



PRIFYSGOL
BANGOR
UNIVERSITY

STUDENT TRANSFER MANUAL

**FOR THE TRANSFER OF BANGOR COLLEGE CHINA (BCC) STUDENTS
TO BANGOR UNIVERSITY (BU)**

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The purpose of this manual is to provide a step by step guide for managing the transfer of BCC students to BU's main campus in Bangor, UK. This manual will be updated on an annual basis.

BU and BCC have nominated key staff members to be responsible for various aspects of the transfer process. Their names and contact details appear in the relevant sections.

Entry Requirements for Transfer

For Direct Entry in September:

Successful completion of the Academic programme at BCC
Bangor University English Test 60% overall with no element below 50%
OR
IELTS 6.0 with no element below 5.5

For Entry onto an 8-week English language enhancement course:

Successful completion of the Academic programme at BCC
Bangor University English Test with 55% overall with no element below 45%
OR
IELTS 5.5 with reading and writing scores at 5.5

Application for Transfer

Students are not required to submit an application for transfer. Instead, BCC staff should compile a list (spreadsheet format see sample in Appendix A) containing the following details of each student wishing to transfer:

- Family Name
- Given Name
- Date of Birth
- Student ID number (begins with 500...)
- Course of study at BCC
- Semester 1 average academic result (available in March)
- Semester 1&2 Final result (available 22June)
- BU English test score (October 2015/April 2016/June 2016) whichever is the highest
- IELTS test score
- Deposit amount
- Date of deposit payment

For each candidate, the supporting documents listed below are required:

- Copy of Valid Passport

The list and attachments should be sent to: Kelly-Ann Hughes: kelly-ann.hughes@bangor.ac.uk
Tel +44 1248 388849

The BCC Key contact will be: Jing (Jane) Chen, jing.chen@bangor.edu.cn

The Offer of Admission

On receipt of all the above information, a conditional offer of admission will be issued. Please allow 1 week for the offers to be issued.

The offer will be emailed to the student's Bangor email address xxxxxx@bangor.ac.uk. A copy will be emailed to the nominated BCC staff member.

The conditions of admission stated in the offers will include:

1. Successful completion of the academic year at BCC (as detailed in 'Entry Requirements for Transfer')
2. English language (at the levels detailed in 'Entry Requirements for Transfer')

If candidates have attained the qualifications / level specified in 'Entry Requirements for Transfer', these will not appear as conditions in the offer of admission.

In order to progress / transfer to Bangor, students will need to meet the conditions stated in the conditional offer of admission letter.

Academic Results

BCC should send to BU a spreadsheet listing every student's end of year academic results and progression status. The progression status will be one of the following:

1. Progress onto Year 2 at BCC
2. Progress onto Year 2 at BU
3. Transfer out of BCC

Please refer to Appendix A. The final results should be added to column H and an updated copy sent to: Kelly-Ann Hughes, kelly-ann.hughes@bangor.ac.uk

Based on the dates supplied by BCC, it is anticipated that this updated spreadsheet can be sent to Bangor University on the 22nd June.

English Language Testing

The Bangor University English Test will be conducted in April/May each year. Any English conditions included in the offer of admission will be based on the marks achieved. Please refer to 'Entry Requirements for Transfer' section for details of the required levels.

In 2016 test dates will be:

- Saturday 23 – Sunday 24 April
- Saturday 25 – Sunday 26 June

The BU Key contact for the Bangor University English Test: Nick Parker, Director of BU English Test. n.parker@bangor.ac.uk

The BCC Key contact for the Bangor University English Test: Yiyan Yang, y_yang_bangor@163.com

Financial Matters

Tuition Fees 2016/17

Accounting / Banking / Finance: £12,250 per annum

Science and Engineering: £13,300 per annum

8-week English Language Enhancement Course: £2,150

Discounts and Scholarship Awards 2016/17

A £2,000 discount per annum will be awarded to every student.

A £5,000 scholarship will be awarded to students who achieve an overall average of 70% (according to the Bangor University grading scheme) in their academic studies in the academic year prior to transfer. Students will receive one award only.

Living Costs

According to current UKVI guidance, students should have available to them a minimum of £1,015 per month to support themselves financially whilst studying in the UK. This is in addition to the cost of tuition fees which are quoted above. In order to obtain a visa, a student will be required to demonstrate that he/she holds in a bank account the equivalent of 9 months' living costs, ie £1,015 x 9 = £9,130. This figure is designed to cover accommodation costs and all other living expenses such as food, clothes, travel etc. The UKVI regularly reviews these figures, so students should check the current figures with the BU International Student Support Office.

Example of annual cost for Business School students

Tuition fee	£12,250
Living cost	£9,130 (9 months, see above - an undergraduate academic year is normally 9 months)
Total Per Year	£21,380

Payment of the Tuition Fee Deposit

Prior to issuing the CAS, BU will require a deposit of £2,000 from each student.

There are 3 methods that can be used to transfer the deposit. Details are found at:

www.bangor.ac.uk/international/future/payment.php

The 'International Bank Transfer' method (detailed at the above website) is recommended as students can pay the tuition fee deposit and accommodation pre-payment of £300 (see the 'Accommodation' section on page 7) in one payment of £2,300 and it will not incur any bank charges. The two other methods, ie standard bank transfer, or credit card payment will normally incur charges.

To arrange the deposit payment, students and their families should follow the guidance provided at the above webpage.

As the payment of a deposit is a condition of issuing the CAS, the deposit must have been credited into BU's bank account before BU is able to release the CAS.

Please arrange for the deposits to be paid by the 10th June.

It is recommended that a BCC staff member co-ordinates this process and supplies an updated copy of the spreadsheet shown in Appendix A by the 10th June 2016.

The BU Key contact for deposit payments: Kelly-Ann Hughes, kelly-ann.hughes@bangor.ac.uk

The BCC Key contact for deposit payments: Jing (Jane) Chen, jing.chen@bangor.edu.cn

BU Documentation for Tier 4 Visa Application

In order to apply for a visa, Bangor University will issue every student a Notification of Confirmation of Acceptance of Studies (CAS). See Appendix B for sample.

A CAS is issued:

- once every condition of admission has been satisfied
- a tuition fee deposit of £2,000 has been paid to BU

Every CAS contains a unique reference number. It is issued by the UKVI via BU.

The CAS will state clearly if students' start date will be on the 25th July 2016 for the 8-week English Language Enhancement Course or in September for direct entry onto the academic degree.

Applying for a Visa

Bangor University will supply BCC a detailed visa guide. The guide will contain information on:

- completing the application form
- the visa application fee
- what supporting documentation is required
- how to show evidence of student's financial position
- health requirements
- and any other evidence required by the UKVI

Preparation sessions will be held by BU staff by video conferencing to BCC

A BU staff member will visit BCC at the end of the month of May to:

- brief all transfer students in detail on UKVI criteria for awarding a visa, start the online visa application and advise of the supporting documentation that should be presented with the visa application.
- Train a BCC staff member on UKVI regulations and visa requirements so he/she may support students during the remainder of the process.

The BU Key contact for Visa matters: Alan Edwards, Head of International Student Support.
alan.edwards@bangor.ac.uk

The BCC Key contact for Visa matters: Jing (Jane) Chen, jing.chen@bangor.edu.cn

Travel Arrangements and Arrival

The BU International Student Support Team arrange a meet and greet service at Manchester International Airport for all new international students arriving for the start of the academic year. Students are met at Manchester International Airport by BU staff and students and a coach will transport them to their accommodation at BU.

The service runs on set dates and will be available for students arriving for the 8-week English language enhancement course starting end of July and for the academic degree starting in September. Details are found at: www.bangor.ac.uk/international/support/airportpickup

Students must complete an online form if they wish to book their place on the coach. The cost ranges between £14 and £20 (depending on the date of arrival)

The BU Key contact for arrival / airport pick-up arrangements: Katerina Videnskaya: e.videnskaya@bangor.ac.uk

The BCC Key contact for departure and travel arrangements: Yiyan Yang, y_yang_bangor@163.com

Accommodation

Every transfer student will be guaranteed accommodation, and students may apply for and select their preferred type of accommodation using the online accommodation application portal.

Details of the various types of accommodation can be found at: www.bangor.ac.uk/accommodation/our-halls.php.en

Below are the weekly costs of University accommodation:

Single study bedrooms with private en-suite shower room: £112 - £141 per week

Single study bedroom with shared bathroom facilities: £84 - £99

Studios (mini-apartments) - £149 - £180 per week.

Accommodation contracts are normally for 40 or 42 weeks, ie from mid-September to June/July.

How to Apply

- Students should submit an application for accommodation at: <https://halls.bangor.ac.uk/?lang=EN>
- Make a £300 pre-payment of accommodation fees
- Accommodation and pre-payment deadline: 31st July. A room in University accommodation cannot be guaranteed unless an application and pre-payment is received by this date.

Students should submit their accommodation application early June. The accommodation pre-payment of £300 can be made in June at the same time as the tuition fee deposit (refer to the section 'Payment of the Tuition Fee Deposit' section).

Accommodation during the English Language Enhancement Course

Students required to undertake this course will be required to enter into an additional accommodation contract for the duration of the course. Every student issued an offer of admission onto the English course will be sent an email from the University Accommodation service inviting

them to apply for accommodation. It is essential that students submit a separate / 2nd application for accommodation for this period otherwise no accommodation will be reserved.

The BU Key contact for accommodation is: Jeanette Wilson j.wilson@bangor.ac.uk
Tel: +44 1248 382667.

The BCC Key contact for accommodation arrangements is: Yiyang Yang, y_yang_bangor@163.com

Online Registration

All students continuing with Bangor University degrees (whether in China or transferring to Bangor) will be able to register on-line. Students use their existing Bangor University login IDs and passwords to complete the process. The system will open in early September and instructions as to how to register will be e-mailed to each student's Bangor University e-mail account two weeks in advance of the start of the programme of study. Students are advised to ensure that they can access the Bangor network well in advance of registering.

Those students transferring to the Bangor University campus in Wales will be able to pay their fees as part of the on-line registration process (please see 'Payment of Tuition Fees' below), and also upload a photograph of themselves to be used for the production of their Bangor University Student Identity card. Bangor University students are required to carry this card whilst on university premises and will need it to access university facilities (e.g. Library, Computer Rooms & Printers).

On arriving in Bangor, students will be required to present their immigration documents for scanning (e.g. passport together with the UK entry vignette) and collect their Biometric Residence Permit and their Bangor University Student identity card at one of the advertised registration events (details will be provided as part of the on-line registration). Once registration has been completed 'Certificates of Registration' can be requested from the nearest Student Administration Centre.

The BU Key contact email for any registration matters is: student-records@bangor.ac.uk

The BCC Key contacts for registration matters are:

Yiyang Yang, y_yang_bangor@163.com

Jing (Jane) Chen, jing.chen@bangor.edu.cn

Payment of Tuition Fees

1. English Language Enhancement Course

Students undertaking this 8-week course will be expected to pay the full fee on registration. Refer to the 'Payment of English Language Course Fees' tab at:

www.bangor.ac.uk/international/future/payment.php

2. Academic Degree

During the process of enrolling online for the academic degree (see 'online enrolment' above), students must select a payment method. Academic fees may be paid in full or by instalment. Refer to the 'For students enrolling in September (on taught courses)' tab at:

www.bangor.ac.uk/international/future/payment.php

Early Payment Discount Scheme

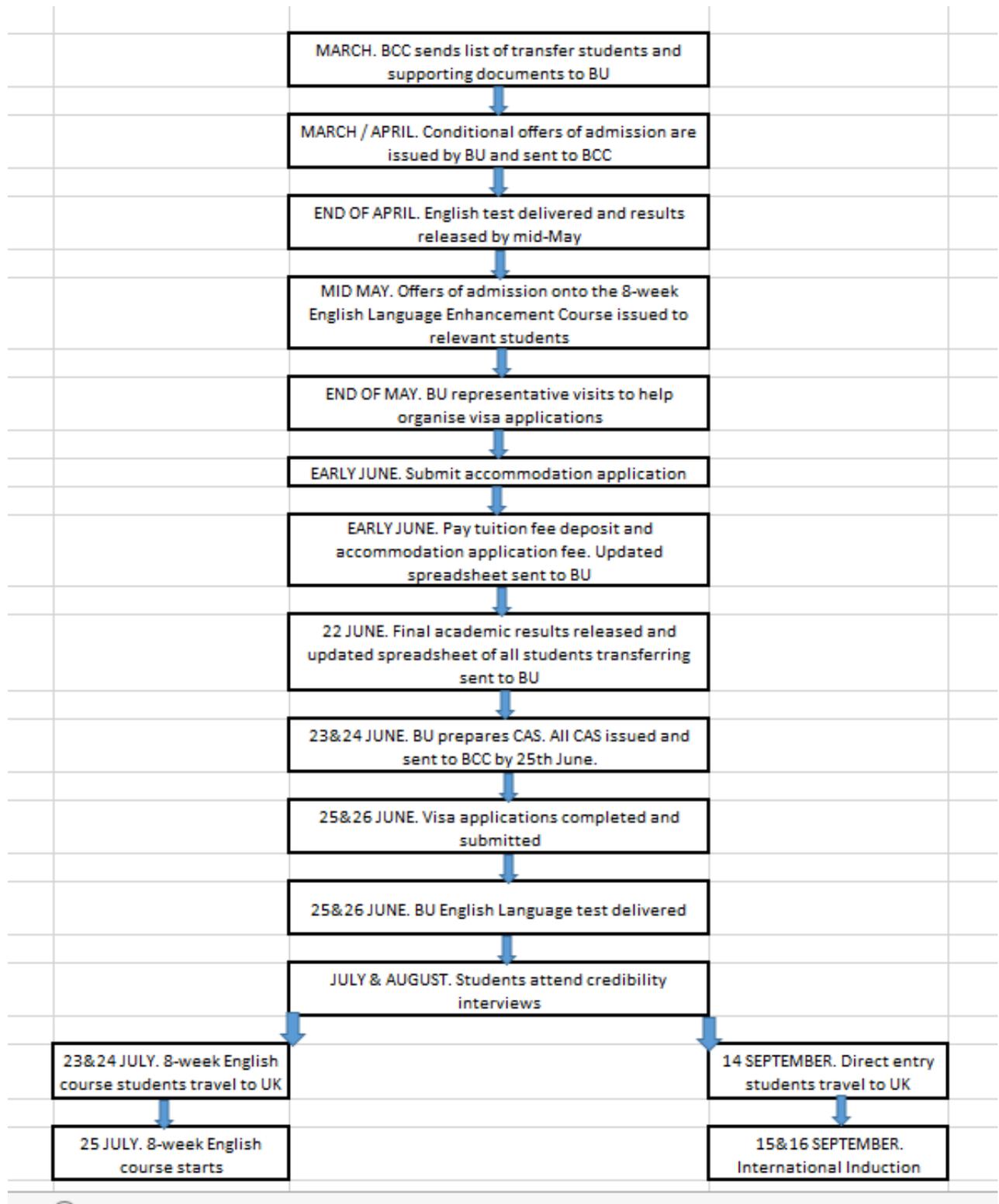
Students may pay the full tuition for the year in advance and receive a £350 discount in their fees. In order to qualify for this discount, full fees must be paid before 1st September by using any of the three payment methods described at: www.bangor.ac.uk/international/future/payment.php

Student Support

On arrival at Bangor, an orientation programme will be put in place to help students get to know the city and to make practical arrangements, such as registering with a doctor and the Police, and opening a UK bank account. The programme is available at: www.bangor.ac.uk/international/support/index.php.en

Orientation and general support for students is delivered by the International Student Support team, who are based at the International Education Centre and who provide advice and guidance on a range of welfare related matters to all international students. More information about the help they can provide is available at: www.bangor.ac.uk/international/support/welfare.php.en

Flowchart of Transfer Process



Appendix A

BCC Transfer Students 2016

No	Family Name	Given Name	ID number	Degree Course	Year of Entry	Overall Semester 1 Academic Score	Overall Semester 1&2 Final Academic Score	BU English Test Score	IELTS Test Score	Deposit Amount	Date of Deposit Payment
1	Wang	Li	500xxxxx	Accounting and Finance	2	50%	52%	60 (51)	6.0 (5.5)	£2,000	01-Jun-16
2	Zhong	Xiao		Electronic Engineering	2	72%		55 (49)		£2,000	03-Jun-16
3	Liu	Jun		Banking and Finance	2	44%		57 (53)	5.5 (reading &	£2,000	10-Jun-16
4	Xi	Chen		Banking and Finance	2	61%		48(44)		£2,000	07-Jun-16

APPENDIX B

1. Sample of CAS for direct entry in September

international@bangor.ac.uk



International Education Centre
Bangor University
College Road, Bangor
Gwynedd
LL57 2DG
Tel: 0044 1248382028
Email: international@bangor.ac.uk
www.bangor.ac.uk

Dear [REDACTED]

UNCONDITIONAL OFFER AND NOTIFICATION OF CAS

I am pleased to confirm your unconditional offer from Bangor University. You need this letter to apply for a visa to study at this University. You can apply for a visa up to 3 months before the start of your course and it is recommended you do so as soon as possible. This letter is valid for 6 months from today. Please refer to your original offer letter for full terms and conditions of your admission.

APPLICANT DETAILS:

Category:	Tier 4
Sponsor Licence Number:	GWBETJJ6X
CAS Reference Number:	E4G0AR3E [REDACTED]
Nationality:	China
Date of Birth:	[REDACTED]
Passport Number:	[REDACTED]
Student Reference Number:	500 [REDACTED]

This is to confirm that the above person has firmly accepted an unconditional offer to study at Bangor University on the following full time programme of study:

COURSE DETAILS:

Course Title:	BSC Accounting and Finance
Level of Study:	NQF Level 6
Main Site of Study:	Bangor
Course Start Date:	16 September 2015
Last Date Registration permitted:	16 October 2015
Course End Date:	02 June 2017
ATAS Certificate Required:	No

Please visit our Guide on how to obtain a Student Visa:

http://www.bangor.ac.uk/international/documents/student_visa_guide.pdf

Evidence used to assess your ability to complete the programme. You must submit the original certificates of these qualifications with your student visa application:

Undergraduate Finance (International Programme 2+2), Student Academic Record issued by International Business Faculty, Beijing Normal University, Zhuhai (Letter of Completion)

Assessment of English Language Ability:

SELT: No
HEI sponsor has made assessment

We have assessed this student's English language ability and confirm that it is equivalent to CEFR Level B2 or higher in each of the four components of language learning. No documents are required to be submitted as evidence of this.

First year tuition fee for start date shown above: £10,000.00

First year tuition fee paid so far: £1,982.00

Previously UK Student: No

IMPORTANT- please note that you should ensure that you present a student visa which is valid for Bangor University when you register for your studies. If you have studied at another institution in the UK, please ensure that you have applied for a new visa to study at Bangor.

Yours sincerely,



Josie Jennings

**International Recruitment & Admissions Team
International Education Centre**

Appendix B

2. Sample of CAS which combines details of entry onto a summer English course and academic degree

international@bangor.ac.uk



International Education Centre
Bangor University
College Road, Bangor
Gwynedd
LL57 2DG
Tel: 0044 1248382028
Email: international@bangor.ac.uk
www.bangor.ac.uk

Dear [REDACTED]

UNCONDITIONAL OFFER AND NOTIFICATION OF CAS

I am pleased to confirm your unconditional offer from Bangor University. You need this letter to apply for a visa to study at this University. You can apply for a visa up to 3 months before the start of your course and it is recommended you do so as soon as possible. This letter is valid for 6 months from today. Please refer to your original offer letter for full terms and conditions of your admission.

APPLICANT DETAILS:

Category:	Tier 4
Sponsor Licence Number:	GWBETJJ6X
CAS Reference Number:	E4G5 [REDACTED]
Nationality:	China
Date of Birth:	[REDACTED]
Passport Number:	[REDACTED]
Student Reference Number:	500 [REDACTED]

This is to confirm that the above person has firmly accepted an unconditional offer to study at Bangor University on the following full time programme of study:

COURSE DETAILS:

Course Title:	BSC Accounting and Finance
Level of Study:	NQF Level 6
Main Site of Study:	Bangor
Course Start Date:	27 July 2015
Last Date Registration permitted:	03 August 2015
Course End Date:	02 June 2017
ATAS Certificate Required:	No

Please visit our Guide on how to obtain a Student Visa:

http://www.bangor.ac.uk/international/documents/student_visa_guide.pdf

Evidence used to assess your ability to complete the programme. You must submit the original certificates of these qualifications with your student visa application:

1. Undergraduate Finance (International Programme 2+2), Student Academic Record issued by International Business Faculty, Beijing Normal University, Zhuhai
2. Will attend a 4 week Orientation course from 24 August to 18 September before commencing the Bachelor degree course on 21 September 2015 at Bangor University.

Assessment of English Language Ability:

SELT: No

HEI sponsor has made assessment

We have assessed this student's English language ability and confirm that it is equivalent to CEFR Level B2 or higher in each of the four components of language learning. No documents are required to be submitted as evidence of this.

First year tuition fee for start date shown above: ££11,100.00

First year tuition fee paid so far: ££1,982.00

Previously UK Student: No

IMPORTANT- please note that you should ensure that you present a student visa which is valid for Bangor University when you register for your studies. If you have studied at another institution in the UK, please ensure that you have applied for a new visa to study at Bangor.

Yours sincerely,



Manman Jones

**International Recruitment & Admissions Team
International Education Centre**