

**INTO** 



**CITY UNIVERSITY  
LONDON**



**1st**

in London for business  
and management degrees

**Top 10**

in the UK for international students



# University pathways

**2015-2016**

Academic and English preparation  
for international students

## Destination City University London

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# Top 10

in the UK for international students  
(The Times and The Sunday Times  
Good University Guide 2014)



# 15

subject areas conducting research  
assessed as being among the very  
best in the world (latest Research  
Assessment Exercise)

At INTO City University London we provide international students with the opportunity to study at one of the world's best universities. As a member of the University, from your first day you will join an international student community that shares your ambition to excel in your education and go on to establish a successful career. We have the knowledge and experience to make sure you have an outstanding academic, social and cultural experience that supports your unique needs and potential.

City University London has a highly diverse student population drawn from over 150 countries and ranks in the top 10 for graduate employability. Fifteen of its subject areas were considered to be conducting research that was world-leading or internationally excellent in the most recent Research Assessment Exercise. It is one of the most popular universities in the UK for international students because of its academic reputation and its location in one of the world's most historic capital cities.

From the first time you consider studying overseas to the moment you successfully progress to university, we will be with you every step of the way. You will have the best chance to concentrate on your studies as well as enjoying opportunities to explore a new country. It is an important time of your life, which will prepare you for living in an increasingly connected world.

We believe international students should have every opportunity to make their personal dreams come true. Many of those who have come to London have already secured the job they aspired to when starting their studies in the UK. By choosing to study here they took the first step to achieving what we call 'world advantage' - we look forward to you joining them.



**"City University London is a special place. With skill and dedication we have, for over a century, used education, research and enterprise to transform the lives of our students, our community and the world. We look forward to welcoming you to our University in the near future."**

Professor Paul Curran, Vice-Chancellor  
City University London




# 1st

in London for business  
and management degrees  
(The Guardian University Guide 2014)

# 90%

of students are satisfied with  
the quality of their education  
(National Student Survey 2013)





As the name suggests, City is located in the heart of London, but its outlook is truly international. The University is renowned for its international focus, the employability of its graduates, and its links with business and the professions.

The Guardian University Guide 2015



Top 5%

of world universities  
(Times Higher Education World  
University Rankings 2013-2014)

Home of Cass  
Business School - ranked  
top three in the UK for six  
years in a row (The Guardian  
University Guide 2008-2013)

# Destination City University London





A central London location enables students to benefit both professionally and socially from everything London has to offer

The only university in London to be both committed to academic excellence and focused on business and the professions





▲ Learning Resource Centre



▲ Multimedia classroom



Dedicated student support services

# INTO Study Centre

INTO City University London provides first-class teaching and learning facilities in the heart of London's financial district. Our central location transforms the City of London into your campus. We are surrounded by a wide range of shops, restaurants and cafés, and have excellent transport links to the rest of London and the UK.

## State-of-the-art facilities

Providing a range of university preparation courses, the INTO City University London Centre offers a diverse student community and dynamic learning environment.

You will have access to everything you need for academic success in modern surroundings. The teaching facilities are flexible and respond to a variety of learning requirements and include:

- multipurpose lecture theatres
- state-of-the-art IT and multimedia classrooms
- a Learning Resource Centre
- access to a virtual learning environment
- access to university electronic resources
- wireless internet throughout
- comfortable communal study areas
- dedicated student support services
- a friendly Welcome Desk
- a café offering a range of snacks and drinks from around the world.

## Learning Resource Centre

The Learning Resource Centre is located on the first floor of the INTO City University London Centre and offers a range of support materials for students, including textbooks, DVDs, journals, CDs and newspapers, as well as printing and scanning facilities.

The experienced and friendly Learning Resource Centre staff provide advice and training to help make the most of resources available, including group or individual tutorials on City University London Library's electronic resources.

## E-learning facilities

All students have access to Moodle, a virtual learning environment for downloading lecture notes and other useful course content.

## Access to university facilities

City University London is a 30-minute walk or a 15-minute bus journey from the INTO City University London Centre. As a student at INTO City University London, you will also benefit from access to the University's excellent learning facilities, including the University Library, Sports Centre and Students' Union.

## Other learning resources

Students are also encouraged to access the nearby City of London libraries, which include the Barbican Library and the City Business Library.



**"I am delighted that you are considering INTO City University London as a place to study. We can offer you excellent teaching and a first-class learning environment in a superb location. I know you will enjoy your time with us."**

Eamon Martin, Director of Operations

First-class teaching and learning facilities in the heart of London's financial district



Find out more about the INTO City University London Study Centre:  
[www.intohigher.com/city/into-centre](http://www.intohigher.com/city/into-centre)



**“INTO helped me with my application for Cass Business School. During my university studies I completed a work placement year. This experience was absolutely vital for my actuarial career, and now I have more experiences to share, more confidence in my abilities. Without INTO, this wouldn’t have been possible.”**

Rabi Khan, Pakistan

**2010**  
Arrived at INTO  
City University  
London

**2010**  
Completed International  
Foundation

**2010**  
Progressed to Actuarial Science  
at Cass Business School



# Celebrating student success

The high-quality preparation programmes at INTO City University London offer a guaranteed route to study at City University London and are also welcomed by other leading UK universities. Students studying at INTO Centres in the UK have progressed to over 109 UK universities, including nine of the UK's top 10 universities, according to The Times university league tables.

## Student placement services

To ensure that you are fully supported as you take the next step towards studying for a UK university degree, INTO City University London offers a range of free student placement services. Staff dedicated to assisting students with university placement will provide you with practical advice on the study options available to you at City University London and assist you with completing your university application.

Based within the INTO Centre, the UCAS team and International Progressions Officer will ensure that you are provided with the very best counselling and advice in relation to course choices, in addition to arranging for you to visit the academic departments within the university that you are most interested in.

Other forms of help and support available to you will include:

- one-to-one student counselling to help you select the most appropriate course to achieve your academic goals
- practical advice and assistance with all stages of the university application process, including help with writing a personal statement
- assistance with attending university open days and higher education fairs
- opportunities to attend talks delivered by former INTO students
- access to university prospectuses
- assistance with finding an alternative university place if you need to consider other options.

# 91%

of students completed an academic programme at INTO City University London

# 125+

students progressed to City University London in 2013

### Top students at City University London 2013

In 2012-2013 more than 125 students successfully completed a pre-university academic programme at the Centre and progressed to an undergraduate or postgraduate degree programme at City University London.

#### Top International Foundation students at City University London

Name of degree	Student name	Nationality	Final grade
Investment and Financial Risk Management	ZHUANG Tingting	China	92%
Investment and Financial Risk Management	HOANG Minh Thang	Vietnam	88%
Management	William Papaking MOLLEL	Tanzania	87%
Business Studies	Mohamed Mehdi MEZHOU	Tunisia	87%
Banking and International Finance	Sabina SARKISOVA	Russia	86%
Business Studies	Ahmad Rashid GULZAR	Afghanistan	83%
Business Studies	Aamir Ashik KANJER	India	82%
Civil Engineering with Architecture	CHEN Erxin	China	81%
Banking and International Finance	Hae Jung MOON	South Korea	80%
Civil Engineering	Mohammed Ghalib BINLADIN	Saudi Arabia	79%
Aeronautical Engineering	HOANG Dang Nguyen	Vietnam	78%
Mechanical Engineering	Etieno-Abasi DANIEL	Nigeria	78%
Law	Mohammad Syazwan ABDULLAH	Brunei	77%
Mechanical Engineering	Abid Mahmood KHAN	Pakistan	76%
Law	Kseniia SAMOKHINA	Russia	76%

#### Top Graduate Diploma students at City University London

Name of degree	Student name	Nationality	Final grade
International Business Economics	Zamid ALIGISHIEV	Russia	77%
Civil Engineering	Alican TEKINER	Turkey	74%
International Journalism	Elena CHERNIAVSKAIA	Russia	69%
International Politics	Hana Mohammed ALGHANNAM	Saudi Arabia	69%
International Accounting and Finance	HA Thi Nguyet Anh	Vietnam	67%
International Business Economics	Tuna GUNAY	Turkey	65%
Culture Policy and Management	Daria KARPENKO	Ukraine	65%
Computer Games Technology	Masatsugu TAKANO	Japan	64%
Business Economics	CHEN Hanhui	China	63%
International Business Economics	Kiatnarong WONGSAMEE	Thailand	63%
International Communications and Development	Ji Suk LIM	South Korea	63%
Biomedical Engineering with Healthcare Technology Management	Jilliane LEWIS	Jamaica	63%
Sociology	Binaya RAI	Nepal	62%



### Top International Foundation students progressing to other UK universities

The table below highlights some of the top students who completed their International Foundation at INTO City University London and progressed to another leading UK university.

Top International Foundation students progressing to other UK universities				
Destination university	Name of degree	Student name	Nationality	Final grade
Cardiff University	Architectural Engineering	Heba RIAZ	Pakistan	86%
University of Leeds	Aeronautical and Aerospace Engineering	Tharika Sheyanthini MOHANADASAN	Sri Lanka	82%
Queen Mary, University of London	International Relations	Mohd Aizat Long ABD HALIM	Malaysia	82%
The University of Nottingham	Management Studies	Akash SUCHAK	Tanzania	81%
University of Leeds	Chemical Engineering	Narges AALINEZHAD	Iran	76%
King's College, University of London	Business Management	Elissa KWAN RU HUI	Singapore	76%
School of Oriental and African Studies	Law	Syed Ahmed Araf RAHMAN	Bangladesh	76%
School of Oriental and African Studies	South East Asian Studies and International Management	Julian GOH	Singapore	75%
Brunel University	Business and Management	NGUYEN Thi Thu Huong	Vietnam	75%
University of Westminster	Marketing Management	WU Ruyin	China	74%
Royal Holloway, University of London	Management with Accounting	Preeyaluck CHAIKASETSIN	Thailand	72%
The University of Edinburgh	Economics and Politics	Agha Mohammad SHAH	Pakistan	71%
Queen Mary, University of London	Business Management	Yasir NASEEM	Pakistan	71%
Aston University	Business and Management	Durryck OUAMBO	Cameroon	69%
Brunel University	Business and Management (Marketing)	Rohan KOPPULA	India	68%
University of the Arts, London	Criticism, Communication and Curation: Arts and Design	Nour Maher ALSALEH	Saudi Arabia	68%
University of York	Accounting, Business Finance and Management	LIU Xulin	China	67%
University of Greenwich	Business Management	Eduard ANISIMOV	Ukraine	67%



"I was successful in getting into City University London and I believe that it wouldn't have been possible without the experience at INTO."

Jieun Joo, South Korea



▲ Access to cutting-edge facilities, including a flight simulator



A truly international university,  
with over 17,000 students from  
more than 150 countries





# About the University

City University London is committed to delivering education of the highest quality. This is underpinned by the world-class research of its academic staff and the University's extensive links with business and the professions. Your lecturers and professors will play a significant role in your experience as a student and City academics are dedicated to making learning exciting, relevant and rewarding, backed by support and facilities that are second to none.

## Pioneering research

City University London has been involved in pioneering research for more than 100 years and continues to break new ground in academic thought and study. The University has more than 60 research centres, groups and units, bringing together expertise from its different schools and departments.

Our staff and students are actively involved in pioneering research. In the Government's most recent Research Assessment Exercise (RAE), our research in 15 subject areas was rated by expert panels as among the best in the world.

For more information, visit:

[www.city.ac.uk/research](http://www.city.ac.uk/research)

## Academic excellence

City University London is a leading international university and the only university in London to be both committed to academic excellence and focused on business and the professions. We have a long tradition of academic excellence, dating back to our foundation in 1894. Our academic staff are engaged in research that is transforming the world in which we live. Whether they are developing biomedical sensors to improve mortality rates of patients in intensive care, or leading unique research into social attitudes across Europe, you will be educated by academic staff who are at the forefront of their fields. These academics will play a major role in your educational experience and are dedicated to making sure your learning is relevant and rewarding.

City's unique focus on both academic excellence and business and the professions contributes to making City a leading global university and we are proud of our high rankings in recent surveys.

## Capital advantage

As a world city, London is home to industries such as financial services and the media. It is also home to the headquarters of many organisations, as well as being the seat of government. City University London's central London location puts it at the heart of all these professional networks and students benefit from the close ties between academia, business and the professions.

## Global reach

City University London has a global reputation. We attract over 17,000 students from more than 150 countries and teaching staff drawn from over 50 international locations, meaning the University has a truly international outlook.

## Professional recognition

Many of the courses at City University London are accredited by relevant professional bodies, demonstrating that they meet the professions' high standards. These courses provide excellent preparation for work and may also offer exemption from further study, giving an accelerated route to professional status.

## Wide choice of subjects

City University London was awarded university status in 1966 and many of its schools have a longer heritage, dating back to the mid-Victorian period. Today, the University has five Schools covering a wide range of subjects, including: business, law, health sciences, engineering, mathematical sciences, informatics, social sciences and the arts, including journalism and music.

For more information, visit:

[www.city.ac.uk/study/courses](http://www.city.ac.uk/study/courses)

Over 100 years  
of academic tradition  
and pioneering research



▲ The Careers, Skills Development and Outreach Service



9th

in the UK for graduate-level jobs  
(The Sunday Times University  
Guide 2013)





# Careers and employability

City University London has an enviable record for graduate employment. With professionally accredited courses, close links with industry and specialist careers advice, our students enjoy very good prospects of finding work when they leave us.

## The Careers, Skills Development and Outreach Service

The Careers, Skills Development and Outreach Service offers help and advice to students from day one of their course. Whether you have a clear career plan or are uncertain about your future direction, the sooner you begin, the more time you will have to develop your skills and experience to ensure success. Throughout the autumn and spring terms, major employers hold presentations, attend fairs and run lunchtime sessions. Career consultants run a range of workshops, including effective applications, successful interviews and presentation skills, centrally and within courses.

For more information, visit:  
[www.city.ac.uk/careers](http://www.city.ac.uk/careers)

## Careers network

As a City University London student, you will be part of a global network of graduates. More than 2,000 former students offer practical help to current students through the Ask Alumni Network. Graduates come back to give face-to-face advice to students at regular subject-related alumni events.

## Student volunteering

Volunteering is a valuable way for you to develop new skills that are sought after by employers. City Volunteering helps students find volunteering placements in the local community and manages a number of course-related volunteering projects on campus. Previous activities include working with young people in the City Karting project to teach them about engineering, and the EC1 FM Project which involves training young journalists.

**“The Careers, Skills Development and Outreach Service can help in many ways, including checking CVs and identifying the skills you need to develop to be successful in your chosen industry. We advise our students to take full advantage of our service: those who engage with us proactively tend to find the best jobs.”**

Estanis Bouza, Careers Information Co-ordinator

## Top 10

in the UK for graduate salaries  
(The Times and The Sunday Times  
Good University Guide 2014)



Exceptional employment prospects through strong links with business and the professions

▼ Financial Resources Zone



▼ Techno booths, University library



Wireless internet access  
throughout the University





# World-class facilities

City University London is a great place to learn. Here, you will benefit from excellent facilities, including state-of-the-art equipment, high-tech lecture rooms and laboratories, as well as wireless internet access throughout the University.

## Library services

The main university library occupies five floors in the Northampton Square building and includes the law library and other specialist collections. In addition there are other dedicated campus libraries. Library facilities include:

- 300,000 volumes chosen in co-operation with City's five Schools
- 25,000 journal titles available to access electronically on and off campus
- 1,200 study spaces and bookable rooms
- self-service loans and returns
- online renewal and reservations
- computer workstations
- photocopying and print facilities
- access to other libraries in the higher education sector
- a library team available to assist you with any query.

Information professionals in the library work closely with City University London's Schools to provide customised inductions and deliver information skills training that help students make the most of the resources available to them.

For more information, visit:  
[www.city.ac.uk/library](http://www.city.ac.uk/library)

## Learning technology

The Department for Learning Enhancement and Development supports a range of learning technologies to ensure students have the best possible learning experience at City University London.

Moodle is a web tool that gives you instant access to your course materials, resources, interactive activities, assessment and communication tools. Through Moodle, students enrolled on degree courses also have access to the e-portfolio, PebblePad, which is your personal learning space where you can keep a record of and track your personal development.

For more information, visit:  
[www.city.ac.uk/lead](http://www.city.ac.uk/lead)

## Sport

Our new Sports Centre opens in late 2014, and will provide outstanding facilities and equipment for our students to enjoy. We support a range of sporting activities, including basketball, cricket, fencing, football, hockey, netball, rugby, squash, table tennis and tennis. We also have a dynamic programme of fitness classes and wellbeing activities.

For more information, visit:  
[www.city.ac.uk/sport-and-leisure](http://www.city.ac.uk/sport-and-leisure)

E-learning environment  
for instant access to course  
materials and resources

State-of-the-art  
computing, library  
and laboratory facilities

▼ Tower Bridge



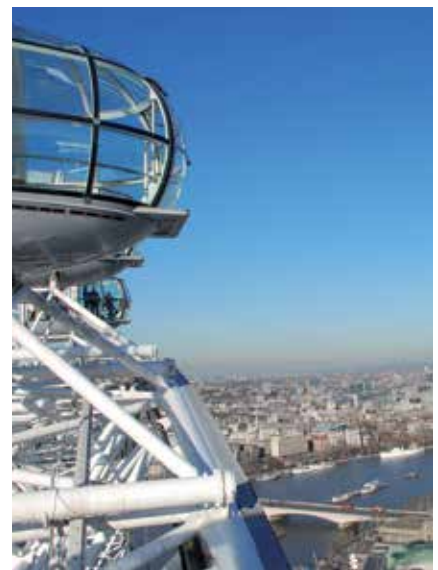
▼ Greenwich Park



▼ The Gherkin, City of London



▼ London Eye



2nd

best city for students in the world  
(QS Best Student Cities 2013)





# About London

London is one of the most exciting and diverse cities in the world. A major financial hub, cultural centre, and three-time Olympic host city, London has something to offer everyone. With more than 300 different languages spoken in the city, and one in four Londoners born outside the UK, London truly is 'a world in one city'.

## Explore everything London has to offer

- Hundreds of museums, galleries and music venues, many with free public access.
- Home to four world heritage sites and a host of the world's most famous tourist attractions.
- A top destination for shopping with Oxford Street, Covent Garden and the new Westfield shopping centre nearby.
- A variety of restaurants offering cuisines that reflect the city's multicultural population.
- Excellent transport links make it easy to explore the city, the UK and Europe.
- The UK's capital for sport: London has five premier football clubs and is home to world-class sporting venues such as Wembley Stadium, Lord's Cricket Ground, and Wimbledon Tennis Club.
- One of the greenest capitals in the world, with more than 3,000 parks and open spaces.

## On your doorstep

The INTO City University London Centre is located in the heart of London's financial district. This part of London is known both for its high-powered bankers and business professionals, as well as its vibrant arts and cultural scene.

## A world leader in business

Professionally, you will benefit from our proximity to some of London's most influential businesses and institutions, including the Bank of England and London Stock Exchange, as well as Lloyds of London, the iconic Gherkin building, and offices of over 500 international banks.

## Culture and fashion

Just beyond the Centre is Spitalfields Market, Brick Lane and the delights of the East End. Over the years, Brick Lane has been home to a variety of different communities, and is now a truly diverse area offering art, food and culture. Cutting-edge fashion boutiques and independent art galleries, along with some of London's best food markets, are on your doorstep.

A financial hub and cultural centre with major global employers on your doorstep



Find out more about living in London:  
[www.intohigher.com/city/london](http://www.intohigher.com/city/london)



▼ Students' Union shop

▼ The Students' Union, Saddler's



100s  
of museums, galleries  
and music venues on  
your doorstep, many  
with free public access



# Student life

Make the most of your student experience by getting involved in the wide range of extracurricular activities offered at City University London. Our Students' Union, societies and clubs will help you to meet and make friends with other students and feel part of campus life.

## The Students' Union

City University London's Students' Union has a wide range of services, events, sports clubs, societies and other forms of entertainment specifically designed to ensure you have a great university experience. The Students' Union social venue, Saddler's, is the perfect place to relax after a hard day of studying.

The Students' Union also hosts events in some of the biggest and most famous nightspots in London throughout the year, including Ministry of Sound and Fabric.

## Clubs and societies

The Students' Union has around 85 student clubs and societies, which are a great way to get involved in university life and make new friends. The societies cover a wide range of academic, cultural, political and religious interests, while there are clubs for most sports from martial arts to basketball.

For more information, visit:  
[www.culsu.co.uk](http://www.culsu.co.uk)

## Living costs

The amount you will need to live on as a student will depend on your particular circumstances. However, you should make sure that your budget allows for your tuition fees, flights, accommodation, food, heating, travel, clothes, books and personal items. As a rough guide you should expect to spend between £9,000 and £12,000 a year, excluding fees.

"I have met and made friends with students from all around the world. I was provided with a good opportunity to learn about different cultures."

Man Ho Chan, Hong Kong



See student life at INTO on Instagram:  
[www.instagram.com/intocityunilondon](https://www.instagram.com/intocityunilondon)

85

student clubs and societies  
to get involved in



"I now feel comfortable in how to approach tasks while taking responsibility for my learning."

Francisco Tello, Argentina



# A day in the life

International Foundation student Francisco Tello from Argentina talks about a typical day at INTO City University London.

## Morning

### 6.30am

My alarm song is spreading through my room to wake me up. It's time to go to the gym for a quick work out or run along the River Thames before I start the day. Running next to the Thames is how I know that I'm in London and I get positive energy from the city early in the morning.

### 8.30am

I live close to London Bridge. I walk to the Centre, it only takes 30 minutes. I cross London Bridge over the River Thames, where I enjoy walking and looking at London's landmarks every morning. When I get near the Centre, I grab a coffee from a local shop to help start my day.

### 9.30am

Classes start. In my course, I have seminars, group discussions and lectures during the week. I feel more relaxed when I am in the lectures, which generally last for two hours. In the seminars we practise what we have learned which gives me the chance to discuss more thoroughly with my teacher. I generally have many questions, so this is the time I make sure I am going in the right direction. Through my class I learn what is required of me and how the work should be approached in order to adapt in a supportive environment before I go to City University London.

## Afternoon

### 1.00pm

My course is International Foundation in Engineering and Mathematics. I enjoy studying physics as we learn about key physical concepts such as dynamics and electromagnetism, which are very important in Engineering. Another favourite is mathematics, where we cover lots of different topics, from calculus to vectors. Seminars are very important as we're able to practise solving different mathematical problems. We also study English for Academic Purposes and the most up-to-date Study Skills to help take responsibility for my own learning.

### 2.00pm

Lunchtime - my favourite time of the day! In terms of restaurant options, I'm really lucky to study in our Centre as we've got everything here! I usually walk three minutes to Spitalfields Market. Sometimes, I go to Petticoat Lane Market to grab a snack as it is very handy and cheap. Both markets have a variety of very reasonably priced international food options. After lunch, I often walk from Brick Lane to Shoreditch and take advantage of the unique vintage shops, stylish coffee shops and restaurants as well as feeling the East London artistic vibe. I enjoy walking around after lunch and there is always something new to see in this area. Walking from The Gherkin to Tower Bridge is one of my favourite walks to take.

### 3.00pm

After lunch, we usually have more lectures and seminars. Doing practical lessons while studying academic English with study skills at the same time has helped build my confidence in class and develop skills to participate in seminar discussions and give academic presentations. I now feel comfortable in how to structure and approach tasks while taking on responsibility for my own learning.

## Evening

### 5.00pm

After class, it is time to relax before working on assignments. I sometimes go to the park or the gym; there are lots of places available to do any sport or exercise if you are interested. You can also get involved in lots of different sports teams or societies organised by the City University London Students' Union.

### 6.30pm

After a break, if I need to do some more work in the Learning Resource Centre I stay at the Centre, otherwise I will go home or play football with my friends. After the game, I invite my friend who is an excellent cook back for dinner. I enjoy having dinner with my friends and this is my second favourite time of the day!

### 8.00pm

Assignments and essays are waiting for me. I regularly have to write up lab reports on experiments carried out in the Centre or at City University London. I try to finish my assignments during the week so I can explore London at the weekend. There is so much going on here: free galleries, gigs, bars, restaurants, football matches and other spectacular places that are open to everyone. My friends and I try to go to a different place every weekend. This weekend we are going to watch a musical which I love doing and always look forward to!

### 11.30pm

Sleep time!





“The Student Services team is here to help with anything you need to help you settle into your new life in London. The hub of the INTO Centre is the Welcome Desk where you will receive a warm and friendly welcome from the team.”

Madonna Charalampidi, Head of Student Services



Airport pickup service from the airport to your accommodation



# Student support

You are about to embark on a life-changing journey and we will be there to help you every step of the way. Whether you need support with your application, essential information to prepare for your arrival, or help with settling in to student life, our support services will ensure that you can concentrate on your studies and achieve your academic goals.

## Applications

Your first point of contact is likely to be with one of INTO's education counsellors in your home country. Always happy to help, they recognise the importance of the choices and have in-depth knowledge of the INTO Centre, the University and the courses on offer. They will gladly answer any questions and assist you with the application process.

For further information see page 64.

## Students who are under the age of 18

Before the Centre accepts a student younger than 18 years of age, parents must sign a consent form agreeing the outlines of the INTO Under 18 Policy. Relevant forms will be sent to parents and the student with confirmation documents. No student will be accepted at the Centre without completing and returning these forms before the start of the course.

A copy of INTO's Under 18 Policy is available on request.

## Coming to the UK

Once an offer has been accepted, a pre-departure guide containing practical information will be sent out to help prepare you for travelling to the UK, arrival in London and course enrolment.

The guide is also available as a mobile app.

Download the pre-departure guide:

[www.intohigher.com/city/pdg](http://www.intohigher.com/city/pdg)

## Airport pickup service

An airport pickup service from Heathrow, Gatwick and Stansted is available for an additional charge.

## Pastoral care

INTO is dedicated to ensuring total safety and support for students. On arrival, the Student Services team will provide guidance on settling in to student life in London and will remain the first point of contact throughout and for any non-academic issues.

Support services offered include:

- a comprehensive orientation programme during your first week
- 24-hour emergency telephone number
- Language Advisers who can help students with a low level of English to communicate
- Residential Assistants within student residences
- visa and immigration support, including workshops and individual appointments
- support for students with disabilities
- student clubs and social programmes.

## Monitored attendance

Good attendance is key to academic success. INTO City University London expects students to attend all academic sessions. Student attendance is monitored carefully and where attendance is not satisfactory, the Centre has an absence procedure.

The Centre has an additional obligation to report to UK Visas and Immigration any changes that may affect the terms of an international student's visa, including absence from the programme.

## University support services

As well as the support offered by the Centre, you will also have free access to the University's student support services. The Student Centre can offer you information and advice on a whole range of matters, including accommodation, financial support, counselling and the careers service.

For more information visit:

[www.city.ac.uk/studentcentre](http://www.city.ac.uk/studentcentre)

The University's Academic Learning Support service is designed to give extra help with study skills, including understanding how you learn, revision techniques, how to make the most of your tutorial feedback, improving your note taking and developing your academic writing.

For more information, visit:

[www.city.ac.uk/studentcentre](http://www.city.ac.uk/studentcentre)

Dedicated student support services, available 24/7



Download the pre-departure guide app:  
[www.intohigher.com/city/app](http://www.intohigher.com/city/app)

▼ On-site laundry facilities, Scape East



▼ Scape East



▲ The Craft Building



View our accommodation options:  
[www.intohigher.com/city/accommodation](http://www.intohigher.com/city/accommodation)



# Accommodation

As a student at INTO City University London you can choose from a variety of accommodation options, including student residences within easy reach of the Centre, or carefully selected homestay accommodation.

## Scape East

Scape East at Mile End is a new premium student residence conveniently located just two underground stations away from the INTO City University London Centre in the vibrant East End of London.

The accommodation is offered on a self-catered basis. You will live alongside other international and UK students in sleek, self-contained flats. Every room benefits from modern design with space-saving storage, large windows to let in natural light, a luxurious en suite bathroom with an oversized power shower, and an integrated kitchen.

Communal areas and organised activities make it easy to socialise, while individual bedrooms ensure privacy when studying. There are also dedicated quiet areas if you want to study away from your room, and Wi-Fi is available throughout.

With a 24-hour reception, as well as CCTV, you will be completely cared for during your stay. Your everyday essentials are taken care of with laundry facilities, secure bicycle storage, a gym, two enticing cafés as well as a take-away option, all available in the accommodation.

## The Craft Building

The Craft Building is a newly refurbished residence in Zone 1 and is conveniently located near to Aldgate East and Whitechapel underground stations. It is two minutes' walk from Brick Lane and very close to Spitalfields market, which means that you have an array of shopping and entertainment options right on your doorstep. The INTO City University London Centre is just 10 minutes' walk from the Craft Building.

All rooms are of a high standard and offer the choice of either premium en suite or classic en suite rooms, which are offered in clusters of eight and share generous and well-equipped kitchens.

## Homestay

Homestay accommodation provides you with a 'home-away-from-home'. We offer a variety of homestay options ranging from bed and breakfast to self-catering, with locations throughout London.

This is a unique opportunity to live and experience British life and culture first-hand. You will share mealtimes (both breakfast only and half-board options available) and all other facilities that you need, including the communal bathroom and laundry facilities.

Homestay accommodation is great for younger students or for those who wish to practise their conversational English, and can also offer great peace of mind for parents. With years of experience, our hosts will help you to adjust and settle in to your new environment with ease.

For accommodation prices, please see the dates and prices section on page 70.

Other accommodation options may become available closer to the course commencement dates. Please refer to the INTO City University London website for further details:

[www.intohigher.com/city/accommodation](http://www.intohigher.com/city/accommodation)

Cutting-edge fashion boutiques, independent art galleries and some of London's best food markets on your doorstep



Centrally located residences with Wi-Fi



elcome

A range of academic programmes to prepare you for university success

The highest teaching standards from experienced professionals

# About our courses





Flexible English language  
courses, with both year-round  
and summer options

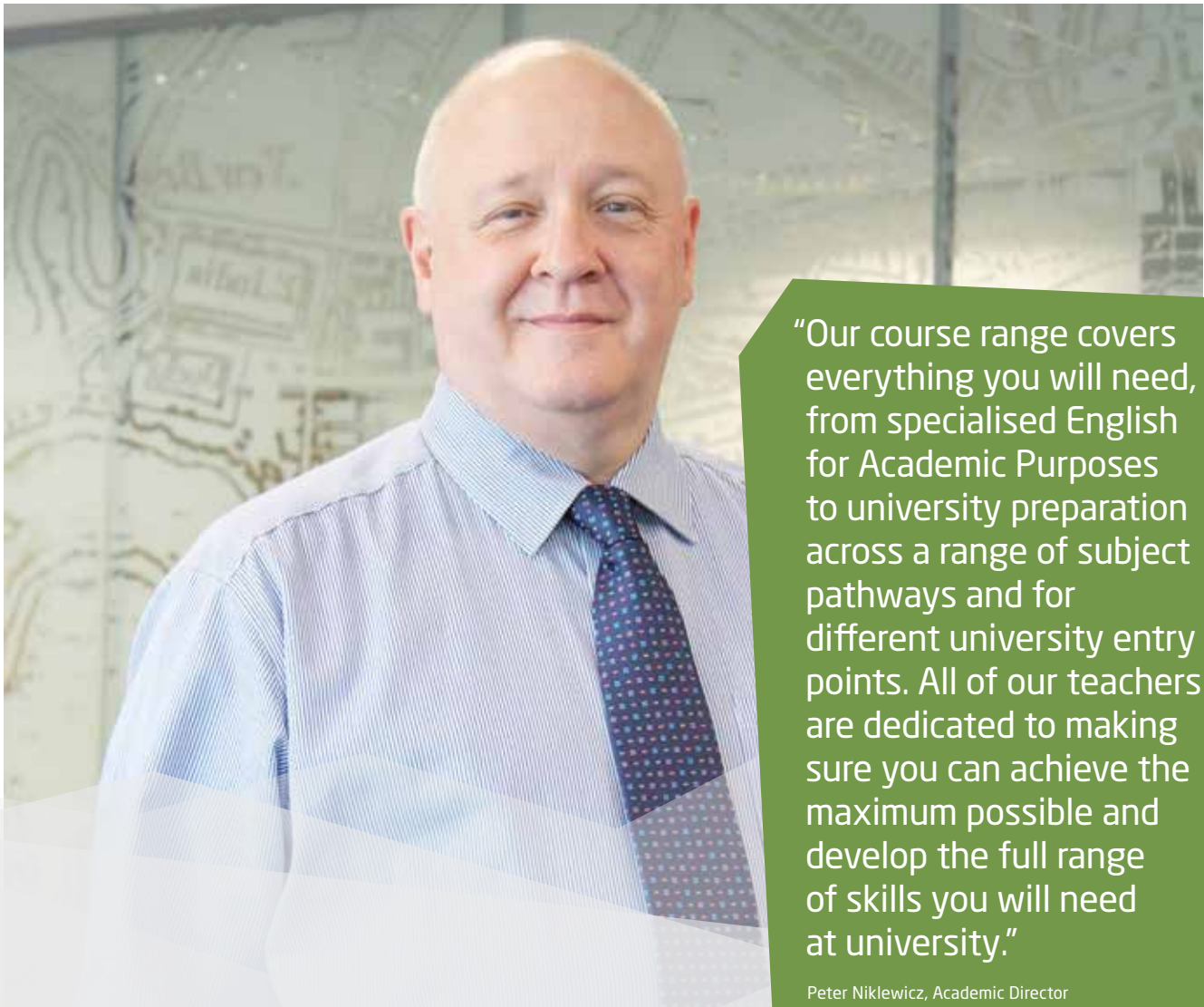


# Choosing your course

INTO City University London offers a wide range of academic programmes designed specifically for international students. The courses help to prepare you for entry to City University London and adapt to living and studying in a UK university environment.

INTO course	Start dates	English language requirements*	Length	Progression options
International Foundation	March, July, September and January	From IELTS 5.0 to IELTS 6.0 depending on course length	2, 3 or 4 terms	Year 1 undergraduate degree
Graduate Diploma	September and January	IELTS 5.5 (with a minimum of 5.5 in all subskills)	3 terms	Master's degree
English for University Study	September, January, April and July	From IELTS 3.0 (with a minimum of 3.0 in writing)	Minimum of one term	Any INTO academic programme or University degree
Pre-sessional English	June, July and August	From IELTS 5.0 to IELTS 7.0 depending on course length and destination degree	4, 6, 8 or 12 weeks	University degree

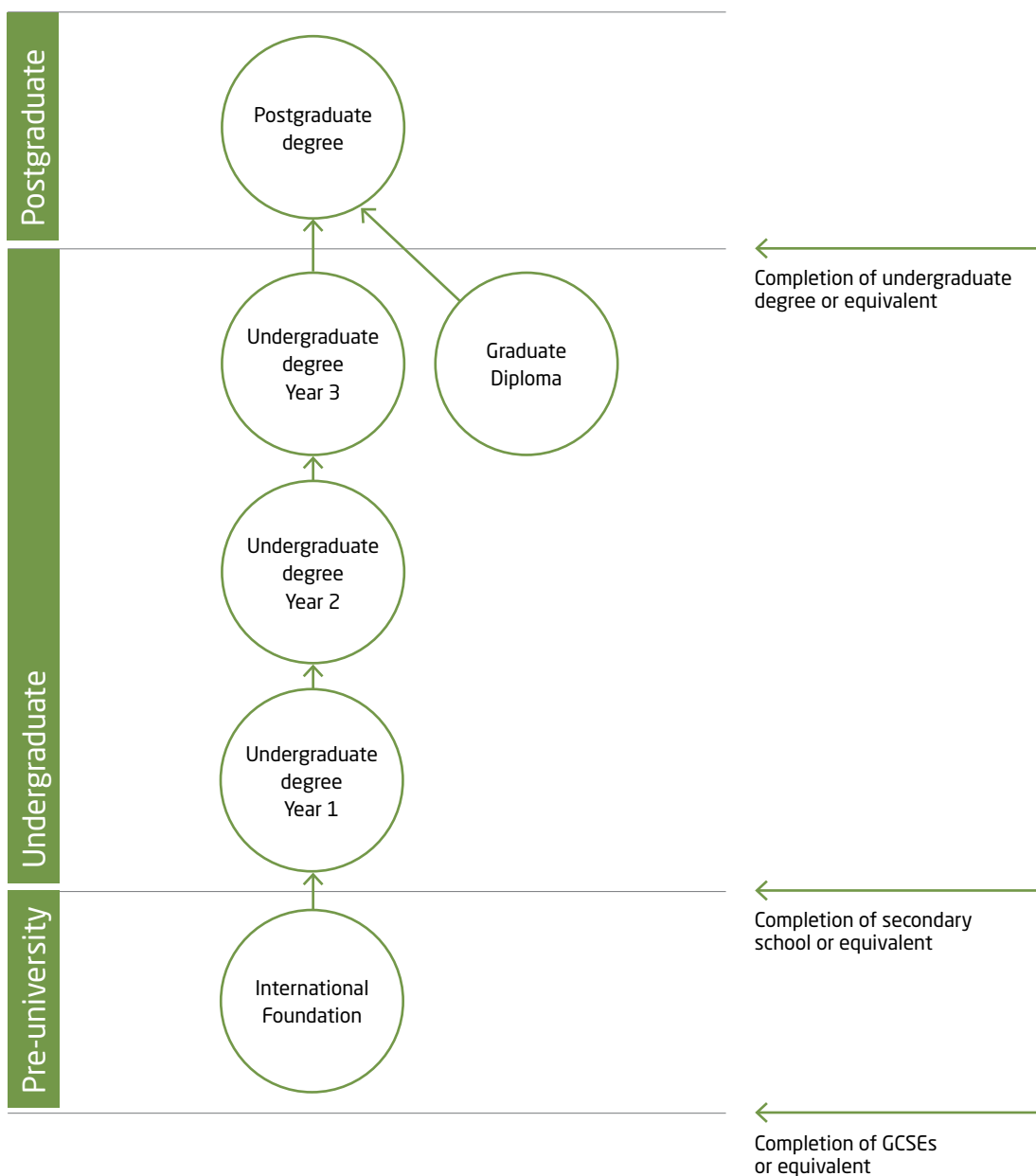
\* The above information is only a guide. Depending on the course, in addition to meeting the overall IELTS requirement you may need to achieve specific scores in specified subskills. Please see the relevant course page for full details.



"Our course range covers everything you will need, from specialised English for Academic Purposes to university preparation across a range of subject pathways and for different university entry points. All of our teachers are dedicated to making sure you can achieve the maximum possible and develop the full range of skills you will need at university."

Peter Niklewicz, Academic Director

Whatever your academic ambitions, our university-accredited preparation programmes will help you to make the transition to the British education system and progress to your chosen degree at City University London. If you do not meet the minimum English language requirements, we offer a range of English language courses to prepare you for university study.



# International Foundation

The International Foundation prepares you for direct entry to Year 1 of an undergraduate degree course at City University London. The programme has two broad pathways in Business, Humanities and Social Sciences; and Engineering, Computer Science and Mathematics.

### What is the International Foundation?

The International Foundation combines academic study, intensive English language preparation, study skills and cultural orientation – all that is needed for university success.

### What is special about the International Foundation?

- Students enrolled on the course gain full university status.
- A quality-assured, university-validated programme.
- A conditional offer of a place on the first year of a relevant undergraduate degree at City University London.
- Guaranteed progression to your chosen university degree, subject to meeting the specified entry requirements.
- Professional support and guidance with university applications.
- Multiple start dates.
- The highest level of pastoral care and support.
- A dedicated Study Centre with access to University facilities.

### What if I do not meet the minimum English language requirements?

Lasting four terms, the Extended Foundation programme incorporates a term of intensive English language tuition at the beginning of the course, allowing you to begin your course and improve your English to a level appropriate for academic study. You will be required to pass the initial English language component before progressing to the next stage of the programme. Examples of the combined programme are set out below.

If you need to study more than one term of English in order to reach the level necessary for academic study, you should apply for English for University Study. Please see page 56 for course details.

### How is the programme validated?

It is validated and quality-assured by City University London. Successful completion leads to the award of the City University London International Foundation Certificate (National Qualification Framework Level 3), which is welcomed as an entry qualification both at City University London and many other highly-ranked UK universities.

### Assured progression to City University London

If you successfully complete the International Foundation, subject to achieving the specified grades for progression to your chosen degree, you will be able to join Year 1 of a wide range of undergraduate courses at City University London, as well as at other leading UK universities.

For further details about the individual progression grades required for assured progression to City University London, please refer to pages 38 and 39.

### Recommended study plan and progression route

2015												2016												2017					
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB				
IELTS 5.5 EUS	IELTS 6.0 International Foundation programme (2 term)*																							Undergraduate degree Year 1					
IELTS 4.5 EUS				IELTS 5.0 Extended Foundation programme (4 term)																							Undergraduate degree Year 1		
IELTS 4.5 EUS						IELTS 5.0 Extended Foundation programme (4 term)																							Undergraduate degree Year 1
IELTS 5.0 EUS						IELTS 5.5 International Foundation programme (3 term)																							Undergraduate degree Year 1
IELTS 5.0 EUS						IELTS 5.5 International Foundation programme (3 term)																							Undergraduate degree Year 1
IELTS 5.5 EUS						IELTS 6.0 International Foundation programme (2 term)*																							Undergraduate degree Year 1

EUS: English for University Study

\* Business and Economics with Accounting pathway only.



### Excellent choice of undergraduate degree subjects

City University London teaches more than 50 courses of study, including degrees in popular subject areas such as business, computing, economics, international politics, journalism, law, music, risk management, psychology, sociology, mathematical sciences and a variety of engineering disciplines.

### Assessment

Grades from the International Foundation do not count towards your final degree, but help the University determine whether you meet the specified progression grades for direct entry to your chosen degree programme.

Assessment is both formal and informal. Informally you will receive advice and feedback throughout your programme from your teachers. You will also be assessed by a combination of examinations at the end of each semester, and coursework which may include written assignments, reports, practical exercises, group and individual research projects, presentations and problem-solving exercises. Classes are a mixture of lectures, tutorials and individual work.

### Academic guidance

You will receive support from your tutor on personal and academic issues, including advice on your studies and career plans. We also have an International Progressions Officer and a UCAS Co-ordinator, who will provide you with information on City University London and arrange visits to your academic school, so that you can learn more about your chosen degree.

### Digital learning

The International Foundation programme at INTO City University London is taught mostly through the use of tablet computers (such as the iPad) to enhance the classroom experience through digital learning. You will have access to your textbooks and learning materials at all times, and we provide extensive online support for your individual language development needs and further learning.

We also believe in the importance of equipping you for your future career, and many of the tasks you will be completing aim to help develop your digital media skills and understanding of the role that web technologies, mobile devices and social media play in 21st-century business.



“INTO gave me everything to understand where I am now at university and where I want to be when I finish. It helped me to understand how to prepare for exams and what to expect from university. Today I approach exams at university more calmly because a year ago I learned how to cope with the amount of material you have to learn.”

Demin Maksim, Russia

# International Foundation

## Business, Humanities and Social Sciences

The programme provides subject-specific modules that relate to the academic content of your chosen undergraduate degree. All students complete core modules, including modules in Academic English and Mathematics. Individual degree programmes also stipulate specific modules that you must study before progression.

### Business and Economics with Society and Culture (BESC) (120 credits)

Core modules	Specialist modules
Academic English (40 credits)	Economics (20 credits)
Foundation Mathematics (20 credits)	Introduction to the Study of Business (20 credits)
<b>or</b>	Society and Culture (20 credits)
Foundation Mathematics for Economics* (20 credits)	

See pages 40-42 for descriptions of core and specialist modules for this pathway.

#### Leading to undergraduate studies in:

Criminology; Criminology and Sociology; Cultural and Creative Industries; Economics; Economics with Accounting; Financial Economics; International Politics; International Politics and Sociology; International Political Economy; Media Studies and Sociology; Journalism; Psychology; Sociology; and Sociology with Psychology

### Business and Economics with Accounting (BEA) (120 credits)

Core modules	Specialist modules
Academic English (40 credits)	Economics (20 credits)
Foundation Mathematics (20 credits)	Introduction to the Study of Accounting (20 credits)
<b>or</b>	Introduction to the Study of Business (20 credits)
Foundation Mathematics for Economics* (20 credits)	

See pages 40-42 for descriptions of core and specialist modules for this pathway.

#### Leading to undergraduate studies in:

Accountancy and Finance (Cass); Banking and International Finance (Cass); Business Studies (Cass); Economics; Economics with Accounting; Financial Economics (not available for March start date); Investment and Financial Risk Management (Cass); and Management (Cass).

\* This module is compulsory for students intending to study Financial Economics at the School of Arts and Social Sciences, City University London.

### Key course facts

#### Start dates

March, July, September and January

#### Programme length

2 terms or approximately 6 months\*\*  
3 terms or approximately 9 months  
4 terms or approximately 12 months

#### Age requirement

17 years and above†

#### Academic entry requirement

Completion of 12 years of schooling (or local equivalent to meet the same standard) with good grades.

#### English language entry requirement

2-term programme: IELTS 6.0 (with a minimum of 5.5 in writing) or equivalent

3-term programme: IELTS 5.5 (with a minimum of 5.0 in writing) or equivalent

4-term programme: IELTS 5.0 (with a minimum of 4.5 in writing) or equivalent

The Centre accepts other Secure English Language Tests (SELT) including Pearson PTE.

If you are progressing to a degree programme in Law, Journalism or Health you will need a higher level of English for entry to City University London.

If you do not meet the minimum English language level you should apply for English for University Study. Please see page 56 for course details.

For further guidance please check with the INTO Admissions Office or your education counsellor.

\*\*Business and Economics with Accounting pathway only.

† All students commencing courses on a published September start date must be 17 years old by 31 December of that calendar year. For all other start dates, students must be 17 years old on the published start date of the course.



For course dates and prices, see page 70

**Humanities and Law (HL) (120 credits)**

Core modules	Specialist modules
Academic English (40 credits)	International and Development Studies (20 credits)
Foundation Mathematics (20 credits)	Law (20 credits)
	Society and Culture (20 credits)

See pages 40–42 for descriptions of core and specialist modules for this pathway.

**Leading to undergraduate studies in:**

Criminology; Criminology and Sociology; Cultural and Creative Industries; International Politics; International Politics and Sociology; International Political Economy; Journalism; Law; Media Studies and Sociology; Psychology; Sociology; Sociology with Psychology; and Speech and Language Science.



“The International Foundation has given me confidence and enhanced my skills to enter a competitive university course and succeed. I realise now that I couldn’t have gone on to a degree course without doing the foundation first. It has been the best experience and preparation.”

Micaela Kolischer, Uruguay



# International Foundation

## Engineering, Computer Science and Mathematics

The programme provides subject-specific modules that relate to the academic content of your chosen undergraduate degree, and includes a core module in Academic English. Individual degree programmes also stipulate specific modules that you must study before progression.

### Computer Science (CS) (120 credits)

Core modules	Specialist modules
Academic English (40 credits)	Advanced Mathematics (10 credits) Applied Computing for Business (20 credits) Foundation Computing (20 credits) Foundation Physics (15 credits) Mathematics for Science and Computing (15 credits)

See pages 40-42 for descriptions of core and specialist modules for this pathway.

#### Leading to undergraduate studies in:

Business Computing Systems; Computer Science; and Computer Science with Games Technology.

### Engineering and Mathematics (EM) (120 credits)

Core modules	Specialist modules
Academic English (40 credits)	Advanced Mathematics (10 credits) Engineering Science (20 credits) Foundation Computing (20 credits) Foundation Physics (15 credits) Mathematics for Science and Computing (15 credits)

See pages 40-42 for descriptions of core and specialist modules for this pathway.

#### Leading to undergraduate studies in:

Aeronautical Engineering; Air Transport Engineering; Automotive and Motorsport Engineering; Biomedical Engineering; Business Computing Systems; Civil Engineering; Civil Engineering with Architecture; Computer Science; Computer Science with Games Technology; Computer Systems Engineering; Electrical and Electronic Engineering; Energy Engineering; Engineering with Management and Entrepreneurship; Mathematical Science; Mathematical Science with Computer Science; Mathematical Science with Finance and Economics; Mathematical Science with Statistics; Mathematics and Finance; Mechanical Engineering; and Telecommunications.

#### Key course facts

##### Start dates

July, September and January

##### Programme length

3 terms or approximately 9 months  
4 terms or approximately 12 months

##### Age requirement

17 years and above\*

##### Academic entry requirement

Completion of 12 years of schooling (or local equivalent to meet the same standard) with good grades.

##### English language entry requirement

3-term programme: IELTS 5.5 (with a minimum of 5.0 in writing) or equivalent

4-term programme: IELTS 5.0 (with a minimum of 4.5 in writing) or equivalent

The Centre accepts other Secure English Language Tests (SELT) including Pearson PTE.

If you do not meet the minimum English language level you should apply for English for University Study. Please see page 56 for course details.

For further guidance please check with the INTO Admissions Office or your education counsellor.

\* All students commencing courses on a published September start date must be 17 years old by 31 December of that calendar year. For all other start dates, students must be 17 years old on the published start date of the course.



For course dates and prices, see page 70



"I have grown as a student and a person during my time here, it has been a life-changing experience. I cannot imagine myself going to university without the support that I received at INTO. The teachers are keen to help you through your adaptation to the British education system, making it easier and enjoyable to adapt to a different culture and way of teaching."

Caroliny Grillo De Mello, Brazil

### International Foundation progression grades

The following pages provide detailed information about which modules you need to study and what grades you need to be guaranteed a place on your chosen undergraduate degree programme at City University London.

Degree programme	Award	Foundation pathway	English/ Study Skills requirements	IELTS equivalency	Specific requirements	Overall grade
<b>Pathway in Business, Humanities and Social Sciences</b>						
<b>Arts</b>						
Cultural and Creative Industries	BA	BESC / HL	65%	IELTS 6.5	A broad range of subjects is acceptable, but some previous familiarity with arts, humanities or social science subjects may be desirable	65%
<b>Business and Management - offered by Cass Business School</b>						
Accounting and Finance*	BSc	BEA	65% (with a minimum of 60% in all subskills)	IELTS 6.5 (with a minimum of 6.0 in all subskills)	75% Maths and 65% minimum in all other modules**	75%
Banking and International Finance	BSc	BEA	65% (with a minimum of 60% in all subskills)	IELTS 6.5 (with a minimum of 6.0 in all subskills)	70% Maths and 65% minimum in all other modules	75%
Business Studies	BSc	BEA	65% (with a minimum of 60% in all subskills)	IELTS 6.5 (with a minimum of 6.0 in all subskills)	70% Maths and 65% minimum in all other modules	75%
Investment and Financial Risk Management	BSc	BEA	65% (with a minimum of 60% in all subskills)	IELTS 6.5 (with a minimum of 6.0 in all subskills)	70% Maths and 65% minimum in all other modules	75%
Management	BSc	BEA	65% (with a minimum of 60% in all subskills)	IELTS 6.5 (with a minimum of 6.0 in all subskills)	70% Maths and 65% minimum in all other modules	75%
<b>Economics</b>						
Economics	BSc	BEA/BESC	65%	IELTS 6.5	A minimum of 70% in Foundation Maths <b>or</b> Foundation Mathematics for Economics	70%
Economics with Accounting	BSc	BEA/BESC	65%	IELTS 6.5	A minimum of 70% in Foundation Maths <b>or</b> Foundation Mathematics for Economics	70%
Financial Economics	BSc	BEA/BESC	65%	IELTS 6.5	A minimum of 70% in Foundation Mathematics for Economics**	70%
<b>Health</b>						
Speech and Language Science	BSc	BESC/HL	70%	IELTS 6.5	Successful completion of all modules	70%
<b>Journalism</b>						
Journalism	BA	BESC / HL	70%	IELTS 7.0	A broad range of subjects is acceptable, but some previous familiarity with arts, humanities or social science subjects may be desirable	75%
<b>Law</b>						
Law	LLB	HL	70%	IELTS 7.0	A broad range of subjects is acceptable, but some previous familiarity with arts, humanities or social science subjects may be desirable	70%
<b>Social Sciences</b>						
Criminology	BSc	BESC/HL	65%	IELTS 6.5	Successful completion of all modules	70%
Criminology and Sociology	BSc	BESC/HL	65%	IELTS 6.5	Successful completion of all modules	65%
International Political Economy	BSc	BESC/HL	65%	IELTS 6.5	Successful completion of all modules	65%
International Politics	BSc	BESC/HL	65%	IELTS 6.5	Successful completion of all modules	65%
International Politics and Sociology	BSc	BESC/HL	65%	IELTS 6.5	Successful completion of all modules	65%
Media Studies and Sociology	BSc	BESC/HL	65%	IELTS 6.5	Successful completion of all modules	65%
Psychology	BSc	BESC/HL	65%	IELTS 6.5	Successful completion of all modules	75%
Sociology	BSc	BESC/HL	65%	IELTS 6.5	Successful completion of all modules	65%
Sociology with Psychology	BSc	BESC/HL	65%	IELTS 6.5	Successful completion of all modules	65%

\* Limited places.

\*\*Progression from the 2-term Foundation pathway is not possible.



Degree programme	Award	Foundation pathway	English/ Study Skills requirements	IELTS equivalency	Specific requirements	Overall grade
<b>Pathway in Engineering, Computer Science and Mathematics</b>						
<b>Engineering</b>						
Aeronautical Engineering	BEng	EM	60% (with a minimum of 60% in writing)	IELTS 6.0 (with a minimum of 6.0 in writing)	Mathematics for Science and Computing (65%)	65%
Air Transport Engineering	BEng	EM	60% (with a minimum of 60% in writing)	IELTS 6.0 (with a minimum of 6.0 in writing)	Mathematics for Science and Computing (65%)	65%
Automotive and Motorsport Engineering	BEng	EM	60%	IELTS 6.0	Mathematics for Science and Computing (65%)	65%
Biomedical Engineering	BEng	EM	60%	IELTS 6.0	Mathematics for Science and Computing (65%)	65%
Civil Engineering	BEng	EM	60%	IELTS 6.0	Mathematics for Science and Computing (65%)	65%
Civil Engineering with Architecture	BEng	EM	60%	IELTS 6.0	Mathematics for Science and Computing (65%)	65%
Computer Systems Engineering	BEng	EM	60%	IELTS 6.0	Mathematics for Science and Computing (65%)	65%
Electrical and Electronic Engineering	BEng	EM	60%	IELTS 6.0	Mathematics for Science and Computing (65%)	65%
Energy Engineering	BEng	EM	60%	IELTS 6.0	Mathematics for Science and Computing (65%)	65%
Engineering with Management and Entrepreneurship	BEng	EM	60%	IELTS 6.0	Mathematics for Science and Computing (65%)	65%
Mechanical Engineering	BEng	EM	60%	IELTS 6.0	Mathematics for Science and Computing (65%)	65%
Telecommunications	BEng	EM	60%	IELTS 6.0	Mathematics for Science and Computing (65%)	65%
<b>Informatics</b>						
Business Computing Systems	BSc	CS/EM	60%	IELTS 6.0	Mathematics for Science and Computing (65%) <b>and</b> Foundation Computing (50%)	65%
Computer Science	BSc	CS/EM	60%	IELTS 6.0	Mathematics for Science and Computing (65%) <b>and</b> Foundation Computing (50%)	65%
Computer Science with Artificial Intelligence	BSc	CS/EM	60%	IELTS 6.0	Mathematics for Science and Computing (65%) <b>and</b> Foundation Computing (50%) <b>or</b> Foundation Mathematics (50%) <b>and</b> Foundation Computing (50%)	65%
Computer Science with Games Technology	BSc	CS/EM	60%	IELTS 6.0	Mathematics for Science and Computing (65%) <b>and</b> Foundation Computing (50%)	65%
Information Systems	BSc	CS/EM	60%	IELTS 6.0	Mathematics for Science and Computing (65%) <b>and</b> Foundation Computing (50%)	65%
<b>Mathematics</b>						
Mathematical Science	BSc	EM	60%	IELTS 6.0	Mathematics for Science and Computing (70%) <b>and</b> Foundation Computing (50%)	65%
Mathematical Science with Computer Science	BSc	EM	60%	IELTS 6.0	Mathematics for Science and Computing (70%) <b>and</b> Foundation Computing (50%)	65%
Mathematical Science with Finance and Economics	BSc	EM	60%	IELTS 6.0	Mathematics for Science and Computing (70%) <b>and</b> Foundation Computing (50%)	65%
Mathematical Science with Statistics	BSc	EM	60%	IELTS 6.0	Mathematics for Science and Computing (70%) <b>and</b> Foundation Computing (50%)	65%
Mathematics and Finance	BSc	EM	60%	IELTS 6.0	Mathematics for Science and Computing (70%) <b>and</b> Foundation Computing (50%)	65%

**International Foundation pathway key:**

BEA: Business and Economics with Accounting

BESC: Business and Economics with Society and Culture

HL: Humanities and Law

CS: Computer Science

EM: Engineering and Mathematics

### Module descriptions

Detailed descriptions of the core and specialist modules for the International Foundation pathways are set out below.

#### Academic English

This module introduces you to academic conventions in UK universities by developing your skills in academic reading, writing, listening and speaking. The content of the course is largely subject related, enabling you to develop your knowledge of academic and subject-related vocabulary. By doing practical tasks, you will develop the skills to read and interpret academic texts, and carry out research for and write academic assignments. You will also learn to reference and avoid plagiarism. Additionally, you will develop your listening and note-taking skills. Extensive group work will help you gain the confidence and skills to participate in seminar discussions and give academic presentations.

#### Advanced Mathematics

This module provides an understanding of a number of topics, including: counting techniques; concepts of arithmetic and geometric series; vectors; complex numbers and their algebra; trigonometric and transcendental functions; linear algebra and numerical methods for solving equations.

#### Applied Computing for Business

This module aims to give you an understanding of the role of ICT within both working and leisure environments, and the way that the internet has influenced business. You will investigate the role of ICT in various work disciplines and the use and organisation of data.

The module will also introduce a range of software design and development ideas and technologies, as well as providing experience of web programming.

#### Economics

The main aims of this unit are to introduce students to thinking like an economist, to make them familiar with key terminology used in economics and to provide an introduction to the main theoretical models and concepts used in economics. Emphasis is placed on the application of economic theory to real-world business situations.

#### Engineering Science

This module introduces the fundamental principles of fluids and mechanics and describes how these can be applied in the engineering field. Students will study a wide range of topics such as fluid mechanics, dynamics and circular motion. In addition, students will carry out a number of laboratory sessions to develop the key skills required for further study in engineering.

#### Foundation Computing

This module aims to provide you with an overview of the systems and software development process; an understanding of programming paradigms and techniques; knowledge of the main components of a computer programming environment and programming constructs; and an understanding of testing, verification and reproducibility of behaviour in computer systems.

You will also study the ways in which data can be stored and used; how circuits can be produced; various modes of data processing; networking and data communications; the internal workings of the computer; and a range of operating systems and their uses.

#### Foundation Mathematics

This module covers key mathematical concepts and notations, including manipulation of numerical and algebraic expressions; techniques for polynomial root-finding; coordinate geometry; trigonometry; differential and integral calculus; basic techniques of statistics and ideas of probability.

#### Foundation Mathematics for Economics

The objectives of this module are to introduce and develop your knowledge and skills in the following areas: linear, quadratic and cubic equations; limits, continuity and inequalities; calculus and multivariate calculus; compound growth; exponential functions and logarithms; continuous growth and natural exponential functions; derivatives of exponential and logarithmic functions; constrained maxima and minima; integration; matrix algebra; probability and data analysis.

This module is compulsory for students who wish to study Financial Economics at the School of Arts and Social Sciences at City University London, and will equip students with the necessary skills for applying key mathematical skills to economics in preparation for undergraduate study.

#### Foundation Physics

This module introduces the fundamental principles of physics. You will study a wide range of topics in order to develop key skills required for further study in the physical sciences, including key physical quantities; kinematics; forces and collisions; waves; electricity; radioactivity and the nucleus; and work, energy and power.



"INTO City really helped me to progress to City University in terms of academic skills. INTO City is a kind of bridge between school and university - it's your responsibility to study well, to do all assignments on time and to read books, because your future success depends upon it."

Dina Zhakipbayeva, Kazakhstan

**2012**  
Arrived at INTO City University London

**2013**  
Completed International Foundation

**2014**  
Progressed to Financial Economics at City University London



**International and Development Studies**

This module provides a foundation in the field of international relations and international development. It introduces theoretical perspectives and examines recent history and current trends in world development. It also covers in some detail the evolving structure and role of international institutions, such as the United Nations. You will also study key issues relating to international development, including case studies of countries such as India and China.

**Introduction to the Study of Accounting**

The introductory module covers financial and management accounting, including social and environmental accounting. It demonstrates some of the basic accounting concepts and procedures used in the preparation of financial statements. It also demonstrates some of the major techniques used in management accounting - so as to develop an appreciation of the role of management accounting in organisational planning, control, decision making and performance evaluation.

**Introduction to the Study of Business**

This module provides a basic understanding of business and management for those students who aim to undertake an undergraduate degree involving the study of business. The module includes the following themes: models of management; the business environment; managing people; leadership; corporate social responsibility; human resource management; corporate strategy; marketing; organisational structure; and managing operations.

**Law**

The main principles and structure of English law are introduced in this module. In order to understand the background of the legal system you will study the principles of the constitution, including parliamentary sovereignty and the rule of law. You will also study various aspects of the legal system, including the legislative system, common law, statutory interpretation and judicial precedent, civil and criminal proceedings and the hierarchy of the courts.

**Mathematics for Science and Computing**

This module will provide you with an understanding of the key mathematical topics relevant to science and computing, including: trigonometry; differential and integral calculus; logarithms; coordinate geometry; statistical concepts and methods; and applications of probability.

**Society and Culture**

This module introduces the basic concepts of society, socialisation and culture. Topics covered include race and ethnicity; gender and sexuality; religion; and the mass media. You will also examine contemporary culture - covering issues related to consumption, popular culture and the influence of globalisation.



“INTO helps with the transition of moving, and people are very welcoming. That is one of the things I love most about the Centre - the helpful atmosphere. The programme modules are very similar to what I did at City in my first year. It gives you an advantage over other people.”

Aseel Mustafa, Sudan

# Graduate Diploma

The Graduate Diploma provides international students who do not qualify for direct entry to university with a pathway into a wide range of postgraduate degrees at City University London. There are three pathways: Business Economics, Law and Social Sciences; Journalism; and Science and Engineering.

### What is the Graduate Diploma?

This is a full-time academic programme that prepares you for postgraduate study on selected courses within the City Law School, the School of Arts and Social Sciences, the School of Informatics, the Schools of Engineering and Mathematical Science, and the Department of Journalism at City University London.

The Graduate Diploma will give you the opportunity to:

- improve your language skills in preparation for postgraduate study
- increase your knowledge of academic theory and improve your understanding of key academic subjects
- develop the necessary research skills for postgraduate study
- gain an understanding of the UK education system before entering as a postgraduate.

### Who should apply for the Graduate Diploma?

The Graduate Diploma caters for a variety of international students, offering:

- a conversion course for students without a relevant background intending to focus on a new subject in their Master's programme
- additional English and academic skills for international students with a recognised undergraduate qualification
- a pathway to postgraduate studies for students who wish to return to education after gaining a number of years' work experience, or need to build up knowledge in a relevant field.

### What is special about the Graduate Diploma?

- A quality-assured university programme.
- A conditional offer of a place on a designated postgraduate course.
- World-class facilities in a modern study centre.
- Access to City University London support and facilities.
- Intensive English tuition.
- Small classes for maximum student-teacher interaction.
- Detailed feedback on performance.
- Active learning in your subject with guidance on appropriate study methods.
- Support and guidance with your university application.
- The highest levels of pastoral care and support.

### Recommended study plan and progression route

2015												2016												2017				
APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY			
			IELTS 5.0 EUS																									

EUS: English for University Study

\* IELTS 6.0 for students taking the Law, Publishing, Translating Popular Culture, Health or Journalism pathways.



### How is the programme validated?

Quality assured and designed in partnership with City University London, the Graduate Diploma is the first step towards obtaining a postgraduate degree. Successful completion of the Graduate Diploma leads to the award of the City University London Graduate Diploma, at Level 6 on the National Qualification Framework (NQF).

### What if I do not meet the minimum English language requirements?

If you meet the programme's academic requirements, but do not meet the minimum English language requirements, you can undertake English language preparation before entering the Graduate Diploma. Examples of these study routes are set out in the diagram opposite. Please note, these are only a guide and individual study plans will be drawn up on the basis of your application.

### Graduate Diploma scholarships

There are a number of generous scholarships available for high-achieving students who intend to apply for the Graduate Diploma. Scholarships are available for both September and January intakes.

For full details, please see page 60 or visit our website:

[www.intohigher.com/city/scholarships](http://www.intohigher.com/city/scholarships)

### Key features

#### Programme content

The programme provides grounding in subject content, relevant English language and research skills. You will conduct a research project based on your area of interest.

#### English language support

English is a critical part of this programme and allows you to develop the necessary language competence for successful postgraduate study in the UK. You will cover reading, writing, listening and speaking. The classwork in this module is supported by one-to-one tutorials.

#### Research and study skills

Essential preparation for postgraduate university life, the Research Skills module will help you to develop the necessary skills for postgraduate study by enabling you to work effectively in groups, present ideas in a logical manner, manage your time, take lecture notes, conduct research and prepare an extended piece of writing.

#### Assessment

Grades from the Graduate Diploma do not count towards your degree, but help the University to determine whether you meet the specified progression grades for direct entry to your chosen degree programme.

Assessment is a combination of formal examinations and assessed coursework. You are required to obtain 120 credits to complete the programme successfully. You will also have to carry out an Independent Research Project, which will be assessed by the final written version as well as a presentation.

Your English language and pathway subject progress will be assessed by a combination of examinations and coursework, which may include written assignments, reports, practical exercises, group and individual research projects, presentations and problem-solving exercises.

#### Academic guidance

You will receive guidance on personal and academic issues, including the next steps in your studies and career. We also have an International Progression Officer who will help with your application to the University.

#### Progression to City University London

If you successfully complete the Graduate Diploma, and meet the specified course requirements detailed on pages 50-52 you are guaranteed a place on a Master's course in your area of study at City University London.

# Graduate Diploma

## Business Economics, Law and Social Sciences

The programme provides subject-specific modules that relate to the academic content of your chosen Master's degree. You will complete core modules, including a module in English Language and Communication Skills. Individual degree programmes also stipulate specific modules that you must study before progression.

### Economics (EC)

Core modules	Specialist modules
English Language and Communication Skills (30 credits)	Empirical Enquiry and Critical Thought (20 credits)
Independent Project (20 credits)	Introduction to Economics, Mathematics and Statistics (40 credits)
Research Skills (10 credits)	

See page 54 for descriptions of core and specialist modules for this pathway.

### Leading to Master's or postgraduate studies in:

Business Economics and International Business Economics.

### Informatics (IN)

Core modules	Specialist modules
English Language and Communication Skills (30 credits)	Critical Information Systems (40 credits)*
Independent Project (20 credits)	Empirical Enquiry and Critical Thought (20 credits)
Research Skills (10 credits)	

See page 54 for descriptions of core and specialist modules for this pathway.

### Leading to Master's or postgraduate studies in:

Business Systems Analysis and Design; e-Business Systems; Information Science; and Technology and Library Science.

\*This module is part of the Science and Engineering pathway. See page 54 for module description.

### Key course facts

#### Start dates

September and January

#### Programme length

3 terms or approximately 9 months

#### Class hours

22 hours per week

#### Academic entry requirements

Completion of a minimum of three years of higher education with good grades.

Previous study in a relevant academic discipline or relevant industry experience for specialised Master's courses may be required for admission.

#### English language entry requirement

IELTS 5.5 (with a minimum of 5.5 in all subskills) or equivalent.

IELTS 6.0 (with a minimum of 5.5 in all subskills) for students taking the Law, Publishing, Translating Popular Culture or Health pathways.

The Centre accepts other Secure English Language Tests (SELT) including Pearson PTE.

If you do not meet the minimum English language requirements you should apply for English for University Study. Please see page 56 for course details.

For further guidance, please check with the INTO Admissions Office or your education counsellor.



For course dates and prices, see page 70

**Law (LA)**

Core modules	Specialist modules
English Language and Communication Skills (30 credits)	International Commercial Law (20 credits)
Independent Project (20 credits)	Introduction to English Law (40 credits)
Research Skills (10 credits)	

See page 54 for descriptions of core and specialist modules for this pathway.

**Leading to Master's or postgraduate studies in:**

Civil Litigation and Dispute Resolution; Criminal Litigation; International Commercial Law; and Public International Law.

**Social Sciences and the Arts (SSA)**

Core modules	Specialist modules
English Language and Communication Skills (30 credits)	Empirical Enquiry and Critical Thought (20 credits)
Independent Project (20 credits)	Introduction to Social Sciences (40 credits)
Research Skills (10 credits)	

See page 54 for descriptions of core and specialist modules for this pathway.

**Leading to Master's or postgraduate studies in:**

Clinical Research; Criminology and Criminal Justice; Culture, Policy and Management; Diplomacy and Foreign Policy; Ethnomusicology; Financial Journalism; Global Political Economy; Health Management in Strategic Management and Leadership; Health Policy; Health Services Research; International Communication and Development; International Journalism; International Politics; International Politics and Human Rights; Media and Communications; Political Communication; Publishing/International Publishing; Sociology; and Translating Popular Culture.



"INTO City was helpful in familiarising me with a different education system. Writing my Research Project has been the most impressive experience for me. It was great practice before writing my dissertation on my postgraduate course. Through this, I could be more confident than before."

Jaeyoon Lee, Korea



# Graduate Diploma Journalism

The Graduate Diploma in Journalism offers progression to Master's degrees in Financial Journalism and International Journalism. You will complete core modules, including a module in English Language and Communication Skills.

## Journalism (J0)

Core modules	Specialist modules
English Language and Communication Skills (30 credits) Interdependent Project (20 credits) Research Skills (10 credits)	Empirical Enquiry and Critical Thought (20 credits) Introduction to Journalism (40 credits)

See page 54 for descriptions of core and specialist modules for this pathway.

### Leading to Master's or postgraduate studies in:

Financial Journalism; and International Journalism.

### Key course facts

#### Start dates

September and January

#### Programme length

3 terms or approximately 9 months

#### Class hours

22 hours per week

#### Academic entry requirements

Completion of a minimum of three years of higher education with good grades.

Previous study in a relevant academic discipline or relevant industry experience for specialised Master's courses.

#### English language entry requirement

IELTS 6.0 (with a minimum of 5.5 in all subskills) or equivalent.

The Centre accepts other Secure English Language Tests (SELT) including Pearson PTE.

If you do not meet the minimum English language requirements you should apply for English for University Study. Please see page 56 for course details.

For further guidance, please check with the INTO Admissions Office or your education counsellor.



For course dates  
and prices, see  
page 70

# Graduate Diploma

## Science and Engineering

The Graduate Diploma in Science and Engineering offers progression on to a range of Master's degrees in the School of Engineering and Mathematical Sciences and the School of Informatics. You will complete core modules, including a module in English Language and Communication Skills. Individual degree programmes also stipulate specific modules that you must study before progression.

### Informatics (IN)

Core modules	Specialist modules
English Language and Communication Skills (30 credits)	Empirical Enquiry and Critical Thought (20 credits)
Research Skills (10 credits)	<b>or</b>
	Programming and Design (20 credits)
	Independent Project (20 credits)
	Critical Information Systems (40 credits)

See page 54 for descriptions of core and specialist modules for these pathways.

#### Leading to Master's or postgraduate studies in:

Business Systems Analysis and Design; Computer Games Technology; e-Business Systems; Information Science; Information Systems and Technology; Health Informatics; Human-Centred Systems; and Software Engineering.

### Maths and Engineering (ME)

Core modules	Specialist modules
English Language and Communication Skills (30 credits)	Introduction to Science and Engineering (40 credits)
Independent Project (20 credits)	Programming and Design (20 credits)
Research Skills (10 credits)	

See page 54 for descriptions of core and specialist modules for these pathways.

#### Leading to Master's or postgraduate studies in:

Analysis and Design of Structures for Fires, Blasts and Earthquakes; Automotive Engineering; Biomedical Engineering with Healthcare Technology Management; Civil Engineering Structures; Mechanical Engineering; Renewable Energy and Power Systems Management; Systems and Control Engineering; and Telecommunications and Networks.

### Key course facts

#### Start dates

September and January

#### Programme length

3 terms or approximately 9 months

#### Class hours

22 hours per week

#### Academic entry requirements

Completion of a minimum of three years of higher education with good grades.

Previous study in a relevant academic discipline or relevant industry experience for specialised Master's courses.

#### English language entry requirement

IELTS 5.5 (with a minimum of 5.5 in all subskills) or equivalent.

The Centre accepts other Secure English Language Tests (SELT) including Pearson PTE.

If you do not meet the minimum English language requirements you should apply for English for University Study. Please see page 56 for course details.

For further guidance, please check with the INTO Admissions Office or your education counsellor.



For course dates and prices, see page 70

### Graduate Diploma progression grades

As a successful Graduate Diploma student, you will have access to a wide choice of degree options at City University London. The following table provides an indication of the academic and English language grades you will need to be guaranteed a place on your chosen postgraduate degree at City University London.

Degree programme	Award	Graduate Diploma pathway	English/Study Skills requirements	IELTS equivalency	Specific requirements	Overall grade
Pathway in Business, Law and Social Sciences						
School of Arts and Social Sciences						
Business Economics	MSc	EC	65%	IELTS 6.5	Applicants must have studied a relevant discipline in their previous studies.	60%
Criminology and Criminal Justice	MA	SSA	65%	IELTS 6.5	N/A	60%
Culture, Policy and Management	MA	SSA	70% overall (with minimum of 65% in each subskill)	IELTS 7.0 (with minimum of 6.5 in each subskill)	Applicants must have studied a relevant discipline in their previous studies and/or demonstrate relevant professional experience.	60%
Diplomacy and Foreign Policy	MA	SSA	65%	IELTS 6.5	N/A	60%
Financial Journalism	MA	JO	70% overall (with 70% in writing component)	IELTS 7.0 (with a minimum of 7.0 in writing)	Applicants should: <ul style="list-style-type: none"> <li>• have a qualification equivalent to at least a second class Honours UK degree</li> <li>• demonstrate a commitment to journalism through relevant work experience</li> <li>• demonstrate knowledge and experience of finance or business through study and work experience.</li> </ul> At the discretion of the Journalism department, applicants with no degree but substantial practical experience in journalism will be considered.	60%
Global Political Economy	MA	SSA	65%	IELTS 6.5	Completion of 3 years higher education - with good grades from an international institution in social sciences, humanities, law, business studies or another related discipline. Applications from students with a degree in any other subject where applicants have gained significant professional experience in a related field of employment will be considered.	60%
International Business Economics	MSc	SSA	65%	IELTS 6.5	Applicants must have studied a relevant discipline in their previous studies.	60%
International Communication and Development	MA	EC	65%	IELTS 6.5	N/A	60%
International Journalism	MA	JO	70% overall (with 70% in writing component)	IELTS 7.0 (with a minimum of 7.0 in writing)	Applicants should: <ul style="list-style-type: none"> <li>• have a qualification equivalent to at least a second class Honours UK degree</li> <li>• demonstrate a commitment to journalism through relevant work experience.</li> </ul> At the discretion of the Journalism department, applicants with no degree but substantial practical experience in journalism will be considered.	60%
International Politics and Human Rights	MA	SSA	65% overall (with minimum of 60% in each subskill)	IELTS 6.5 (with minimum of 6.0 in each subskill)	N/A	60%
International Politics	MA	SSA	65%	IELTS 6.5	N/A	60%
Media and Communications	MA	SSA	65%	IELTS 6.5	N/A	60%
Music (Ethnomusicology)	MA	SSA	65% overall (with minimum of 60% in each subskill)	IELTS 6.5 (with a minimum of 6.0 in each subskill)	Applicants must have previously studied a relevant discipline (e.g. music, anthropology, sociology, cultural studies). Ideally, they should be able to evidence engagement with practical music making in some way.	60%
Political Communication	MA	SSA	65%	IELTS 6.5	N/A	60%
Publishing/International Publishing	MA	SSA	70%	IELTS 7.0	Successful completion of all modules. Applicants must have studied a relevant discipline OR demonstrate evidence of a commitment to a career in publishing, such as experience within bookselling or publishing, or voluntary or professional experience on a publication.	60%
Social Research Methods	MA	SSA	65%	IELTS 6.5	N/A	60%
Sociology	MA	SSA	65%	IELTS 6.5	N/A	60%
Translating Popular Culture	MA	SSA	70%	IELTS 7.0	Successful completion of all modules. Applicants must have studied a relevant discipline which may include: modern foreign languages; a philological degree; English or foreign literature; translation; comparative literature; film studies; cultural studies; theatre studies; or media studies.	60%



Degree programme	Award	Graduate	English/Study	IELTS	Specific requirements	Overall grade
Diploma pathway			Skills requirements	equivalency		
<b>Pathway in Business, Law and Social Sciences <i>continued</i></b>						
<b>School of Health Sciences</b>						
Clinical Research	MRes	SSA	70%	IELTS 7.0	N/A	60%
Health Policy	MSc	SSA	70% overall (with minimum of 65% in each subskill)	IELTS 7.0 (with minimum of 6.5 in each subskill)	N/A	60%
Health Services Research	MSc	SSA	70% overall (with minimum of 65% in each subskill)	IELTS 7.0 (with minimum of 6.5 in each subskill)	N/A	60%
Health Management (Strategic Management and Leadership)	MSc	SSA	70% overall (with minimum of 65% in each subskill)	IELTS 7.0 (with minimum of 6.5 in each subskill)	N/A	60%
<b>School of Informatics*</b>						
Business Systems, Analysis and Design	MSc	IN*	65% overall (with minimum of 60% in each subskill)	IELTS 6.5 (with minimum of 6.0 in all four test components)	N/A	60%
e-Business Systems	MSc	IN*	65% overall (with minimum of 60% in each subskill)	IELTS 6.5 (with minimum of 6.0 in all four test components)	N/A	60%
Information Systems and Technology	MSc	IN*	65% overall (with minimum of 60% in each subskill)	IELTS 6.5 (with minimum of 6.0 in all four test components)	N/A	60%
Information Science	MSc	IN*	65%	IELTS 6.5	N/A	60%
Library Science	MSc	IN*	65%	IELTS 6.5	N/A	60%
<b>City Law School</b>						
Civil Litigation and Dispute Resolution	LLM	LA	70% overall (with minimum of 60% in each subskill)	IELTS 7.0 (with minimum 6.0 in each subskill)	Applicants must have successfully completed a Law degree or Diploma and have 6.0 or equivalent in English language.	65%
Criminal Litigation	LLM	LA	70% overall (with minimum of 60% in each subskill)	IELTS 7.0 (with minimum 6.0 in each subskill)	Applicants must have successfully completed a Law degree or Diploma and have 6.0 or equivalent in English language.	65%
International Commercial Law	LLM	LA	70%	IELTS 7.0	Applicants must have successfully completed a Law degree or Diploma and have 6.0 or equivalent in English language.	65%
Public International Law	LLM	LA	70%	IELTS 7.0	Applicants must have successfully completed a degree or 3-year Diploma and have a 6.0 or equivalent in English Language.	65%
<b>Pathway in Science and Engineering</b>						
<b>School of Engineering and Mathematical Sciences</b>						
Analysis and Design of Structures for Fire, Blasts and Earthquakes	MSc	SE	65%	IELTS 6.5	Applicants must have studied a relevant discipline in their previous studies.	60%
Automotive Engineering	MSc	SE	65%	IELTS 6.5	Applicants must have studied a relevant discipline in their previous studies.	60%
Biomedical Engineering with Healthcare Technology Management	MSc	SE	65%	IELTS 6.5	Applicants should have a first or second class Honours degree from a UK university or an equivalent qualification from a recognised overseas institution in a physical science. However, we will also consider other qualifications with relevant experience in a field related to Biomedical Engineering and medical imaging, as well as proficiency in mathematics.	60%
Civil Engineering Structures	MSc	SE	65%	IELTS 6.5	Applicants must have studied a relevant discipline in their previous studies.	60%
Mechanical Engineering	MSc	SE	65%	IELTS 6.5	Applicants must have studied a relevant discipline in their previous studies.	60%
Renewable Energy and Power Systems Management	MSc	SE	65%	IELTS 6.5	Applicants should have either a minimum of an upper second class Honours degree in Electrical Engineering, Physics or an engineering-related subject or relevant career achievement in a power/energy-related or environmental field.	60%
Systems and Control Engineering	MSc	SE	65%	IELTS 6.5	Applicants must have studied a relevant discipline in their previous studies.	60%
Telecommunications and Networks	MSc	SE	65%	IELTS 6.5	Applicants must have studied a relevant discipline in their previous studies.	60%

\* Please note, both the Graduate Diploma in Business, Law and Social Sciences and the Graduate Diploma in Science and Engineering have an Informatics pathway.

Degree programme	Award	Graduate Diploma pathway	English/Stu dy Skills requirements	IELTS equivalency	Specific requirements	Overall grade
<i>Pathway in Science and Engineering continued</i>						
School of Informatics						
Business Systems, Analysis and Design	MSc	IN/SE	65%	IELTS 6.5	N/A	60%
Computer Games Technology	MSc	SE	65%	IELTS 6.5	Applicants must have studied a relevant discipline in their previous studies with exposure to programming and databases to an undergraduate level.	60%
e-Business Systems	MSc	IN/SE	65%	IELTS 6.5	N/A	60%
Health Informatics	MSc	SE	65%	IELTS 6.5	Applicants must have approval of their previous experience from City University London.	60%
Human-Centred Systems	MSc	SE	65%	IELTS 6.5	Applicants must have a first degree in computing.	60%
Information Science	MSc	IN/SE	65%	IELTS 6.5	N/A	60%
Information Systems and Technology	MSc	IN/SE	65%	IELTS 6.5	N/A	60%

**Graduate Diploma pathway key:**

EC: Economics

IN: Informatics

JO: Journalism

LA: Law

SE: Science and Engineering

SSA: Social Sciences and the Arts



"I am really impressed with the preparation of a variety of skills and knowledge to help me meet the requirements of a Master's degree. The critical thinking and academic writing skills are very useful for postgraduate study as they are essential when conducting research at university."

Do Le Thuy, Vietnam



### Module descriptions

Detailed descriptions of the modules for the Graduate Diploma pathways are set out below.

#### Critical Information Systems

The objectives of this module are to give students an overview of the main concepts and principles of organisational information technologies in critical systems. This includes: understanding how data knowledge and management operate; overview of network and web applications such as e-Commerce, online banking and online healthcare systems; overview of information systems, infrastructure services, management and security threats and violations. This is a compulsory module for students hoping to progress onto Master's programmes in the School of Informatics.

#### Empirical Enquiry and Critical Thought

This module explores the relationship of theoretical models to empirical studies; the ways in which primary supporting data are collected and analysed, and the philosophical grounds of rationalism and empiricism. As part of this module, you will learn to examine the reliability of sources of knowledge and to distinguish between good and poor reasoning.

#### English Language and Communication Skills

The aim of this unit is to develop your English to the level required for entry to postgraduate courses at City University London (normally a minimum of IELTS 6.5). You will improve your grammar, vocabulary and pronunciation, as well as develop your academic abilities in written work, presentations and taking part in discussions.

#### Independent Research Project

The compulsory Independent Research Project brings together the skills and understanding from other modules. The project can be based on primary or secondary research, and allows you to practise core skills necessary for postgraduate level study. You will be allocated a supervisor, who will offer guidance on the content and structure of your Independent Research Project. English language support will also be given.

#### International Commercial Law

This module will cover the basic principles underlying an international sale transaction, specifically in respect of an international transaction involving carriage of goods by sea. The relevant international conventions, treaties, domestic and international legislation, will also be examined. This module is compulsory for all students on the Business, Law and Social Sciences pathway who are planning to progress to programmes in the School of Law.

#### Introduction to Economics, Mathematics and Statistics

The aim of this module is to provide you with a basic understanding of economics, mathematics and statistics. The module will cover: the wider economic environment and the application of economic thinking to current issues and problems; statistical concepts and methods of data analysis; and the use of statistics in quantitative research. You will also be introduced to concepts and vocabulary underlying economics. This module has a strong practical element helping you to develop your literacy of numbers and engage in statistical analysis to address a range of problems.

#### Introduction to English Law

The module aims to introduce you to the main themes of Master's degree-level study of law in UK universities, and to enable you to progress to an LLM programme at City University London. This module also aims to provide a foundation in English law and the English Legal System, which is the basis of all degrees in England and Wales.

#### Introduction to Journalism

This module provides an introduction to the news industry in the UK as well as globally, including non mainstream organisations. You will work on practical news gathering and reporting, and news and feature writing exercises, designed to equip you with both the standard of English and the basic skills of journalism required for progression to the specialised Master's courses in International Journalism and Financial Journalism at City University London.

#### Introduction to Social Sciences

This module examines how individuals, organisations and communities are defined and formed by their cultural context, and relates to appropriate theoretical literature and relevant case studies. The module will cover concepts of culture from anthropological, sociological and cultural studies perspectives; and key inequalities in globalisation, technology and culture.

#### Introduction to Science and Engineering

This module is designed to provide a grounding in science and engineering, with a particular focus on physics, and to enable you to meet the requirements to progress to Master's programmes in the School of Engineering and Mathematical Sciences.

#### Programming and Design

The aim of this module is to develop your programming skills and in particular your knowledge of the C programming language to the level that will be required for Master's degree level study in the School of Engineering and Mathematical Sciences and the School of Informatics. This module is compulsory for all students on the Science and Engineering pathway.

#### Research Skills

This module will provide you with a basic understanding of the nature of enquiry, developing your ability to access and analyse data. A large part of the module involves analysing and interpreting existing data from various fields of research. You will also be introduced to the theoretical and practical differences between quantitative and qualitative research methods.



“The idea of conducting proper research was developed during the year I spent at INTO, not to mention time management, exam preparation and research skills. Without INTO I would not have had a chance to be enrolled on a programme in a good western university; achieving a high score at INTO provided me with such a possibility.”

Zamid Aligishiev, Russia

**2012**  
Arrived at INTO  
City University  
London

**2013**  
Completed Graduate Diploma

**2014**  
Progressed to International  
Business Economics at City  
University London

# English for University Study

English for University Study focuses on academic English and the study skills you need to succeed on your INTO academic programme or university degree.

## What is English for University Study?

This is a year-round course of intensive academic English language study designed to prepare you either for entry to a further academic preparation programme at INTO City University London or for entry to your degree at City University London.

You will develop your English language and academic study skills, as well as research skills at higher levels, and with multiple start dates and different durations of study, the course has the flexibility to cater for students with different language levels.

The course suits a range of needs, and will teach you to:

- adapt to university-style teaching
- learn the necessary research skills for university study
- improve your overall English language ability and academic presentation techniques.

## What will I study?

You will initially focus on developing core English language skills, developing your knowledge and confidence in reading, writing, listening, speaking and pronunciation, grammar and vocabulary.

After developing your core skills, you will focus on skills relevant to your study, including teamwork, problem solving, critical thinking and time management.

The course comprises 20 hours of taught lessons per week plus additional support where required, which will be supervised by your tutor. In order to make good progress, you are expected to do approximately 20 additional hours of private study outside class, which may include homework, assignments or coursework that will be submitted for assessment, as well as online learning.

## Assessment

At the end of each term, your skills and language will be assessed to give a clear indication of your progress. Methods of assessment may include:

- written assignments
- presentations
- research projects
- reading, writing and listening examinations.

## Key course facts

### Start dates

September, January, April and July

### Course length

1, 2, 3 or 4 terms

### Class hours

20 hours per week

### Age requirement

17 years and above

Students aged 16 will be accepted if holding an offer for progression to the International Foundation (subject to meeting the Foundation age requirement)

### English language entry requirement

IELTS 3.0 (with a minimum of 3.0 in writing) or equivalent.

The Centre accepts other Secure English Language Tests (SELT) including Pearson PTE.

For further guidance, please check with the INTO Admissions Office or your education counsellor.

## Course outcomes

Assuming you have met the academic entry requirements for your chosen programme, achieving the required level on the English for University Study course offers assured progression to the following courses:

- direct entry to an undergraduate or postgraduate degree at City University London
- assured progression to the International Foundation or Graduate Diploma programme.\*

\* Subject to meeting Tier 4 student visa requirements and academic requirements.



For course dates and prices, see page 70





"The course has really helped me, especially in writing as I achieved the required grade for my Master's. I have been taught specific words to use during presentations, how to speak clearly and use the correct intonation of your voice. It's little things like this that I didn't know before that make a real difference in learning English with INTO."

Aidana Arynbek, Kazakhstan

# Pre-sessional English

The Pre-sessional English course provides short and intensive preparation in academic English for students who are already academically qualified and due to start an undergraduate or postgraduate degree at City University London in September 2015.

## What is Pre-sessional English?

Pre-sessional English concentrates on academic English, preparing you for university study in the UK. The course is designed to:

- improve your English language proficiency in the core skills of listening, speaking, reading and writing, within a university context
- focus on academic English with subject-related work in your chosen area of study in a written project
- help you to study independently using a selection of online materials provided on our Moodle virtual learning environment.

## Who should apply for this course?

This 20-hour per week course is suitable for you if you are academically qualified, hold an offer from City University London, and need to improve your English language level before starting a degree programme at City University London.

The Pre-sessional course runs from late June to early September. Depending on your current language level and degree programme requirements, you will be required to take a 12-week course starting at the end of June, an eight-week course starting in July, or a four-week course starting in August.

## What is special about this course?

The Pre-sessional course provides intensive English language preparation in a university environment. With highly-experienced teachers, there is no better preparation for your next steps. The course is designed to:

- provide contextual study skills, that acclimatise you to the culture of a UK university
- enable you to adjust to the demands, challenges and expectations of UK higher education and culture
- teach you how to give presentations on different areas of academic interest
- provide you with a short period of time to adapt to living and studying in the UK prior to beginning your academic studies.

## Assessment

You will be assessed to determine whether you have reached the appropriate level for your degree course. Methods of assessment will include short essays, an extended essay, an oral presentation and end-of-course exams. Acceptance on a degree course is at the discretion of City University London.

## Course outcomes

Assuming you have already met the University's academic entry requirements and any other outstanding conditions, achieving the level of performance required in the Pre-sessional English course will fulfil the conditions of your offer and allow you to progress to your University course, without needing to retake the IELTS exam.

## Key course facts

### Start dates

June, July and August

### Course length

4, 8 or 12 weeks

### Class hours

20 hours per week\*

### Age requirement

17 years and above

### Academic entry requirement

Applicants must hold an offer of a place on a degree programme at City University London.

### English language entry requirement

Only an official IELTS result or equivalent recognised English language test will be accepted as proof of English language proficiency.

Please ensure you consult City University London for details of the English language level required for direct entry to your chosen degree.

### For degree courses that require IELTS 7.0

4 weeks: Applicants must have achieved the minimum IELTS level required by the relevant school of study, and been accepted onto the course

8 weeks: IELTS 6.5 (with a minimum of 6.0 in each subskill) or equivalent

12 weeks: IELTS 6.0 (with a minimum of 5.5 in each subskill) or equivalent

### For degree courses that require IELTS 6.5 (with a minimum of 6.0 in each subskill)

4 weeks: Applicants must have achieved the minimum IELTS level required by the relevant school of study, and been accepted onto the course

8 weeks: IELTS 6.0 (with a minimum of 5.5 in each subskill) or equivalent

12 weeks: IELTS 5.5 (with a minimum of 5.0 in each subskill) or equivalent

### For degree courses that require IELTS 6.0 (with a minimum of 6.0 in writing)

4 weeks: Applicants must have achieved the minimum IELTS level required by the relevant school of study, and been accepted onto the course

8 weeks: IELTS 5.5 (with a minimum of 5.5 in each subskill) or equivalent

12 weeks: IELTS 5.0 (with a minimum of 5.0 in each subskill) or equivalent

For further guidance please contact INTO City University London or your education counsellor.

\* Please note lessons are two hours including an allowance for class changeover.



For course dates  
and prices, see  
page 70

# Pre-sessional English

## Cass Business School

The Pre-sessional English course provides short and intensive preparation in academic English for students who are already academically qualified and due to start an undergraduate or postgraduate degree at Cass Business School, City University London in September 2015.

### What is Pre-sessional English for Cass Business School?

This 20-hour per week course is suitable for you if you are academically qualified and hold an offer for an undergraduate or postgraduate degree from Cass Business School, conditional on English language.

The Pre-sessional English course concentrates on academic English with a business focus to help prepare you for your study at Cass Business School. The Pre-sessional course has start dates in June, July and August. Depending on your current language level and degree programme requirements, you will be required to take either an eight-week course starting in June, a six-week course starting in July, or a four-week course starting in August.

### Who should apply for this course?

The Pre-sessional English course is suitable for:

- students holding an offer for any undergraduate or postgraduate degree at Cass Business School where English is a condition of their offer
- any non-native speaker of English interested in taking additional language preparation ahead of their degree at Cass Business School.

Students holding an offer for any postgraduate degree at Cass Business School where English is a condition of their offer should speak directly to the Postgraduate Admissions Office at Cass Business School to enquire about eligibility to join this programme.

### What is special about this course?

The Pre-sessional course provides intensive English language preparation in a university environment. With highly-experienced teachers, there is no better preparation for your next steps. The course is designed to:

- provide contextual study skills, that acclimatise you to the culture of a UK university
- enable you to adjust to the demands, challenges and expectations of UK higher education and culture
- focus on business and finance-related work, including a written project
- teach you how to give presentations on different areas of academic interest
- provide you with a short period of time to adapt to living and studying in the UK prior to beginning your academic studies.

### Assessment

You will be assessed to determine whether you have reached the appropriate level for your degree course. Methods of assessment will include short essays, an extended essay, an oral presentation and end-of-course exams.

This course helps students to meet the English language condition of their offer only. Decisions on any remaining academic conditions are made by Cass Business School undergraduate or postgraduate admissions.

### Key course facts

#### Start dates

June, July and August

#### Course length

4\*, 6 or 8 weeks

#### Class hours

20 hours per week†

#### Age requirement

17 years and above

#### Academic entry requirement

Applicants must hold an offer of a place on an undergraduate or postgraduate degree programme at Cass Business School.

#### English language entry requirement

Only an official IELTS result or equivalent recognised English language test will be accepted as proof of English language proficiency.

Please ensure you consult City University London for details of the English language level required for direct entry to your chosen degree.

4 weeks: IELTS 7.0 (with 6.5 in writing). Applications by referral only. Please speak to the Cass Postgraduate Admissions team for further information about joining this course

6 weeks: IELTS 6.5 (with a minimum of 5.5 in each subskill) or IELTS 6.0 (with a minimum of 6.0 in each subskill) or equivalent

8 weeks: IELTS 6.0 (with a minimum of 5.5 in each subskill) or equivalent

For further guidance please contact INTO City University London or your education counsellor.

\* 4 weeks (postgraduate only).

† Please note lessons are two hours including an allowance for class changeover.

### Course outcomes

Assuming you have already met the University's academic entry requirements and any other outstanding conditions, achieving the level of performance required in the Pre-sessional English course will fulfil the conditions of your offer and allow you to progress to your University course, without needing to retake the IELTS exam.

Students must successfully achieve the English criteria required by Cass Business School in order to progress to their chosen undergraduate or postgraduate degree programme. Students not achieving the required score on their INTO City University London Pre-sessional programme will not be permitted entry to Cass Business School.

# Scholarships

INTO City University London is delighted to announce a range of generous scholarships for international students for 2015-2016.

## **International Foundation scholarships**

The International Foundation programme offers guaranteed entry to the first year of a wide range of undergraduate degree programmes at City University London.

For students commencing the International Foundation programme in January and March 2016, the Centre is offering a number of scholarships valued at up to £2,000 towards your tuition fees.

The scholarships will be awarded on academic merit and students are required to complete a separate scholarship application form to apply.

## **Graduate Diploma scholarships**

The Graduate Diploma provides international students who do not meet the University's direct entry requirements with an alternative pathway to postgraduate study.

For students commencing the Graduate Diploma in September 2015 and January 2016, the Centre is offering a number of scholarships valued between £2,000-£5,000 depending upon your chosen Graduate Diploma pathway.

The scholarships will be awarded on academic merit and students are required to complete a separate scholarship application form to apply.




For full details of the scholarships offered by INTO City University London, please visit:  
**[www.intohigher.com/city/scholarships](http://www.intohigher.com/city/scholarships)**





"INTO has helped me to progress to one of the most prestigious degrees in the world. All the subjects I studied during my Foundation programme are highly relevant to the modules I am currently studying at Cass. INTO has helped me to realise my aspiration of being a part of one of the best business schools in the UK. My time at the University has helped me to begin achieving my goal of being an excellent professional in the banking and finance industry."

Sabina Sarkisova, Kyrgyzstan



Apply via the forms  
in this brochure




Apply online at:  
[www.intohigher.com/city/apply](http://www.intohigher.com/city/apply)



Review of your  
application within  
two working days

# Your application





“As a Russian speaker who moved to the UK to study, I am well aware of the questions and concerns that can be felt by students when deciding where to pursue their education. I provide visa support, information on the courses available, and advise on the application process.”

Inesa Prokopenkova, Enrolment Services Counsellor



Successful applicants receive an offer letter



Success at INTO City University London

# How to apply

An easy application process to follow from anywhere in the world.

## Supporting your application

Whether you decide to complete your application with the support of an education counsellor in your home country or apply directly, we offer a simple application process and we will support you every step of the way.

Throughout the process our multilingual Customer Relations Advisers are available to help answer your questions. They can speak a range of languages including English, Mandarin, Cantonese, Arabic, Russian, Spanish, Japanese, Lithuanian, French, Italian, Polish and German.

## How do I apply?

You can apply through a local education counsellor. They will help you to complete the application form and send it along with your supporting documentation to our Admissions Office.

You can also apply online:

[www.intohigher.com/city/apply](http://www.intohigher.com/city/apply)

## What documents do I need to include?

- Completed application form, signed by the student or the parent/legal guardian.
- Copy(ies) of relevant academic certificate(s) in English.
- Copy(ies) of English language certificate(s) in English.
- Full details of previous study in the UK.
- A copy of your passport.

## What next?

After carefully reviewing the application, if successful, we will send a formal offer of a place. For complete applications, this is usually within two working days.

Once we have received the tuition fee and accommodation deposit (as detailed in the offer letter) and all the conditions of the offer have been met, we will send a Confirmation of Acceptance for Studies (CAS) from City University London, which is needed in order to apply for a Tier 4 (General) visa.

"As an INTO Admissions Adviser I provide education counsellors and students with information on INTO courses and entry requirements, whilst assessing applications and providing appropriate study plans. I am dedicated to providing outstanding customer service throughout the application process."

James McDonnell, Admissions Adviser



98%

visa success rate in the UK



# INTO CITY UNIVERSITY LONDON

Education counsellor's stamp

You should return your application pack to your education counsellor or directly to the INTO Admissions Office at least one month before your intended start date.

Please send to: INTO City University London Admissions, One Gloucester Place, Brighton, East Sussex, BN1 4AA, UK  
T: +44 1273 876040 | F: +44 1273 328595 | Education counsellors: ukadmissions@into.uk.com | All other enquiries: ukes@into.uk.com

You can also apply online at: [www.intohigher.com/city/apply](http://www.intohigher.com/city/apply)

## Section 1 Student details (You must complete this section accurately otherwise your visa application may be affected)

Title (Mr/Mrs/Ms)	Do you have dual nationality status? <input type="checkbox"/> Yes <input type="checkbox"/> No
Family name	If <b>yes</b> , please provide full details
Other names	Permanent country of residence
Gender <input type="checkbox"/> M <input type="checkbox"/> F Date of birth / / (dd/mm/yy) Current age	Student's home address (you must complete this accurately as it may affect your visa application)
What type of visa do you intend to apply for? <input type="checkbox"/> Student Tier 4 visa <input type="checkbox"/> Student visitor visa <input type="checkbox"/> No visa	City
Name as written on passport	Postcode Country
Passport number	Student's telephone numbers in country of residence (inc. intl. code)
Nationality / citizenship	Tel Mobile telephone
Do you have or are you applying for permanent residence in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No	Student's email address
Are you a US citizen or a US permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Section 2 Parent/Spouse/Family member and Sponsor details

Title (Mr/Mrs/Ms)	Postcode Country
Family name	Telephone (inc. intl. code)
Other names	Email address
Relationship to student	<b>How do you intend to fund your studies?</b>
Contact address	<input type="checkbox"/> Self <input type="checkbox"/> Family <input type="checkbox"/> Employer* <input type="checkbox"/> Sponsor*
City	*Name of employer/sponsor:

## Section 3 INTO course selection

### Academic programmes

#### International Foundation programme

International Foundation in Business, Humanities and Social Sciences  
 Business and Economics with Society and Culture  Humanities and Law  
 Business and Economics with Accounting

#### International Foundation in Engineering, Computer Science and Mathematics

Computer Science  Engineering and Mathematics

Please specify start date

Mar 2015 (2 term)  Jul 2015 (4 term)  Sep 2015 (4 term)  
 Sep 2015 (3 term)  Jan 2016 (3 term)  Mar 2016 (2 term)

#### Graduate Diploma programme

##### Graduate Diploma in Business, Economics, Law and Social Sciences

Economics  Informatics  Law  Social Sciences and the Arts

##### Graduate Diploma in Journalism

Journalism

##### Graduate Diploma in Science and Engineering

Informatics  Mathematics and Engineering

Please specify start date

Sep 2015 (3 term)  Jan 2016 (3 term)

### Proposed undergraduate or postgraduate programme (Needs to be completed for visa purposes)

Do you intend to study an undergraduate or postgraduate programme after completing your INTO course(s)?  Yes  No

Proposed degree programme

### English language courses

#### English for University Study

Sep 2015  Jan 2016  Apr 2016  Jul 2016

Start date / / End date / / (dd/mm/yy)

Please specify number of terms of English (1 term minimum)

#### Pre-sessional English

Jun 2015 (12 weeks)  Jul 2015 (8 weeks)  Aug 2015 (4 weeks)

#### Pre-sessional English (applicants to Cass Business School)

Jun 2015 (8 weeks)  Jul 2015 (6 weeks)  Aug 2015 (4 weeks)

## Section 4 Student's education history

Please give details of your current or most recent school, college or university. Please ensure official institution transcripts, latest available results or forecast results are attached in English.

Institution name \_\_\_\_\_

Dates of study / / to / / (dd/mm/yy) \_\_\_\_\_

Date you received (or will receive) your certificate / / (dd/mm/yy) \_\_\_\_\_

Highest educational qualification name \_\_\_\_\_

Language of instruction \_\_\_\_\_

Institution city/town \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Email address \_\_\_\_\_

Have you ever studied in the UK?  Yes  No

If **yes**, please provide full details of study durations. Please also include a copy of your previous visa (must be completed for visa purposes). \_\_\_\_\_

From / / to / / (dd/mm/yy) \_\_\_\_\_

Have you ever been refused a visa for the UK?  Yes  No

Have you ever been refused a visa application to any country?  Yes  No

If **yes**, please provide full details \_\_\_\_\_

## Section 5 Current English language proficiency

Please tick and enter details of your most recent English language test.  
Note: students will be assessed upon arrival and study plans WILL be altered if there is any discrepancy. Please provide a copy of your certificate.

IELTS  PTE  Other (please specify) \_\_\_\_\_

Have you arranged to take any other English language test(s) before starting your INTO course?  Yes  No

Name of exam \_\_\_\_\_

Date due to be taken / / (dd/mm/yy) \_\_\_\_\_

## Section 6 Welfare

Do you have any conditions, medical or otherwise, that may impact your time in the UK?  Yes  No

Completion and signing of this form gives INTO permission to administer first aid by trained staff first aiders if required.

Do you consider yourself to have a disability?  Yes  No

Have you been convicted of a relevant criminal offence?  Yes  No

If you have answered **yes** to any of the above, please provide full details with your application on a separate sheet.

### Travel and medical insurance

The full cost of Uniplan insurance will be added to the invoice unless proof of alternative adequate cover is attached. For full details on insurance packages and prices see page 71 of the brochure.

Please specify what insurance package you would like.  Standard  Premium

Please state when you would like the insurance to start \_\_\_\_\_

Start date / / (dd/mm/yy) End date / / (dd/mm/yy) \_\_\_\_\_

I have my own insurance and enclose a copy \_\_\_\_\_

## Section 7 Accommodation options

Please indicate the building and room type you would prefer by ticking 3 boxes to indicate your 1st, 2nd and 3rd choice of accommodation.

Please note that INTO aims to provide the highest preference requested but, if this is not available, INTO reserves the right to provide or suggest alternative accommodation.

Confirming your accommodation early gives you the best chance of getting the building and room type you want.

Do you envisage that you will have any specific requirements in student accommodation as a result of a disability/medical condition?  Yes  No

**Dietary requirements**  
Please give details of special dietary requirements e.g. halal, vegetarian, no pork, any food allergies. \_\_\_\_\_

	1st preference:	2nd preference:	3rd preference:
<b>Scape East - Studio</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Scape East - Studio+</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Scape East - Studio++</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Craft Building - Classic en suite</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Craft Building - Premium en suite</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Craft Building - Premium studio</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Homestay</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you require homestay during the holiday periods?  Yes  No

## Section 8 Airport pickup

Flight details including arrival date and flight number should be emailed to [ukarrival.details@into.uk.com](mailto:ukarrival.details@into.uk.com) as soon as possible. All under 18 students **must** either book an INTO airport pickup or provide evidence of alternative arrangements.

Do you require an airport pickup?  
 London Heathrow (£125)  London Gatwick (£140)  London Stansted (£155)

## Section 9 Declaration

I declare that the information I have supplied on and with this form is complete and correct

I have read and understood and agree to abide by the terms and conditions

I agree to abide by the Cancellation and Refund Policy

I agree to pay all tuition and accommodation and sundry expense fees as they become due

I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of my enrolment

**Signed** \_\_\_\_\_ Date / / (dd/mm/yy) \_\_\_\_\_  
(Parent/guardian) For students under 18

**Or**

**Signed** \_\_\_\_\_ Date / / (dd/mm/yy) \_\_\_\_\_  
(Student)

### Student records

I agree that copies of my academic progress and performance reports can be supplied to parents, sponsors or education counsellors without further notification  Yes  No

I agree that my records and achievements may be used for promotional purposes, without further notification  Yes  No

## INTO Giving Support our charity

INTO Giving is our designated charity. It was established to help make a difference to the lives of young people in the developing world by improving their access to education. Each year our staff and students organise and participate in fundraising events. Before you arrive at the Centre you can support one of our educational projects by making a donation of £25. For every donation received INTO will donate a further £25 to INTO Giving. To find out more about INTO Giving please visit [www.into-giving.com](http://www.into-giving.com)

I confirm that I would like to make a donation of £25 to INTO Giving and agree for this donation to be added to my invoice / financial statement for payment



# A brighter future for just £25

We're delighted you have chosen INTO City University London and look forward to helping you achieve your dreams.

## **But did you know there are 57 million children globally not enrolled in school?**

Parents everywhere share a desire to give their children the best possible start in life but, sadly, a basic education is still beyond the reach of many young people around the world.

As part of our commitment towards learning, INTO has set up INTO Giving, a charity that helps improve both access to and quality of education for young people living in difficult circumstances.

When children go to school and learn, they create opportunities, transforming and empowering their lives and their community.

## **Donate £25 and help provide the education they deserve.**

On your application form you can opt to donate £25 to INTO Giving and INTO will match your funds, increasing the donation to £50. Every penny you donate will go straight to the INTO Giving educational projects.

For more information visit [www.into-giving.com](http://www.into-giving.com)

## **Help transform lives by supporting our educational projects around the world.**

**INTO<sup>®</sup> GIVING**

One Gloucester Place, Brighton, East Sussex BN1 4AA | T: +44 [0]1273 665200 | F: +44 [0]1273 679422 | E: [info@into-giving.com](mailto:info@into-giving.com)  
Charity name: INTO GIVING LIMITED | Charity registration number 1126262 | Company number: 6689824



## Important

### 1. Application of the Terms and Conditions

- These terms and the offer letter (together the "Terms and Conditions") set out the contractual terms which apply between INTO City LLP ("INTO Centre" or "INTO") and students ("Students") in relation to the English language courses and/or academic programmes and any other INTO courses (the "Course").
- As such, Students should ensure they read the Terms and Conditions very carefully before signing and submitting their application for admission to the INTO Centre.

### 2. Application to the Course and Confirmation of Acceptance

- To apply for a place on a Course, Students should complete their application and submit it to the INTO Admissions Office.
- INTO may accept or reject applications in its absolute discretion. If INTO accepts the application, INTO will issue a written offer of a place on a Course to the Student (including any conditions relevant to the offer) (the "Offer Letter") together with an acceptance form for the Student to confirm their acceptance of the offer of the place.
- In order to accept the offer, the Student must:
  - complete and return to INTO the acceptance form confirming acceptance of the offer of the place indicated in the Offer Letter;
  - pay a deposit as described in the Offer Letter which will be used towards the tuition fees due for the Course. The amount of the deposit required will be shown in the Offer Letter; and
  - pay the Uniplan Insurance premium (details of which are set out in this brochure) and submit the completed Uniplan form to INTO or provide proof of an acceptable alternative insurance cover.
- After completion of the actions listed in paragraph 2c above, the contract between the Student and INTO is formed. However, if the offer is 'conditional', the contract shall not come into force unless and until the Student meets the conditions of the Offer Letter and completes the actions listed in paragraph 2c above.

### 3. Tuition fees and payment

- The balance of the invoice including tuition fees payable for the Course, enrolment fee and any insurance fees (if applicable) payable must be paid to INTO no later than six weeks prior to the start date of the Course (which is stated in the Offer Letter). Details of indicative course dates are included in this brochure.
- The invoice including tuition fees, enrolment fee and insurance fees (if applicable) must be paid in full in pounds sterling by cheque, banker's draft, bank transfer, credit card or debit card.
- If bank, credit or debit card charges are incurred by INTO on such payments, where these charges have been incurred through no fault of INTO, these will be re-invoiced to the Student's account so that INTO receives the payment in full.
- Tuition fee deposits are non-refundable unless the Student is unable to meet visa entry requirements (in which case the Student will be required to provide an official visa rejection letter to INTO – further details of which are set out in section 10 below) or meet conditions of offer (details of which are set out in section 11 below).
- Any variation to standard payment terms will only be made by prior agreement in writing by the Centre Director of the INTO Centre.
- The prices stated in this brochure are valid for confirmed bookings (with payment) received by INTO on or after 01 January 2015 and until further notice. Please contact INTO for further details or visit the website.

### 4. Other fees

- One to one tuition – Any Students who require 1:1 tuition must agree such tuition with the INTO Centre in advance. English language tuition will be charged at £75 per hour and will be invoiced in advance. One to one for other subjects may be available and charges may vary. For such tuition, the student should speak to the Academic Director in the INTO Centre in the first instance.

### 5. Overdue fees

- In cases of overdue payment of any of the fees owed by the Student, INTO reserves the right to suspend or cancel tuition and to charge interest on the outstanding balance. Interest will be charged on any outstanding fees at the rate of 2.5% above the base rate of Barclays Bank per month or part thereof from the due date (either six weeks prior to course commencement or date of receipt of visa) until payment.
- INTO reserves the right to withhold any academic results or certificates, if fees are still owed by the Student at the end of their Course.
- Fees remain payable if a 'notice of withdrawal' has not been given in accordance with these Terms and Conditions.

### 6. Changes to Confirmation of Acceptance for Studies ("CAS")

- INTO will issue a CAS, no more than six months before the Student's first Course start date provided that:
  - the Student's offer is unconditional; and
  - the Student has paid their deposit or full fees as set out in the Offer Letter.
- Before issuing the CAS, INTO will confirm with the Student that the details to be included in the CAS are correct. Once the student has confirmed that the details are correct, INTO will submit the details to the Home Office.
- If the Student requests any changes to the information on the CAS (other than an update to the 'Fees paid to date' information after making further payments) after INTO has submitted the details to the Home Office and a new CAS is required, the Student will be charged for each request at the then prevailing rate. At the time of going to print the cost is £14 but is subject to review by the Home Office.

### 7. Cancellation charges

- Subject to paragraphs 8 and 9 below, if the Student wishes to cancel their place on the Course prior to the Course commencing, then, unless such cancellation is due to visa refusals, and/or academic and/or English Language conditions on the Student's Offer Letter not being met, the following charges apply:

#### Academic programmes, English for University Study, and Pre-session English Courses

#### Tuition fee cancellation charges:

Four weeks or more before commencement: cancellation fee of £500  
 Less than four weeks before commencement: cancellation fee of £1000  
 Cancellation after course commencement: cancellation fee of one term's full fees (excluding Pre-session, where full fees apply)

#### Accommodation fee cancellation charges:

Four weeks or more before commencement: cancellation fee of £500  
 Less than four weeks before commencement: cancellation fee of £1000

- Cancellations must be made in writing to the INTO Admissions Office, One Gloucester Place, Brighton, BN1 4AA. Cancellations will become valid on the day the written notice is received by INTO.
- Cancellation charges will be deducted from the deposit and/or tuition fees paid by the Student or, if no deposit and/or tuition fees have been paid by the Student, INTO will invoice the Student for the cancellation charges. Payment shall be due within 30 days of the date of such invoice.

- Cancellation of a Course prior to the start date of the course includes cancellation of any Uniplan Insurance policy. If you cancel your Uniplan Insurance policy either within the 14 day cooling off, or after this period, a charge will be made based on the number of days you have had cover less a cancellation fee of £25.00, unless you have travelled or a claim or an incident likely to give rise to a claim has occurred, in which case no refund will be due. Please note once a student has commenced their Course then no cancellation of the insurance cover is possible and there is no refund due for the Uniplan premium.

### 8. Leaving a Course early

- If a Student wishes to withdraw from their Course, they must notify the INTO Centre in writing as described above in the section 'Cancellation charges'. Once a student has arrived in the UK and commenced their course in the centre, there will be no refund of fees.
- Accommodation cancellation charges will apply as outlined at paragraph 21 below.

### 9. Contracts made by distance communication

- If INTO has made its offer for a place on the Course and the offer has been accepted by the Student solely by means of distance communication (i.e. if up to the point when the contract is concluded there has been no face-to-face contact between the Student and INTO or INTO's representative) then the contract between us is a 'Distance Contract'.
- Students are entitled to cancel a Distance Contract at any time up to the earlier of:
  - 7 days from the date when the Distance Contract is concluded; or
  - the date on which the Student starts the Course.
- In order to cancel the Distance Contract, the Student must inform INTO in writing at the INTO Admissions Office, One Gloucester Place, Brighton, East Sussex, BN1 4AA within the time periods set out in paragraph (b) above.
- If any payment has been made by the Student to INTO under these Terms and Conditions prior to the date of cancellation then a full refund will be provided by INTO using the same payment type as soon as possible but, in any event, within 30 days of receipt of the Student's notification of cancellation.

### 10. Cancellation or deferral because of Visa refusal/Visa delays

- Students are entitled (provided such refusal/delay is not the result of any fraudulent activity) to cancel or defer a Course due to refusal or nonreceipt of a necessary visa providing that the Student informs the INTO Admissions Office in writing and sends evidence to INTO of the visa refusal or that the Student advises INTO that they have not yet received the relevant visa from the Embassy as early as possible and in any event no later than two weeks after the Student's proposed Course start date (or one week for English for University Study and Pre-session English courses).
- Cancellation charges (except for Uniplan Insurance cancellation fees which will apply as outlined above in paragraph 7d) will not be incurred in the circumstances described in paragraph (a) above provided that the Student complies with the notice requirements set out and any deposit and/or tuition fees already paid will be refunded accordingly. Failure to provide the relevant information in the timescales set out in paragraph (a) will result in normal cancellation charges applying as set out in paragraph 7 and no fees already paid will be refunded.
- If the visa refusal states that the visa has been refused due to any type of fraudulent activity by (or with the approval of) the Student then, notwithstanding paragraph 10b, the Student shall be liable for full deposit which will become non-refundable and the total of all claims, damages, losses (including consequential and indirect losses) and expenses incurred as a result of such fraud and the need to comply with any associated internal or external investigation.

### 11. Cancellation because conditions of offer are not met

- If INTO's offer to the Student is conditional upon the Student meeting the requirements set out in the Offer Letter, INTO reserves the right to withdraw its offer to the Student if the requirements of the Offer Letter are not met.
- If a Student does not meet the conditions of the Offer Letter (Academic or English language), provided that the Student informs INTO in writing and sends evidence that the conditions have not been met as early as possible but at least four weeks before the Course start date, no cancellation charges will be payable by the Student to INTO. This information must arrive at the INTO Admissions Office in the UK no later than four weeks before the Course start date or the day after the Student's exam results are published (if this falls after the four week cut off point). If INTO receives the relevant information (including evidence of the date of publication of the results if this falls after the four week cut off point) within the timelines outlined above, any deposits/fees already paid (minus the Uniplan Insurance cancellation fees as outlined above in paragraph 7d) will be refunded by INTO to the Student. Failure to do this will result in normal cancellation charges applying (as set out above) and no fees will be refunded.

### 12. Deferrals

- A Student may defer the start of a Course if the Student has been prevented by external events from starting the Course, up to a maximum of two occasions. An external event includes (without limitation) serious illness or injury of the Student or of a close member of the Student's family.
- Students must ensure that any request to defer is accompanied by a full explanation of the reasons for the request, is presented in writing and reaches the INTO Admissions Office in the UK at least six weeks before the Course start date. If INTO receives the request after this date, normal cancellation charges will apply (see the 'Cancellation charges' section above). The request should also include details of the Student's preferred new start date for the Course.
- All deferrals are subject to the availability of the requested chosen new Course start date at the time INTO receives the Student's request to defer.
- Any deferral requests in excess of the two occasions referred to above will be considered by the INTO Admissions Office on a case-by-case basis and acceptance of a deferral request will be at the INTO Admissions Office's sole discretion.
- On the basis that a new CAS will need to be issued if a request to defer is successful, the Student will be charged the fee in respect of the new CAS (as described in paragraph 6c above).
- Student accommodation will need to be re-booked and is subject to availability.
- If the reason for deferral is due to visa refusal, the provisions set out under section 10 above shall apply.

### 13. Academic criteria and attendance

- Students are accepted onto the Course on the strict understanding that progression through the Course and successful completion of the Course are conditional upon satisfactory attendance and successful attainment of specified progression grades.
- Students are accepted onto the Course on the strict understanding that they attend all classes. By signing the application form, the Student accepts that if they fail to attend classes without good reason, or without the permission of the Programme Manager for the Course or a member of the Centre Senior Management Team, they may be deemed to have withdrawn or be required to leave the Course. In the case of students studying on a Tier 4 visa, the Centre may also report the situation to the Home Office.

- During the Course induction all Students will be made aware of the criteria for successful completion of the Course. The assessment of student performance may take into consideration coursework, internal centre examination results, attendance, effort in class and homework.

- Students who do not meet the academic and/or any other attainment criteria for successful completion will not be allowed to proceed with their intended study plan. In such cases, Students will be offered advice on suitable alternative study options.
- Students who do not meet the attainment criteria for progression from an English language programme, or who are identified at being at serious risk of not meeting the attainment criteria for progression from an English language programme, to their intended Course of study (including Extended courses) will be offered advice on alternative study plans which may include further study on the English language Course. In some cases, an alternative study plan may involve additional time and expenditure with regard to tuition and accommodation fees.

### 14. English language admissions criteria

- Offers are made to Students for both English language and academic Courses on the basis of the certification provided by the Students that they meet the admissions criteria. If, however, the results from the tests and assessment procedures on arrival provide clear evidence that a Student's actual level of English language proficiency is significantly lower than claimed and lower than that required for their designated Course or for visa entry purposes, then the Student will be formally advised of the results and of their options.
- Where 14a applies, Students will not be allowed to proceed with their original Course and will be advised as to possible alternatives. Such alternatives may include:
  - an alternative study plan which may involve additional time and expenditure up to £1,000 with regard to tuition and accommodation fees; or
  - if the English Language level is below the level for visa entry purposes then the Student will have to return home.

### 15. Behaviour, welfare and attendance

- By signing the application form, the Student consents to INTO requesting and receiving any relevant information from any University school, service or centre concerning the Student's behaviour, welfare and attendance, and to allow the efficient operation of the Centre.
- If the Student has welfare and/or pastoral problems or concerns, the Student should in the first instance refer to the INTO Student Handbook or contact the Head of Student Services or the Student Services team.
- By signing the application form the Student agrees to adhere to the INTO Centre Code of Practice.

### 16. Class times and sizes

- For all Courses, classes will normally be held Monday to Friday between the hours of 08:00 and 19:00 but INTO reserves the right to hold classes outside of these times.
- The maximum class size is normally 20 students for English for University Study and English language modules on academic Courses. However, where appropriate, classes may be combined for university style lectures.
- Lessons will take place in the form of classes, seminars, workshops and lectures. Academic subject class sizes will vary depending on the learning format (e.g. lecture, seminar, lab practicals).
- Examinations may be held in the evening, on weekends and public holidays, and at venues outside of the main centre.

### 17. Holidays

- No regular classes will take place at INTO on recognised UK public holidays
- No refunds will be made for classes not taking place on these dates.
- On occasion examinations may be held on these dates. Term dates relevant to individual Courses are published in this brochure and no classes will take place outside these dates.

### 18. Arrivals

- Students must arrive in the UK on the Saturday or Sunday before the Course start date and register and enrol at the Centre on the published start date.
- Late arrivals – INTO expects all Students to arrive and start their Course on the scheduled start date. However, INTO recognises that Students are sometimes delayed for unavoidable reasons (these would include, for example, cancellation of, or delays to, flights or other transport). In exceptional cases, the INTO Centre will allow Students to arrive up to two weeks after the published start date for academic Courses and up to one week late on English language Courses. Unavoidable late arrivals must be approved in advance by the Head of Admissions of INTO as soon as the Student becomes aware that he or she will not arrive in time for the scheduled start date.
- Students on Pre-session courses MAY NOT arrive late.
- If, due to late arrival, a new CAS has to be issued, there will be a charge for the issuing of the new CAS (as set out in paragraph 6c above).
- No discount or refund of fees will be given for late arrivals.

### 19. Accommodation

- At the time of application to the Course, Students are invited to select their preferred accommodation. INTO aims to provide the accommodation as requested but, if this is not available, INTO reserves the right to provide an alternative type of accommodation. This will be charged at the published rate for such accommodation as set out on the fees page within this brochure.
- Accommodation is allocated as per the instructions on the application form and upon receipt of the signed copy of the student's acceptance form and payment of the appropriate accommodation deposit (as evidenced by the Student's invoice). Under 18s are required to stay in INTO accommodation unless full details have been provided of alternative living arrangements with a named adult over the age of 21.
- Students will be sent a copy of the accommodation terms and conditions with their offer letter and are required to agree to them when returning the acceptance form.
- The accommodation deposit is described in the Offer Letter. Accommodation is guaranteed once the deposit has been paid, the student has returned a ticked and signed Acceptance Form, and the Student has received confirmation that the type of room they have requested is available.
- INTO accommodation is only available to Students who are registered on full-time INTO Courses.
- Accommodation is not available to family members of Students (unless they are also registered on full-time Courses at INTO).
- INTO advises Students to insure their personal belongings. INTO shall have no liability for any loss, theft and/or damage to Students' personal belongings. INTO can provide details of insurance policies on request.
- Where a Course spans a holiday period accommodation fees will still be charged for those periods.



- i. Damage and sundry expenses deposit – All Students will be required to pay a damage and sundry expenses deposit of £500 which will be invoiced at the time of booking their course and shall be payable at least six weeks prior to the start date of the Course. Such deposit is refundable at the end of the Course minus any costs not already paid in Centre for any damages, exceptional cleaning or fines which have been incurred either to the residential/homestay accommodation or the premises and/or facilities which are discovered during occupancy or once an inspection has taken place after the Student's departure. The INTO Centre will repay any monies owing within 60 days of the Student's final Course end date.
- j. The damage and sundry expenses deposit is to cover outstanding damages and repairs once the Student has vacated the property and/or any fines or damage charges incurred during the study period remaining unpaid at the time of the Student's departure.
- k. Breakages – Students are responsible for payment of any damage caused by them to property owned or occupied by the University (where applicable) or the INTO Centre. Students in residential accommodation may be required to sign an inventory on arrival and departure. The INTO Centre reserves the right to recover costs for damage or exceptional cleaning from Students. Any damage which requires repairs and/or exceptional cleaning which occurs whilst the Student is living in the property or is required following the Student's departure will be charged to the Student separately at the going rate. Any damage discovered during the student's stay will be invoiced at that time and payment will be due immediately. Charges for damage discovered after departure will be deducted from the deposit payable by the Student as set out in paragraph 19i above. If the amount due is in excess of the deposit paid by the Student, INTO will invoice the Student for the excess amount. The Student shall pay any such amounts to INTO within 30 days of the date of the invoice.

## 20. Accommodation fees

- a. All accommodation fees for the entire duration of the accommodation booked must be paid in full in pounds sterling by cheque, banker's draft, bank transfer, credit or debit card at least six weeks prior to the start date of the Course. If bank, credit or debit card charges are incurred by INTO on such payments, where these charges have been incurred through no fault of INTO, these will be re-invoiced to the Student's account so that INTO receives the payment in full.

## 21. Accommodation changes or cancellation when a Student has arrived and moved into their Accommodation

- a. Residential/homestay accommodation – In all cases except visa refusals, Students who wish to cancel their accommodation booking will be subject to the cancellation fees as set out in the copy of the accommodation terms and conditions they will have received with their Offer Letter.
- b. Students are bound by the terms and conditions of their accommodation contract.
- c. Full accommodation charges will apply during any notice period as outlined in the accommodation contract.
- d. No change to the type of accommodation arrangements will be made without the written permission of the Head of Student Services or the Centre Director. This permission will only be given in exceptional circumstances. If a Student makes a change to his/her accommodation arrangements or leaves accommodation provided by INTO without the prior written consent of the Centre Director, the Student shall remain liable for the full accommodation payments invoiced or reserved at the time of confirmation.
- e. A Student under the age of 18 may only move to agreed alternative private accommodation where the Student's parent or guardian has certified to INTO that this is the case and that the provision of accommodation by INTO is no longer required. For the avoidance of doubt the Student shall remain liable for the full accommodation payments invoiced or reserved at the time of confirmation in respect of the vacated property.
- f. Residential accommodation may not be available over the two week Christmas period to Students who are under 18 years old. The INTO Centre can assist with alternative arrangements which may incur an additional charge.

## 22. Airport pickups

- a. Airport pickups may be booked as specified earlier in this brochure. The airport pickup will be for the passenger named on the application form only or for named Students if Students agree in advance (and notify INTO) that they wish to share an airport pickup.
- b. Additional family members or chaperones accompanying the named passenger will be charged additional fees.
- c. The first 30 minutes of waiting time is included in the fee as specified in this brochure. Additional fees may apply for waiting periods longer than 30 minutes.
- d. Fees will only be refunded for 'missed pickups' if the Student informs INTO, by telephoning the INTO emergency telephone number (as publicised in the pre-departure guide), that their pickup will not be required or that they will be delayed before they leave the departure airport, or if they have arrived at their destination airport and the transfer is a no show, they telephone the INTO emergency telephone number (as publicised in the pre-departure guide), that their transfer is a no show before they leave the arrival airport.
- e. Airport transfer fees must be paid for at least 6 weeks prior to the course start date.
- f. Airport pickups are compulsory for students under 18, unless parents provide INTO with evidence that they have made alternative arrangements for the collection of their child from the UK entry airport. A similar compulsory delivery of students under 18 to their departure airport applies.

## 23. Travel to the INTO Centre

- a. INTO expects Students to assist INTO with its Green Travel Plan, as maybe reasonably required.
- b. Students may not bring cars to campus unless otherwise agreed in advance by INTO. Please contact INTO for further details of our Green Travel Plan.

## 24. Record keeping duties under TIER 4 Immigration rules (PBS)

- a. INTO is required to keep a copy of Students' passport, identity card for foreign nationals or United Kingdom immigration status document and Students' UK contact details.
- b. Under the TIER 4 Immigration rules (PBS) the sponsor licence holder will report to the Home Office in the following circumstances:
  - i. if the Student fails to enrol on the Course within the enrolment period;
  - ii. if the sponsor licence holder stops being the Student's immigration sponsor for any other reason, for example, if the Student is withdrawn or moves into an immigration category that does not need an approved education provider;
  - iii. if there are any significant changes in the Student's circumstances, for example, if the length of a course of study becomes shorter; or
  - iv. if INTO has any suspicions that the Student is breaking any conditions attached to their permission.

## 25. Medical treatment and accident insurance

- a. Acceptance by the Student (or by his/her parent or legal guardian if the Student is under 18), of a place to study at the INTO Centre indicates that the Student (or parent/legal guardian if the Student is under 18):
  - i. gives permission for the administration of first aid and appropriate nonprescription medication to the Student if required; and
  - ii. if the Student is under 18, for INTO to recommend that the Student seeks medical, dental or optical treatment when required.
- b. All Students must maintain a valid and comprehensive medical and accident insurance policy for the duration of their stay. Students unable to provide evidence of adequate cover at the time of their application are required to take up the Uniplan Insurance cover as a condition of enrolment.

## 26. Students who are under 18

- a. INTO strongly recommends that parents appoint a UK based guardian for international Students under 18 years of age.
- b. If parents are making their own arrangements for either guardianship services or a friend or family member in the UK to act as guardian to the Student, then evidence of these guardianship arrangements and contact details thereof must be supplied at time of confirmation.
- c. Parents of Students under 18 must sign a consent form authorising nominated INTO staff to act (on behalf of the parent) in the case of an emergency. They must also complete a medical information form. The forms will be included with the INTO offer documents and must be completed and returned to INTO at the confirmation stage. Confirmation documents will not be issued unless these forms are returned. Failure to return these forms could result in a Certificate of Acceptance for Studies not being issued.
- d. In the case of Students under 18, any reference in these Terms and Conditions to liability of Students shall also infer liability on the parents or guardian of the Student and such liability is joint and several.

## 27. Student information

- a. Students agree that copies of their regular reports on their academic progress and performance can be supplied to parents, sponsors or agents without notification by completing the student record section of the application form.
- b. Students agree that if INTO has serious concerns about their welfare, INTO can contact their parents or family members without notification. Consent is hereby given by the Student to the above until formally withdrawn in writing.
- c. Students and, if the Student is under 18, the Student's parents/guardians/sponsors hereby consent that the Student's records and achievements, images and sound may be used for promotional purposes, by completing the student record section of the application form.
- d. INTO is obliged to report visa status, attendance records and UK contact details to relevant UK government bodies and will do so in accordance with its legal obligations under relevant legislation (including under the Data Protection Act 1998).
- e. INTO may disclose information about the Student for the purposes of (without limitation):
  - i. the administration of justice;
  - ii. the exercise of any functions of either House of Parliament;
  - iii. the exercise of any functions conferred on any person by or under any enactment;
  - iv. the exercise of any functions of the Crown, a Minister of the Crown or a government department; and/or
  - v. the exercise of any other functions of a public nature exercised in the public interest by any person i.e. necessary for legitimate purposes and justified by the Data Protection Act.
- f. INTO will process personal information provided to it by Students in accordance with the Data Protection Act 1998 and any other applicable data protection legislation. For further information about how INTO handles and uses personal data please see INTO's Privacy Policy which can be viewed at [www.intohigher.com/uk-en-gb/footer/legal-and-privacy.aspx](http://www.intohigher.com/uk-en-gb/footer/legal-and-privacy.aspx).
- g. INTO will only use the personal information provided to it by Students in order to provide and administer the course. Please note that personal data may be shared between INTO and the university partner where applicable, as necessary in order to provide and administer the course. Any personal data shared is in accordance with the Data Protection Act 1998 and with any other applicable data protection legislation. Students acknowledge and agree that by providing their personal details, INTO may also pass their personal data to external agencies or other selected third parties for the purposes of seeking participation in student surveys, undertaking academic audits or ensuring compliance with INTO's regulatory responsibilities.

## 28. Liability

- a. Subject to the following, INTO (including its staff and/or representatives) shall have no liability to the Student for any loss, damage, costs or expenses arising under or in connection with these Terms and Conditions except where such loss or damage is directly caused by INTO (or its staff or representatives).
- b. Where such loss or damage is directly caused by INTO (or its staff or representatives), INTO's liability shall, subject to the following, be limited to 150% of all fees paid or payable by the Student to INTO.
- c. Nothing in these Terms and Conditions shall exclude or restrict INTO's liability for death or personal injury resulting from its negligence or fraudulent misrepresentation or in any other circumstances where liability may not be so limited under any applicable law.
- d. INTO shall have no liability for failure or delay to supply the Course and/or any service contemplated by these Terms and Conditions due to circumstances beyond its reasonable control.

## 29. Disclaimer

- a. This brochure is prepared in advance of the academic year to which it relates. The information is correct at the time of going to press and the Courses and services described herein are those which INTO is planning to offer. However, INTO reserves the right, to amend, add or remove any, Course and/or services set out in this brochure and/or the timetable, delivery, content syllabus and assessment of such Courses. The University (where applicable) also reserves the right to amend the regulations governing those Courses without prior notice. INTO therefore strongly recommends that immediately prior to making any application to INTO or accepting any offer from INTO, Students should refer to the most up-to-date version of the Course descriptions and specifications and the regulations on the INTO website.
- b. INTO also reserves the right to make variations to the contents and methods of delivery of the Courses and services, to discontinue, Courses and services, and to combine and merge Courses, if such action is reasonably considered to be necessary by INTO.
- c. Applicants to INTO Courses will be notified as soon as practicable of any material changes likely to have a bearing on their application, such as cancellation of, or major modification to Courses offered, changes to accommodation provision or fees and charges to be levied by the university partner where applicable.
- d. INTO, in marketing its Courses, aims to comply with the British Code of Advertising Practice issued by the Advertising Standards Authority.
- e. Applications to universities for undergraduate or postgraduate courses are governed solely by the applicable terms and conditions of that university, and not by these Terms and Conditions.

## 30. Equal opportunities

- a. INTO operates an equal opportunities admissions policy. It aims to ensure that no applicant will receive less favourable treatment on the grounds of age, sex, marital status, race, colour, nationality, ethnic origin, sexual orientation, or political or religious belief.
- b. INTO welcomes applications from candidates with disabilities.

## 31. Entire agreement

- a. These Terms and Conditions and the Offer Letter constitute the entire agreement between INTO and the Student for the provision of English language Courses and/or academic Courses and any other INTO Course.
- b. These Terms and Conditions supersede any promises, representations, warranties – whether written or oral – made by or on behalf of one party to the other.

## 32. Changes to these Terms and Conditions

- a. INTO reserves the right to vary these Terms and Conditions without the consent of the Student at any time prior to entering into a contract with the Student. In such circumstances, INTO will provide a revised set of Terms and Conditions.

## 33. Transfer of these Terms and Conditions

- a. INTO may assign, transfer, or sub-contract in whole or in part some or all of the benefit and/or burden of these Terms and Conditions.

## 34. Severance

- a. If any court or competent authority finds that any provision of these Terms and Conditions (or part of any provision) are invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of these Terms and Conditions shall not be affected.

## 35. Governing law and jurisdiction

- a. The formation, existence, construction, performance, validity and any dispute (including non-contractual disputes) arising out of or in connection with the subject matter or formation of these Terms and Conditions shall be governed by and construed in accordance with English law.
- b. The English Courts will have exclusive jurisdiction to settle any disputes (including any non-contractual disputes), which may arise out of or in connection with these Terms and Conditions. Students and INTO agree to submit to the exclusive jurisdiction of the English Courts.

## 36. Other fees

- a. Textbooks – Textbooks and/or appropriate Course materials will be supplied to Students on enrolment for International Foundation, Graduate Diploma, English for University Study or Pre-session English Courses. Students will be invoiced for the textbooks and/or appropriate Course materials immediately following receipt by INTO of the Student's acceptance of the offer of a place on the Course and such invoice is payable at least six weeks before the start date of the Course. The approximate cost of textbooks and/or appropriate Course materials will be £220 per academic Course (2 or 3 term), £300 per academic Course (4 term) and £80 per term for the English for University Study and for Pre-session English course, 12 week course, £40, 8 and 6 week courses, £35, and 4 week course £30.
- b. Laboratory fees – Students who are enrolled on science-based academic Courses (i.e. International Foundation in Engineering, Computer Science and Mathematics) shall be charged an additional fee of £370 per academic year to cover the use of laboratory facilities. This fee will be invoiced to the Student immediately following receipt by INTO of the Student's acceptance of the offer of a place on the Course and such invoice is payable at least six weeks before the start date of the Course.

## 37. University placement and progression

- a. Students who pass the INTO Foundation but do not meet the criteria for progression onto further study at City University London may, at INTO's sole discretion receive a refund of all tuition fees paid if, having complied with INTO staff advice with regard to their university application, they have not been offered a place at a UK university on a course appropriate to their qualification.
- b. Students who successfully complete the INTO Foundation or Graduate Diploma and who meet the individual entry requirements of City University London for their chosen degree will be permitted to progress onto their course provided they have received a conditional offer and met the terms of that offer and any other University entry requirements.

**This information is available in different formats. Please contact the Centre to request a copy.**

## International Foundation

Dates	Tuition price
<b>March start (2 term)*</b> Mon 23 Mar 2015–Fri 19 Jun 2015 Mon 22 Jun 2015–Fri 11 Sep 2015	<b>Business and Economics with Accounting:</b> 4 term £20,960 3 term £16,500 2 term (2015) £15,495 2 term (2016) £16,500
<b>July start (4 term)</b> Mon 06 Jul 2015–Fri 11 Sep 2015 Mon 21 Sep 2015–Fri 11 Dec 2015 Wed 06 Jan 2016–Thu 24 Mar 2016 Mon 04 Apr 2016–Fri 17 Jun 2016	<b>Business and Economics with Society and Humanities and Law:</b> 4 term £18,735 3 term £14,275
<b>September start (4 term)</b> Mon 21 Sep 2015–Fri 11 Dec 2015 Wed 06 Jan 2016–Thu 24 Mar 2016 Mon 04 Apr 2016–Fri 17 Jun 2016 Mon 04 Jul 2016–Fri 09 Sep 2016	<b>Computer Science; Engineering and Mathematics:</b> 4 term £19,155 3 term £14,695
<b>September start (3 term)</b> Mon 21 Sep 2015–Fri 11 Dec 2015 Wed 06 Jan 2016–Thu 24 Mar 2016 Mon 04 Apr 2016–Fri 17 Jun 2016	
<b>January start (3 term)</b> Wed 06 Jan 2016–Thu 24 Mar 2016 Mon 04 Apr 2016–Fri 17 Jun 2016 Mon 04 Jul 2016–Fri 09 Sep 2016	
<b>March start (2 term)*</b> Mon 21 Mar 2016–Fri 17 Jun 2016 Mon 20 Jun 2016–Fri 09 Sep 2016	

\* Business and Economics with Accounting pathway only.

## Graduate Diploma

Dates	Tuition price
<b>September start (3 term)</b> Mon 21 Sep 2015–Fri 11 Dec 2015 Wed 06 Jan 2016–Thu 24 Mar 2016 Mon 04 Apr 2016–Fri 17 Jun 2016	3 term £14,695
<b>January start (3 term)</b> Wed 06 Jan 2016–Thu 24 Mar 2016 Mon 04 Apr 2016–Fri 17 Jun 2016 Mon 04 Jul 2016–Fri 09 Sep 2016	

## English for University Study

Dates	Tuition price
<b>September start</b> Mon 21 Sep 2015–Fri 11 Dec 2015	Per term £4,460
<b>January start</b> Wed 06 Jan 2016–Thu 24 Mar 2016	
<b>April start</b> Mon 04 Apr 2016–Fri 17 Jun 2016	
<b>July start</b> Mon 04 Jul 2016–Fri 09 Sep 2016	

## Pre-sessional English

Dates	Tuition price
<b>2015</b>	<b>2015</b>
<b>Pre-sessional English</b> Mon 22 Jun 2015–Fri 11 Sep 2015 (12 weeks) Mon 20 Jul 2015–Fri 11 Sep 2015 (8 weeks) Mon 17 Aug 2015–Fri 11 Sep 2015 (4 weeks)	<b>Pre-sessional English</b> 12 weeks £2,820 8 weeks £2,160 4 weeks £1,450
<b>Cass pathway</b> Mon 29 Jun 2015–Fri 21 Aug 2015 (8 weeks) Mon 13 Jul 2015–Fri 21 Aug 2015 (6 weeks) Mon 17 Aug 2015–Fri 11 Sep 2015 (4 weeks)	<b>Cass pathway</b> 8 weeks £2,420 6 weeks £1,830 4 weeks £1,450

## Accommodation prices - International Foundation and Graduate Diploma†

Start dates	Scape East			The Craft Building		
	Studio	Studio+	Studio++	Classic en suite	Premium en suite	Premium studio
<b>March start (2 term)</b>	£6,950	£7,700	£8,700	£5,550	£5,800	£6,950
<b>July start (4 term)</b>	£13,757	£15,257	£17,202	£10,957	£11,457	£13,757
<b>September start (4 term)</b>	£14,178	£15,708	£17,748	£11,322	£11,832	£14,178
<b>September start (3 term)</b>	£10,842	£12,012	£13,572	£8,658	£9,048	£10,842
<b>January start (3 term)</b>	£10,008	£11,088	£12,528	£7,992	£8,352	£10,008

Please note the 4-term extended and 2-term fast-track options are not available for the Graduate Diploma programme.

† One-term only price (vacation weeks extra).

## Accommodation prices - English for University Study†

Start dates	Scape East			The Craft Building		
	Studio	Studio+	Studio++	Classic en suite	Premium en suite	Premium studio
<b>September start</b>	£3,336	£3,696	£4,176	£2,664	£2,784	£3,336
<b>January start</b>	£3,336	£3,696	£4,176	£2,664	£2,784	£3,336
<b>April start</b>	£3,058	£3,388	£3,828	£2,442	£2,552	£3,058
<b>July start</b>	£2,780	£3,080	£3,480	£2,220	£2,320	£2,780

† One-term only price (vacation weeks extra).

## Accommodation prices - Pre-sessional English

Start dates	Scape East			The Craft Building		
	Studio	Studio+	Studio++	Classic en suite	Premium en suite	Premium studio
<b>12 weeks</b>	£3,180	£3,540	£3,960	£2,508	£2,628	£3,180
<b>8 weeks</b>	£2,120	£2,360	£2,640	£1,672	£1,752	£2,120
<b>6 weeks</b>	£1,590	£1,770	£1,980	£1,254	£1,314	£1,590
<b>4 weeks</b>	£1,060	£1,180	£1,320	£836	£876	£1,060

## English language courses accommodation notes

The prices for both residential and homestay accommodation cover tuition periods only. If your course or study plan spans a vacation period, the accommodation must be paid for during the vacation period as well. Homestay accommodation is only available during vacations by special request and is not guaranteed. A supplement may be payable over the two-week Christmas period. If you wish to leave your belongings with the host family during a vacation period, the full weekly amount will be payable. Please see the terms and conditions on page 68-69 of this brochure for information regarding the availability of residential accommodation over the Christmas period for under 18 students.

## Notes

Prices are valid for all bookings confirmed and paid for after **01 January 2015**, until further notice. Please note that accommodation availability and prices are subject to change.

Students in residential accommodation who progress from one course to another will also have to pay for this accommodation over the Christmas and Easter vacations, and during the summer breaks. This does not apply to students on Pre-sessional courses.

## Weekly accommodation prices

Residential accommodation	
Scape East – Studio	£278 per week
Scape East – Studio+	£308 per week
Scape East – Studio++	£348 per week
Craft – Classic en suite	£222 per week
Craft – Premium en suite	£232 per week
Craft – Premium studio	£278 per week
Homestay accommodation	
Homestay (average price)	£210 per week

**Other fees**

Airport pickup	
Airport	Price
London Heathrow	£125
London Gatwick	£140
London Stansted	£155

Course-related fees	
Enrolment fee*	£150
iPad fee (Foundation only)	£300
Lab fee (science-based courses)	£370
Textbooks (2 or 3 term)	£220
Textbooks (4 term)	£300
Textbooks (English per term)	£80
Textbooks (12-week Pre-sessional English)	£40
Textbooks (8 or 6-week Pre-Sessional English)	£35
Textbooks (4-week Pre-sessional English)	£30

\* Per academic programme, charged upon confirmation.  
Please see clause 36 of the terms and conditions on page 69 for further details of course-related fees.

**Public holidays**

2015	2016
<b>New Year holiday</b> Thu 01 Jan 2015	<b>New Year holiday</b> Fri 01 Jan 2016
<b>Good Friday</b> Fri 03 Apr 2015	<b>Good Friday</b> Fri 25 Mar 2016
<b>Easter bank holiday</b> Mon 06 Apr 2015	<b>Easter bank holiday</b> Mon 28 Mar 2016
<b>May Day holiday</b> Mon 04 May 2015	<b>May Day holiday</b> Mon 02 May 2016
<b>Spring bank holiday</b> Mon 25 May 2015	<b>Spring bank holiday</b> Mon 30 May 2016
<b>Summer bank holiday</b> Mon 31 Aug 2015	<b>Summer bank holiday</b> Mon 29 Aug 2016
<b>Christmas Day</b> Fri 25 Dec 2015	<b>Boxing Day</b> Mon 26 Dec 2016
<b>Boxing Day</b> Mon 28 Dec 2015 (substitute day)	<b>Christmas Day</b> Tue 27 Dec 2016 (substitute day)

**Uniplan insurance**

Uniplan Insurance is a comprehensive insurance policy prepared especially for international students in the UK to cover loss of personal possessions as well as travel, health and medical claims. Full travel, health and medical insurance is mandatory for all INTO City University London students, and Uniplan Insurance will automatically be added to your course fees unless you show that suitable alternative cover has been provided. INTO is an appointed representative of Endsleigh Insurance Services Ltd which is authorised and regulated by the Financial Conduct Authority. This can be checked on the Financial Services Register by visiting its website at [www.fca.org.uk/register](http://www.fca.org.uk/register)

Period of cover	Cost Standard	Cost Premium
Up to 1 month	£66.40	£73.04
Up to 6 weeks	£77.51	£85.26
Up to 2 months	£88.62	£97.47
Up to 3 months	£121.99	£134.18
Up to 4 months	£144.25	£158.66
Up to 5 months	£173.15	£190.45
Up to 6 months	£195.36	£214.88
Up to 12 months	£356.95	£392.65
Up to 13 months	£384.41	£422.85
Up to 18 months	£465.82	£512.40
Up to 24 months	£528.29	£581.11

**Cover**

Item	Maximum sum insured Standard	Maximum sum insured Premium
All medical emergencies expenses (including repatriation)	£2,000,000	£2,000,000
Emergency dental treatment	£500	£500
Funeral costs in the UK	£5,000	£5,000
Family travel cost to the UK in event of death	£3,000	£3,000
Personal total disablement	£25,000	£25,000

Item	Maximum sum insured Standard	Maximum sum insured Premium
Luggage	£1,000	£1,000
Passport, tickets and passes	£500	£500
Personal money	£100	£100
Single article limit	£200	£1,000
Valuables total	£300	£1,000
Personal liability	£1,000,000	£1,000,000
Overseas legal expenses and assistance	£10,000	£10,000
Course fees	Up to £14,000	Up to £14,000
Cancellation or curtailment charges	£3,000	£3,000
Excess	£50	£50

**Principal exclusions**

**General**  
The first £50 of each and every claim per incident made by each insured person except for claims under personal liability, personal accident and legal expenses where no excess applies. This policy is not available to anyone aged 66 or over.

**Cancellation or curtailment charges and course fees**  
Any circumstances known prior to booking the trip that could reasonably be expected to give rise to a claim.

**Emergency medical and other expenses**  
Treatment or surgery which in the opinion of the medical practitioner in attendance can wait until your return home. Medication, which prior to departure is known to be required.

**Baggage and personal money, passport and documents**  
Valuables left unattended at any time unless in a safety deposit box or in your locked accommodation. Personal money or your passport if left unattended at any time unless in a safe, a safety deposit box or in your locked accommodation.

## Want to find out more?

If you would like to find out more about any of our courses or services, please visit our website. You can also contact the Centre via email or phone, or visit one of our education counsellors in your home country.

### Enquiries and applications

#### INTO City University London Admissions

One Gloucester Place  
Brighton  
East Sussex  
BN1 4AA  
United Kingdom

T: +44 1273 876040

Education counsellors

E: [ukadmissions@into.uk.com](mailto:ukadmissions@into.uk.com)

All other enquiries

E: [ukes@into.uk.com](mailto:ukes@into.uk.com)

### Centre contact details

#### INTO City University London

102 Middlesex Street  
London  
E1 7EZ  
United Kingdom

T: +44 20 7059 4400

E: [into@city.ac.uk](mailto:into@city.ac.uk)



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