What opportunities are there to top this up to a degree?

It is possible to progress to the Business School undergraduate degree programme at de Havilland campus. You progress to a course which covers a similar subject range to your Foundation Degree and can expect to go to either second or final year of an Honours degree, depending on your performance. *(NB We cannot consider non EU nationals for a Foundation Degree due to UK Border Agency restrictions).*

(5) What undergraduate courses have Semester B starts?

Currently there are no courses with Semester B starts.

(6) I want to study abroad during my undergraduate degree. Where can I go?

It is possible to study abroad between the second and final year of your degree. Please click on the link for details of study abroad opportunities: [http://www.herts.ac.uk/international/exchanges-and-study-abroad/study-abroad](http://www.herts.ac.uk/international/exchanges-and-study-abroad/study-abroad). On some courses you can even study abroad in your second year as well. If you want to find out more and cannot find it on the website, please contact our European and Study Abroad Office at [studyabroad@herts.ac.uk](mailto:studyabroad@herts.ac.uk)

(7) I would like to work abroad during my placement year. Is this possible?

Yes, it is, subject to the relevant visa requirements and the suitability of the job. If you have any questions about this, feel free to contact our Careers & Placements Service at [careers@herts.ac.uk](mailto:careers@herts.ac.uk)

(8) I wish to study a language. What are the entry requirements?

Please click on the link for details regarding eligibility for all languages we offer, [http://www.herts.ac.uk/apply/schools-of-study/business/about-the-school/languages](http://www.herts.ac.uk/apply/schools-of-study/business/about-the-school/languages)

(9) Please can you tell me about transferring into second or final year of an undergraduate degree from another UK university?

This answer is designed for students already studying a recognised HND or a full time undergraduate degree at another British university who wish to transfer to Hertfordshire Business School (HBS).

In principle, we will consider applications for entry to full time study at Level 4 (Year 1), Level 5 (Year 2) or Level 6 (Year 3). We do not, as a rule, take any transfer students to commence their studies in Semester B.

We normally require all transfer applicants to meet our English Language and Maths requirements. If you have already successfully completed two years of study at undergraduate level and you are a UK student we will waive the English Language requirement.

If you wish to apply to transfer we will only consider your application if we offer a degree very similar to the one you are currently, or have just been, studying. This would normally mean that the name of our degree was the same, or very similar to yours. In general, we expect
there to be a reasonable match between the modules you have studied and are studying, and our own modules. You can get a rough idea of the match by referring to the relevant course page on our website. (By selecting full details under the course details tab for any given year you should be able to access a description of each of the main modules). As a rough guide, a reasonable match is likely to be no less than six of eight modules per year.

Applicants for full-time study from outside the University of Hertfordshire should apply through UCAS, indicating the relevant point (year) of entry.

Please provide as much relevant information in your application as you can. In particular, along with all prior qualifications, you should include a complete list of all the modules which you wish us to take into account, whether you have currently completed them or not.

Conditional offers will be based on the successful completion of 120 CATS points at Level 4 if you are looking to transfer to Level 5, or 120 CATS points at each of Level 4 and Level 5 for Level 6 entry. In addition, the modules making up your last 120 CATS points of study must be passed at the first attempt and should contribute to an overall grade of at least a 2(i) (60%). If you are applying on the basis of an HND we require four Distinctions and nothing less than a Merit in your second year of study.

If you have applied for a given level of study and we are not prepared to make an offer for that level, we may make you an offer at a lower level.

If you join us at either Level 5 or Level 6, you might not be eligible for the same professional exemptions that are available to our own students. Equally, you might not be eligible for the same exemptions your previous institution was able to grant.

The classification of your degree will only be based on the period of study you spend at the University of Hertfordshire and study at a previous institution cannot be taken into account.

**NB If you are an international student from outside the EU wishing to transfer, please note that due to UK Border Agency restrictions you may only transfer between institutions once and your transfer should mean you progress to a higher level in an undergraduate subject (eg Level 4 to Level 5).**