

## **INTERNATIONAL FOUNDATION YEAR (IFY)**

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## **INTERNATIONAL FOUNDATION YEAR (IFY) (6-9 months)**

This **NCC Education International Foundation Year** course was designed **specifically for International and European students** who wish to continue their education to a higher level but **do not meet the language and academic requirements** to gain entry to a university in the United Kingdom.

This course can gain you **fast access** to a university degree programme in just 6 or 9 months, depending on your level of English. In addition to the **3 months English Language** training the 9-month course option offers, you will also be trained in areas of **personal development, study skills and understanding overseas cultures** to make sure that you gain all the necessary skills you will need for higher education in the UK.

The **NCC Education International Foundation Year** is accepted by over 35 British Universities, including the University of Sunderland. **Oxford House College is accredited to run University of Sunderland degree programmes.** Some universities where our previous students have gone to for their further studies include:

- Kingston University
- University of Sunderland
- University of Westminster
- University of Bath
- Greenwich University
- London Metropolitan University
- University of Manchester
- University of York
- University of East London
- University of Essex

### **Is this course for me?**

Many of our students taking this course have just completed their basic secondary education in another country. They want to study business or computing at a UK university but their level of English and academic qualifications are not sufficient to meet the entry requirements.

If your English level is already at an Upper-Intermediate level and you have IELTS 5.5 you can start directly on Stage 2, skipping Stage 1 (the 3-month English Language module).

**Entry Requirements:**

- Aged 17 years or older and completion of basic secondary education
- IELTS certificate with a score of **4.5** or higher for the 9-month course (and with a minimum of 5.0 in the Writing Skills module).
- If you already have **IELTS 5.5** you can take the 6-month option and go straight to Stage 2.

We also offer an intensive 9-month International Foundation Year course. Students wishing to take the intensive course need an **Upper-Intermediate level** of general English or higher.

**Start Dates:**

- Any Monday for students who are starting with the IELTS module
- January, March, June and September for students who already have an IELTS score of 5.5.

**Course Location:**

- London

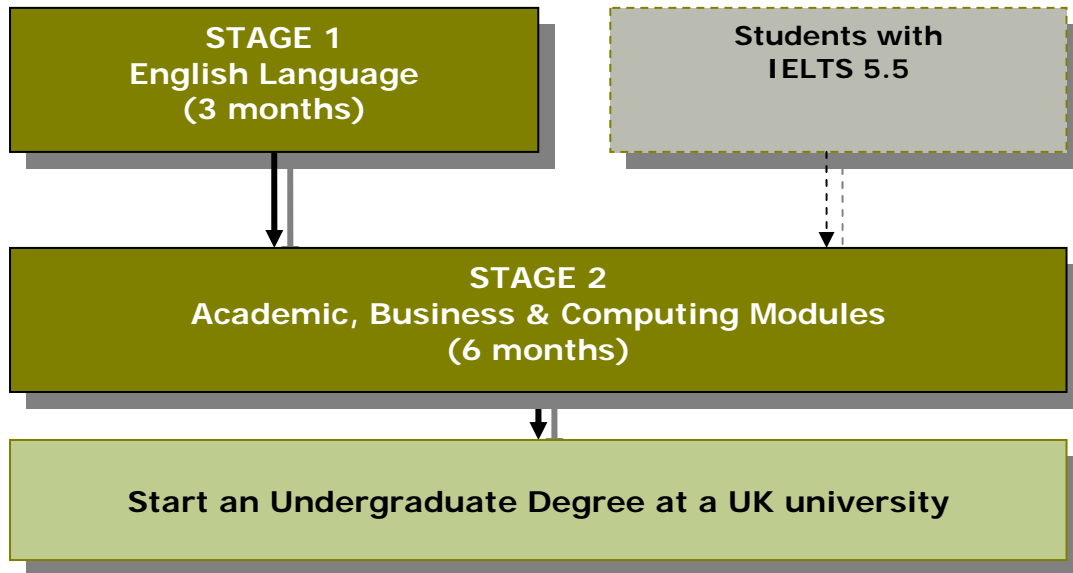
**Study Methods:**

- Full Time
- Intensive Full Time

**Awarding Bodies:**

- **NCC Education** for the academic modules
- **Cambridge ESOL** for IELTS

**Progress Chart**



## **STAGE 1 - English language (3 months)**

### **1. IELTS English Language Course**

Students are required to complete an **IELTS test** to determine their level of English **before they start the course**. The main objective of this course is to develop your ability to **communicate in English** in a **professional or academic context** with a balance of communicative skills, reading, writing, listening and speaking.

The course activities are designed to **increase your English confidence, linguistic accuracy and oral competence**. Role-play, presentations, summaries, debates and discussions are some examples of the course activities you will perform.

Language skills can only be developed and improved through practice, so this course is geared towards **group, pair and project work** to ensure full student involvement.

## **STAGE 2 - academic skills and an introduction to computing and business (6 months)**

### **1. Study and Communication Skills**

By the end of this module you will be equipped with the skills to deal with the linguistic demands you will meet at a university where the main language of communication is English. This module will build on your **listening, note-taking, research, writing and speaking skills**.

Language should not influence your performance when you study at diploma or graduate level, so this module aims to **raise your skills** to the level you will need when entering university.

**Please note:** this module will be assessed by **3-part assignment**.

### **2. Culture Studies**

This module will increase your awareness and understanding of overseas cultures in preparation for entry to the first year of an undergraduate course abroad.

Considering today's increasingly global work environment, the idea is to help you consider **features of foreign cultures** in comparison to

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your own culture. This module will also touch on the most important **life skills** you will need when integrating into a different society.

Subjects you will cover include geography, government, daily life, leisure, education and student life. You will develop knowledge of a variety of life skills that could assist you in successfully completing a degree course away from home.

**Please note:** this module will be assessed by an assignment in the form of an essay.

### 3. **Mathematical Techniques**

After successfully completing the Mathematical Techniques module, you will be able to demonstrate basic **mathematical competence and confidence** useful for your later years of study, career and everyday life.

You will also be able to apply **mathematical skills** to solve **common problems in computing and business**. Topics this course will cover include basic arithmetic, fractions and percentages, algebraic techniques, number based systems, graphs and data types.

**Please note:** this module will be assessed by **examination**.

### 4. **IT Skills**

The IT Skills module will provide you with a basic introduction to the IT skills which will be necessary for your studies. You will learn basic skills in **word processing, spreadsheets** and **presentation software**, with a focus on the **Microsoft Office** suite of programs.

You will learn how to edit and format **Word** documents, how to edit and format **spreadsheets** and how to add animation and other effects when using **Presentation** software.

**Please note:** this module will be assessed by a practical examination.

### 5. **Introduction to Business**

Introduction to Business aims to give you an understanding of the various **types of organisation**, their **purpose** and the way they are **organised**.

You will investigate **concepts of business** and the **business environment** and develop knowledge about the scope of business activities and the role of business in society. You will examine issues of

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**productivity** and **quality**, people and **processes** and the role of marketing.

**Please note:** this module will be assessed by a 2-hour examination

## 6. Accounting and Economics

This module provides an introduction to key principles of Accounting and Economics

Topics you will cover in this unit include **Supply and Demand**, **Market Structure** and **Competition**, Income and Output of Nations, **Interest Rates**, Money and Inflation, the **Accounting Model** and **Processing Transactions**.

For your assessment you will have to demonstrate an understanding of every topic covered.

**Please note:** this module will be assessed by a 2-hour examination.

Please note that elective modules which may be available as alternatives to Accounting and Economics and Introduction to Business are **Programming** and **Introduction to Computing**.

## FREQUENTLY ASKED QUESTIONS

### 1. How can I enrol?

You will have to fill out the School of Management Application Form, which can be downloaded from our website at:

[http://www.oxfordhousecollege.co.uk/info/management/SMC\\_CourseApplicationForm.pdf](http://www.oxfordhousecollege.co.uk/info/management/SMC_CourseApplicationForm.pdf)

We will also require your **CV and copies of all your relevant educational qualifications.**

The next step is to return your completed form to us through one of the following methods:

- **Post:**  
Admissions  
School of Management  
Oxford House College  
30 Oxford Street  
London, W1D 1AU  
England
- **Email:**  
[management@oxfordhousegroup.com](mailto:management@oxfordhousegroup.com)
- **Fax:**  
+44 (0) 20 7323 4582

We aim to process your application within 1 week but please remember to allow more time if you sent your application form to us by post.

Once we have processed your application form we will send you a **"Conditional Acceptance Letter"** to confirm your enrolment.

If you are applying for a student visa you have to pay the minimum amount we require before we can send you a Visa Letter.

## 2. How much do I have to pay as a minimum deposit?

If you are not paying the full fees, there is a minimum deposit of £2500 (gbp).

## 3. How can I pay?

You can pay by cheque, credit card, bank transfer or in cash.

### **Our bank details are:**

Lloyds TSB Bank  
32 Oxford Street  
London  
W1AD 1AX

Bank Sort Code: 30-98-71  
Account Number: 0017708  
Account Name: Oxford House College  
SWIFT/BIC code: LOYDGB21006  
IBAN Code: GB37 LOYD 3098 7100 0177 08

## 4. Can I apply for a scholarship?

We do offer a limited number of scholarships/awards to selected students in the form of a **fee reduction** of up to £2,000 per annum. Scholarships will be available to selected students who have demonstrated academic excellence during their previous studies at Oxford House College.

## 5. How long do I need to study for?

You can complete the International Foundation Year (IFY) course in 6 or 9 months **depending on your level of English**. If you already have IELTS 5.5 you may **skip the IELTS classes** and complete the course in **only 6 months**, otherwise the course duration will be 9 months.

## 6. What is the attendance policy at Oxford House College?

In order to comply with various regulations, we expect our students to attend all of their classes throughout their course. Teachers will keep a record of each student's attendance throughout each term.

You will be marked absent if you arrive more than 20 minutes late for class or leave the class more than 20 minutes early. You are only allowed to be absent for a **maximum of 2 class sessions per module**.

Students are sent a first warning letter if they fail to attend 2 consecutive sessions. They are required to explain the reason for their absence within 5 days of the warning letter being issued – if this explanation is not received a second warning letter is sent to the student.

In the case of Visa nationals, the second letter informs students that as they have not contacted us with regard to their absence we have to contact the Home Office to report this.

In the case of non-visa students, the second warning letter explains to the student that they will be deregistered from the College if they make no contact with the College to explain their absence within 5 days of the letter being issued.

If you are ill or have an emergency, you need to **inform your teacher** who will excuse you from the class.

## **7. Can Oxford House College give me a place to stay while I study?**

If you need accommodation while you study we offer a choice of **Hostel accommodation or Homestay** with a host family at affordable prices. We want your stay to be special so our Accommodation Officers are trained to find you a place that suits your lifestyle.

## **8. What qualifies as a full-time student?**

A course of 15 hours per week or more qualifies as a full-time course. To meet this requirement, students must attend all the modules as set out in their course timetable.

## **9. Is this college accredited to support me if I am on a student visa?**

A large proportion of our students come from other countries and are applying for a student visa at the time they enrol with us, so we are fully aware of the UK Home Office's requirements.

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Oxford House College has been licensed by the UK Border Agency to enrol international students under Tier 4 of the Points Based System. Our visa Sponsor Licence Number is **OU191CHF9**.

Oxford House College is **fully accredited by the** British Accreditation Council (**BAC**), **the British Council** and **UCAS** (registration number 40445), and is a member of the **Education UK Partnership**.

Please note that we are **not authorised** to offer any advice on visa requirements and apart from issuing your Visa Letter, we do not offer any further visa assistance.

Please consult **immigration solicitors** who can give you expert advice on visa applications or you can contact the UK Home Office or your local UK Embassy for advice on visa requirements.

## Useful Links:

- You can find more information on UK visas and entry clearance at [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)
- Visit the Home Office website on Immigration and Nationality for more information about extending your student visas & other visa categories at <http://www.homeoffice.gov.uk/passports-and-immigration/visas/>
- You can find out information on visa processing times and procedures from the Foreign & Commonwealth office at <http://www.fco.gov.uk> and a list of British Consulates worldwide can be found at <http://www.fco.gov.uk/servlet/Front?pagename=OpenMarket/Xcele/ShowPage&c=Page&cid=1007029395231>

## 10. What is the University of Sunderland?

The University of Sunderland is a **modern, dynamic university** with high standards of teaching and research and a growing reputation as the university for enterprise, employment and opportunity. The city itself is a great place to live and work-right in the heart of the buzzing North East of England.

The University of Sunderland has an **international outlook** and students from across the globe choose to study on its accredited programmes in partner institutions or on campus.

Website: [www.sunderland.ac.uk](http://www.sunderland.ac.uk)

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[info@oxfordhousegroup.com](mailto:info@oxfordhousegroup.com) / [www.oxfordhousecollege.co.uk/management](http://www.oxfordhousecollege.co.uk/management)

Email: [student-helpline@sunderland.ac.uk](mailto:student-helpline@sunderland.ac.uk)  
Course Helpline: +44 (0)191 515 3000

*Oxford House College is accredited to run University of Sunderland degree programmes.*



## 11. What is NCC Education?

Originally part of the National Computing Centre, NCC Education started offering IT qualifications in 1976 and from 1997 developed its Higher Education portfolio to include Foundation and Business programmes. With Accredited Partners in over 45 countries, five International Offices and Academic Managers worldwide, NCC Education employs the **latest technologies for learning, assessment and support.**

NCC Education qualifications include the **International Degree Pathway in Business or IT.** Its programmes are **recognised by universities, professional bodies and employers** and its students benefit from unrivalled support and enhanced academic and career opportunities, from examination advice and direct contact with UK university professors to scholarships and careers guidance.

That's why over one million graduates chose NCC Education as their route to a quality British education.

Website: [www.nccedu.com](http://www.nccedu.com)  
Email: [Customer.Service@nccedu.com](mailto:Customer.Service@nccedu.com)



*Oxford House College is accredited to offer NCC Education professional qualifications.*

## 12. What do the course fees include?

Course fees include lectures, study guide, access to modern computer facilities and internet access plus Wi-Fi internet connection if you have your own laptop.

They do not include examination, re-sit or exemption fees, maintenance costs or additional study materials. You will have to purchase the prescribed textbook for each module.

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### 13. Do I need to pay a registration fee?

We do charge a registration fee which is **included in your course fee**. However, if you request a refund because your visa was refused or any other valid reason, we will refund the fees you have paid to date **less a £100 registration fee**.

### For further information please contact:

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