

Application Process – Guidelines for LCs

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PREAMBLE

A senior level delegation from PTU DEP Associates visited the UK with the intention of exploring opportunities leading to bilateral qualifications which will enable PTU students to acquire globally recognised qualifications and be more competitive in the international work place. This was aimed at the entire range of PTU students.

After discussion with these institutions and having confirmations to accept PTU students at 4 institutes: Birmingham City University (MBA & MCA); University College Birmingham (Masters in Hotel Management & Tourism); New College Nottingham (Bachelors in Business, Fashion & Hotel Management) & City College Norwich (Bachelors in Hotel Management); the options may be now offered to students passed out or pursuing or planning to join PTU DEP programmes

BRITISH EDUCATION SYSTEM

Teaching methods and study support in UK & tutorial comes through small classes or tutorial and seminar groups and from a range of teaching methods that may include discussions, games, problem- solving, projects, practical work, peer tutoring, computer-assisted learning and simulations. Pass rates are high and drop-out rates (students who don't complete their course of study) are among the lowest in the world. By encouraging an independent approach, education in the UK helps you to develop intellectual and problem-solving skills.

We would like to give you some information regarding UK education useful for your counselors advising on UK courses.

The popular courses would be in the following areas:

1. Business / Management (BA, BBA, BIT)
2. Computing / Software / IT
3. Engineering (Mechanical / Electronics / Computers /Automotive)
4. Art & Design (Visual Communication, Media, Fashion / Textiles/ Journalism)
5. Hospitality / Hotel Management

HND

There is an alternate route to UG study in UK. This is the HND (Higher National Diploma), which is for duration of two years in any subject. Popular areas are Business, Computing, BIT, Engineering, Hospitality, Hotel Management, and Art & Design. This may be recommended if the student is scoring in the range 50 to 55 percent in the XIIth. Students get more academic support, and the stress of a University degree programme is reduced to some extent. After the HND, one can even top-up to a University degree by joining in the 2nd / 3rd year or 18 months of a Bachelor programme depending on the HND scores.

Foundation

In subject areas like Art & Design, students would be required to get into a Foundation programme for one year before they get selected onto a Bachelor's degree programme i.e. Visual Communication, Fashion & Textile, Product Design, Media & Communication, and Journalism. This would be after Class 12th.

A level

In some cases where students are from affluent backgrounds, one can plan an entire education in the UK after Std X itself. These students would get into A level programmes which are for two years (UK Equivalent of our 10+2), after which they will apply to Universities in the UK for undergraduate courses. This is because the UK 'A' level programme is the most universally accepted entry point for Universities onto the UG courses.

Direct Entry into UG

In case the student is interested in only one Institution, then the UCAS formality could be taken care later. It is not compulsory to apply through UCAS for International students, as opposed to a UK home student. Indian students would need to have a first division in their 10+2, and generally with a TOEFL or IELTS score.

Costs (UK)

- Fees could be in the range from 6800 pounds per year of study to 7800 pounds at Universities. Living expenses are approx 6000 pounds per year, and in London could be about 7500 pounds per year or more, depending on lifestyle. Foundation programs would be considerably less costly and would be about 5000 pounds (1 year program).
- "A" level course (two years) would cost approx 4000-4500 pounds per year of study.

Part Time Work

- International students in UK are allowed to work upto a maximum of 20 hrs per week during term time, and full time (40 hrs) per week in the holidays.
- Minimum wages are 5.10 pounds per hour; hence this helps with pocket expenses and entertainment.
- People misinterpret this as being enough to pay for their tuition / accommodation fees, which has to be made clear to them in the beginning.
- The main advantage is that students get a flavour of British life and work environment, and also teaches them work discipline.

Multi Cultural Society

International students in the UK are exposed to its multi-cultural society, people from various ethnic backgrounds, and this teaches them a lot more than what they learn from their books. Their thinking capability improves drastically, and this

brings about radical changes in their personality, as they are at an impressionable age. This could be one of the greatest advantages of a U K Education.

PG Study

Postgraduate applications have to be made to the specific Institution directly on their application form. We are having the application forms and can send you the required quantity. The application form duly filled, supported with relevant documents (as per check list) will then have to be sent to us, and will be forwarded to the UK Institution. Decisions will be received within 3 to 4 weeks time from UK. The popular course areas are:

1. Engineering (MSc Mechanical / Computing & IT / Networking & Telecommunication)
2. Software and BIT (M Sc.)
3. Art & Design (MA)
4. Management (MA/M Sc several pathways i.e. International Business / Marketing / Human Resources / Finance)
5. MBA (Minimum 2-3 years work experience is required after graduation)
6. Hospitality / Hotel Management

Please note although course titles may seem similar, the course contents could differ from place to place. Hence, it is advisable to seek clarity on course contents. Entry requirements would be mentioned clearly. Again, a first division in a Bachelor's degree in the chosen area would be required, with a TOEFL (minimum 213 CBT, minimum 80 IBT) or IELTS (minimum 6.0-6.5) score. However, in some cases, the English test could be waived off in case the student has studied in English medium, and if the counselor feels that the student has demonstrated good communication skills.

Costs

- PG courses are for one year only, and the tuition fees range from 7500 pounds to 10000 pounds for the entire course.
- Living expenses would be approx 6000 pounds (outside London) and about 7500 pounds (in London) on an average per year.
- Tuition fees for MBA would normally be higher than other PG courses at almost all UK universities.
- Please check websites or contact us for current fee structure in case of any doubt.

Work Placement

It is extremely difficult to get a work placement after studies, as most employers prefer applicants with work visas, or simply go for home students. However, it is not impossible also. One needs to perform well on the PG programme, and seek expert advice from the faculty staff. There is a job shop on each campus, and trained staffs are available, from whom students could learn how to apply to various companies, appear for interviews, prepare CV's, and obtain a lot of other important information. Students need to be pro-active, and plan things in proper time, rather than leave things for the last minute. More information on work permits etc is available on www.ukinindia.com

International Graduate Scheme

The International Graduate Scheme enables non-European students who have successfully completed and obtained a degree, Master's degree, PhD, or postgraduate certificate or diploma on or after 1 May 2007 to work in the UK for up to 12 months upon completion of their studies. If they want to remain in the UK beyond this time, they can switch into an appropriate immigration category to pursue their career, provided they meet the relevant requirements.

The International Graduate Scheme was launched on 1 May 2007 with the aim of encouraging graduates of UK further or higher education establishments to pursue a career in the United Kingdom. During the leave under IGS, participants can take any type of employment or self-employment.

Academic qualification

In order to qualify as an International Graduates Scheme participant, applicants must have successfully obtained a recognized UK degree, Master's degree, PhD, postgraduate certificate or postgraduate diploma in any subject on or after 1 May 2007.

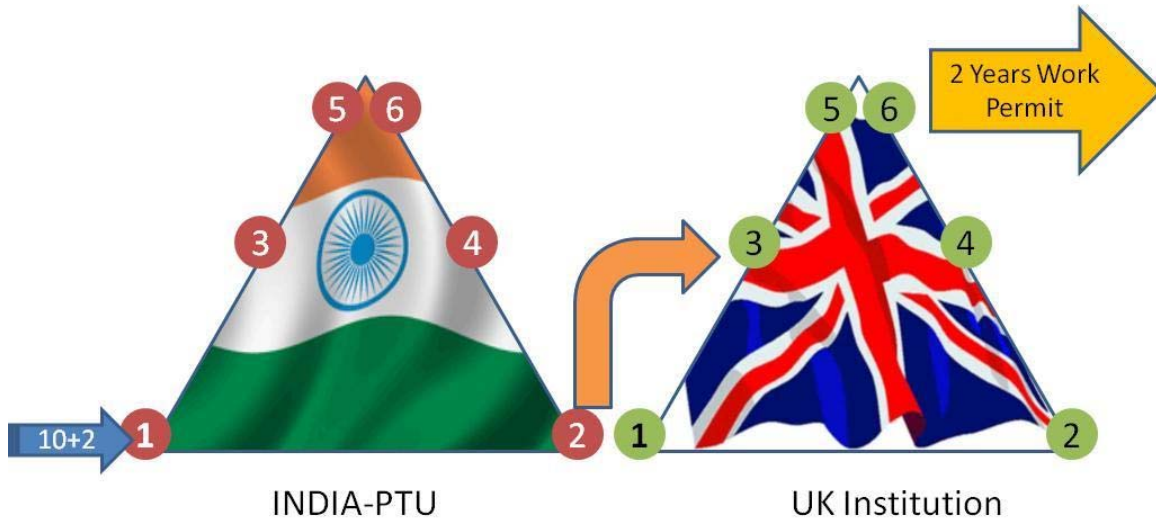
Applicants with postgraduate certificates and postgraduate diplomas, such as Postgraduate Certificates of Education (PGCEs) will be eligible to apply for leave under the International Graduate Scheme.

Other qualifications, including HNDs (Higher National Diplomas) or HNC (Higher National Certificates) will NOT make an applicant eligible for the International Graduates Scheme, nor will honorary degree.

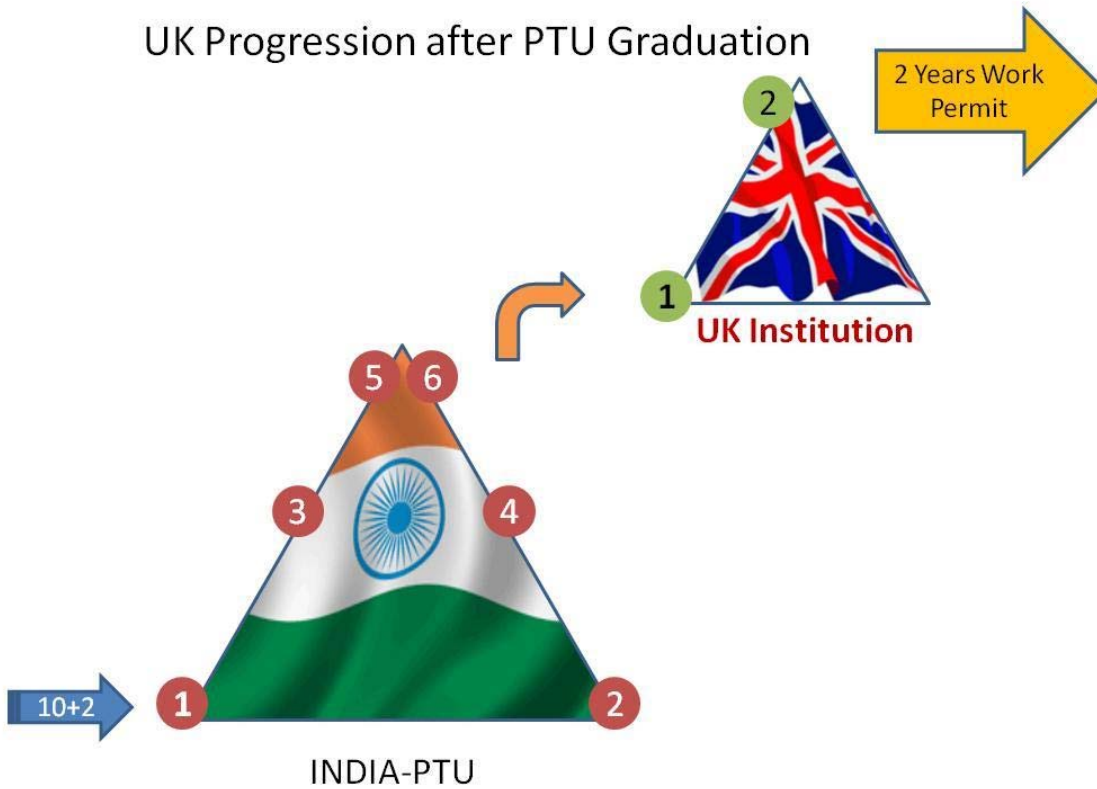
International Progression for PTU Students

PTU Qualification	Entry Level in UK
Diploma / First two semester of BSC in any stream	Entrance into 2nd Year of Bachelors Degree
Bachelor in any stream	Entrance into Masters Degree
PG-Diploma /Masters in any stream	Entrance into Advanced Level of Masters Degree

Lateral Entry in UK through PTU Diploma



UK Progression after PTU Graduation



COURSES FOR PTU STUDENTS

University Name	Courses Offered	PTU course for eligibility	Fee per annum	IELTS
Birmingham City University, www.bcu.ac.uk	Masters in Business Administration	PTU BSC any stream/PG or MSC in any stream conditional advantages on case to case basis	10300	6
	Masters in Computer Application	PTU BSC-IT or BCA/PG or MSC in IT conditional advantages on case to case basis	8500	6
University College Birmingham, www.ucb.ac.uk	Bachelors in Hotel Management	DHMCTT / first two semester of BSC-HMCTT	7100	6.5
	Master in Hotel Management	PTU BSC any stream/BSCHMCTT preferred	7100	6.5
City College Norwich, www.ccn.ac.uk	Bachelor in Business	DCA / First two semester of BBA / BSCIT / BCA	7100	5.5
	Bachelor in Hotel Management	DHMCTT / first two semester of BSC-HMCTT	7100	5.5
	Bachelor in Computing	ADHNT / DCA / First two semester of BSCIT / BCA / BBA	7100	5.5
New College Nottingham, www.ncn.ac.uk	Bachelor in Hotel Management	DHMCTT or BBA first two semester	5500	5.5
	Bachelor in Business	DCA / First two semester of BBA / BSCIT / BCA	5500	5.5
	Bachelor in Fashion	DFT / first two semester of BSC-FT / BSC-ID / BSC-JD	5500	5.5
	Bachelor in Computing	ADHNT / DCA / First two semester of BSCIT / BCA / BBA	5500	5.5

Note:

1. Placement of students for internship during the program or after the program is subject to satisfactory performance of the student along with an interview at the placement office of the institute where the student is enrolled.
2. Bachelor course will last for 2 years for PTU diploma students hence fee mentioned has to be multiplied by 2 for full fee
3. Masters Program is 1 year and for Advanced Entry into Masters programme the fee will be a % of the total fee depending on the entry level that the student is able to obtain based on his curriculum studied in India with PTU and his aptitude. This would be worked on case to case basis but PTU students having their PG-Diploma or degree in India will get a distinct advantage as they will not have to cover the full masters programme in UK

GUIDANCE NOTES FOR STUDENTS

Application Process

1. Fill the application form correctly in CAPS. Please write clearly in CAPS and give accurate up to date information about yourself.
2. You may opt for one, two or three choices of courses, so do your research well.
3. Attach copies of mark sheets / certificates: X, XII, Degree, and other short courses (if done).
4. Attach two recommendation letters from tutors.
5. Attach a work related reference (if applicable).
6. Write your statement of purpose. Outline clearly the benefits of studying your chosen course, and reasons for selecting that university.
7. Submit a portfolio or work (Art & Design only.) Provide a brief on a few samples of work in terms of their conceptualization, development, outcomes etc.
8. Attach your passport copy, first and last pages.
9. Submit two recent passport size COLOR photos, clearly showing the face in a white background.
10. Submit your latest CV or resume with all supporting documents.
11. Provide an IELTS or TOEFL score.
12. Provide details of extra-curricular activities.

Selecting a Candidate (For LC & RC)

1. Select the student with above satisfactory academic profile
2. Talk to the parents of the candidate and confirm their intent/ interest to send their child for overseas education
3. Please review all the financials required for visa assessment from the family of the student. Please note that only Liquid Assets are recognized for Visa Purpose and by the University and not any hard asset like Property or Share Certificates. This liquid asset can be shown collectively with other family members of the child other than parents (viz. Grand Parents, Uncles & Aunts from Mother and Fathers Side)
4. There should be enough liquid funds with the family to sustain themselves in India once fee and living expenses are available to show to visa authorities
5. All originals are to be submitted for VISA and will be duly returned

Accommodation in UK

1. You should have an unconditional offer with university reference number in order to apply for accommodation.
2. Apply online or on the application form.
3. Quote reference number of the university.
4. Give choice of Halls (Hostels / apartments) in order of preference.
5. Check if you need to pay a deposit, once you receive an offer of a place.
6. Confirm your acceptance as soon as you receive the offer, either by email or by fax.
7. It's easier and faster to pay via credit/debit card.
8. Ensure you have been allocated a room of your choice, either en-suite or non en-suite.
9. Check if costs per week include/exclude gas/electricity charges, and estimate correctly.
10. Keep the confirmation to show as evidence with your visa application.
11. Check duration of your contract for Halls.
12. Check if you get an incentive for payment in full, and if yes, then how much would that be.

Payment of Fees

1. Find out the exact amount of tuition and accommodation fees.
2. Pay the advance deposits as and when expected of you. Check deadlines.
3. Bank wire transfer (SWIFT) is the fastest and safest mode of payment. Get a transaction statement from the remitting bank, and send us a copy to be sent to the University for Confirmation. Take SWIFT details from us.
4. You may also pay by credit or debit cards.
5. You may also pay by bank draft; hence check the name on which you can prepare the draft.
6. Make sure you get a receipt of the payment made to the university.
7. Deposits or advances are useful when it comes to the visa process, as it shows commitment on your part.
8. Once you have obtained your student visa, you can then plan to send the balance of tuition and accommodation fees to the university.

Plan Your Journey

1. Once your student visa is sorted, you need to plan your travel to the UK.
2. Check “Meet & Greet” dates of your university. Ensure you have filled in the “Meet& Greet” form and sent it to the university.
3. Find out details of various airlines offering flights to either London or Birmingham or Manchester, depending upon your university location.
4. As far as possible, take direct flights to your destination; it reduces stress and makes the journey enjoyable.
5. It will be useful to note the arrival time in UK, preferably on a weekday (0600 to 1500).
6. Ensure your choice of “meals” is included in the booking PNR. Usually “Asian Vegetarian” is fine, and offers a good range of food, fruits and beverages to the passenger.
7. If you have a choice of seats, mention it to the travel agent i.e. window, aisle etc.
8. Check fares offered by each airline including taxes, and for students specially. You will need to show your student visa to issue your ticket.
9. Check baggage allowance offered; this may vary from 35kgs to 55kgs. Note the maximum weight per bag should not exceed 32 kgs. Take two soft suitcases (preferably).
10. Check cabin baggage allowance, normally 8 kgs is allowed in the cabin.
11. Only one bag is allowed in the cabin. Check the size that is allowed. Laptops are allowed separately and not included in the weight. Please do carry a laptop and a cell phone (Mobile Phone) with you from India.
12. For ladies, a handbag with personal belongings is also allowed.
13. You will be met by a representative of the university upon arrival, and will be escorted to your place of accommodation.
14. Ensure you have kept all original documents; offer letters, bank drafts, cash, traveller’s cheques, passport etc. with you carefully.

15. Reconfirm your ticket with the airline at least three days prior to your journey.

Departure from India

1. Ensure you arrive at the International airport at least three hours before your scheduled time of departure.
2. Wear clothes that are comfortable, but keep a winter jacket handy for later on.
3. Find out exactly which terminal your airline is located.
4. Keep all documents ready for inspection.
5. Queue up at the check-in desk after you have screened your check-in baggage.
6. Airline check-in staff will check your student visa, ticket, passport, and then weigh and accept your baggage. They will issue you a boarding pass along with your baggage receipt.
7. If you are a frequent flier, ensure you get benefits, and the relevant miles.
8. Double-check your food- preference and seat location i.e. window or aisle.
9. Collect your passport, boarding pass, and take an “embarkation” card, before you proceed towards “Immigration”.
10. Fill the “embarkation” card, and queue up at the Immigration counter. They may enquire from you where you are headed (university name, location etc.), and when you are likely to return. They will retain the “embarkation” card and return your passport (duly stamped with departure date) and boarding card to you.
11. Proceed to the correct departure gate.
12. Await departure call. Keep an eye on the TV screens indicating the flight timings, and listen to the announcements.
13. Once boarding is announced, proceed towards the aircraft. Ensure your cabin bag is kept safely in the overhead lockers.
14. Keep your passport and wallet with you at all times during the flight.
15. Have a safe journey.

Arrival in the UK

1. During the flight, the airhostess will hand you a “landing card”. Fill it correctly.
2. Once you deplane, look at signs and come to “arrivals”.
3. Queue up at the Immigration desk.
4. Show your documents, passport, landing card to the Immigration officer.
5. You may be asked one or more questions regarding your course, your stay, duration of stay, fees payment etc.
6. They will stamp “arrival” on your passport and return it to you with your documents.
7. Proceed to the “Baggage claims” section.
8. Check which conveyor belt is assigned to your flight, and collect your bags.
9. Walk out through the “green channel” since you have nothing to declare.
10. Look out for your university placard, which will be held clearly by a member of the “Meet & Greet” team.
11. Show your offer documents to the university representative, and follow his/her instructions.
12. In case you do not see the representative, then proceed towards the “information desk”.
13. Request the official to announce the name of the university, and call for the representative.
14. You will then be driven to your accommodation i.e. Halls of residence.
15. At the Accommodation Office, sign the contract for the Halls (if you have not done already), and pay the accommodation fees.
16. Collect the keys to your room and Hall.
17. Proceed to your room. You will be shown how to operate the swipe card etc, and will be explained the various do’s and don’ts.
18. Settle down in your room. Ensure that the items in the room as per the list given to you are in good condition.

19. Ensure the telephone is working in your flat/room in the Halls of residence. Check whom to call in case of difficulty and emergency.
20. Enjoy your stay and time at University.