

# Applying to Royal Holloway 109–115



# The admissions process

University degrees involve at least three years of academic study, so you need to be sure that you are making the right decisions. Once you have read a number of prospectuses, you will probably have a good idea about what you want to study and where. Of course, we hope you will choose Royal Holloway, but before you make an application – and certainly before you accept a place – it is advisable to find out more.

## Further information

Many of Royal Holloway's departments produce brochures which give detailed information about their programmes, staff, facilities and activities. We advise all potential applicants to read these brochures. You can also find out more on our website: [www.rhul.ac.uk](http://www.rhul.ac.uk)

## Open Days

You will find details of our Open Days on page 120. An Open Day at Royal Holloway offers the ideal opportunity to come and see the College for yourself. You will have the chance to meet our students and teaching staff, and get a taste of what university life is really like. You are welcome to visit the College at any time, but we can only guarantee that you will be able to meet with staff from the academic departments on an Open Day.



## Taster days

A number of departments offer 'Taster Courses' for Year 12 students. Students can choose a course they wish to attend from a wide variety of subject areas. Through their chosen course they will not only experience the different teaching methods used by university academics, but also gain an insight into the additional facilities available and meet students from across the UK. In addition to experiencing lectures, students will also participate in practical activities as well as meeting both staff and current students. All courses are non residential and provided free of charge. For more information and to download a brochure and application form, visit: [www.london.ac.uk/Tasters/](http://www.london.ac.uk/Tasters/)

## How to apply

**Applications for entry to all our full-time undergraduate degrees must be made through the Universities and Colleges Admissions Service (UCAS).** Applications for any other degree (including postgraduate degrees, part-time degrees, Visiting Student programmes and the University Foundation Programme) should be made directly to the College.

In recent years a shift has seen most applications to UCAS being made online through the UCAS 'apply' system. If your school or college has this facility, you should submit your application through 'apply' using the school/college's 'buzzword'. If you are not at school, you can use one of the non-school buzzwords. For further information, call the UCAS Customer Service Unit on: +44 (0)870 1122211, or visit the UCAS website at: [www.ucas.com](http://www.ucas.com)

## Deadlines

UCAS can accept applications for 2010 entry after 1 September 2009 and you should aim to submit your form by 15 January 2010. It is left to universities' discretion whether to consider applications received after this date. At Royal Holloway we try to consider applications which arrive later, but pressure on places is high in many departments and it is in your best interests to submit your application as early as possible.

## The UCAS Directory

You will find all our undergraduate degrees listed on the UCAS website or in the UCAS Directory. Alongside each programme is the course code to enter on the UCAS form. The form also requires an institution code for each choice. The code for Royal Holloway, University of London is **R72, RHUL**.

## The UCAS application

You can make up to five choices of institution and degree, but you should not feel that you have to use all five. Your choices should be listed in the order in which they appear in the Directory – there is no facility for an order of preference. Make sure you enter the codes for the institution and degree carefully since errors will lead to delays. Up-to-date course information can be found on the UCAS website.

## What happens next?

Copies of your application are printed and forwarded by UCAS to the universities to which you have applied; any errors or omissions can cause considerable delays at this stage and may prevent proper consideration of your application.

Royal Holloway reserves the right to ask applicants to provide further information relating to any aspect of their application. This may include information concerning entrance requirements, fee status or criminal convictions, for example. If additional information is not provided when requested there may be a delay in the consideration of your application. However, under the Data Protection Act, you may request to see any of the information on your file, which is strictly confidential and will not be passed to third parties without your permission.

## UCAS Days and interviews

If it seems likely that you will meet the entrance requirements for a degree, you may be invited for an interview or to a Royal Holloway UCAS Day. In some cases, for example for international students, you may be asked to submit an example of academic work or other exercise; however, wherever possible, we prefer you to visit the campus.

Interviews are not intended to be nerve-wracking or daunting, but rather a chance for a department to assess whether you have the potential to get the most from their programmes. It should be a two-way process and you should also ask questions. Of course there will be some academic questions, in Music there may be an audition, in Drama a workshop session, and in the Modern Languages some conversation in the appropriate language, but there will be no attempt to catch you out or surprise you.

Even if you have visited before, the interview or UCAS Day provides an opportunity to have a closer look at the College and your chosen department. In most cases the day will include student-led campus tours, departmental tours and presentations about the department. You will have a far better idea about what you are looking for at this stage. This is the time when you will be seriously comparing institutions – course content, academic standards, environment,

atmosphere, accommodation, social life and so on – so you should find out all you need to know.

Royal Holloway has plenty to offer and we are confident that we will stand up well to any comparison.

## The offer

Most offers are conditional upon examination results. You must accept or decline the offer through UCAS and, in the case of a conditional offer, await your results. If you have a conditional offer and your exam results are not quite what you expected, please contact us – you may still have been accepted, especially if you performed well at interview and we feel you have the potential to succeed.

## Disabled students and students with learning difficulties

Royal Holloway assesses applications from disabled applicants and students with learning difficulties by the same academic criteria as all other candidates. However, we also give careful consideration to whether we can meet specific needs and provide the appropriate support, facilities and environment. We are committed to offering as much help as possible and have a team in our Education Support Office (see page 32) devoted to providing support. Therefore, we strongly recommend that all applicants in need of support make the declaration in their application in order to obtain the best advice and guidance at the earliest possible stage. Potential applicants with disabilities or learning difficulties can contact the Head of Admissions prior to submitting an application to discuss their situation.

## Part-time study

The majority of undergraduate degree programmes at Royal Holloway are full-time. However, a number of departments offer undergraduate degrees on a part-time basis. Departments which currently offer one (or more) undergraduate degree programme(s) are:

- Biological Sciences
- Classics
- Computer Science
- Earth Sciences
- Geography
- Health & Social Care
- History
- Media Arts
- Politics & International Relations
- Psychology

Please contact the Admissions Tutor in the relevant department for further details.

# Entrance requirements

Royal Holloway recognises the diversity of UK and overseas qualifications that provide entry to Higher Education and warmly welcomes applicants with a range of different qualifications.

## General entrance requirements

All candidates applying to Royal Holloway are considered carefully on their individual merits. The general entrance requirements listed below set the minimum academic requirements for admission to Royal Holloway. In most cases, departmental requirements will be much higher, and you should refer to the admissions section of the departmental entries for this information.

## GCE A and Advanced Supplementary

Passes in two subjects at A-level or one subject at A-level and two subjects at AS-level or four subjects at AS-level. Most subjects are acceptable, but there are restrictions on certain overlapping subjects. There is no general requirement that subjects must have been passed at the same time or on a specified number of occasions.

## International Baccalaureate

28 points with at least three subjects at Higher Level.

## Scottish Advanced Higher Certificate

Three passes at not less than grade C.

## Irish Leaving Certificate (Established)

Passes in 5 subjects at the Higher Level, at not less than grade C.

## BTEC Nationals

A National Certificate or Diploma awarded by Edexcel Foundation (formerly BTEC) at not less than merit standard.

## OCR Nationals

A Diploma or Extended Diploma at not less than a merit standard.

## Other qualifications

Applicants to Royal Holloway come from a diverse range of backgrounds and bring with them many different kinds of qualification. We accept other qualifications which we consider meet the academic requirements for admission to Royal Holloway including professional qualifications, QAA-recognised Access to Higher Education Certificate or Diploma, European Baccalaureate, Welsh Baccalaureate, and overseas qualifications.

Royal Holloway recognises the importance of the UK government's 14-19 curriculum and qualification reforms, including the launch in September 2008 of the new Advanced Diploma, and has a strong commitment to recognising the achievements of students.

If you have any questions about entrance requirements or alternative qualifications, the Undergraduate Admissions Office or departmental Admissions Tutors will always be happy to give advice.

Remember that the general entrance requirements represent a minimum level of qualification: most offers of admission are made significantly above this level.

## Access to Higher Education courses

Royal Holloway welcomes applications from students returning to study after time in the work place or raising a family.

We encourage some applicants returning to study to take a QAA-recognised Access to Higher Education course. The QAA (Quality Assurance Agency for Higher Education) is the national body concerned with monitoring standards in Higher Education. Access programmes are specifically designed to prepare students for entry into Higher Education and provide the underpinning knowledge and skills needed to progress to a degree course.

When looking for an Access course, you should find out about its academic content and the teaching, study and assessment methods used. The most appropriate Access to Higher Education courses prepare students in all areas – so ask about preparation for essay-writing, seminar presentations and written examinations as well as about the academic content of a course.

A national database listing over 1,000 Access to Higher Education courses in the country is maintained by QAA and can be accessed at: [www.accesstohe.ac.uk](http://www.accesstohe.ac.uk)

## Credit transfer

In some departments it may be possible for students who have completed (or started but not completed) degrees at other universities to gain admission with advanced standing to the second or, in some cases, the final year of a degree programme. In all cases our departments will need to be sure that the work completed is equivalent to that covered at Royal Holloway, both in terms of the standard and the content. Since many courses are prerequisites for progression to subsequent courses, the syllabus followed previously will be examined carefully. The Admissions Office will be able to give more information on credit transfer. In all cases, to be formally considered you must apply through UCAS.

## International applicants

We welcome applications from international students whose qualifications are equivalent to our entrance requirements. We are familiar with a variety of international qualifications and consider applicants on an individual basis. All overseas applicants, except those for the University Foundation Programme, should submit applications through UCAS. Royal Holloway International or the Undergraduate Admissions Office are happy to provide advice in advance of making an application.



## English language requirements

In addition to your academic qualifications, we also expect you to have a level of English language which will enable you to cope with the linguistic demands of a degree programme if your first language is not English. Our minimum requirements are usually:

### IELTS

Whilst 6.5 overall is the standard, some departments accept a 6 overall though other departments require a 7 overall. In addition to the overall score some departments ask for a 7 in writing.

### TOEFL

Paper Based 570 or 600 and some departments ask for a TWE score of 5 or above. 88-100 in the internet based test and some departments require a writing score of at least 25.

### UCLES

Grade C.

Royal Holloway International is able to give more detailed advice about English language requirements.

English language support will be available during your degree studies (see page 44), but if you currently fall below this level of proficiency you may like to consider the University Foundation Programme (see page 46).

## Visiting and Study Abroad students

We welcome applications from Visiting and Study Abroad students who wish to study with us as part of their degree studies at another university. Direct applications from visiting students should be made online through embark. To access the online application form visit: [www.rhul.ac.uk/Registry/Admissions/](http://www.rhul.ac.uk/Registry/Admissions/) and select Online Application Process.

### Visiting Students should not apply through UCAS.

Visiting Students who wish to spend time improving their language skills alongside academic work may be interested in the programmes listed on page 45.

## Royal Holloway & you

A contract is formed between the College and you once you accept an offer of a place. The terms of this contract include the following and your acceptance of a place is subject to them:

You are required as a condition of enrolment to abide by, and submit to, the College's Statutes, Regulations and Rules, as amended from time to time by the Council or the Academic Board. These include, without prejudice to the generality of that statement, the academic regulations, arrangements for hearing appeals and grievances, codes of discipline, library and computing regulations and safety rules. These regulations can be found in our Student Handbook which is available online at: [www.rhul.ac.uk/For-Students/handbook/](http://www.rhul.ac.uk/For-Students/handbook/)

Royal Holloway will use all reasonable endeavours to provide courses and programmes of study in accordance with the descriptions set out in this Prospectus. However, this Prospectus is produced at the earliest possible date to provide maximum assistance to intending applicants. It is inevitable that changes will occur between the date of printing and the start of the academic year to which it relates. Some changes may be due to resource constraints, others to staff changes or developments in the relevant subject. In particular, as the College does not provide education to UK and other European Union students on a commercial basis, but is largely dependent on charitable and public funds, it must manage its resources in a way which is efficient and cost effective. In the context of the provision of a diverse range of degree programmes to a large number of students, the College therefore reserves the right to vary the content and delivery of programmes, to discontinue, merge or combine programmes, and to introduce new programmes if such action is reasonably considered to be necessary by the College. Such changes may occur either before or after admission.

The College aims to offer flexibility within degree programmes and within the relevant Regulations. However, while every student will be able to take appropriate courses in the programme for which he/she is registered, no timetable can guarantee that all options will be available to all students who are qualified to take them.

The College does not accept responsibility, and expressly excludes liability, for damage to or interference with students' property or intellectual property, other than through the negligence of the College, its staff or agents, or for the consequences of any modification or cancellation of courses as set out in the preceding paragraphs.

In the event that any term, condition or provision contained in this statement, in the Prospectus or elsewhere in the College's Statutes, Regulations or Rules shall be held to be invalid, unlawful or unenforceable to any extent, such term, condition or provision shall,

to that extent, be severed from the contract between you and the College without affecting the remaining terms and conditions which shall continue to be valid to the fullest extent permitted by law.

Royal Holloway follows the provisions of the Data Protection Act 1998, in processing, by manual or electronic means, any data provided in connection with an application. Royal Holloway will use data provided by applicants to assess their applications. Data relating to applicants who, for any reason, are not admitted to the College will not be retained for more than five years from the start date of the programme of study applied for. That data may be used to provide statistics and management information but not in a form that will enable individuals to be identified.

Dates of Terms 2009-10	Dates of Terms 2010-11
<b>Autumn Term</b> 21 September to 11 December 2009	<b>Autumn Term</b> 20 September to 10 December 2010
<b>Spring Term</b> 11 January to 26 March 2010	<b>Spring Term</b> 10 January to 25 March 2011
<b>Summer Term</b> 26 April to 11 June 2010	<b>Summer Term</b> 26 April to 10 June 2011
<b>Graduation Ceremonies</b> 12-16 July 2010	<b>Graduation Ceremonies</b> 11-15 July 2011

## College Officers

### Chairman of Council

Sir Andrew Burns, KCMG

### Principal

Professor Stephen Hill, MSc PhD

### Deputy Principal

Professor Rob Kemp BSc, MSc, PhD

### Vice-Principals

Professor Geoff Ward MA PhD FRSA MIOd

Professor Adam Tickell BA, PhD, AcSS

### Director of Operations

Dr Gordon Mousinho BA, MA, PhD

### Academic Registrar

Dr Phil McGeevor, BSc Econ PhD

This Prospectus is an introduction to what Royal Holloway has to offer. To find out more, we recommend that you read the departmental brochures: these contain much more detail about the content and structure of degree programmes. There are a number of additional publications which are also intended to help prospective applicants and most of these can be downloaded from our website at [www.rhul.ac.uk/prospective-students](http://www.rhul.ac.uk/prospective-students)

## Other publications

- Undergraduate departmental brochures
- Financing your Studies: A Guide for Undergraduates
- Study Abroad
- Handbook for Students with Special Needs
- Access Guide for Disabled Students

For further information, contact:  
Admissions & UK Recruitment Office  
Royal Holloway, University of London  
Egham, Surrey TW20 0EX

To request publications please contact:  
T: +44 (0)1784 443957

For other information:  
T: +44 (0)1784 443399  
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