



Undergraduate Summer School
STUDENT HANDBOOK 2015



The Maughan Library

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Why choose the King's Undergraduate Summer School?

You have been accepted onto the King's Undergraduate Summer School; congratulations!

King's College London is a world-leading institution offering an Undergraduate Summer School with an unparalleled choice of modules in the UK. Students come to the King's Undergraduate Summer School from all over the world, making it a truly international experience. Currently one of the top 20 universities in the world*, King's is very centrally located and boasts some of London's most exciting attractions nearby including Covent Garden, South Bank, Soho, the West End, Trafalgar Square and the Houses of Parliament to name a few.

Students who have completed our Undergraduate Summer School have gone on to graduate from their home institution with a new and unique perspective, achieving success in their professional field, and even joining King's full-time in postgraduate study.

By choosing our Undergraduate Summer School you are opening up your future to a world of opportunities and experiences that are unique to us. We look forward to seeing you this summer and hope you will enjoy your time with us.

(*QS World University Rankings 2014/15)



Payment of fees to confirm your place on the King's Undergraduate Summer School

You will need to pay your fees to confirm your place if you have not already done so. We encourage you to pay as soon as possible to secure your place on your chosen module. Modules can fill up quickly and if we receive your payment late you may not be able to join your first module choice.

After payment you will also be contacted about online registration with King's. Failure to pay your fees promptly can impact on this process and delay your access to King's systems and online learning platforms.

You can pay swiftly and securely online using all major debit and credit cards. You can also arrange to pay by bank transfer but please be aware that this method will take much longer; please contact the Summer Programmes office directly for instructions.

Terms and Conditions

It is very important to read our Terms and Conditions before paying your fees as they contain important information regarding the programme. The Terms and Conditions cover all aspects of the Undergraduate Summer School including payment terms, cancellations, visa information and more. For our full Terms and Conditions, please visit our website www.kcl.ac.uk/study/summer/Summer-Programme-Terms-Conditions-2015.pdf

Keeping in contact with us

If at any time you have questions, comments or concerns regarding the Undergraduate Summer School, please contact us at summerschool@kcl.ac.uk

Sometimes our office can get busy and it can take us a few days to reply to your email. If your query is very urgent you can telephone our office on +44 (0)20 7848 1533. Our office opening hours are Monday to Friday, 10:00–17:00 (UK-time).



East Wing of Somerset House

Key dates for 2015

Applications open	26 January
Application deadline	31 May
Module confirmation	Early June
Accommodation confirmation	Mid June
Undergraduate Summer School Session One	6 – 24 July
Undergraduate Summer School Session Two	27 July – 14 August
Record of achievement sent to students	Mid October

Before you arrive

Up-to-date information

The Summer Programmes office work to very tight timeframes and new information is constantly being confirmed. To ensure we can keep you up-to-date with the most current information please visit our website – www.kcl.ac.uk/summer.

Visa information

Having the correct visa is extremely important and something you need to pay close attention to. Please read this information very closely and contact us if you have any queries.

Do I need to apply for a Student Visitor visa for the Undergraduate Summer School?

UK and EU passport holders

If you are a UK or EU passport holder you do not need a visa to attend the Undergraduate Summer School. Please make sure you have an up-to-date passport if you are travelling to the UK from the EU.

Non-visa nationals (someone who can come to the UK on holiday without applying for a visa first)

If you are coming to the UK to study a full-time module for less than six months (like our Undergraduate Summer School) you can come to the UK and enter as a Student Visitor without Entry Clearance – you will be stamped as a Student Visitor at the airport when you pass through immigration. You will need to have in your hand luggage a Student Visitor letter from King's, (which we send to you by post once you pay your fees in full), proof you have enough money for your stay, (a letter from your bank or a bank statement will usually suffice), and proof of your intention to leave the UK, (e.g. a return flight ticket) within six months of the date of entry. You may not be asked for all of these documents at the airport, but it is good to have them to hand just in case.

Visa national (someone who must always apply for a visa before travelling to the UK)

If you are a visa national you must apply for a visa before you can come to the UK. For the Undergraduate Summer School we recommend a Student Visitor visa. If you are hoping to undertake further study in the UK after the King's Undergraduate Summer School you should contact the International Student Advice Centre at King's on advice@kcl.ac.uk for more information.

Schengen visa

If you are planning on travelling to Europe during your time in the UK you may need to apply for a Schengen visa.

If you have any other specific visa-related queries please contact advice@kcl.ac.uk as they are the best people to answer your visa questions.

Insurance

It is advisable to take out personal insurance to cover you against loss or damage to your personal belongings while you are at King's. While King's accommodation and campuses are generally very safe and secure places, London is a large city and comes with dangers attached. You may also want to take out a travel insurance policy to cover your belongings for the journey to the UK; you should arrange this in your home country before you travel.

Citizens of the European Union and countries with a reciprocal health care agreement are entitled to free National Health Service treatment in the UK. Otherwise you are strongly advised to take out comprehensive health insurance before arriving in the UK as a charge is made for all medical services. If further treatment is required you are liable for the full cost.

The Undergraduate Summer School



Arriving at the Undergraduate Summer School

Before you book your travel please carefully check the dates of the Undergraduate Summer School session you are applying to. We recommend giving yourself a day or two if needed to settle in to London, especially if you are travelling a long distance, but please be aware that if you are staying in accommodation booked through the King's Undergraduate Summer School your check-in is the Sunday before the start of the session. You can book an extra night in our accommodation on either end of your stay. Central London has many affordable and secure hotels and hostels, which you can avail of if you wish to arrive earlier.

Session dates

The Undergraduate Summer School runs two sessions each year with different modules offered over each. Students can choose to study over one or both sessions but can only study one module per session. In 2015 the Undergraduate Summer School sessions are:

Session One:	6 July 2015 – 24 July 2015
Session Two:	27 July 2015 – 14 August 2015

Please note that all students are required to attend the opening and closing events on the first and last day of your Undergraduate Summer School session.

Accommodation check-in/ out times/dates

All students can check into their allocated accommodation at King's from 14:00 the Sunday prior to their module session starting. Students must check out of all King's accommodation by 10:00 on the Saturday following the conclusion of their Undergraduate Summer School session.

Accommodation and meal plan

If you have applied for accommodation with us you will have been able to choose one of our two options: Stamford Street Apartments or Moonraker Point. Both accommodation options are located close to King's, on the South Bank of the Thames.

What are the rooms like?

All rooms are single, private, en-suite rooms with natural light, desk space and excellent storage. Bedrooms are located in a shared flat, with a shared front door and kitchen.

Is linen included?

Yes, bedding and linen is included, as is a bathroom pack (which includes shampoo, soap, toothpaste, etc). We do recommend you bring your own towels.

Do we have kitchen facilities?

Yes, all students will have access to a shared kitchen during their stay. The kitchen is well-equipped with a cooker, fridge, sink and excellent storage, as well as a seating area. Students are in charge of cleaning and maintaining the kitchen area. **Kitchen crockery and cooking equipment are not supplied.** You may wish to bring something with you if you do wish to cook meals. If you do bring cutlery with you please ensure knives are not carried in your hand luggage.

Our accommodation package does include a partial meal plan. All students staying in our accommodation will be issued with an electronic card which is worth one meal a day at our Waterloo Campus while studying for your module (excluding

weekends). You can choose whatever meal a day you would like – breakfast, lunch or dinner – the decision is up to you. Please see the following operating times for the Franklin Wilkins Building and Strand Campus restaurant facilities. There are also a number of grocery stores and restaurants close by both campuses for any other food purchases.

Franklin Wilkins Building (Waterloo Campus)

Coffee Shop	08:30 – 18:00
The Restaurant (Open for evening meals 26th July – 7th August)	07:30 – 14:30 17:30 – 20:00

Strand Campus

Somerset Café	08:30 – 16:00
Chapters	12:00 – 14:00
Coffee Van	08:00 – 16:00

Social programme

On the first Monday of each session we typically have an informal night to meet for a drink which is a great opportunity to meet other Undergraduate Summer School participants. In 2015 we will also be offering an evening river cruise down the Thames to give those new to London a different perspective on the beautiful London skyline and to mix further with your fellow classmates. A day trip to Oxford and Windsor will also be available to





students giving you the opportunity to see two of the UK's prettiest and most historic destinations, along with theatre and comedy evenings. We generally have a farewell evening on the final Thursday to mark the end of the Undergraduate Summer School session. See our website www.kcl.ac.uk/summer for up-to-date details as events are confirmed, along with our Facebook group to see photos of previous events. **Please note that the social programme is optional and not included in the price of tuition.** You may also have additional module-specific excursions that could incur additional costs.

Money and budgeting

We recommend that you bring about £100 with you to cover your immediate needs and first few days. It is a very good idea to bring a credit or debit card with you to pay for major items. Credit and debit cards are accepted almost everywhere in London, from restaurants and bars to shops and even taxis. American Express and Diner's Club are less widely used than Visa and MasterCard. Make sure you know your four digit PIN (Personal Identification Number) as you're likely to be asked to enter it in most stores. We also strongly advise you contact your bank before leaving your home country so that they do not block your card once you arrive. ATMs (cash points) are everywhere across London; they accept cards from any bank in the world that is tied into the Visa, MasterCard, Delta, Cirrus or Maestro systems. Use them for cash withdrawals,

but please check before you leave home how much your bank at home will charge you to use this service (surcharges can be costly). It is always wiser to withdraw using a debit card rather than a credit card.

Laptops and computers

If you have a personal laptop we advise that you bring this to assist you with your academic work and course work submission. Much of your course work will be submitted electronically via KEATS (King's e-learning and Teaching Service). We do not require students to have a laptop, and certainly do not suggest buying one specifically for the Undergraduate Summer School, but your life will be made easier and more convenient with one. If you do not have the use of a laptop do not worry as we have a dedicated computing room on site but this does have restricted opening times. Please always ensure that if you do bring a laptop that it is covered by appropriate insurance. It is also a good idea to bring a USB stick and a dedicated electronic convertor if you need one. WiFi is available throughout all King's campuses and internet is available in King's accommodation.

Working during the Undergraduate Summer School

The Undergraduate Summer School is a full-time programme and you will not be able to work during your time with us. Depending on your visa you may also not be permitted to do so.





TELEPHONE



The academic programme & regulations

Module confirmation

Once you have been confirmed onto the Undergraduate Summer School programme and paid your fees, you should expect to receive a confirmation email for your module in early June. Prior to your module starting you will be contacted regarding your photo upload for your ID card, SITS number and KEATS log-in.

We ask that you regularly check our website, and if possible our Facebook and Twitter accounts. We try to limit the number of emails we send in order to keep everything as clear as possible.

Opening and closing events

The Undergraduate Summer School Opening Ceremony/Orientation is the first Monday morning of each session and will help you get to know about King's and the Undergraduate Summer School. Please note that due to numbers there will be two Opening Ceremonies; your module will determine which ceremony you should attend. This information will be confirmed closer to the time. Attendance is mandatory.

Our Closing Ceremony is held the Friday morning on the last Friday of the session. We organise a ceremony where you will be awarded a congratulatory letter and have a chance to say goodbye to your new friends and tutors. Please note that due to numbers there will be two Closing Ceremonies; your module will determine which ceremony you should attend. This information will be confirmed closer to the time. Attendance at this event is mandatory; congratulatory letters will only be given to students who attend. Please note your record of achievement won't be available until all marks been ratified at the School board.

If you are unable to make the Opening or Closing Ceremony in advance please inform the Summer Programmes office as soon as possible.

Hours and timetable

This information will be available on KEATS prior to the Undergraduate Summer School however we also hand this information out at the Opening Ceremony on the first Monday. Please be aware that details on the timetable can change last minute. You will be given further details at the Opening Ceremony (where your class is and at what time).

Undergraduate Summer School modules usually run from Monday to Friday, and generally take place either in the morning or afternoon. Teaching will take place between the hours of 9:00 and 17:00 but won't usually take place over the course of a full day, however some modules may involve excursions that run all day.

Attendance/not attending/missing classes

One of the conditions of passing your Undergraduate Summer School module is that you must meet the required 80% of timetabled contact hours. If you have a valid reason for missing more than 80% of your classes please contact the Summer Programmes office and your tutor beforehand to inform us.

Falling ill during the Undergraduate Summer School

Should you become unwell during the Undergraduate Summer School, please look after yourself! If you miss a class please email your tutor and the Summer Programmes office so that we are aware. All students need to meet a minimum of 80% timetabled contact hours so if you think this may pose a problem please get in touch at the time.

Library and books

As a student on the Undergraduate Summer School you are considered a King's student and will therefore have access to our libraries. You will be taken on a library visit in the first week of your module with your tutor and a guide; this will be an opportunity for you to see the library most relevant to your field of study on the Undergraduate Summer School and become familiar with the section(s) you may require access to. You will also be given an overview of how to submit your assessments at this session. You will not be able to take any books from the library but will be able to utilise the library during the opening hours.

Staffed Library Hours

Monday to Friday 08:30 – 20:30

Saturday and Sunday 10:00 – 18:00

The Maughan and Franklin Wilkins Building libraries will be open until 01:00 into July.

Disability

If you have a long-term physical or mental health condition, learning difficulty such as dyslexia, or any other condition that impacts on day-to-day activities then please let us know. We should be able to make appropriate provision for disability but it is important that we are made aware in advance if possible. If you do not advise us in advance, or are not able to then you should speak to a member of staff when you arrive.

If you wish to find out more information or talk with an advisor outside of the Undergraduate Summer School you can also contact our Disability Advisory Service on disability@kcl.ac.uk or visit www.kcl.ac.uk/campuslife/services/disability/index.aspx

Assessment and record of achievement

All modules are assessed. If you do not wish to undertake assessment, you need to let your tutor and the Summer Programmes office know by the





first Wednesday of your session. Many assessments take the form of essays, though group and individual presentations are also often used by tutors.

Assessment needs to be uploaded to KEATS unless otherwise instructed and you will get an automated receipt when your work has been successfully uploaded. All assessments are marked and go through a Programme Board to ensure the marks are in accordance with the standards of King's College London. You can expect to receive a record of your results by October 2015, and your marks will also be available online.

The UK grading system may be very different from what you are used to. All students will receive a final mark on their record of achievement, i.e. 67. Please note in the UK anything above 70 is considered excellent; it is not usual to receive much above 80 even if this is what you are used to at your home university.

KEATS

KEATS is the King's online learning environment. Here you will be able to access your module documents, contact your tutors and submit your assessments during the Undergraduate Summer School. You will be enrolled onto your module on KEATS where you will be able to access your module readings, timetable, etc. You shouldn't need to purchase any textbooks for your module. There is also an Academic area on KEATS that you will be enrolled onto which will contain many key documents you will need to read to ensure you get

the most out of the programme. You should receive an email prior to your module commencing from our Assessment and Records Centre (ARC) which will ask you to create a password and log-in. **Please note that the Summer Programmes office does not send this email.** You will also be able to set up a King's email address, and will be asked to upload a photo for your student ID. Please note if you do not register online and upload a picture you may face delays in accessing the library and using your student discount. Your tutor is also able to contact you via KEATS and may need to so be sure to check it regularly. KEATS is a simple learning platform, but should you have any difficulty you can always contact our office.

You will receive a King's email address. It is important that you check this along with the email address you registered with initially. **Important emails will be sent to both accounts.** While at King's you will have a student (SITS number) and a King's number (for log-ins).

Credit

King's doesn't apply credit for Undergraduate Summer School modules directly as this needs to be applied by your home university, however we are able to supply your university with a Module Outline that specifies module content, assessment, educational aims, contact and study hours and bibliography so they can fully assess the academic structure and merit of each module. Please note you need to clear this with your home institution before you arrive. As a general guideline our Undergraduate Summer School modules involve learning time equivalent to modules worth 3-4 credits in the US system and 7.5 ECTS in the European system.

Complaints procedure

For students who wish to make a complaint while they are on the Undergraduate Summer School there is a set procedure to be followed. Full information on the Complaints procedure can be found on KEATS but please contact the Undergraduate Summer School office directly if you have any queries.

London & the Undergraduate Summer School

Getting to the Undergraduate Summer School

Once you arrive in London you will need to find your way to your allocated accommodation. There are various ways you can get into the centre of London including trains, tubes, buses, taxis and shuttles. Please see the Transport for London website www.tfl.gov.uk to find the way that best suits you. Our campuses are located at the following addresses:

Stamford Street Apartments

127 Stamford Street,
London SE1 9NQ

Residence office:
Tel +44 (0)20 7848 4664

Moonraker Point

1-230 Moonraker Point,
Pocock Street,
London SE1 0FN

Residence office:
Tel +44 (0)20 7928 4244

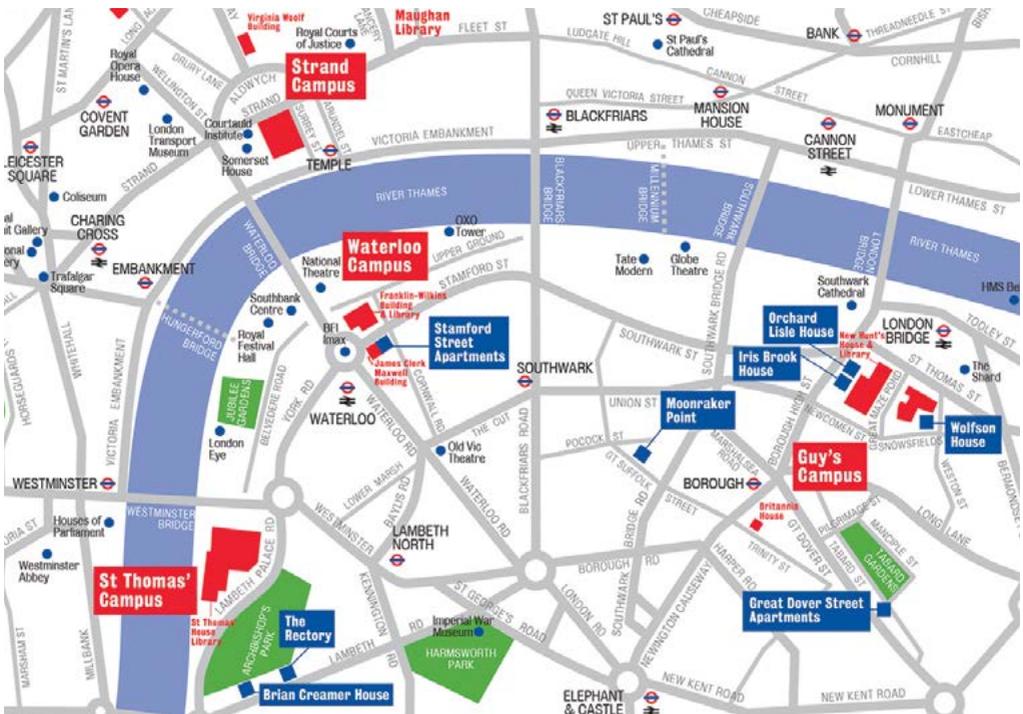
Travel in/around London

London is a great city to walk and explore but you will probably need to use public transport to get around for much of your time. We recommend buying an Oyster rechargeable travel card which you can top up at all tube stations and some shops. This card can be used on tubes, buses and overground rail and is much cheaper than paying as you go.

Further information

If you have any additional queries about the Undergraduate Summer School please contact us on summerschool@kcl.ac.uk. Our office opening hours are Monday to Friday, 10:00–17:00 (UK-time).

We look forward to seeing you this summer!





UNDERGROUND



Summer Programmes Office

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Email: summerschool@kcl.ac.uk

Website: www.kcl.ac.uk/summer

 [Kings-College-London-Summer-School](https://www.facebook.com/Kings-College-London-Summer-School)

 [@KingsSummer](https://twitter.com/KingsSummer)

