

## UEA London prospectus 2012–2013

Undergraduate, Masters and university preparation courses

# Success

## University preparation and so much more...

We believe that our students **deserve the very best** – and we know you need the best university preparation to achieve the most sought after careers in the world. That is why our courses are designed in partnership with leading universities to equip you with the mix of skills, knowledge and confidence to succeed in your studies and beyond. Our **highly-qualified teachers** are committed to your future success. We have already **invested more than £133 million** across the INTO network to provide you with some of the world's most advanced teaching and learning centres. Our staff are with you every step of the way, and the support we offer from the moment you make your first enquiry until after you leave is second to none. Perhaps that is why **89 of the UK's top universities**, including the University of East Anglia, offer places to INTO students every year. It may also explain our **92 per cent student satisfaction rates** – a score which ranks amongst the very highest in the UK.



More than  
**110**

students\* have successfully  
progressed to the

**University of  
East Anglia**

**Our students speak  
from their experience...**

**I had my best moments in the UK here**

**The best course I have ever done**

**So nice to meet all the people**

**If only formal education was more like this**

**I have gained new ideas, knowledge and experience**

**Priceless experience**

**It just gets better and better each day**

**I like this course and think that it is perfect**

**I loved this programme**

**Amazing experience throughout**

**INTO has helped me to go to my dream university**

**A great course**

**Everyday I learn new things with INTO**

**The experience has been exhilarating**

**Thank you**



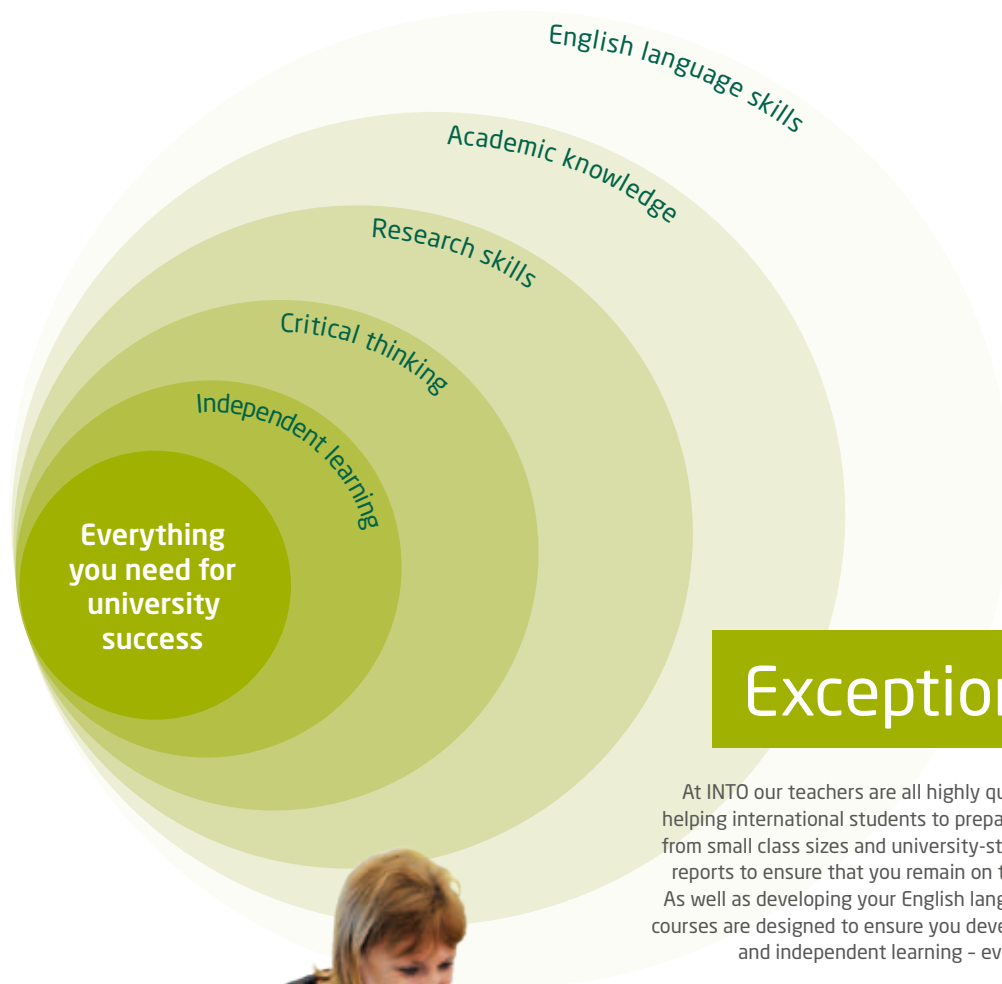
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\*based on progression data for academic programmes up to October 2011

# University preparation

Everything you need to succeed



## Exceptional teaching

At INTO our teachers are all highly qualified and have extensive experience of helping international students to prepare for university success. You will benefit from small class sizes and university-style teaching, and receive termly progress reports to ensure that you remain on track to achieve your academic ambitions. As well as developing your English language skills and academic knowledge, our courses are designed to ensure you develop the skills in critical thinking, research and independent learning – everything you need for university success.



**1:9**

overall teacher to student ratio across the INTO network and small classes deliver a first-class study experience

# State-of-the-art facilities

## University-style teaching

### Taster sessions from university professors

# 24/7

access to university virtual learning environment and e-learning resources

Our students have gone on to graduate from some of the world's leading universities. Their success is due to the ideal study environment we offer, which combines state-of-the-art facilities, university-style teaching and access to the latest e-learning technology.



# 75%

of our teachers on INTO academic programmes have a Master's or PhD

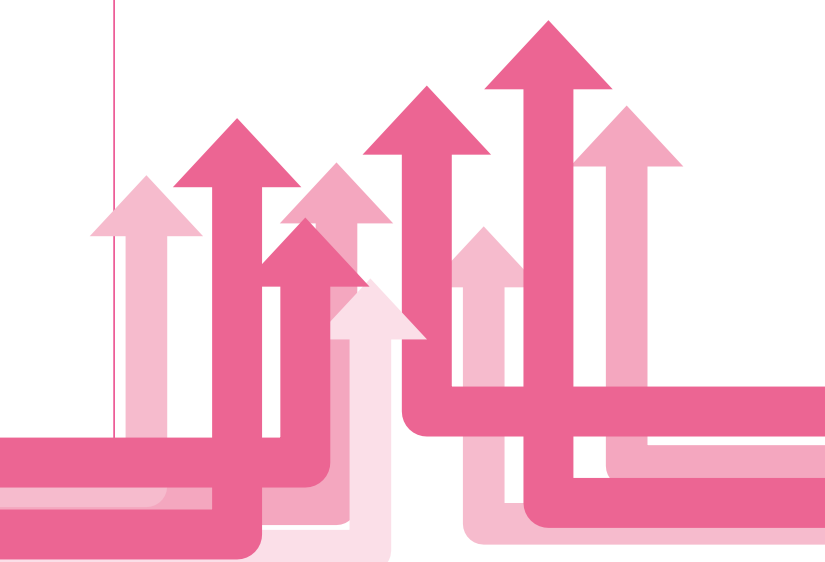
## University courses

Our programmes are designed in partnership with and quality assured by our partner universities, ensuring that you develop the academic knowledge and study skills that are required by world-leading universities.

Studying at INTO UEA London gives our students the best possible start to their degree courses. We believe our students are particularly well prepared for the rigour of university study; the programmes develop their academic language, study skills and knowledge. By the time they finish studying their INTO programme the aim is for students to be as capable as the students who are directly admitted to a degree programme; even though the latter may have higher high school grades.

Studying at INTO UEA London means that students have the right skills to be successful at the University of East Anglia. The INTO programmes are carefully designed to match the needs of the degree courses and are validated by the University of East Anglia, so you will know that your programme is the same assured quality as the University's own degree programmes.

**DR RICHARD HARVEY, DEAN  
UEA LONDON**



# Unbeatable support

whenever you need it

INTO is popular because we understand what students need and have already helped many thousands succeed. Wherever you are in the world we have staff and representatives able to give you the advice and support you need to start your journey to academic success. You can talk to someone in your home country and your native language. They will understand your ambitions and can help with your application.

Our friendly and experienced student support staff are available 24/7 to help you settle in to your new life: from meeting you at the airport and welcoming you to the Centre during orientation, to helping you to renew your visa and organising a wide range of social activities, so that you can explore the local area and make new friends. You will also enjoy the social benefits of access to our partners' campuses, joining a vibrant university community from day one, as well as award-winning facilities such as sports centres, libraries and the students' union.

## 82%

of students were satisfied with their overall student experience at INTO UEA London



From your first point of contact to graduation and beyond, our teams of highly-qualified professionals will assist you on your journey. We will help you apply for your course, obtain your visa (sponsored by the University) and prepare for your arrival. If you require additional support we will direct you to our network of highly-qualified representatives located throughout the world. Many have been on this journey themselves and can give you first hand advice in your native language.

**MATT COLLINS, HEAD OF INTO ADMISSIONS**

## Investing in your success



## £133 million

invested in the student experience across a network of world-class international study centres and student accommodation

Follow us on Facebook and Twitter

facebook

twitter

# World-class living and learning facilities



Successful students invest in their education and INTO provides the best living and learning experience in return.

Classrooms are equipped with the latest technology, including interactive whiteboards and flip screen computers, to make lessons enjoyable and stimulating. Custom-built lecture theatres and modern laboratories provide ideal surroundings. All students have access to the University's virtual learning environment for downloading lecture notes and other useful course content, as well as taking part in online discussions with teachers and classmates. Wireless internet access throughout ensures students can benefit from 24-hour access to the extensive range of e-journals available through the University's online resources.

# A top 20 UK university in the heart of London



Experience the academic excellence of the University of East Anglia in the heart of London



UEA degrees in business, creativity and diplomacy



A world top 150 university  
(THE World University Rankings 2011-2012)



A top 5 university in London for Business Studies  
(Guardian University Guide 2012 and Times Good University Guide 2012)



A top 10 UK university for Business and Economics  
(Shanghai Jiao Tong World Rankings 2009)



Enhance your employability with master classes, educational visits and guest lectures from leading professionals



A dynamic learning environment with exceptional facilities for over 1,200 students in London's travel Zone 1



A range of university-validated pathway programmes to prepare international students for entry to UEA degrees in London and Norwich, as well as other leading UK universities



# Why choose UEA London?

## Ranking

The University of East Anglia is one of Britain's premier research and teaching universities, and is consistently ranked in the top 20 UK universities. UEA London brings this academic excellence to the capital, offering a great opportunity for students seeking both an internationally respected degree and an unforgettable student experience.

## Location

At UEA London the 'City of London' becomes your campus. The campus is surrounded by a diverse range of shops, restaurants and cafés and is within a few minutes' walk of Liverpool Street station, which offers excellent transport links across London.

Positioned in the heart of the financial district, not only will you enjoy the buzz of studying in this bustling cosmopolitan area, but you will also benefit from the experience of being surrounded by some of the UK's biggest businesses.

## Facilities

The campus provides first-class teaching and learning facilities for over 1,200 students spread over six floors, including a multi-purpose lecture theatre; state-of-the-art IT, multimedia and language laboratories; a learning resource centre; dedicated facilities for Masters students; and a café. WiFi is available throughout the building and there are comfortable, communal spaces where you can relax and socialise.

## Student support

UEA London is committed to delivering a world-class student experience. Our dedicated Student Services Team provide a wide range of services to help you during your studies. From advice on where to eat and shop, to assistance with opening a bank account or renewing your visa, whatever your query, they will be glad to help.

## Success

The University has a reputation for producing highly-qualified graduates along with an excellent graduate employability rate. At UEA London you will enjoy world-class teaching, exceptional facilities and personalised support to help you achieve your study and career goals.

## Choice

INTO UEA London offers a range of English language and university-validated academic courses to prepare international students for entry to the degree courses available at UEA London, as well as degrees available on the University's campus in Norwich. These high-quality courses are also recognised by other leading UK universities, offering you a choice of progression options on successful completion.



# UEA excellence in the heart of London

## Degrees designed to enhance your employability

The UEA London campus was set up with a view to enhancing the employability of our graduates and fostering links with influential government and business communities in the UK's capital city.

In London you can study some of the University's most specialised degree courses including the BSc International Business Management, as well as Masters programmes in Creative Entrepreneurship, Diplomacy, Finance, Marketing and Management.

All of our teaching and course content draws on the University's academic excellence for both teaching and research. This was recognised in the 2008 Research Assessment Exercise, which confirmed UEA as one of the leading research institutions in the UK with more than 50 per cent of its research classified as 'world leading' or 'internationally excellent'.

Our courses offer both theoretical knowledge and practical skills that apply directly to the world of work. You will attend master classes from business experts and other influential figures, and personal development modules are incorporated into the course structure, allowing you to prepare for your future career while completing your degree.

## The 'City of London' is your campus

London has the largest economy of any city in Europe and alongside New York is one of the biggest financial centres in the world. It is also a global centre for culture, fashion, media, sport and much more. The experience of living in such a vibrant and diverse city as London is a once in a lifetime experience for many and our central location places you at the heart of the capital, making it easy for you to explore one of the most popular study destinations in the world.

## A top ranked University offering degree programmes in London

The University of East Anglia is consistently ranked in the UK's top 25 universities. The table below shows the University's overall ranking in relation to other London universities.

University	Ranking
LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE	3
IMPERIAL COLLEGE LONDON	4
UNIVERSITY COLLEGE LONDON	5
SCHOOL OF AFRICAN AND ORIENTAL STUDIES	23
KING'S COLLEGE LONDON	24
<b>UNIVERSITY OF EAST ANGLIA</b>	<b>27</b>
ROYAL HOLLOWAY, UNIVERSITY OF LONDON	28
QUEEN MARY, UNIVERSITY OF LONDON	37
CITY UNIVERSITY LONDON	47
GOLDSMITHS, UNIVERSITY OF LONDON	50
BRUNEL UNIVERSITY	51

Times Good University Guide 2012

## Unique degree courses in a range of disciplines

UEA London offers a range of degree courses that are not available at the main Norwich campus. The courses will appeal to both UK and international students.

- BSc International Business Management
- MSc Management
- MSc Marketing and Management
- MSc Finance and Management
- MA Creative Entrepreneurship
- MA International Business and Diplomacy
- MA International Diplomacy
- MA International Security and Diplomacy
- MA International Communication and Diplomacy

## Pathways to the UK's best universities

INTO UEA London also offers a range of high quality university preparation and English language courses for international students. As a successful university pathway student you will have the option of progressing to exciting programmes at UEA London or the University's main Norwich campus. You will also be eligible to apply to a broad range of degrees at other leading universities in the UK.



## London: a global business hub

UEA London's central London location places you at the heart of business and professional networks. London is a major hub for industries such as financial services and the media. It is also home to the headquarters of many multi-national organisations. Your classes will take place within walking distance of the world's major exchanges and trading houses. After class you can take a tour of the financial district, attend an evening lecture or read-up on the latest business news at one of the City of London libraries.

With the Bank of England, the London Stock Exchange, Lloyds of London, the iconic Gherkin building and the offices of over 500 banks all within walking distance of the Centre, UEA London provides you with the opportunity to study in the heart of one of the world's major business and financial centres.

## Ranked top 100 in the world for business and economics

Shanghai Jiao Tong World Rankings 2009

I chose to study here because I heard that the University of East Anglia had opened a new campus in London and because it is highly ranked. I think that it is a privilege to study at a top 20 university.

**ALDILAH ADININGGAR, INDONESIA**  
**INTERNATIONAL DIPLOMA IN BUSINESS**  
**GRADE: 56% | NOW STUDYING**  
**INTERNATIONAL BUSINESS MANAGEMENT**  
**AT UEA LONDON**



 A **network** of world-class universities

Bishops Square and Old Spitalfields Market offer a mixture of boutique shops, market stalls and an excellent choice of restaurants



UEA London is just 250m from Liverpool Street station which offers excellent transport links



UEA London is a modern, purpose built facility in the heart of London

# Study in London: a truly international experience

“Nowhere in the world can rival London as a place to study. It has a combination of academic excellence, a rich artistic and cultural heritage and is positioned at the centre of global business. With students from 200 countries, London truly is a world in one city. No wonder there are more international students in London than in any other city in the world.”

**Boris Johnson, Mayor of London**  
**Study in London Guide**

## Business and finance

London has the largest economy of any city in Europe and alongside New York is one of the biggest financial centres in the world. The capital has also been voted the ‘best city for business’ in Europe for 20 years in a row. As a UEA London student you will be based on the edge of London’s thriving financial district – an area often referred to as ‘the City’ or ‘Square Mile’ which is home to many of the UK’s biggest banks and businesses. Over 300,000 people work in the ‘Square Mile’ each day, and its workforce is one of the most skilled and highly paid in the world.

## Media

London is an international media hub, home to the BBC, The Financial Times, The Economist, Reuters and many other global media organisations.

## History

London is home to four world heritage sites and a host of the world’s most famous tourist attractions, including Buckingham Palace, the Tower of London, Big Ben and the Houses of Parliament. It is also the second most visited city in the world by tourists.

## Culture

London has hundreds of museums, galleries and music venues including the world-famous British Museum, Tate Modern and Royal Albert Hall. In every field of the arts London offers spectacular standards and variety.

## Architecture

London has a dazzling array of architectural styles spanning different eras. From UEA London you are within walking distance from some of London’s most famous landmarks including St. Paul’s Cathedral, Tower Bridge and The Gherkin.

## Sport

In 2012 London will host the Olympics for the third time, more than any other city in modern Olympic history. London is also famous for its five premier league football teams, the Wimbledon Tennis Championships, Twickenham (the home of England rugby), Lords (the home of cricket) and Wembley Stadium.



Most of the capital’s major museums are free to visit, including the British Museum



The historic Leadenhall Market is nearby



Enjoy panoramic views from the London Eye



## Cuisine

Regarded by many as the world's most international city, London offers the best in world cuisine. With food from most cultures available and options to cover all tastes and budgets.

## Shopping

World famous areas such as Oxford Street, Bond Street and Covent Garden offer a huge range of international brands and designer boutiques. Near to UEA London you will find the delightful Spitalfields Market and Brick Lane, which offer independent boutique shops and fascinating market stalls.

## Multi-cultural

More than 300 different languages are spoken in the city and one in four Londoners was born outside the UK. Studying in London will give you the chance to understand a broad range of cultures.

## Transport

London is well connected with a huge number of destinations worldwide and has five international airports including Heathrow, which carries more international passengers than any other airport in the world. In addition UEA London is a just short tube ride from St. Pancras International, where you can catch a train to Paris or Brussels with ease.

## Climate

London has a temperate climate, meaning it doesn't get too cold in winter or too hot in summer. The city is relatively dry too, with less annual rainfall than cities such as New York and Paris and a similar amount to Jerusalem and San Francisco.

You get to know about a lot more interesting things when you live here. A lot of tourists come to London and they only know about attractions like Big Ben and that kind of stuff. I prefer to go to the markets like Spitalfields, Brick Lane, which are very near to the campus. I think it's quite fun to go to the markets because they sell different things like vintage clothes, and they also sell food from other countries.

**OGULSHIRIN BEGMYRADOVA,**  
**TURKMENISTAN**  
**INTERNATIONAL DIPLOMA IN BUSINESS**  
**GRADE: 73% | NOW STUDYING**  
**INTERNATIONAL BUSINESS MANAGEMENT**  
**AT UEA LONDON**



St Paul's Cathedral is just a short walk from UEA London



Excellent transport links makes it easy for you to explore London

The skyline of the City of London and Tower Bridge



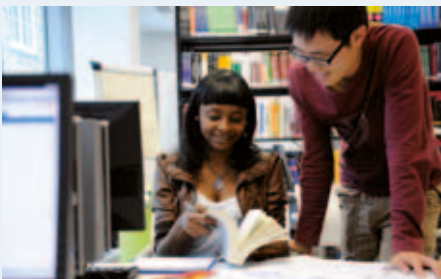
# Investing in the student experience with unrivalled facilities in the heart of London



Flip-screen computers enable our teachers to deliver interactive classes



The café sells a selection of hot and cold drinks as well as freshly made sandwiches and snacks



The Learning Resource Centre is the focal point for reading and research



**First class** living and learning facilities



Spread over six floors, the campus provides first-class facilities for over 1,200 students

UEA London provides first-class teaching and learning facilities in the heart of London's financial district. Offering a mixture of university preparation courses and degree programmes for over 1,200 students, UEA London offers a diverse student community and a dynamic learning environment.

Our central location transforms the 'City of London' into your campus. The campus is surrounded by a wide range of shops, restaurants and cafés and within a few minutes' walk of Liverpool Street station, which offers excellent transport links with the rest of London and the UK. Nearby you will find Brick Lane, famous for its South-Asian cuisine, and the historic Spitalfields and Leadenhall Markets.

In addition to the state-of-the-art facilities, all students benefit from access to the world-class facilities on the City University London campus, including the University Library, Sports Centre and the Students' Union.

### First-class facilities

The teaching facilities are flexible to respond to a variety of learning requirements and include:

- a multi-purpose lecture theatre
- state-of-the-art IT, multimedia and language laboratories
- a learning resource centre
- access to University virtual learning environment
- access to University electronic resources
- modern tutorial and teaching classrooms
- comfortable communal areas
- dedicated student support services
- a friendly welcome desk
- a café.

### Learning Resource Centre

The Learning Resource Centre is located on the first floor and offers a range of support materials for students, including books, DVDs, journals, CDs

and newspapers, as well as printing and scanning facilities. These are accessed via an online catalogue and can be borrowed using the self-issue machine.

### E-learning facilities

All students have access to the virtual learning environment, for downloading lecture notes and other useful course content, as well as taking part in online discussions with teachers and classmates.

The experienced and friendly Learning Resource Centre staff provide advice and training to help make the most of resources available. This includes group or individual tutorials on UEA's wide range of electronic resources, which provide 24-hour access to over 5,000 e-books, 12,000 e-journals and more than 80 specialist online databases.

### Other learning resources

All UEA London students have access to the first-class facilities at the City University London campus. Students are also encouraged to access the nearby City of London libraries, which include the Barbican Library and the City Business Library.

### Computing and IT facilities

At the Centre you will enjoy the latest technologies to support your studies. All of the classrooms have interactive whiteboards, and there are networked computer clusters and free wireless throughout, along with two multimedia suites equipped with flip-screen computers. Once you have registered on your course you will be issued with a university email account. You will also have access to the full range of software applications including Microsoft Office and a number of statistical and mathematical applications.

### Masters students

Masters students benefit from a range of resources designed to meet the needs of postgraduate students, including break out spaces, computer facilities, areas for private study and comfortable seating areas for group discussion or relaxation between lectures. Wireless access throughout ensures postgraduate students can benefit from the extensive range of e-journals available through the University's online resources.

### Building for the future

The University of East Anglia is committed to becoming a leader in environmental management, and in particular carbon reduction. In line with standards at the University, the energy-efficient design of the building has achieved a BREEAM 'Very Good' status, and where possible furnishings have been made from recycled materials.



Postgraduate students are provided with dedicated study areas



Relax in the courtyard with friends after class

London is a big city which can be quite daunting especially when you first arrive. However they give you so much help here. In the first week we went to Buckingham Palace and also walked around the area surrounding UEA London, including Spitalfields Market. It was a really nice way to start my new life in London and it is one of the reasons why I love living here today.

**KESLEY BARNES, UK**  
**INTERNATIONAL DIPLOMA IN BUSINESS**

# Choosing your course at UEA London

At UEA London you can choose from a range of undergraduate and postgraduate degree courses in the areas of business, creativity, diplomacy, marketing and management.

For international students who do not meet the academic and English language requirements for direct entry to the degree courses at UEA London, the Centre offers a range of pre-university academic preparation and English language courses to help you prepare for university success at a choice of UK universities.

## Undergraduate degree programmes

### **BSc International Business Management**

The International Business Management degree is designed for UK and international students with a strong interest in internationalisation. With high contact hours and opportunities to gain valuable experience through master classes and interactions with visiting experts, the International Business Management degree will ensure that you have the knowledge and skills required to succeed in an international workplace.

*Detailed programme information, see page 18*

## Postgraduate taught programmes

### **MSc Management / Marketing and Management / Finance and Management**

These 12-month full-time Masters programmes are designed to provide a conversion course for students who have graduated from non-business related subjects. A unique feature of the degree programme structure is that they have a common first semester, providing the opportunity for students to change their degree specialisation during the first semester.

*Detailed programme information, see page 24*

### **MA Creative Entrepreneurship**

This innovative course is for Visual Artists, Creative Writers, Musicians, Composers, Performing Artists and recent arts graduates establishing careers in the fields of Visual Arts, Music and Literature or in Cultural Provision. It is the first and only course of its kind in the UK.

*Detailed programme information, see page 30*

### **Masters in Diplomacy**

The London Academy of Diplomacy has developed a number of Masters courses to meet the needs of members of the London Diplomatic Corps, staff of various ministries, multinational corporations and non-governmental organisations, the media and graduates aspiring to an international career.

The programmes incorporate a blend of academic studies and professional training.

There are four degree programmes available in:

- MA International Diplomacy
- MA International Business and Diplomacy
- MA International Security and Diplomacy
- MA International Communication and Diplomacy.

Postgraduate diplomas/certificates, short courses and executive programmes are also available.

*Detailed course information, see page 32*

### **Academic preparation programmes for international students**

#### **International Foundation programme**

If you have successfully completed high school in your home country, the International Foundation programme provides academic preparation for first year undergraduate entry and enables you to meet the English language requirements for your chosen degree. The programme combines academic study, intensive English language preparation, study skills and cultural orientation.

There are two pathways in:

- Business and Economics
- Humanities and Law.

Students who successfully complete the International Foundation programme, subject to achieving the required grades, will be assured progression to the first year of their chosen degree. Courses available include the BSc International Business Management degree at UEA London and a wide range of undergraduate courses at the University of East Anglia's campus in Norwich. You will also be eligible to apply for entry to other leading UK universities.

The three-term International Foundation programme has start dates in September and January. If you do not meet the minimum English language requirements for entry to the three-term programme, you may be eligible to apply for the four-term Extended Foundation programme starting in July and September.

*For detailed course information, see page 34*

#### **International Diploma programme**

The International Diploma programme is equivalent to the first year of an undergraduate degree course and prepares you for entry to the second year of the BSc International Business Management degree at UEA London. You will also be eligible for second year entry to a range of degree programmes offered by the Norwich Business School and the School of Economics at the University of East Anglia's campus in Norwich.

The three-term Diploma programme has start dates in September and January. If you do not meet the minimum English language requirements for entry to the three-term programme, you may be eligible to apply for the four-term Extended Diploma programme starting in July and September.

*Detailed programme information, see page 38*



### Graduate Diploma programme

The Graduate Diploma programme is designed for students who have completed a first degree or diploma but not achieved the necessary academic qualifications for direct entry to a UK Masters degree. It is also suitable for students who have studied a different subject at undergraduate level and have insufficient knowledge of their intended field of postgraduate study. The programme combines subject modules, academic English study and the development of essential advanced-level study skills. There are two pathways in:

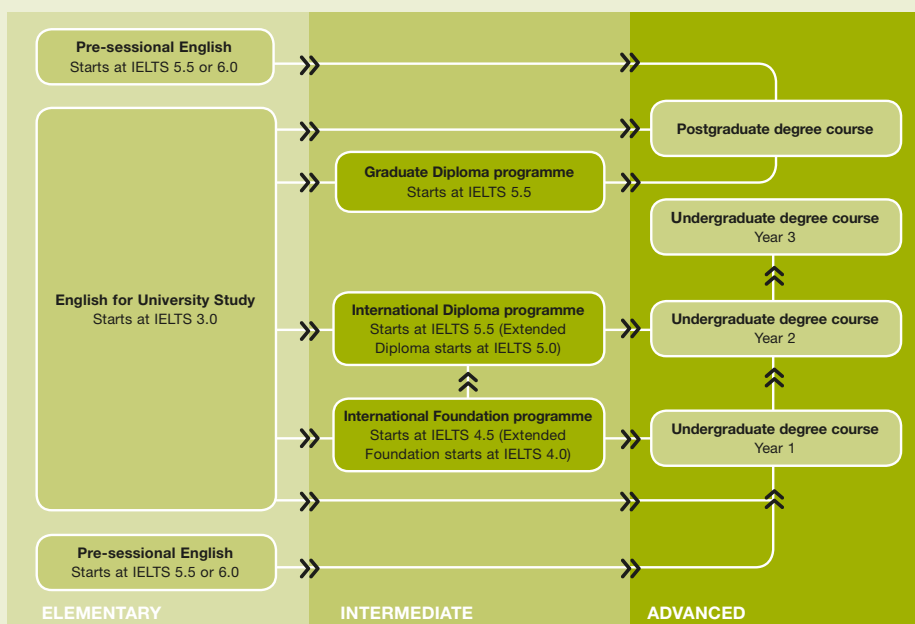
- Business
- Economics.

Successful completion of the Graduate Diploma, subject to meeting the specific grades for entry, offers direct entry to a range of Masters courses in Finance, Management, Marketing and Diplomacy at UEA London, as well as Business- and Economics-related courses at the University of East Anglia's campus in Norwich. Start dates available in September and January.

For detailed course information, see page 42

### Progression and outcomes

Our courses are designed to provide you with fast and assured progression routes to university. The chart below provides an overview of all our courses and will help you see which academic preparation or English language course will be right for you.



### English language courses

INTO UEA London offers a range of year-round and intensive summer courses in academic English to prepare international students for successful study at a UK university.

#### English for University Study

English for University Study will raise your level of English language to the level needed to gain entry to either pre-university academic programmes offered at the INTO Centre, or to academic programmes at the University of East Anglia in London or Norwich.

Detailed course information, see page 48

#### Pre-session English

These courses are designed to help you improve your English if you already hold an offer to start an undergraduate or postgraduate degree at UEA London. Pre-session courses are 12, 8 or 4 weeks in length and are only offered in the summer period (June to September).

Detailed course information, see page 50

### General English

These flexible year-round courses are designed to help you improve your general English language ability for use in everyday situations for either personal or professional purposes.

Detailed course information, see page 52

### Student placement services

To ensure that you are fully supported as you take the next step towards studying for a UK university degree, INTO offers a range of free student placement services.

Our dedicated University Progression Officer and Student Placement Co-ordinator will provide you with practical advice on the study options available to you and assist you with completing your university application.

Based within the INTO Centre, these individuals, along with other staff, 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 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
- preparation for university interviews, including practice interviews
- opportunities to attend presentations by university admissions tutors
- assistance with attending university open days and higher education fairs
- opportunities to attend talks delivered by former INTO students
- access to university prospectuses in the Learning Resources Centre
- assistance with finding an alternative university place if you need to consider other options.

# BSc International Business Management

The BSc International Business Management is designed for UK and international students who have a strong interest in internationalisation. With high contact hours and opportunities to gain experience through master classes and interaction with high profile visitors and experts, the BSc International Business Management degree will ensure that you have the knowledge, skills and understanding required to succeed in an international workplace.



The University of East Anglia is ranked in the top 100 in the world for business and economics

**Shanghai Jiao Tong Subject Rankings 2009**

The University has been ranked in the top 5 mainstream English universities for student satisfaction every year since the National Student Survey began



## An innovative degree in International Business Management

International business was once restricted to either large multinational enterprises or to smaller, specialist organisations involved in international trade. Today, all business is international. New communication technologies and cheap travel bring an international dimension to even the smallest of businesses. Even where businesses are not directly engaged in international activity, they are often indirectly affected by the international flow of ideas, goods, capital, technology and labour, as well as the developing international regulatory framework.

The BSc International Business Management degree will ensure that you have the knowledge, skills and understanding required to succeed in an international workplace.

## A top 5 university for business studies in London

UEA is consistently ranked among the top universities in London for Business. In both the Guardian University Guide 2012 and the Times Good University Guide 2012, the University is ranked in the top 5 universities in London for Business Studies. The table below shows the University's ranking for Business Studies in relation to other London universities according to the Times Good University Guide 2012.

University	Overall University Ranking
IMPERIAL COLLEGE LONDON	4
LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE	3
KING'S COLLEGE LONDON	24
CITY UNIVERSITY LONDON	47
<b>UNIVERSITY OF EAST ANGLIA</b>	<b>27</b>
UNIVERSITY COLLEGE LONDON	5
ROYAL HOLLOWAY, UNIVERSITY OF LONDON	28
QUEEN MARY, UNIVERSITY OF LONDON	37
UNIVERSITY OF GREENWICH	99
KINGSTON UNIVERSITY	97
WESTMINSTER UNIVERSITY	96

## Focusing on your future employability

The UEA London campus was established to enhance the employability of our students. Experience shows that gaining a good degree from a reputable university is the minimum that employers are looking for in today's highly competitive graduate employment market. You will also need to demonstrate how your degree and the associated experiences have equipped you with the skills that employers are looking for.

By choosing to study the BSc International Business Management degree at UEA London, you can be assured of graduating from a highly-ranked university with the knowledge and skills required to succeed in the global workplace.

## How we help maximise the employability of our graduates

### A cosmopolitan degree with an international perspective

The degree programme curriculum has been developed not only to reflect the increasing international dimension of business, but also provide a range of opportunities and experiences that will help you develop the intercultural skills necessary to operate effectively across national and cultural boundaries. Teaching methods are designed to support the development of the key analytical, presentation, teamwork and communication skills sought by employers.

### Learn from leading professionals

As one of the UK's premier research and teaching universities, the University of East Anglia is highly ranked and enjoys an excellent academic reputation, attracting students from all over the world. In the 2008 Research Assessment Exercise, 90 per cent of research in the Business School's research was classified as of 'international quality', with 45 per cent of all its research defined as 'world-leading' or 'internationally excellent'.

### Making connections

A dedicated employability and personal development module is incorporated throughout Years 2 and 3 of the degree programme, which include a series of master classes and interactions to provide an opportunity for you to engage with managers from international businesses and boost your employability through applying your theoretical knowledge to real cases in international business.

## Key course facts

### Start date

September 2012

### Course dates

Mon 24 Sep 2012–Fri 31 May 2013 (Year 1)

Please note the academic calendar for 2013–2014 and 2014–2015 are yet to be finalised. For further information please visit [www.uea.ac.uk/london](http://www.uea.ac.uk/london)

### Programme length

3 years

### Academic requirements

The typical requirement for entry to the BSc International Business Management degree is AAB-ABB at GCE A-level or equivalent. You will also need GCSE English Language or equivalent at Grade C or above, a minimum Grade B in GCSE Mathematics and a minimum Grade C in a foreign language.

### English language entry requirement

IELTS 6.5 (with a minimum 6.0 in each subskill) or equivalent

Students who do not meet the minimum English language requirement can apply for English for University Study or Pre-sessional English. Please see pages 48 and 50 for course details.

### Age requirement

18 years old and above

### Tuition fees

#### 2012-2013

Home/EU: £9,000 for Year 1

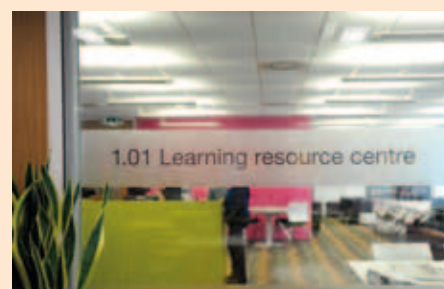
International tuition fees for 2012–2013 had not been finalised at the time of going to press. Please find below the tuition fees charged in 2011–2012 as a guide.

#### 2011-2012

International £11,490

All tuition fees are subject to an annual increase.

For the latest information please visit [www.uea.ac.uk/international/fees](http://www.uea.ac.uk/international/fees)



The Learning Resource Centre is the focal point for reading and research

## Progression routes to International Business Management



### Resources to support your career choices

The University's Career Centre offers a range of services to support the employability of students, including practical advice and guidance on improving your CV and applying for graduate positions, accessing volunteering and part-time work opportunities, and an online database of graduate vacancies. All of these services are available to students studying at UEA London.

### Degree programme structure

The first year will provide you with a firm grounding in business fundamentals.

In Year 2, the degree programme is designed to ensure that you develop an understanding of core business disciplines, including managing people, money, technology and customers.

In the final year, the course seeks to integrate your knowledge-base around the dynamic business competencies such as strategy, innovation and creativity, leadership and change or performance management and governance – as well as key cutting-edge topics in international business which build on Norwich Business School and the University's wider expertise, such as sustainability and climate change, e-Business or brand leadership.

### Teaching methods

Teaching methods are designed to ensure an in-depth knowledge of your subject, as well as developing the analytical, presentation, teamwork and communication skills sought by employers. Individual modules may be taught using a variety of methods. Although traditional lectures are important you will also benefit from tutorials and one-to-one tuition seminars, which will be supported by our virtual learning environments, to provide you with practical and theoretical knowledge. You will also benefit from a programme of master classes and events designed to promote engagement with managers and experts from international businesses.



## Year 1

You will study the following modules:

**Developing Business Skills** – encourages the development of key management skills that will form a basis for a future career in business and management. The module includes the following themes: management skills and managerial effectiveness; self awareness; working in teams; management projects; written communication and email; managing meetings; oral presentation skills; and interpersonal skills.

**Economics for Business** – introduces you to issues of central concern in business economics and introduces the economic environment in which businesses operate. The module includes the following themes: responsiveness of demand; the concept of cost; the supply curve; markets in action; market structure and competition growth; the labour market; GDP, inflation, fiscal and monetary policy; unemployment and global economics.

**Foreign language component** – in addition to these academic modules, direct entrants into year 1 will undertake an introductory language learning component. First-hand experience of learning a new foreign language in an international business environment will help students to develop linguistic and cultural sensitivity.

The language options available may vary each year. In 2012 we expect to be able to offer Mandarin and Arabic.

### Information Systems and Business Research

– will introduce you to business applications used to inform and communicate, to the use of Microsoft Excel, and to elementary statistical methods used in business and business research.

**Introduction to Business** – provides you with a basic understanding of business and management. The module pursues themes such as models of management, the business environment, managing people and leadership.

**Introduction to Financial and Management Accounting** – provides you with a firm foundation in the theory and practice of accounting. The module assumes no previous studies of accounting and pursues the following themes: the balance sheet; the profit and loss account; the double entry system; adjustments of accounting; accounts of limited companies; costing; budgeting; and variance analysis.

**Introduction to Organisational Behaviour** – builds up your appreciation of the nature and historical development of organisational behaviour. The module introduces key concepts, theories and methodologies in organisation studies, and develops an understanding of the linkages between research, theory and practice.



**Representatives worldwide**  
to support your application



I enjoy studying here. The classes are very small so I think that this helps as the teachers can interact well with all the students. If you have any problems you can ask always them about anything.

**JEFERSON JOY, INDIA**  
INTERNATIONAL DIPLOMA IN BUSINESS | GRADE: 71%  
NOW STUDYING INTERNATIONAL BUSINESS MANAGEMENT  
AT UEA LONDON

## Year 2

You will study the following modules:

**Driving the Organisation: Organisational Design and Development** – examines different approaches to driving an organisation including the structure of roles and responsibilities, cross-cutting business processes and attempts to work with organisational culture.

**Focusing on Customers: Principles of Marketing** – will aid you to develop an awareness and understanding of the integrated role that marketing plays in business and the impact it has on society from both a business and consumer perspective.

**Principles of International Business** – introduces you to the theme of globalisation and how differences in political, economic, social, cultural, legal and ethical dimensions can be used to improve a firm's global capabilities. The theory and practice of international trade, foreign direct investment, exchange rates and economic integration are also covered.

**Managing Money: Business Finance** – critically examines contemporary financial issues from a global business perspective through the linking of theoretical explanations of financial debates and phenomena to real and applied business examples.

**Managing People: Global Context** – provides you with an introduction to the general subject of people management and Human Resources Management, in a global context. The module covers a range of areas including planning; strategic HRM; selection and recruitment; evaluation; career development; compensation; and industrial relations.

**Mastering Technology: Operations and Supply Chain Management** – combines the core elements in the management of operations and supply chains with demonstrations of best practice from a number of different sectors in a global setting.

## Year 3

You will study the following modules:

**Cases in International Business** – apply the lessons learnt during the Principles of International Business module to a number of important business cases.

**Global Perspectives on Innovation and Creativity** – will provide you with an introduction to current definitions, theories and models of innovation and creativity and how they can best be managed. You will experience and practice innovation and creativity management techniques at an individual and group level. You will also study innovation and creativity at individual, organisational, regional and national levels.

**International Business Strategy** – focuses on the key theories and models necessary to understand and be able to create and implement international strategy and achieve sustainable competitive advantage in a global context.

## Enhancing your employability

**Employability and Personal Development** – additionally throughout Years 2 and 3 you will take part in a series of master classes and interactions designed to boost your employability and personal development. This module will be summatively assessed in Year 3.



Study in the heart of one of the world's major financial centres



Group work improves communication skills and will prepare you for further study



Staff in the Learning Resource Centre are always on hand to direct you to the learning materials you need

You will also select one module from each of the following options:

**Climate Change and Sustainability** – will aid your understanding of the different social, economic and environmental issues that modern businesses face and how internationally recognised frameworks and standards can be used to measure and report sustainable development. This module will use specific international case studies to illustrate how businesses are seeking to manage this area and maximise its value.

**Global E-Business** – will develop your knowledge and understanding of the nature of e-business and e-commerce and how it differs from traditional business, as well as analysing key technologies and the Internet infrastructure.

**Leadership and Change** – will introduce you to contemporary thinking about the processes of change and the role of leadership in those processes. Specific attention will be paid to geographical and cultural variation in the ways in which leadership and change are conceptualised, analysed and practised.

You will also select one module from each of the following options:

**Entrepreneurship and Small Business Management** – will examine the significance of entrepreneurship and the small businesses sector within developed and developing economies, and develop a research-led understanding of the factors that affect small business birth, growth, success and failure in an international context.

**International Brand Leadership** – covering both theory and practice you will focus on understanding how organisations can invest in building a strong brand image and equity in international markets.

**Performance Management and Governance** – will introduce you to the classical and contemporary performance management systems and frameworks from a multidisciplinary and interdisciplinary perspective. The module draws heavily on a range of international case studies.

## How to apply

If you are a UK, EU or international student applying for direct entry to Year 1 of the BSc International Business Management you will need to apply online through UCAS (University and Colleges Admissions Service). Please visit the UCAS website for further information regarding the application process [www.ucas.com](http://www.ucas.com).

If you are currently studying one of the university preparation courses at the INTO Centres in London or Norwich you will be assisted with your application by a dedicated International Progressions Officer.

For further admissions criteria please call **+44 (0)1603 593711** or email [nbsug.admiss@uea.ac.uk](mailto:nbsug.admiss@uea.ac.uk)



**Supporting you every step of the way**



The iconic Gherkin building in the heart of the financial district and close to UEA London

International business is all about the practical skills you need to work effectively with people from different countries and cultures in a cosmopolitan context. Students studying for the BSc International Business Management at UEA London are able to put into practice many of the skills they are acquiring as they learn. They do this by working in groups on diverse projects and tasks in the setting of London's main global business district.

**JAMES CORNFORD, SENIOR LECTURER  
NORWICH BUSINESS SCHOOL**

# Studying a Business Masters in the heart of the financial district

Norwich Business School offers a range of full-time Masters programmes in the areas of Management, Finance and Management, and Marketing and Management. The MSc courses are designed to provide a conversion route for students who have graduated from non-business related subjects and will ensure that you have the knowledge and skills required to succeed in an international workplace.



 **Small class sizes** and personalised attention

Our well-equipped classrooms enable productive and interactive learning

## Why choose a Business Masters at UEA London?

- A top 5 university in London for business studies (Guardian Good University Guide 2012 and The Times Good University Guide 2012).
- Study business in the heart of London's financial district.
- A flexible course design with a common first semester allowing movement between degrees prior to specialisation.
- A strong focus on the development of management skills to enhance your future employability.
- Taught by university staff from the internationally renowned Norwich Business School.
- A full taught third semester provides increased contact time.
- Assessed via a mixture of coursework, presentations and examinations.
- World-class facilities and an inspirational learning environment for over 1,200 students.



Comfortable break-out areas for relaxing or private study are available throughout





### Programme structure

The Masters programmes are intended to meet the needs of graduates who have not previously specialised in management, or who have studied the subject in a non-UK context.

The programme provides a strong foundation in management with an emphasis on development of transferable skills to further enhance employability.

The diagram below provides an overview of the degree programmes. A design feature of the degree

programme is that they have a common first semester, where you are required to take core modules that cover three core aspects of business management: Human Resource Management; Financial and Managerial Accounting; and Principles of Marketing. This flexible course design provides you with the opportunity to change your degree during the first semester, before selecting a range of specialist modules in the second semester.

### Assessment

Students are required to complete a combination of compulsory modules and specialist optional modules to gain the degree of Master of Science (MSc). The taught modules are assessed through a mixture of coursework, presentations and examinations.

	MSc Management	MSc Finance and Management	MSc Marketing and Management
Autumn semester 1	Human Resource Management	Financial and Management Accounting	Principles of Marketing
Spring semester 2	International Business Choice of two modules from: Brand Leadership Business Finance e-Business Entrepreneurship and Small Business Management Operations and Supply Chain Management	Business Finance Choice of two modules from: e-Business Entrepreneurship and Small Business Management International Business Operations and Supply Chain Management	Brand Leadership Choice of two modules from: e-Business Entrepreneurship and Small Business Management International Business Operations and Supply Chain Management
Summer semester 3	Business Strategy Leadership and Change	Current Issues in Finance International Financial Services	Integrated Marketing Communications Marketing Research
Year long module	Management Skills and Personal Development		

The brand new Study Centre is just fantastic. It has high-tech equipment in the learning resource centre, computer labs and our lecture rooms. In my class, we have a lot of group discussion, which enables us to interact and communicate with each other. Taking part in the discussion with students from other countries has helped me to improve my English, especially my speaking skills.

**JIANG YUE WEN, CHINA**

**INTERNATIONAL FOUNDATION IN BUSINESS AND ECONOMICS | GRADE: 64%  
NOW STUDYING ACCOUNTING AND MANAGEMENT AT THE UNIVERSITY OF THE EAST ANGLIA**

# MSc Management

The MSc Management has been designed to provide graduates of engineering, the sciences, and humanities, with a comprehensive understanding of key areas of management. The programme will prepare you for a wide range of professional and management careers across business functions and across sectors.

## Learning outcomes

On completion of this course you will be able to:

- be sensitive to international business practices and contribute to the leadership, strategy and management of change
- assess critically the relationship between organisations, their external context, and their management process
- review critically and apply creatively the body of knowledge relating to organisations, their external context, and their management process
- make informed judgements about the appropriate application of theory to managerial practice in relation to organisations, their external context and their management process
- evaluate and recommend options for the improvement of managerial practice in relation to organisations, their external context and their management process.

# MSc Finance and Management

The MSc Finance and Management has been designed to provide a good foundation and understanding of accounting and finance principles. The taught modules will provide you with a clear understanding of the role of accounting, finance and other general management disciplines to ensure successful operations in a range of business settings, including financial, non-financial and public sector organisations. It is designed for candidates wishing to acquire expertise in accounting and finance, whilst also developing the necessary skills for general management roles.

## Learning outcomes

On completion of this course you will be able to:

- understand the foundations of finance and the financial services
- assess critically the relationship between organisations, their external context and their management process
- review critically and apply creatively the body of knowledge relating to organisations, their external context and their management process
- make informed judgements about the appropriate application of theory to managerial practice in relation to organisations, their external context and their management process
- evaluate and recommend options for the improvement of managerial practice in relation to organisations, their external context and their management process.

## Key course facts

### Start date

Mon 24 Sep 2012–Fri 27 Sep 2013

### Programme length

3 semesters or approximately 12 months

### Academic requirements

Good 2:2 degree (or international equivalent) in a non-business related subject. Students who have previously studied business or management may be considered for entry on a case-by-case basis.

### English language requirements

IELTS 6.5 (with a minimum of 6.0 in each subskill)

Students who do not meet the minimum requirement can apply for English for University Study or our Pre-sessional English course.

### Tuition fee

Tuition fees for 2012-2013 had not been finalised at the time of going to press. Please find below the tuition fees charged in 2011-2012 as a guide.

### 2011-2012

International £13,650

Home/EU £7,250

All tuition fees are subject to an annual increase

For the latest information please visit

[www.uea.ac.uk/international/fees](http://www.uea.ac.uk/international/fees)

## Key course facts

### Start date

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For the latest information please visit

[www.uea.ac.uk/international/fees](http://www.uea.ac.uk/international/fees)

# MSc Marketing and Management

The MSc Marketing and Management is designed to meet the needs of non-business graduates who have not previously specialised in marketing or management but now wish to develop their skills for a role in marketing, both in the private and public sector. Whilst featuring specialist marketing modules, an understanding and appreciation of other business functions within organisations is also developed throughout the programme.

## Learning outcomes

On completion of this course you will be able to:

- contribute to the development of brands and their market places, through the ability to analyse markets and their behaviours
- assess critically the relationship between organisations, their external context and their management process
- review critically and apply creatively the body of knowledge relating to organisations, their external context and their management process
- make informed judgements about the appropriate application of theory to managerial practice in relation to organisations, their external context and their management process
- evaluate and recommend options for the improvement of managerial practice in relation to organisations, their external context and their management process.

## Key course facts

### Start date

Mon 24 Sep 2012–Fri 27 Sep 2013

### Programme length

3 semesters or approximately 12 months

### Academic requirements

Good 2:2 degree (or international equivalent) in a non-business related subject. Students who have previously studied business or management may be considered for entry on a case-by-case basis.

### English language requirements

IELTS 6.5 (with a minimum of 6.0 in each subskill)

Students who do not meet the minimum requirement can apply for English for University Study or our Pre-sessional English course.

### Tuition fee

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### 2011–2012

International £13,650

Home/EU £7,250

All tuition fees are subject to an annual increase

For the latest information please visit

[www.uea.ac.uk/international/fees](http://www.uea.ac.uk/international/fees)

For further information, please call **+44 (0)1603 591901** or email [nbspg.admiss@uea.ac.uk](mailto:nbspg.admiss@uea.ac.uk)

## How to apply

For entry to the Masters programmes you can either download a copy of the application form to complete and return, or you can apply online at [www.uea.ac.uk/pg](http://www.uea.ac.uk/pg)

Please ensure that you include the following information with your application:

- certified transcripts and the final graduation certificate (if available), setting out examination results to date
- two formal academic references
- proof of English language proficiency (if appropriate).

More details about the application procedure are available from [www.uea.ac.uk/london/apply](http://www.uea.ac.uk/london/apply)



## Module outlines

### Core modules

**Human Resource Management** – will provide the knowledge required to understand the organisational importance of creating a performance management culture aligned to strategic business objectives. The module also affords the opportunity for students to develop relevant skills associated with contemporary human resource management practice.

**Financial and Management Accounting** – will provide a foundation in the theory and practice of general accounting. It is designed to cater for students with differing prior knowledge and backgrounds and forms an underpinning for subsequent studies in finance. The module examines the design and use of accounting information prepared by organisations in both the public and private sectors. The module includes financial accounting and reporting to those external to the organisation, and management accounting and decision-making for those internal to the organisation.

**Principles of Marketing** – will develop students' awareness and understanding of the integrated role that marketing plays in business and the impact it has on society from both a business and consumer perspective. It is designed to provide a framework for analysing marketing problems and to enable you to develop an appreciation of the analytical tools available in developing strategic marketing responses. The major trends and developments in the field of marketing today will also be covered, including the role of ethics in marketing, direct marketing, relationship marketing, and online marketing.

**Management Skills and Personal Development** – a year long module designed to stimulate the personal and professional development of students and to enhance employability. A vital guiding principle for this module is that participation precedes learning and, thus, students will be encouraged and expected to situate themselves firmly at the core of their learning and to explore through reflection on their own experience of working, both as an individual and as part of a multicultural team.

The module covers a range of topics including: verbal and non-verbal communication; multi-cultural team work and cultural intelligence; thinking skills and meta cognition; presentation skills; creativity and problem solving; psychometrics; and the use of information and communication technologies (ICT) for research inputs, writing and presentation outputs.

### Optional modules

**Brand Leadership** – will familiarise the student with international brand management theory and practice. The module focuses on understanding how organisations can invest in building strong brand image and equity in international markets.

**Business Finance** – critically examines contemporary financial issues from a business perspective through the linking of theoretical explanations of financial debates and phenomenon to real and applied business examples. This programme of study is directed towards developing consistent frameworks from which financial decisions may be made. As a result of taking this module, students will extend their knowledge of corporate finance to cover practical areas of financial management and theoretical issues in company valuation.

**Business Strategy** – will focus on the key theories and models necessary for students to understand and to be able to create and implement strategy, and critically to achieve sustainable competitive advantage in a global context.

**Current Issues in Finance** – will provide students with the opportunity to study a selection of important contemporary topics in finance. The knowledge gained will enable students to critique the usefulness of accounting and market-based financial information, evaluate how financial information can be utilised to assess corporate performance and apply relevant tools for financial decision making. Selected topics include: the efficient market hypothesis; portfolio performance measurement; international finance; corporate governance; and mergers and takeovers.



Creating distinctive  
student experiences



There are dedicated classrooms for postgraduate students equipped with the latest technology



**e-business** – will develop students' knowledge and understanding of the nature of e-Business and e-Commerce and how it differs from traditional business modules, as well as analyse the Internet infrastructure and the variety of firms competing in e-Business markets. Lectures will be supplemented by case studies of e-Business practice, group exercises and exploration of relevant Internet sites, thereby demonstrating some of the current successes and failures of e-Business ventures in different industries and markets.

**Entrepreneurship and Small Business Management** – will provide students with knowledge of the significance of entrepreneurship and the small business sector within developed and developing economies, and to enable a research-led understanding of the sociological factors that affect the small business birth, growth, success and failure internationally.

**International Business** – will introduce students to the principles of international business. It is designed to help students to understand the international business environment in terms of variation in political, economic, social, cultural, legal and ethical dimensions, so that they can influence the business environment in which they will operate and become critical consumers of international business news, research and policy.

The module covers: globalisation; differences in politics and laws; differences in cultures, ethics, and norms; the theory and practice of international trade, foreign direct investment, exchange rates, and economic integration; multinational enterprises and cover; foreign market entry; alliances and acquisitions; managing competitive dynamics; and strategy and structure.



Interactive whiteboards in our classrooms enhance the learning experience

**International Financial Studies** – critically examines contemporary international issues in banking and financial services through the linking of theoretical explanations of how banks and other financial services firms are managed, regulated and operate to real world and contemporary concerns within this industry. Within this module, key issues as to the role of central banks, the form of banking regulation and international differences in banking practice and structure will be explored.

**Integrated Marketing Communications** – will provide students with an understanding of the current theories and practices of marketing communication. The module will provide an appreciation of how the integration of advertising, public relations, sales promotions, direct marketing and other forms of external and internal communications contribute to the consumer's perception of brands. A key element of this module will be the development of marketing communication plans to help understand how segmentation and positioning and other marketing activities affect marketing communications.

**Leadership and Change** – will introduce contemporary thinking about the processes of change and the role of leadership in those processes. Specific attention will be paid to geographical and cultural variation in the ways in which leadership and change are conceptualised, analysed and practised.

**Market Research** – examines how marketing research supports marketing decisions by developing knowledge on the qualitative and quantitative methodologies used in market research to understand markets and consumers, and examining the ways in which the information used to make marketing decisions is gathered, analysed and presented.

**Operations and Supply Chain Management** – will provide students with an understanding of the management of the creation of goods and services and their delivery to the customer. The module combines the core elements involved in the management of operations and supply chains with demonstrations of 'best practice' from a number of different commercial sectors in a global setting. In this way, learning outcomes will be increased and more easily transferred to the workplace.



# MA Creative Entrepreneurship

Developing entrepreneurship for sustainable careers in the arts world

This innovative course is for Visual Artists, Creative Writers, Musicians, Composers, Performing Artists and recent arts graduates who wish to establish a career in the fields of Visual Arts, Music and Creative Writing or in cultural provision. Based at UEA London and set in the most culturally vibrant area in the Capital, there can be no better place to advance your creative career.



Acrylic Sculpture 2009 (New Concept)  
by Dominique Bivar Segurado

## Course description

MACE is the first and only course of its kind in the UK, offering creative practitioners the opportunity to sustain their current work independently while learning to deploy their creativity and develop new contexts for working, including London showcases and placements in arts and business organisations.

The MA is flexible and responsive to your needs through an extensive programme supported by over 20 specialist visitors, reflecting the aspirations of each cohort of students. The course defines the artist as a creative entrepreneur who is able to sustain independent arts practice in the light of 21st century challenges. A unique feature is the development of your own personal arts plan to navigate a professional creative future.

Visiting speakers are drawn from across the UK creative industries including the Arts Council, arts and business, charitable trusts, corporate sponsors, the National Lottery and local authorities. Leading professionals from business, financial management, communications, legal and marketing fields contribute technical briefings.

Seminars and talks are given by publishers, collectors, curators, concert promoters and festival directors, with individual contributions by successful entrepreneurial artists, composers, writers and prominent cultural leaders. Links are maintained with the University of East Anglia's Schools of Literature and Creative Writing, Music and World Art Studies and Museology and the Sainsbury Centre for Visual Arts.

Taught sessions are usually held on two days per week to enable students to continue their creative practice. The course comprises four taught modules and a dissertation or creative equivalent. Assessment is based on eight pieces of coursework, the arts plan and a final dissertation or creative project/practical work/performance with a contextualised commentary.

## Module outlines

### Creative Entrepreneurship Dissertation

You will either submit an academic dissertation of no more than 10,000 words or a creative project developed during the course together with a contextualising commentary of 3,000 to 5,000 words in which you demonstrate an understanding of the relationship of issues raised by the course to your own work.

### The Arts Plan

You will undertake an individual five-year arts plan supported by tutorials which initially addresses your current position and assumptions as related to an historical context supported by research and analysis. In progressing an arts plan you will demonstrate at each stage a conceptual and practical understanding relating to your creative aims and objectives. The arts plan incorporates new applications of existing work (developed as responses to seminar tasks) demonstrating your ability to integrate the various elements of the course, including addressing risk and accommodating the possibility of failure. It will endeavour to provide evidence of academic skills in the pursuit of a valuable practical product, which can be taken away and used in a future professional capacity. The arts plan is an assessed piece of work (pass/fail only).

### Resources for the Arts

This module addresses the opportunities to generate resources for the Arts with a review of the current funding structures open to creative entrepreneurs. Leading professionals from across the public, private and charitable sector examine policy and opportunity for arts funding in the areas of sponsorship, foundations and trusts, local authority and national government funding, the Arts Council, arts agencies and self-generated income.

### Key Roles and Playmakers

A series of invited visitors introduce the leading roles and functions undertaken by individuals and organisations in the cultural sector. Identifying the competing frameworks and motivations operating in the Arts, including the political, social, charitable, corporate and educational contexts.

### Artists and Contemporary Practice

Visiting established contemporary artists, writers and musicians present their career and professional work experience and discuss and review students' existing work followed by a series of visits to progress the students' individual creative activity.

### Technical/Professional briefings

A series of briefings by specialists from the key professions covering functions relating to creative entrepreneurial practice, including IT, finance, legal, communications and marketing. Technical skills and their application are addressed across a broad context including self-employment, budgeting, contracts, intellectual property, news/Image management and public relations.

## Key course facts

### Start date

Mon 24 Sep 2012–Fri 27 Sep 2013

### Programme length

One academic year or approximately 12 months

### Academic requirements

- a first or second class honours degree or international equivalent.
- all applications should be accompanied by samples of work in an appropriate medium.
- outstanding professional creative experience may be considered in lieu of a degree.

### English language entry requirement

IELTS 6.5 (with a minimum score of 6.0 in all subskills) or equivalent

Students who do not meet the minimum English language requirements can apply for English for University Study. Please see page 48 for course details.

### Tuition fees

Tuition fees for 2012–2013 had not been finalised at the time of going to press. Please find below the tuition fees charged in 2011–2012 as a guide.

### 2011–2012

International £11,200

Home/EU £4,500

All tuition fees are subject to an annual increase

For the latest information please visit [www.uea.ac.uk/international/fees](http://www.uea.ac.uk/international/fees)

## How to apply

Details about the application procedure can be found at [www.uea.ac.uk/london/apply](http://www.uea.ac.uk/london/apply)

For further information, please call **+44 (0)1603 592154**; fax **+44 (0)1603 591523** or email [pgt.hum.admiss@uea.ac.uk](mailto:pgt.hum.admiss@uea.ac.uk)

The MA Creative Entrepreneurship has helped me to sharpen my business thinking. Where once I saw closed doors to me as an artist, I now feel equipped with tools to pick the lock, bust down the door, or build my own door to go through! I have more options than ever available to me and the planning tools to assess and rate opportunities.

**STEVEN SPARLING**  
MA CREATIVE ENTREPRENEURSHIP

"Creation Myths" by Keith R Pomeroy



# London Academy of Diplomacy

The London Academy of Diplomacy at UEA London has developed a number of Masters degrees to meet the needs of members of the London Diplomatic Corps, staff of multinational corporations, non-governmental organisations, the media and graduates aspiring for an international career.



**Enhance your employability:**  
gain leadership skills



That is a wonderful course that gives a lot of new opportunities: both to enlarge your knowledge in international politics and economics and to meet new interesting colleagues from all over the world.

**DESSISLAVA IVANOVA-KOZLEVA, FIRST SECRETARY  
BULGARIAN EMBASSY, LONDON**

## Why study Diplomacy at the London Academy of Diplomacy?

- Masters courses designed to prepare you for an international career.
- Offering a unique blend of academic studies and professional training.
- Programmes are validated and awarded by the University of East Anglia.
- Highly experienced staff who have trained diplomats, government officials and staff of international and regional organisations for over 30 years.
- Learn from leading professionals and experienced diplomats with a series of guest lectures and simulation exercises.
- Gain membership of the Royal Institute of International Affairs (Chatham House).
- Develop your professional network through exchange programmes and visits to international organisations in the UK and Europe.
- Study in London: a global capital for diplomacy, politics, business and media.

## Course structure

The courses incorporate a blend of academic studies and professional training, providing you with the opportunity to choose from a range of modules to broaden your knowledge in the respective fields of study and enhance your career advancement and overall employability. The degrees are organised around a combination of compulsory modules, which provide subject-specific and research skills and options, which reflect the chosen fields of specialism.



The inclusion of modules such as: Media Communication Strategies; Dynamics of International Business; Global Economic Governance; Science Technology and International Policy; Religion, Diplomacy and Security; Economic Diplomacy and Cultural Awareness, is a unique feature of the course, providing opportunities for governments and corporate sectors to obtain training in specific areas through studying individual modules on a CPD basis.

### Educational field trips

The course includes an optional educational field trip to Europe, which will be organised in conjunction with Nyenrode Business University ([www.nyenrode.nl](http://www.nyenrode.nl)) and provides the opportunity to visit international and regional organisations, such as NATO, EU, International Court of Justice and International Criminal Court.

### Teaching staff

Students at the London Academy of Diplomacy will benefit from the experience and expertise of Professor Nabil Ayad, Director of the Academy and a team of academics, experts and professionals with a proven track record in running courses and training programmes in International Diplomacy and associated disciplines.

### Assessment

You will be assessed on coursework, oral presentation and written examination. You will also be required to submit a dissertation of about 12,000 words on an approved topic.

MA International Diplomacy	
<b>COMPULSORY MODULES</b>	<b>CHOOSE FOUR OPTIONAL MODULES FROM THE FOLLOWING:</b>
<ul style="list-style-type: none"> <li>DIPLOMACY: THEORY AND PRACTICE</li> <li>RESEARCH METHODOLOGY</li> <li>DISSERTATION</li> </ul>	<ul style="list-style-type: none"> <li>MANAGEMENT</li> <li>CULTURAL AWARENESS</li> <li>PUBLIC INTERNATIONAL LAW</li> <li>FOREIGN POLICY FORMULATION AND ASSESSMENT</li> <li>MEDIA COMMUNICATION STRATEGIES</li> <li>INTERNATIONAL PROTOCOL AND ETIQUETTE</li> <li>SCIENCE TECHNOLOGY AND INTERNATIONAL POLICY</li> <li>EUROPEAN INTERNATIONAL MARKET AND POLICY</li> </ul>

MA International Business and Diplomacy	
<b>COMPULSORY MODULES</b>	<b>CHOOSE THREE OPTIONAL MODULES FROM THE FOLLOWING:</b>
<ul style="list-style-type: none"> <li>DYNAMICS OF INTERNATIONAL BUSINESS</li> <li>DIPLOMACY: THEORY AND PRACTICE</li> <li>RESEARCH METHODOLOGY</li> <li>DISSERTATION</li> </ul>	<ul style="list-style-type: none"> <li>EUROPEAN INTERNATIONAL MARKET/POLICY</li> <li>MANAGEMENT</li> <li>CULTURAL AWARENESS</li> <li>ECONOMIC DIPLOMACY</li> <li>ECONOMIC GLOBAL GOVERNANCE</li> <li>MEDIA COMMUNICATION STRATEGIES</li> <li>SCIENCE, TECHNOLOGY AND INTERNATIONAL POLICY</li> </ul>

MA International Security and Diplomacy	
<b>COMPULSORY MODULES</b>	<b>CHOOSE THREE OPTIONAL MODULES FROM THE FOLLOWING:</b>
<ul style="list-style-type: none"> <li>INTERNATIONAL SECURITY</li> <li>DIPLOMACY: THEORY AND PRACTICE</li> <li>RESEARCH METHODOLOGY</li> <li>DISSERTATION</li> </ul>	<ul style="list-style-type: none"> <li>INTELLIGENCE STUDIES</li> <li>CULTURAL AWARENESS</li> <li>PUBLIC INTERNATIONAL LAW</li> <li>STRATEGIC DEFENCE DIPLOMACY</li> <li>MEDIA COMMUNICATION STRATEGIES</li> <li>SCIENCE, TECHNOLOGY AND INTERNATIONAL POLICY</li> <li>RELIGION, DIPLOMACY AND SECURITY</li> </ul>

MA International Communication and Diplomacy	
<b>COMPULSORY MODULES</b>	<b>CHOOSE THREE OPTIONAL MODULES FROM THE FOLLOWING:</b>
<ul style="list-style-type: none"> <li>INTERNATIONAL COMMUNICATION: CONCEPTS AND STRATEGIES</li> <li>DIPLOMACY: THEORY AND PRACTICE</li> <li>RESEARCH METHODOLOGY</li> <li>DISSERTATION</li> </ul>	<ul style="list-style-type: none"> <li>INTERNATIONAL LIAISON AND PUBLIC DIPLOMACY</li> <li>CULTURAL AWARENESS</li> <li>DIPLOMATIC DISCOURSE</li> <li>MEDIA COMMUNICATION STRATEGIES</li> <li>RELIGION, DIPLOMACY AND SECURITY</li> <li>ECONOMIC DIPLOMACY</li> </ul>

For specific module descriptions please visit [www.uea.ac.uk/london/lad](http://www.uea.ac.uk/london/lad) Research Degrees (MPhil/PhD) are also available.

## Key course facts

### Start dates

October and January

### Course Dates

Mon 01 October 2012–Mon 30 Sep 2013  
Mon 28 Jan 2013–Fri 31 Jan 2014

### Programme length

1 year or approximately 12 months (full-time)  
2 years or approximately 24 months (part-time)

### Academic requirements

A degree from a recognised UK or overseas institution, a postgraduate diploma, or professional qualification in a relevant discipline, or knowledge and skills at a university degree standard, normally through five years' relevant work experience.

Applicants may be exempted from attending certain modules if they qualify under either the Accreditation of Prior Learning (APL) or Accreditation of Prior Experiential Learning (APEL) scheme up to 60 credits.

### English language entry requirement

IELTS 6.5 or equivalent

Applicants who meet one of the following criteria may be exempt from the English language requirement:

- studied in English for at least one year
- members of diplomatic staff who have undertaken prior courses in English to enable them to work in an English speaking environment.

### Tuition fee

#### 2012-2013

Home/EU/Accredited Diplomats:	£9,000 (full-time)
Home/EU/Accredited Diplomats:	£4,500 each year (part-time)
International:	£11,700 (full-time)

## How to apply

Details about the application procedure can be found at [www.uea.ac.uk/london/lad](http://www.uea.ac.uk/london/lad)

For further information, please email [diplomacy@uea.ac.uk](mailto:diplomacy@uea.ac.uk)



A group of ARAMCO sponsored students who attended a diplomacy week at the London Academy of Diplomacy

# International Foundation programme

Classified as a Pre-sessional course by UK Border Agency

The International Foundation programme prepares you for direct entry to the first year of an undergraduate degree at a UK university. The programme has two pathways in Business and Economics; and Humanities and Law. The programme combines academic study, intensive English language preparation, study skills and cultural orientation.



## Enhancing your employability



To help you develop some of the skills sought by employers, we have recently introduced a leadership development programme, which is delivered by Common Purpose – an independent not-for-profit organisation that runs courses throughout the UK and in 11 other countries. The programme is available to all students at the Centre for an additional charge. The course examines topical current affairs and will encourage you to think in new ways about the places where you live and the world around you, to examine how decisions are made and to see how you can make change happen. It is a unique, challenging and fast paced course which encourages leadership, raises aspirations and will increase your confidence.

You can find out more about Common Purpose by contacting reception or one of your teachers once you arrive at the Centre.

## What is the International Foundation programme?

If you have completed secondary school education in your home country, the International Foundation programme provides academic preparation for first year undergraduate entry, and helps to ensure that you meet the minimum English language requirement for entry to your chosen undergraduate degree programme. In some circumstances you may be able to enrol on the International Foundation programme in order to change your specialist subject.

## What is special about the International Foundation programme?

The International Foundation programme provides all students with:

- full university status
- a quality-assured university programme
- modern learning environment with excellent facilities
- a conditional offer of a place on the first year of a relevant undergraduate degree at UEA London and the University of East Anglia
- guaranteed university placement for all successful students
- flexible entry dates
- the highest levels of personal care and support.

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

If you do not meet the minimum English language requirements for direct entry to the three-term International Foundation programme, you may be eligible to apply for the new Extended Foundation programme. 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. Students will be required to pass the initial English language component before progressing to the next stage of the programme.

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 48 for course details.

## How is the International Foundation programme validated and recognised?

It is validated and quality assured by the University of East Anglia. Successful completion of the Foundation programme leads to the award of a University of East Anglia International Foundation Certificate (National Qualification Framework Level 3), welcomed by high-ranking UK universities.

## Key features

### Academic content

Around two thirds of the programme is devoted to academic content. The choice of modules relates directly to the pathway chosen and your proposed degree programme.

### English language support and study skills

Academic English takes up the remaining third of the programme. This module covers reading, writing, listening and speaking and is internally assessed.

You will also receive help in developing the essential skills needed for university study, such as how to work in groups, present ideas, manage your time, conduct research, make lecture notes, organise the content of essays and dissertations and understand how to evaluate your own work.

### Academic guidance

You will receive support on personal and academic issues, including advice on your studies and career plans. We also have an International Progression Officer who will help you with your application to UEA London and other leading UK universities.

## Preparing you for entry to a choice of leading UK universities

The International Foundation is widely recognised by UK universities. Successful completion, subject to meeting the requirements for direct entry, offers you guaranteed progression to a relevant undergraduate degree at a UK university.

Since INTO UEA London opened students who completed an International Foundation programme at UEA London have progressed to over 80 UK universities, including many prestigious universities ranked in the top 30 in the UK.

### Progression to UEA London

Students who successfully complete the International Foundation programme (subject to meeting the specified course requirements) are guaranteed progression onto the first year of the International Business Management degree offered exclusively at UEA London.

In order to progress to year one of the BSc International Business Management degree you will need to pass the International Foundation programme and achieve a minimum average of 65% across all modules, with a minimum of 60% in the Foundation Mathematics module. In addition you will also need to achieve 65% in the internal English language assessment.

For more information about the International Business Management degree see page 18.

### Progression to the University of East Anglia

Successful completion also offers guaranteed progression onto the first year of a relevant undergraduate degree programme at the University of East Anglia's campus in Norwich.

For specific progression requirements please visit: [www.intohigher.com/uealcourses](http://www.intohigher.com/uealcourses) or see the INTO University of East Anglia 'University Pathways 2012-2013' brochure.

## Key course facts

### Start dates

July, September and January

### Course Dates

Mon 09 Jul 2012–Fri 31 May 2013 (4 term)  
Mon 24 Sep 2012–Fri 23 Aug 2013 (4 term)  
Mon 24 Sep 2012–Fri 31 May 2013 (3 term)  
Mon 07 Jan 2013–Fri 23 Aug 2013 (3 term)

### Programme length

Four terms or approximately 12 months  
Three terms or approximately 9 months

### Class hours

Up to 20 lessons per week

### Academic requirements

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

### English language entry requirement

**Four term:** IELTS 4.0 (with a minimum of 4.0 in all subskills) or equivalent.

**Three term:** IELTS 4.5 (with a minimum of 4.0 in writing) or equivalent.

Depending on final degree choice, some students will require a higher entry score. Please contact the Centre for further details.

Students who do not meet the minimum English language requirements can apply for English for University Study. Please see page 48 for course details.

### Age requirement

17\* years and above

### Tuition fees

**Four term:** £16,100

**Three term:** £12,450

### Tuition fees do not include:

- text books and other learning materials: an additional charge in the region of £160 per academic course (3 terms), £200 per academic course (4 terms)

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

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

## Recommended study plan and progression route

Students who meet the programme's academic entry requirements but need to improve their English language proficiency before entering the International Foundation programme may be eligible to apply for an Extended Foundation programme, which includes additional English language preparation. Examples of these combined programmes are set out below:

2012								2013								2014									
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	JUN
IELTS 4.0 EXTENDED FOUNDATION PROGRAMME (4 TERM)												UNDERGRADUATE DEGREE – YEAR ONE													
IELTS 4.5 INTERNATIONAL FOUNDATION PROGRAMME (3 TERM)												UNDERGRADUATE DEGREE – YEAR ONE													
IELTS 4.0 EXTENDED FOUNDATION PROGRAMME (4 TERM)												UNDERGRADUATE DEGREE – YEAR ONE													
IELTS 4.5 INTERNATIONAL FOUNDATION PROGRAMME (3 TERM)												UNDERGRADUATE DEGREE – YEAR ONE													

## International Foundation programme pathways

The table below provides details of the academic modules that you may study as part of your International Foundation programme. All students also complete a common core, which includes modules in Academic English and Study Skills. Additionally, to qualify for certain degrees you will need to complete stipulated modules during your Foundation programme.

### International Foundation in Business and Economics

FB1. Business and Economics with Society and Culture (120 credits)		
Recommended for business and economics students with an additional interest in social sciences		
COMMON MODULES	SPECIALIST MODULES	LEADING TO UNDERGRADUATE DEGREES IN AREAS SUCH AS
<ul style="list-style-type: none"> <li>FOUNDATION MATHEMATICS (20 CREDITS)</li> <li>ACADEMIC ENGLISH (40 CREDITS)</li> </ul>	<ul style="list-style-type: none"> <li>INTRODUCTION TO BUSINESS (20 CREDITS)</li> <li>ECONOMICS (20 CREDITS)</li> <li>SOCIETY AND CULTURE (20 CREDITS)</li> </ul>	<ul style="list-style-type: none"> <li>BUSINESS</li> <li>ECONOMICS</li> <li>POLITICAL, SOCIAL AND INTERNATIONAL STUDIES</li> <li>INTERNATIONAL DEVELOPMENT</li> <li>LANGUAGE AND COMMUNICATION STUDIES</li> <li>EDUCATION AND LIFELONG LEARNING</li> <li>FILM AND TELEVISION STUDIES</li> <li>WORLD ART STUDIES AND MUSEOLOGY</li> </ul>
FB2. Business and Economics with Accounting (120 credits)		
Recommended for business and economics students with an additional interest in accounting		
COMMON MODULES	SPECIALIST MODULES	LEADING TO UNDERGRADUATE DEGREES IN AREAS SUCH AS
<ul style="list-style-type: none"> <li>FOUNDATION MATHEMATICS (20 CREDITS)</li> <li>ACADEMIC ENGLISH (40 CREDITS)</li> </ul>	<ul style="list-style-type: none"> <li>INTRODUCTION TO BUSINESS (20 CREDITS)</li> <li>ECONOMICS (20 CREDITS)</li> <li>INTRODUCTION TO ACCOUNTING (20 CREDITS)</li> </ul>	<ul style="list-style-type: none"> <li>BUSINESS</li> <li>ECONOMICS</li> <li>EDUCATION AND LIFELONG LEARNING</li> </ul>

### International Foundation in Humanities and Law

FHL. Humanities and Law (120 credits)		
Recommended for students with an interest in the social sciences, humanities and law		
COMMON MODULES	SPECIALIST MODULES	LEADING TO UNDERGRADUATE DEGREES IN AREAS SUCH AS
<ul style="list-style-type: none"> <li>FOUNDATION MATHEMATICS (20 CREDITS)</li> <li>ACADEMIC ENGLISH (40 CREDITS)</li> </ul>	<ul style="list-style-type: none"> <li>INTERNATIONAL AND DEVELOPMENT STUDIES (20 CREDITS)</li> <li>LAW (20 CREDITS)</li> <li>SOCIETY AND CULTURE (20 CREDITS)</li> </ul>	<ul style="list-style-type: none"> <li>POLITICAL, SOCIAL AND INTERNATIONAL STUDIES</li> <li>INTERNATIONAL DEVELOPMENT</li> <li>LANGUAGE AND COMMUNICATION STUDIES</li> <li>LAW</li> <li>ARTS</li> <li>PHILOSOPHY</li> <li>AMERICAN STUDIES</li> <li>EDUCATION AND LIFELONG LEARNING</li> <li>FILM AND TELEVISION STUDIES</li> <li>WORLD ART STUDIES AND MUSEOLOGY</li> </ul>

### Assessment

Grades from the International Foundation programme do not count towards your final degree, but help the University determine whether you meet the requirements for 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 and coursework, including written assignments, reports, practical exercises, group and individual research projects, oral presentations and problem solving exercises

### Explanation of the final grades

%	Description
70-100	OUTSTANDING WORK DEMONSTRATING WIDE READING AND DEEP UNDERSTANDING, AND DISPLAYING ORIGINALITY OF THOUGHT AND EXPRESSION
60-69	CLEARLY-EXPRESSED AND SUBSTANTIAL WORK SHOWING POWERS OF ANALYSIS AND SYNTHESIS, THOROUGH PREPARATION AND SOUND UNDERSTANDING
50-59	COMPETENT WORK SHOWING SOME UNDERSTANDING AND SOME IDEAS, BUT IN NEED OF FURTHER THOUGHT AND RESEARCH LEADING TO DEVELOPMENT AND CLARIFICATION
40-49	LITTLE UNDERSTANDING OF MATERIAL OR TOPIC; INADEQUATE PREPARATION AND POOR EXPRESSION
0-39	UNACCEPTABLE PERFORMANCE, GENERALLY INCOMPETENT, LATE OR INCOMPLETE, EVIDENCE OF PLAGIARISM

My course is really interesting. I have lectures and workshops in law, sociology, international development, maths and English. The classes are hard work and the teachers expect a lot of work from us, but they are all really cool and the classes are small. Most of us live together too, and that's really nice because it's fun to hang out at weekends.

**RICHA SHAH, KENYA**  
**INTERNATIONAL FOUNDATION IN HUMANITIES AND LAW | GRADE 69%**  
**NOW STUDYING LAW AT DURHAM UNIVERSITY**

## Module descriptions

### English Language and Study Skills

This module introduces and develops your skills in academic reading, writing, listening and speaking. It deals with the structure of academic writing through the study of academic texts related to your field of study. By doing practical tasks, you will develop the skills to read and interpret academic texts, and write academic assignments. You will also learn about academic conventions such as referencing, and other issues related to the use of English for academic study.

Additionally, you will develop your listening skills through practical exercises, and extensive group work will help you gain the confidence and skills to participate in seminar discussions and give presentations. The module gives you practice in using the specialist vocabulary you need to follow your pathway lectures, read text books and participate in seminars.

### Foundation Mathematics

This module covers basic mathematical concepts including algebra, solution of quadratic equations, coordinate geometry, trigonometry, differential and integral calculus, basic techniques of statistics and ideas of probability.

### Introduction to the Study of Business

This module provides a basic understanding of business and management for students planning to take a related undergraduate degree. The module includes the following themes: the business environment; managing people; leadership; human resource management; corporate strategy; marketing; and organisational structure.

### Introduction to the Study of Accounting

This 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 and helps you understand financial performance.

### Economics

The main aims of this unit are to introduce students to thinking like an economist and to become familiar with key terminology used in economics. It provides an introduction to the main theoretical models and concepts used in economics with an emphasis on the application of economic theory to real-world applications.

### International and Development Studies

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

### 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 and various aspects of law. The module covers EU law as well as the European Convention on Human Rights.

### Society and Culture

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



Course format varies from lecture to group work, making use of the latest in classroom technology



Support staff are always on hand to answer questions - no matter how big or small

# International Diploma in Business

Classified as a Pre-sessional course by UK Border Agency

The International Diploma programme is equivalent to studying the first year of a UK undergraduate degree and prepares you for direct entry to the second year of an undergraduate programme at the University of East Anglia in London or Norwich. The programme offers routes through to management and finance related subjects.



 **University** validated courses

The Learning Resource Centre is stocked with the books and multimedia tools you need for success on your course

## Enhancing your employability



To help you develop some of the skills sought by employers, we have recently introduced a leadership development programme, which is delivered by Common Purpose – an independent not-for-profit organisation that runs courses throughout the UK and in 11 other countries. The programme is available to all students at the Centre for an additional charge. The course examines topical current affairs and will encourage you to think in new ways about the places where you live and the world around you, to examine how decisions are made and to see how you can make change happen. It is a unique, challenging and fast paced course which encourages leadership, raises aspirations and will increase your confidence.

You can find out more about Common Purpose by contacting reception or one of your teachers once you arrive at the Centre.

## Who should apply for the International Diploma programme?

The International Diploma in Business is suitable for international students who have completed A-levels or a recognised Foundation programme; or for those who are already in the first year of a relevant undergraduate degree in their home country but do not meet the academic and English language requirements for direct entry to degree programmes offered by the Norwich Business School in London and Norwich.

The January start date will also appeal to students who are unable to apply for the traditional September start date for university study.

## What is special about the International Diploma programme?

The International Diploma programme provides all students with:

- full university status
- a quality assured university programme
- a conditional offer of a place on the second year of a degree at the University of East Anglia in London or Norwich
- modern learning environment with excellent facilities
- flexible entry dates
- a highly supportive study environment to enable swift progression
- the highest levels of personal care and support.

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

If you do not meet the minimum English language requirements for direct entry to the three-term International Diploma programme you may be eligible to apply for the new Extended Diploma programme. Lasting four terms, the Extended Diploma 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. Students will be required to pass the initial English language component before progressing to the next stage of the programme.

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 48 for course details.

## How is the International Diploma programme validated and recognised?

The International Diploma is validated and quality assured by the University of East Anglia. Successful completion of the Diploma programme leads to the award of the University of East Anglia International Diploma. It is equivalent to the University's Certificate of Higher Education; Level 4 on the National Qualification Framework (NQF). The course is therefore a first step towards obtaining higher level qualifications, including an undergraduate degree.

## Key features

### Intensive academic preparation

The International Diploma programme is as academically demanding as the first year of a traditional university degree course. You will study academic modules that mirror those taught in year 1 of the degree programme. You will also receive tuition in English and study skills within the context of your academic discipline.

### Study Skills

Essential preparation for university life, the Study Skills module will help you to develop the necessary skills for undergraduate-level study by providing support with group work, presentations, research methods, note-taking in lectures, structuring assignments and understanding methods of self evaluation.

### English language support

English language is a core subject in the International Diploma programme, covering reading, writing, listening and speaking. The module enables students to reach the entry requirement for the second year of a degree.

### Flexible start dates

The International Diploma is a three term programme with start dates in September and January. The intensive language support enables you to commence your university level study before you have formally met the stipulated entrance requirement for undergraduate programmes at the University. This helps you to avoid delays or unnecessary extensions to your studies.

## Key course facts

### Start dates

July, September and January

### Course dates

Mon 09 Jul 2012–Fri 31 May 2013 (4 term)  
Mon 24 Sep 2012–Fri 23 Aug 2013 (4 term)  
Mon 24 Sep 2012–Fri 31 May 2013 (3 term)  
Mon 07 Jan 2013–Fri 23 Aug 2013 (3 term)

### Programme length

Four terms or approximately 12 months  
Three terms or approximately 9 months

### Class hours

Up to 20 lessons per week

### Academic requirements

Successful completion of A-levels, a recognised Foundation programme, or the first year of an overseas university degree programme with good grades, or equivalent.

### English language entry requirement

4 term: IELTS 5.0 (with a minimum of 5.0 in reading and writing) or equivalent  
3 term: IELTS 5.5 (with a minimum of 5.5 in reading and writing) or equivalent

Students who do not meet the minimum English language requirements can apply for English for University study. Please see page 48 for course details.

### Age requirement

17\* years and above

### Tuition fees

Four term: £16,100  
Three term: £12,450

### Tuition fees do not include:

- text books and other learning materials: an additional charge in the region of £160 per academic course (3 terms), £200 per academic course (4 terms)

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

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

## Recommended study plan and progression route

If you meet the programme's academic entry requirements but do not meet the minimum English language requirements, you may be eligible to apply for an Extended Diploma programme, which includes additional English language preparation. Examples of the combined programme are set out below:

2012								2013								2014									
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	JUN
IELTS 5.0 EXTENDED DIPLOMA PROGRAMME (4 TERM)												UNDERGRADUATE YEAR TWO													
IELTS 5.5 INTERNATIONAL DIPLOMA PROGRAMME (3 TERM)									UNDERGRADUATE YEAR TWO																
IELTS 5.0 EXTENDED DIPLOMA PROGRAMME (4 TERM)												UNDERGRADUATE YEAR TWO													
IELTS 5.5 INTERNATIONAL DIPLOMA PROGRAMME (3 TERM)									UNDERGRADUATE YEAR TWO																

## Assured university entrance

Students who successfully complete the International Diploma programme (subject to meeting the specified course requirements detailed below) are guaranteed progression onto the second year of the BSc International Business Management degree at UEA London, as well as a number of undergraduate degree programmes offered by Norwich Business School at the University of East Anglia.

International Diploma in Business	
PROGRAMME MODULES	LEADING TO YEAR 2 IN THE FOLLOWING HONOURS DEGREES AT NORWICH BUSINESS SCHOOL IN LONDON OR NORWICH
<ul style="list-style-type: none"> <li>INTRODUCTION TO BUSINESS</li> <li>DEVELOPING BUSINESS SKILLS</li> <li>ORGANISATIONAL BEHAVIOUR</li> <li>INFORMATION SYSTEMS AND BUSINESS RESEARCH</li> </ul>	<ul style="list-style-type: none"> <li>INTRODUCTION TO FINANCIAL AND MANAGEMENT ACCOUNTING</li> <li>ECONOMICS FOR BUSINESS</li> <li>ENGLISH LANGUAGE AND STUDY SKILLS</li> </ul>
<ul style="list-style-type: none"> <li>BSC INTERNATIONAL BUSINESS MANAGEMENT (AVAILABLE ONLY AT UEA LONDON)</li> <li>BSC BUSINESS MANAGEMENT</li> <li>BSC ACCOUNTING AND FINANCE</li> <li>BSC ACCOUNTING WITH MANAGEMENT</li> </ul>	

Degree title	Award	Location	English requirement	Overall required average	Further requirements
<b>NORWICH BUSINESS SCHOOL</b>					
INTERNATIONAL BUSINESS MANAGEMENT	BSC	LONDON	65%	50%	MINIMUM OF 50% IN ALL MODULES. MINIMUM ENGLISH 60% IN ALL COMPONENTS
ACCOUNTING AND FINANCE	BSC	NORWICH	65%	50%	MINIMUM OF 50% IN ALL MODULES. MINIMUM ENGLISH 60% IN ALL COMPONENTS
ACCOUNTING WITH MANAGEMENT	BSC	NORWICH	65%	50%	MINIMUM OF 50% IN ALL MODULES. MINIMUM ENGLISH 60% IN ALL COMPONENTS
BUSINESS MANAGEMENT	BSC	NORWICH	65%	50%	MINIMUM OF 50% IN ALL MODULES. MINIMUM ENGLISH 60% IN ALL COMPONENTS

## Assessment

Grades from the International Diploma programme 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 a combination of formal examinations and assessed course work. You are required to obtain 120 credits to complete the programme successfully. Each content module is worth 20 credits. The module titled English Language and Study Skills must also be completed satisfactorily.

## Explanation of the final grades

%	Description
70-100	OUTSTANDING WORK DEMONSTRATING WIDE READING AND DEEP UNDERSTANDING, AND DISPLAYING ORIGINALITY OF THOUGHT AND EXPRESSION
60-69	CLEARLY-EXPRESSED AND SUBSTANTIAL WORK SHOWING POWERS OF ANALYSIS AND SYNTHESIS, THOROUGH PREPARATION AND SOUND UNDERSTANDING
50-59	COMPETENT WORK SHOWING SOME UNDERSTANDING AND SOME IDEAS, BUT IN NEED OF FURTHER THOUGHT AND RESEARCH LEADING TO DEVELOPMENT AND CLARIFICATION
40-49	LITTLE UNDERSTANDING OF MATERIAL OR TOPIC; INADEQUATE PREPARATION AND POOR EXPRESSION
0-39	UNACCEPTABLE PERFORMANCE, GENERALLY INCOMPETENT, LATE OR INCOMPLETE, EVIDENCE OF PLAGIARISM



Teaching methods incorporate a mixture of classes, tutorials and private study



The support staff on the Welcome Desk on level 1 are happy to answer all of your questions



## Module descriptions

### Introduction to Business

This module provides you with a basic understanding of business and management. Topics include: models of management; the business environment; managing people; leadership; corporate social responsibility; organisational culture; human resource management; managing change; corporate strategy; marketing; organisation structure; finance; and budgets.

### Developing Business Skills

The module encourages you to develop key management skills that will help to prepare for a future career in business and management. Topics include: management skills and managerial effectiveness, self-awareness: understanding and developing yourself; personal development planning; planning and goal setting; working in teams; management projects; report writing; written communication and email; managing meetings; obtaining data and information; oral presentation skills and interpersonal communication.

### Organisational Behaviour

This module builds up your appreciation of the nature and historical development of organisational behaviour. The module introduces key concepts, theories and methodologies in organisation behaviour, and develops an understanding of the linkages between research, theory and practice.

### Information Systems and Business Research

The module introduces you to the use of management of business applications of information and communication, the use of Microsoft Excel and elementary statistical methods used in business and business research.

Topics covered include: business systems and information systems; back-end and front-end information systems infrastructure, access devices and channels; electronic delivery of goods and services; the Internet and the web; back and front-end ICT infrastructure; data security; the social, economic and political environment of e-Business; B2C, B2B and C2C, e-Commerce, e-Marketing and e-Procurement, e-Business planning, strategy and management; e-Business development and evaluation; graphical representation of data; numerical measures of central tendency; numerical measures of dispersion; introduction to probability; numerical outcomes; common patterns in data; continuous numerical outcomes; and the normal distribution.

### Economics for Business

The module introduces you to issues of central concern in business economics and introduces to the economic environment in which businesses are located. Topics include: the demand curve; responsiveness of demand; the concept of cost; the supply curve; markets in action; market structure and competition; monopoly; growth; externalities; the labour market; conflicts of interest; transaction costs; introduction to macroeconomics; aggregate demand and aggregate supply; GDP; Inflation, fiscal and monetary policy; unemployment; and global economics.

### Introduction to Financial and Management Accounting

The module provides you with a firm foundation in the theory and practice of accounting. The module assumes no previous studies of accounting and covers the following topics: the balance sheet, the profit and loss account, the double entry system, adjustments of accounting, accounts of limited companies, costing, budgeting and variance analysis.

### English Language and Study Skills

A score of 65% (60% minimum in each component) is required for entry to year two of an undergraduate degree course. The English Language and Study Skills module will help you reach this level of proficiency. During the module you will:

- improve your ability to deal with complex academic texts
- develop your critical ability in relation to academic writing
- develop your fluency and confidence in academic discussion
- enhance your ability to extract information from spoken texts.

The module will include an investigative project involving research, data collection and analysis, and a written and oral presentation of methods and results.



The International Diploma in Business is a very interesting and varied programme. For example, many of us hadn't studied Organisational Behaviour before but after a little while I found myself using the terminology that I had learnt when I was interacting with other people, so it is very helpful for us.

**SHAYAN MOINUDDIN, PAKISTAN**  
**INTERNATIONAL DIPLOMA IN BUSINESS**  
**GRADE: 67% | NOW STUDYING INTERNATIONAL BUSINESS MANAGEMENT**  
**AT UEA LONDON**

# Graduate Diploma programme

Classified as a Pre-sessional course by UK Border Agency

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 UEA London and the University of East Anglia in Norwich. You will develop your study skills, English language and subject knowledge in preparation for your chosen Masters degree. There are two pathways in Business and Economics.



## Enhancing your employability



To help you develop some of the skills sought by employers, we have recently introduced a leadership development programme, which is delivered by Common Purpose – an independent not-for-profit organisation that runs courses throughout the UK and in 11 other countries. The programme is available to all students at the Centre for an additional charge. The course examines topical current affairs and will encourage you to think in new ways about the places where you live and the world around you, to examine how decisions are made and to see how you can make change happen. It is a unique, challenging and fast paced course which encourages leadership, raises aspirations and will increase your confidence.

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You can find out more about Common Purpose by contacting reception or one of your teachers once you arrive at the Centre.

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### What is the Graduate Diploma?

The Graduate Diploma is a full-time academic programme that prepares you for direct entry to a range of Masters programmes in diplomacy, marketing, finance and management at UEA London. You will also qualify for entry to selected postgraduate courses within the Norwich Business School and the School of Economics at the University of East Anglia in Norwich.

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 programme?

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

- a conversion course for students with a relevant background intending to focus on a new subject in their Masters programme
- additional English and academic skills for International students with a recognized 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 programme?

The Graduate Diploma programme provides all students with:

- a quality-assured university programme

- modern learning environment with excellent facilities
- flexible start dates
- conditional offer of a place on a designated postgraduate course
- intensive English language tuition
- a highly supportive study environment with small class sizes for maximum student to teacher interaction.
- high levels of individual support with detailed feedback on performance and active learning in your subject areas.

### How is the Graduate Diploma programme validated and recognised?

The Graduate Diploma is validated and quality assured by the University of East Anglia. Successful completion leads to the award of the University of East Anglia Graduate Diploma, which is at Level 6 on the National Qualification Framework (NQF). The course is a first step towards obtaining a postgraduate qualification.

### Excellent choice of postgraduate degree programmes

Following successful completion of the Graduate Diploma (subject to meeting the required scores for entry to your chosen degree programme), you will be eligible for direct entry to a wide variety of postgraduate degree programmes in subject areas, such as:

- business
- diplomacy
- economics
- finance
- management
- marketing.

Please see the pathways table on page 45 for the full list of possible postgraduate degree programmes.

### Key course facts

#### Start dates

September and January

#### Course dates

Mon 24 Sep 2012–Fri 31 May 2013 (3 term)  
 Mon 07 Jan 2013–Fri 23 Aug 2013 (3 term)

#### Programme length

3 terms or approximately 9 months

#### Class hours

Up to 20 lessons per week

#### Academic requirements

Pass in an undergraduate degree in any academic subject (as approved by INTO UEA London)

or

Diploma (3–5 years) with high academic grades (as approved by INTO UEA London)

**Note:** Applicants for Masters programme offered by the Norwich Business School with an existing business degree studied in a UK context will require approval from Norwich Business School Admissions prior to entry onto the Graduate Diploma programme.

#### English language entry requirement

IELTS 5.5 (with a minimum of 5.5 in reading and writing) or equivalent

Students who do not meet the minimum English language requirements can apply for English for University study. Please see page 48 for course details

#### Tuition fees

Three term: £12,450

#### Tuition fees do not include:

- text books and other learning materials: an additional charge in the region of £160 per academic course

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

### Recommended study plan and progression route

If you meet the course's academic entry requirements but need to improve your English language proficiency, you can undertake English language preparation before entering the Graduate Diploma programme. Examples of these combinations are set out below.

2012								2013								2014									
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	JUN
		ENGLISH FOR UNIVERSITY STUDY		IELTS 5.5 GRADUATE DIPLOMA PROGRAMME												MASTERS PROGRAMME									
				ENGLISH FOR UNIVERSITY STUDY		IELTS 5.5 GRADUATE DIPLOMA PROGRAMME												MASTERS PROGRAMME							

## Key features

### Programme structure

The programme provides a grounding in subject content, and 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. At the end of the programme you will be internally assessed, and will need to achieve a language score of no lower than 65% to progress to a Masters degree.

## Ranked 8th among UK universities for Business and Economics

Shanghai Jiao Tong World Rankings 2009

### Research and study skills

Essential preparation for postgraduate university life, the Study 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 a research project.

### Assured university placement

Students who successfully complete the Graduate Diploma programme (subject to meeting the specified course requirements) are guaranteed entry to a number of specialist Masters courses in finance, diplomacy, management and marketing at UEA London

Successful students will also qualify for entry a range of Masters programmes offered by the Norwich Business School and the School of Economics.

For further details about progression grades please refer to page 46 of this brochure.

### Academic counselling

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

### Assessment

Grades from the Graduate Diploma programme 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 a combination of formal examinations and assessed course work. 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 process will be assessed by a combination of examinations and coursework, including: written assignments; practical exercises; group and individual research projects; oral presentations; and problem-solving exercises.



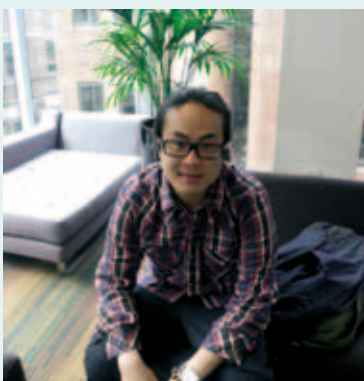
Practise your listening and speaking skills in one of our multimedia suites

## Explanation of final grades

%	Description
70-100	OUTSTANDING WORK DEMONSTRATING WIDE READING AND DEEP UNDERSTANDING, AND DISPLAYING ORIGINALITY OF THOUGHT AND EXPRESSION
60-69	CLEARLY-EXPRESSED AND SUBSTANTIAL WORK SHOWING POWERS OF ANALYSIS AND SYNTHESIS, THOROUGH PREPARATION AND SOUND UNDERSTANDING
50-59	COMPETENT WORK SHOWING SOME UNDERSTANDING AND SOME IDEAS, BUT IN NEED OF FURTHER THOUGHT AND RESEARCH LEADING TO DEVELOPMENT AND CLARIFICATION
40-49	LITTLE UNDERSTANDING OF MATERIAL OR TOPIC; INADEQUATE PREPARATION AND POOR EXPRESSION
0-39	UNACCEPTABLE PERFORMANCE, GENERALLY INCOMPETENT, LATE OR INCOMPLETE, EVIDENCE OF PLAGIARISM

Graduate Diploma in Business			
LANGUAGE	SUBJECT CONTENT	RESEARCH	LEADING TO THE FOLLOWING COURSES AT UEA LONDON
<ul style="list-style-type: none"> <li>ENGLISH LANGUAGE AND STUDY SKILLS</li> </ul>	<ul style="list-style-type: none"> <li>FOUNDATION IN BUSINESS</li> <li>STATISTICS FOR QUANTITATIVE RESEARCH</li> <li>FOUNDATION IN ECONOMICS</li> </ul>	<ul style="list-style-type: none"> <li>RESEARCH SKILLS</li> <li>RESEARCH PROJECT IN BUSINESS</li> </ul>	<ul style="list-style-type: none"> <li>MSc MANAGEMENT</li> <li>MSc FINANCE AND MANAGEMENT</li> <li>MSc MARKETING AND MARKETING</li> <li>MA INTERNATIONAL DIPLOMACY</li> <li>MA INTERNATIONAL BUSINESS AND DIPLOMACY</li> <li>MA INTERNATIONAL COMMUNICATION AND DIPLOMACY</li> <li>MA INTERNATIONAL SECURITY AND DIPLOMACY</li> </ul> <p>STUDENTS CAN ALSO PROGRESS TO THE FOLLOWING DEGREE PROGRAMMES OFFERED BY NORWICH BUSINESS SCHOOL AT THE UNIVERSITY OF EAST ANGLIA IN NORWICH:</p> <ul style="list-style-type: none"> <li>MSc BUSINESS MANAGEMENT</li> <li>MSc INTERNATIONAL ACCOUNTING AND FINANCIAL MANAGEMENT</li> <li>MSc INTERNATIONAL HUMAN RESOURCE MANAGEMENT</li> <li>MSc MARKETING</li> <li>MSc STRATEGIC SUPPLY CHAIN MANAGEMENT</li> <li>MSc STRATEGIC INFORMATION SYSTEMS</li> </ul>
NOTE: APPLICANTS AIMING FOR AN MSC AT NORWICH BUSINESS SCHOOL WITH AN EXISTING BUSINESS DEGREE STUDIED IN A UK CONTEXT WILL REQUIRE APPROVAL FROM NBS ADMISSIONS PRIOR TO ENTRY TO THE GRADUATE DIPLOMA PROGRAMME			

Graduate Diploma in Economics			
LANGUAGE	SUBJECT CONTENT	RESEARCH	LEADING TO THE FOLLOWING COURSES AT UEA LONDON
<ul style="list-style-type: none"> <li>ENGLISH LANGUAGE AND STUDY SKILLS</li> </ul>	<ul style="list-style-type: none"> <li>FOUNDATION IN ECONOMICS</li> <li>STATISTICS FOR QUANTITATIVE RESEARCH</li> <li>FOUNDATION IN BUSINESS</li> </ul>	<ul style="list-style-type: none"> <li>RESEARCH SKILLS</li> <li>RESEARCH PROJECT IN ECONOMICS</li> </ul>	<ul style="list-style-type: none"> <li>MA INTERNATIONAL DIPLOMACY</li> <li>MA INTERNATIONAL BUSINESS AND DIPLOMACY</li> <li>MA INTERNATIONAL COMMUNICATION AND DIPLOMACY</li> <li>MA INTERNATIONAL SECURITY AND DIPLOMACY</li> </ul> <p>STUDENTS CAN ALSO PROGRESS TO THE FOLLOWING DEGREE PROGRAMMES OFFERING BY THE SCHOOL OF ECONOMICS AT THE UNIVERSITY OF EAST ANGLIA IN NORWICH:</p> <ul style="list-style-type: none"> <li>MA ECONOMICS AND INTERNATIONAL RELATIONS</li> <li>MA INTERNATIONAL BUSINESS ECONOMICS</li> <li>MA INTERNATIONAL BUSINESS FINANCE AND ECONOMICS</li> <li>MA MEDIA ECONOMICS</li> <li>GRADUATE DIPLOMA IN ECONOMICS</li> </ul>



The preparation I received on this course was really helpful. We have a lot of interaction with our teachers. There was also lots of group discussions, where the teacher gave us help and suggestions during the discussion. The teachers helped us to understand how to do research, which will be useful at university. The INTO Learning Resource Centre at UEA London is great and provides very useful information resources, such as newspapers and magazines, as well as access to the University's online resources.

**HUANG SZU-KAI, TAIWAN**  
GRADUATE DIPLOMA IN BUSINESS

## Graduate Diploma progression grades

Degree title	Award	Location	English requirement	Graduate Diploma route	Overall required average	Further requirements
<b>NORWICH BUSINESS SCHOOL</b>						
FINANCE AND MANAGEMENT	MSc	LONDON	65%	BUS	50%	MINIMUM OF 50% IN ALL MODULES. WILL NOT ACCEPT RESITS. MINIMUM ENGLISH 60% IN ALL COMPONENTS
MANAGEMENT	MSc	LONDON	65%	BUS	50%	MINIMUM OF 50% IN ALL MODULES. WILL NOT ACCEPT RESITS. MINIMUM ENGLISH 60% IN ALL COMPONENTS
MARKETING AND MANAGEMENT	MSc	LONDON	65%	BUS	50%	MINIMUM OF 50% IN ALL MODULES. WILL NOT ACCEPT RESITS. MINIMUM ENGLISH 60% IN ALL COMPONENTS
BUSINESS MANAGEMENT	MSc	NORWICH	65%	BUS	50%	MINIMUM OF 50% IN ALL MODULES. WILL NOT ACCEPT RESITS. MINIMUM ENGLISH 60% IN ALL COMPONENTS
INTERNATIONAL ACCOUNTING AND FINANCIAL MANAGEMENT	MSc	NORWICH	65%	BUS	50%	MINIMUM OF 50% IN ALL MODULES. WILL NOT ACCEPT RESITS. MINIMUM ENGLISH 60% IN ALL COMPONENTS
INTERNATIONAL HUMAN RESOURCE MANAGEMENT	MSc	NORWICH	65%	BUS	50%	MINIMUM OF 50% IN ALL MODULES. WILL NOT ACCEPT RESITS. MINIMUM ENGLISH 60% IN ALL COMPONENTS
MARKETING	MSc	NORWICH	65%	BUS	50%	MINIMUM OF 50% IN ALL MODULES. WILL NOT ACCEPT RESITS. MINIMUM ENGLISH 60% IN ALL COMPONENTS
STRATEGIC SUPPLY CHAIN MANAGEMENT	MSc	NORWICH	65%	BUS	50%	MINIMUM OF 50% IN ALL MODULES. WILL NOT ACCEPT RESITS. MINIMUM ENGLISH 60% IN ALL COMPONENTS
STRATEGIC INFORMATION SYSTEMS	MSc	NORWICH	65%	BUS	50%	MINIMUM OF 50% IN ALL MODULES. WILL NOT ACCEPT RESITS. MINIMUM ENGLISH 60% IN ALL COMPONENTS
<b>SCHOOL OF ECONOMICS</b>						
ECONOMICS AND INTERNATIONAL RELATIONS	MA	NORWICH	65%	ECO	50%	MINIMUM OF 50% IN FOUNDATIONS IN ECONOMICS AND THE RESEARCH PROJECT. MINIMUM ENGLISH 60% IN ALL COMPONENTS.
INTERNATIONAL BUSINESS ECONOMICS	MA	NORWICH	65%	ECO	50%	MINIMUM OF 50% IN FOUNDATIONS IN ECONOMICS AND THE RESEARCH PROJECT. MINIMUM ENGLISH 60% IN ALL COMPONENTS.
INTERNATIONAL BUSINESS FINANCE AND ECONOMICS	MA	NORWICH	65%	ECO	50%	MINIMUM OF 50% IN FOUNDATIONS IN ECONOMICS AND THE RESEARCH PROJECT. MINIMUM ENGLISH 60% IN ALL COMPONENTS.
MEDIA ECONOMICS	MA	NORWICH	65%	ECO	50%	MINIMUM OF 50% IN FOUNDATIONS IN ECONOMICS AND THE RESEARCH PROJECT. MINIMUM ENGLISH 60% IN ALL COMPONENTS.
GRADUATE DIPLOMA IN ECONOMICS	G DIP	NORWICH	65%	ECO	50%	MINIMUM OF 50% IN FOUNDATIONS IN ECONOMICS AND THE RESEARCH PROJECT. MINIMUM ENGLISH 60% IN ALL COMPONENTS.
<b>LONDON ACADEMY OF DIPLOMACY</b>						
MA INTERNATIONAL DIPLOMACY	MA	LONDON	65%	BOTH PATHWAYS	50%	PASS IN ALL MODULES
MA INTERNATIONAL BUSINESS AND DIPLOMACY	MA	LONDON	65%	BOTH PATHWAYS	50%	PASS IN ALL MODULES
MA INTERNATIONAL COMMUNICATION AND DIPLOMACY	MA	LONDON	65%	BOTH PATHWAYS	50%	PASS IN ALL MODULES
MA INTERNATIONAL SECURITY AND DIPLOMACY	MA	LONDON	65%	BOTH PATHWAYS	50%	PASS IN ALL MODULES



Studying in the UK is different from China as there is more interaction between the teachers and students. I really like my business class. The most interesting part is the group discussion with my classmates. We work together and sort out the problem. Through group projects I have learned how to be a good team member to make a contribution to the group.

**SONG TING, CHINA**  
**GRADUATE DIPLOMA IN BUSINESS**  
**GRADE: 72% | NOW STUDYING INTERNATIONAL ACCOUNTING AND FINANCE**  
**MANAGEMENT AT THE UNIVERSITY OF EAST ANGLIA**

## Module descriptions

### English Language and Study Skills

The aim of this module is to develop your English skills to the level required for postgraduate courses at UEA London or the University of East Anglia. You will improve your grammar, vocabulary and pronunciation, as well as academic skills in written work, delivering presentations and partaking in discussions.

### Foundation in Business

The aim of this module is to provide you with a basic understanding of business management. The module introduces the business world in a range of topics related to business management, as well as the concepts and vocabulary that underpin business studies in general. A large part of this module involves analysing and interpreting case studies with the aim of developing analytical and interpretation skills.

### Foundation in Economics

The aim of this module is to provide you with a basic understanding of economics. The module looks at the wider economic environment and applies economic thinking to current issues and problems. You will be introduced to concepts and vocabulary underlying the subject in general.

### Statistics for Quantitative Research

This module provides grounding in the usage of statistics in quantitative research. You will develop your quantitative skills and gain an insight into inferential statistics. You will also be introduced to statistical concepts and methods of data analysis commonly applied in business and social sciences. This module has a strong practical element and you will develop your numeracy skills by engaging in statistical analyses of a range of problems.

### Research Skills

This module provides 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.

### Research Project

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



**Enhance your employability:**  
gain leadership skills



Access the virtual learning environment from one of the computer workstations



# English for University Study

## English for University Study focuses on the academic English skills you need to study effectively at University.

### Course description

English for University Study is a year round course of intensive academic English language study, which prepares international students whose first language is not English for successful undergraduate or postgraduate study at UEA London; or for entry to one of the academic preparation courses offered by INTO UEA London. The course incorporates English language skills, academic study skills and, at higher levels, specific research skills.

The course will help you adjust to the demands, challenges and expectations of UK higher education. You will also be able to practise your developing language skills in a vibrant university environment where you can take advantage of the University's learning facilities and mix with British and international students.

You can enrol on the English for University Study course at the beginning of each term and choose to study from one term up to a full academic year, depending on your current language level and proposed study plan. With multiple entry points and different durations of study, the course has the flexibility to cater to students with different language levels. At the end of each term, your skills and language will be assessed to give a clear indication of your progress.

### Course content

The English for University Study course will enable you to develop your knowledge, ability and confidence in a variety of skills that are essential for undergraduate study. These include: team work; problem solving; critical thinking; time management; research projects; and quantitative and qualitative data analysis. Through studying a range of modules, you will develop a greater command of written and spoken English, as well as the academic study skills that are critical for successful study.

The course comprises 20 hours of taught lessons plus one hour of directed self-study which will be supervised by your tutor. In order to make good progress, you are expected to do approximately 20 additional hours of self-study outside class which may include homework, assignments or coursework which will be submitted for assessment, as well as online learning.

Students study academic English at all levels. Students intending to progress to either an undergraduate or postgraduate degree may be mixed at lower levels; however, every attempt will be made to separate undergraduates from postgraduates at higher levels in order that they can benefit from input and material appropriate to their destination.

At the lower levels, the course will focus on developing core English language skills including your knowledge and confidence in speaking, listening, reading and writing, with a particular focus on grammar, vocabulary development, pronunciation and spoken fluency. You will then be ready to focus on academic skills.

### Language Development

The emphasis of this module is upon developing your understanding of grammar, increasing both your general and academic vocabulary, as well as improving your accuracy in spoken English. The overall aim is to ensure that you can communicate your thoughts clearly, both in writing and speaking.

### Academic Speaking and Listening

This module will help you develop your speaking and listening skills through topic-based discussions, seminars, lectures, reports and interviews. The focus of the module is on fluency and appropriateness for academic purposes and is designed to familiarise you with university teaching and learning styles.

In seminars, you will be encouraged to participate in group discussions by evaluating information on a particular topic and actively contributing your thoughts and opinions.

You will also practise your listening skills by taking notes from a variety of adapted and authentic spoken texts, talks, lectures, reports and radio interviews. At higher levels, you will be expected to give an oral presentation on an academic subject.

The overall aim of this component is to give you experience in identifying the key points of a particular subject and the confidence to convey your opinion appropriately.

### Academic Writing

This module helps develop your academic writing skills through the study of sentence structure, vocabulary and academic writing conventions. By looking at different texts, you will learn how to construct a clear and logical argument within a piece of written work through appropriate organisation of your ideas, adopting a suitable writing style and taking into account the needs of the reader.

My biggest tip for students learning English is to immerse yourself in the language. A lot of students love watching films in English (with subtitles!), reading books, downloading podcasts from various websites including the BBC. We have a huge selection of graded readers in the Learning Resource Centre (LRC) with CDs which are a great way to extend your reading. Every day the LRC gets in a selection of newspapers. And if that doesn't suit you, there are a number of social activities put on by INTO which are a great chance to speak English with teachers and fellow students.

**KIERON MAGUIRE**  
ENGLISH LECTURER



An important part of academic writing is process writing; and as part of this module, you will produce written drafts with feedback from your tutor and, as your level increases, work on your writing in individual tutorials with a tutor.

As part of this module, you will also learn about the importance of avoiding plagiarism and will be taught strategies for incorporating the ideas of others' while using your own words.

### Academic Reading and Study Skills

The focus of this module is to develop essential reading and study skills for studying at university level. Through studying the organisation and structure of texts from both general and academic sources, you will develop the skills of note-taking, paraphrasing and summarising. You will also learn how to interpret and describe data from non-textual information such as graphs and tables. At all levels, you will be encouraged to react to texts by giving opinion, and as your reading skills improve you will develop critical reading skills appropriate to studying at university.

### Project

At the higher levels, you will be asked to work on a project which will prepare you for university-style teaching and learning methods, as well as the importance of independent study. Forming part of the overall assessment for the module, you will undertake an extended research project making use of both primary and secondary resources. Through directed self-study and tutorial classes, you will work with your teachers to identify key areas that need to be developed in order to improve the quality of your project. You will also be required to deliver a presentation on your work.

## Assessment

Assessment on the course is based on the different modules you have taken during your course and will give you a clear indication of your progress. Depending on the level at which you have studied during the term, methods of assessment may include written assignments, interviews, oral presentations and research projects, in addition to reading, writing and listening examinations.

## Course outcomes

### Successful entry to UEA London or other UK universities

As part of the course, you will receive independent advice and guidance to support you in your university selection and with the process of applying for a university degree at UEA London or other UK universities.

Students wishing to progress to UEA London will need to achieve a minimum of 65% (IELTS 6.5 or equivalent) in the assessment test taken at the end of the course; some degree programmes require a higher score and you should check in advance.

Assuming you have met the academic entry requirements for your chosen degree programme, success on the English for University Study course offers:

- direct entry to an undergraduate or postgraduate degree programme at UEA London (without the need for an external English language exam) or to another UK university
- assured progression to the International Foundation, International Diploma or Graduate Diploma programme.\*\*

\*\* Subject to meeting Tier 4 student visa requirements

## Sample timetable

The table below provides an example of what your weekly timetable may look like. Please note that this is only a sample and you will be provided with your real timetable during the orientation programme at the start of your course.

DAY / TIME	8.30–10.30	10.30–11.30	11.30–1.30	1.30–3.30	3.30–5.30
MONDAY	INDEPENDENT STUDY		ACADEMIC WRITING	INDEPENDENT STUDY	LANGUAGE DEVELOPMENT
TUESDAY	INDEPENDENT STUDY		LANGUAGE DEVELOPMENT	INDEPENDENT STUDY	READING AND STUDY SKILLS
WEDNESDAY	INDEPENDENT STUDY		ACADEMIC WRITING	INDEPENDENT STUDY	ACADEMIC STUDY, LISTENING AND SPEAKING
THURSDAY	LECTURE – ACADEMIC STUDY SKILLS	INDEPENDENT STUDY	LANGUAGE DEVELOPMENT	INDEPENDENT STUDY	READING AND STUDY SKILLS
FRIDAY	INDEPENDENT STUDY		ACADEMIC WRITING	INDEPENDENT STUDY	ACADEMIC STUDY, LISTENING AND SPEAKING

## Key course facts

### Start date

Mon 24 Sep 2012  
Mon 07 Jan 2013  
Mon 08 Apr 2013  
Mon 08 Jul 2013

### Course length

Minimum one term

### Class hours

Up to 20 hours per week\*

### English language entry requirement

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

Students who do not meet the minimum English language requirements should enquire about the General English courses available at the Centre. Please see page 52 for further details

### Age requirement

17 years and above

### Tuition fees

£3,800 per term

### Tuition fees include:

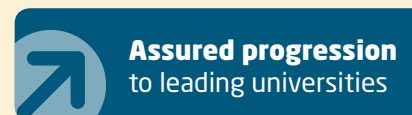
- 20 hours per week of university style learning comprising classes (maximum class size 18 students), lectures, tutorials and use of our virtual learning environment
- tutorial support
- welfare guidance
- further study counselling
- INTO Centre Learning Resource Centre
- learning materials, access to the internet and online learning resources

### Tuition fees do not include:

- text books and other learning materials: an additional charge in the region of £55 per academic course

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

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



# Pre-sessional English

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



**Small class sizes** and personalised attention



I think this course is very important for when I begin my Masters degree at UEA London. I have learnt a lot of academic English skills like how to write an essay, how to search for information online and how to write references correctly. I think these things are all very useful.

**ZHANG YANAN (NANCY), CHINA**  
**PRE-SESSIONAL ENGLISH**  
**NOW STUDYING FINANCE AND**  
**MANAGEMENT AT UEA LONDON**



Working in groups helps to improve your communication skills

## Course description

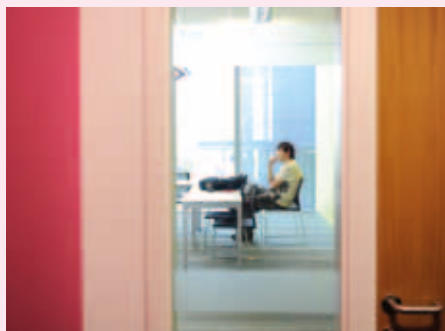
This 20 hour per week course is suitable for you if you are academically qualified, hold an offer from UEA London, and need to improve your English language level before starting your undergraduate or postgraduate degree at UEA London. The Pre-session course concentrates on academic English and preparing you for university study in the UK.

The Pre-session course runs from late June to early September. Depending on your current language level and degree programme requirements, you will be required to take either a 12-week course starting at the end of June, an 8-week course starting in July, or a 4-week course starting in August.

## Course aims

The Pre-session course is designed to:

- provide a high quality Academic English course, which prepares international students for academic study at UEA London
- improve your English language proficiency in the core skills of listening, speaking, reading and writing
- develop academic study skills for university study, including giving presentations, taking notes from lectures, taking part in seminar discussions, and writing assignments based on relevant sources
- focus on subject-related work in your chosen area of study
- help you to study independently using extensive online and self-access material
- provide you with a short period of time to adapt to living and studying in the UK.



Natural light streams through the windows to provide bright and airy classrooms

## Assessment

You will be internally assessed to evaluate whether you have reached the appropriate level for your degree course. Methods of assessment will include short written texts, extended essays, listening tests, oral presentations and language tests. Exams take place at the end of the course. Acceptance on a UEA London course is at the discretion of the University.

## 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-session English course to fulfil the conditions of your offer will allow you to progress to your University course, without needing to retake the IELTS or TOEFL test.



The lecture theatre is equipped with full audio visual facilities and a giant screen

## Key course facts

### Start dates

#### 2012

Mon 25 Jun 2012 (12 weeks)  
Mon 23 Jul 2012 (8 weeks)  
Mon 20 Aug 2012 (4 weeks)

#### 2013 (provisional only)

Mon 24 Jun 2013 (12 weeks)  
Mon 22 Jul 2013 (8 weeks)  
Mon 19 Aug 2013 (4 weeks)

### Course length

12, 8 or 4 weeks

### Class hours

Up to 20 hours per week\*

### Academic entry requirement

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

### English language entry requirement

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

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

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

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

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

Please ensure you consult UEA London for details of the English language level required for direct entry.

### Age requirement

17 years and above.

### Tuition fees

#### 2012

£3,290 (12 weeks)  
£2,250 (8 weeks)  
£1,200 (4 weeks)

### Tuition fees do not include:

- text books and other learning materials: an additional charge in the region of £30 for the 12 week course, £25 for the 6 week course and £20 for the 4 week course

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

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

# General English courses

Our General English courses will help you to develop your English language skills for work, leisure, travel or general interest. We offer year-round courses with flexible start dates and course lengths – so you choose the best solution for you. A few weeks will refresh your English, while our longer courses offer excellent value for real language development.



Make friends from all over the world in a truly diverse environment in the heart of one of the most multicultural cities in the world

## What General English courses can I study?

Our General English courses are designed to help you make real progress. They are intensive, comprising 20 lessons per week<sup>†</sup> with your teachers, plus additional individual study with the support of your teachers and other staff. Your progress is monitored in class and through regular personal tutorials with your teachers. General English courses available include:

- General English
- Language Semester Abroad
- Language Year Abroad.

## General English

Our standard General English course of 20 hours<sup>†</sup> per week is divided into core language and skills study (16 lessons per week) and 4 lessons per week of practical development and projects, often with a range of options depending on your level.

## Language Semester and Language Year Abroad

Committing to a long-term course is the best way to make real progress and develop your English skills. Our Language Semester Abroad and Language Year Abroad courses offer you different fixed course lengths starting on any of four major start dates in the year, at an even more attractive price. The Language Semester Abroad course lasts for 22 or 24 weeks, depending on start date, and the Language Year Abroad course lasts for 34 weeks (with a fixed-date 2 week break built in to the 34 week programme).

## Want to find out more?

For further information on our range of English courses, including innovative subject-based courses, please visit [www.intohigher.com/english](http://www.intohigher.com/english) where you can download a copy of our dedicated English courses brochure.



## What is special about the General English course?

- A range of flexible English language courses accredited by the British Council.
- A modern and dynamic Study Centre with first-class facilities.
- High-tech classrooms equipped with the latest technology to enhance your learning experience.
- Regular assessment to ensure rapid progress.
- Experienced and fully qualified teachers.
- A range of modern accommodation options close to the Study Centre.
- The highest levels of personal care and 24-hour support.
- Live in London: one of the most popular study destinations in the world.
- The opportunity to immerse yourself in a new culture with planned activities and excursions.
- Join an international student community and make friends from around the world.

## Course outcomes

- Develop your abilities in the four core skills of listening, speaking, reading and writing, as well as in the key areas of vocabulary, pronunciation and grammar.
- Improve your fluency and confidence in using English in a range of situations.
- Learn to meet all the challenges, demands and expectations of living, studying and working in Britain.
- Develop an understanding of local culture through the optional range of visits and activities
- Improve your career prospects by gaining the abilities in English needed for modern international communication and business.

I chose General English as my first course in INTO because it would be very helpful for me to communicate with teachers and classmates. I believe it also would be helpful for my IELTS test in the future.

**SHIN DONG WON, SOUTH KOREA**  
**GENERAL ENGLISH**

## Key course facts

### General English Intensive

#### Start dates

Every 2 weeks

#### Course dates

Mon 09 Jan 2012	Mon 09 Jul 2012
Mon 23 Jan 2012	Mon 23 Jul 2012
Mon 06 Feb 2012	Mon 06 Aug 2012
Mon 20 Feb 2012	Mon 20 Aug 2012
Mon 05 Mar 2012	Mon 03 Sep 2012
Mon 19 Mar 2012	Mon 17 Sep 2012
Mon 02 Apr 2012	Mon 01 Oct 2012
Mon 16 Apr 2012	Mon 15 Oct 2012
Mon 30 Apr 2012	Mon 29 Oct 2012
Mon 14 May 2012	Mon 12 Nov 2012
Mon 28 May 2012	Mon 26 Nov 2012
Mon 11 Jun 2012	Mon 10 Dec 2012
Mon 25 Jun 2012	

#### Course length

From 2 to 48 weeks

#### Levels

From Beginner to Advanced

#### Maximum class size

15 students\*

#### English language entry requirement

No test result is required for entry, but we do require a formal declaration of the level of current abilities in English on the application form. Any test result requirements for UK visas (eg Tier 4) are separate to this.

#### Age requirement

17 years on arrival or at start of course.  
16 years in accompanied groups only.

#### Tuition fees:

2 to 7 weeks	£260 per week
8 to 15 weeks	£240 per week
16 to 23 weeks	£220 per week
24 weeks and over	£200 per week

#### Tuition fees include:

- 20 hours<sup>†</sup> of classroom lessons per week, including tutorials
- additional support for independent study
- all necessary course materials either provided or on loan
- access to internet in the Centre
- welfare support
- access to the Learning Resource Centre and online learning resources
- access to facilities available on the University campus (access to the Student's Union subject to age restrictions)

#### Tuition fees do not include:

- optional activities, visits and excursions
- other items or charges not included in the above

## Key course facts

### Language Semester and Year Abroad

#### Start dates

Jan, April, July and October

#### Course dates

Mon 09 Jan 2012–Fri 22 Jun 2012 (24 week)
Mon 09 Jan 2012–Fri 14 Sep 2012 (34 week)
Mon 16 Apr 2012–Fri 28 Sep 2012 (24 week)
Mon 16 Apr 2012–Fri 21 Dec 2012 (34 week)
Mon 09 Jul 2012–Fri 21 Dec 2012 (24 week)
Mon 09 Jul 2012–Fri 15 Mar 2013 (34 week)
Mon 01 Oct 2012–Thu 28 Mar 2013 (24 week)
Mon 01 Oct 2012–Fri 07 Jun 2013 (34 week)

#### Course length

Language Semester Abroad: 24 weeks tuition (no breaks except Christmas, if applicable)  
Language Year Abroad: 34 weeks tuition period includes a fixed date two-week break  
Note: Accommodation is payable during breaks

#### Age requirement

17 years on arrival or at start of course.  
16 years in accompanied groups only.

#### Tuition fees

Language Semester Abroad:	£4,560 (24 weeks)
Language Year Abroad:	£6,120 (34 weeks)

#### Tuition fees include:

- 20 hours<sup>†</sup> of classroom lessons per week, including tutorials
- additional support for independent study
- all necessary course materials either provided or on loan
- access to internet in the Centre
- welfare support
- access to the Learning Resource Centre and online learning resources
- access to facilities available on the University campus (access to the Student's Union subject to age restrictions)

#### Tuition fees do not include:

- optional activities, visits and excursions
- other items or charges not included in the above

## How to apply

You can apply for the General English Intensive, Language Semester and Year Abroad courses through this brochure and application form, or through our website

**[www.intohigher.com/english](http://www.intohigher.com/english)**

\* Please note that class sizes may increase to 16 or 17 students for brief periods

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

## Supporting you from arrival to graduation

For truly successful study you not only need a high-quality study programme but also a support network that ensures you can focus on your studies and enjoy student life. INTO care begins while you are still in your home country and continues throughout your studies at the Centre.

INTO UEA London has a network of supportive representatives around the world to advise you during your application. Once you arrive in London you will be cared for by the dedicated Student Services Team at the Centre.

 **Supporting** you every step of the way



## Supporting your application

Your first point of contact is likely to be with one of INTO's representatives in your home country. Our representatives recognise the importance of the choices you are making and are well informed about our programmes. They will gladly answer any questions and assist you with your application.

## INTO customer relations team

Once you have applied to the Centre, our team of experienced customer relations advisors will ensure that your application is processed swiftly and you receive the correct documents, so you can successfully obtain your student visa for entry to the UK.

For further information on our application processes, please see page 60 of this brochure.

## Meet us in your country

INTO has a network of regional offices throughout the world. Our team of regional managers provide additional support for our overseas representatives, and regularly attend overseas education exhibitions and events. Representatives from the Centre and UEA London regularly travel overseas, providing you with an opportunity to discuss your study plan with someone from the institution face to face.

To find out when someone will be visiting your country, please visit [www.intohigher.com/uea-london/meet-us](http://www.intohigher.com/uea-london/meet-us)

## Prior to your arrival

### Pre-departure guide

Once you have accepted your offer, you will receive a pre-departure guide containing practical and useful information which will assist you in preparing for travelling to the UK, arriving in London and enrolling on your course of study at the Centre. The guide also includes information to help you adapt to living and studying in another culture and about how to book your airport pick-up and confirm your arrival details.

To download a copy of the pre-departure guide please visit [www.intohigher.com/uea-london/pdg](http://www.intohigher.com/uea-london/pdg)

### Meet our students

If you would like to gain a first hand student perspective on what it is like to study at the INTO Centre, or learn more about the University Campus and student life in London, please visit our website – where you can read students' blogs and view videos and photos.

[www.intohigher.com/uea-london/students](http://www.intohigher.com/uea-london/students)

### facebook

Join our growing community of fans on Facebook at

[www.facebook.com/intouéalondon](http://www.facebook.com/intouéalondon)

### twitter

Want to hear about the latest news at INTO UEA London? Follow us on Twitter at

[www.twitter.com/into\\_ua\\_london](http://www.twitter.com/into_ua_london)

The activities and trips that I organise are a great opportunity for students to get to know each other outside the classroom and have some fun together. I want the students to have a good experience while they study here, therefore I organise as many trips as possible outside London. This makes it so much easier for them to visit; they just need to tell me where they want to go or what they want to see and I take care of everything.

**ANDRA CRACIUN, SOCIAL PROGRAMME CO-ORDINATOR**  
**STUDENT SERVICES TEAM**

## Uniplan Insurance for international students

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 UEA 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 Services Authority. This can be checked on the FSA register by visiting its website at [www.fsa.gov.uk](http://www.fsa.gov.uk)

### Premiums

Period of cover	Cost
Up to 2 weeks	£48.61
Up to 3 weeks	£61.93
Up to 1 month	£66.40
Up to 6 weeks	£77.51
Up to 8 weeks	£88.62
Up to 10 weeks	£106.41
Up to 3 months	£121.99
Up to 4 months	£144.25
Up to 5 months	£173.15
Up to 6 months	£195.36
Up to 12 months	£356.95

### Cover

#### Medical expenses

	Maximum sum insured
A All medical emergencies expenses (including repatriation)	£2,000,000
B Emergency dental treatment	£500
C Funeral costs in the UK	£5,000

Personal total disablement £30,000

#### Luggage cover

i) Luggage	£1,000
ii) Passport, tickets and passes	£500
iii) Personal money	£100
iv) Single article limit	£200
v) Valuables total	£300

Personal liability £1,000,000

Overseas legal expenses and assistance £10,000

Course fees Up to £14,000

Cancellation or curtailment charges £3,000

## Your arrival

### Travelling to London

When travelling to the UK, you can arrive at one of London's international airports. We offer an airport pick-up service from Heathrow, Gatwick and Stansted to your accommodation for an additional charge. If you would like this service you will need to provide the Admissions (Customer Relations) Team with your full flight details at least seven days in advance of your arrival date.

### Students who are under 18

If you are under 18 when you arrive, the airport pick-up service is compulsory unless your parents can provide evidence that a suitable arrangement has been made for your collection at the airport.

This compulsory service also applies when you are departing from the UK. You will also need to provide Admissions (Customer Relations) Team with your full flight details in advance of your arrival or departure date.

Full details about the pick up service are provided with your confirmation documents.

### When should I arrive?

You must arrange to arrive in London the weekend before the first day of your course. You should inform the INTO Admissions Office of your date of arrival and travel arrangements at least seven days prior to your arrival in the UK, so that we can advise either the staff in your residential accommodation, or your host family, of when to expect you.



### Our Student Services Team

Based at the Centre, the Student Services Team are dedicated to supporting you throughout your studies and provide a range of support services that specifically meet the needs of international students. When you arrive at the Centre, Student Services will help you settle in to student life and remain your first point of contact for non-academic issues, ranging from registering with a doctor and opening a bank account, to renewing your visa. No matter how large or small your problem may be, there is always someone available to help.

### Orientation programme

On arrival, a comprehensive orientation programme is provided to welcome you and introduce you to studying at UEA London and living in the capital. It is important that you attend the programme which includes a formal academic induction where you will be registered for your programme, take an English language placement test, and receive your timetable. You will also be given a tour of the Centre, including the Learning Resource Centre, as well as the bustling area that surrounds the Centre in order to acquaint you with the local transport systems and best places to shop and eat. During orientation there are also a range of social activities to help you settle into life at the Centre and meet other students.

## Ongoing support

### 24-hour support

INTO is dedicated to making you feel totally safe and supported. Upon arrival all INTO UEA London students are issued with an emergency telephone number which can be used to ask for assistance at any time of day or night. Within the student residences, there are wardens who are responsible for the pastoral care of students, and provide an additional source of support.

### Student attendance monitoring

Good attendance is key to academic success. INTO UEA 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, which is administered by the Academic Support Team. The Centre has an additional obligation to report to the UK Border Agency (UKBA) any changes that may affect the terms of an international student's visa, including absence from the programme.



Make friends and explore London through our social programme



**Student support for under 18s**

Before INTO accepts a student under 18 years of age, parents must sign a consent form authorising nominated INTO staff to act in loco parentis (on behalf of the parent) in the case of an emergency. Parents are also required to complete a medical information form. Relevant forms will be sent to parents and the student with the confirmation documents. No student will be accepted at the INTO Centre without these forms having been completed, signed and returned to INTO before the start of the course.

INTO recommends that parents appoint a UK-based guardian for international students under 18. 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, evidence of these arrangements must be supplied to INTO before the course starts.

A copy of our policy regarding under 18 year old students is available on request. An information leaflet on the care of students under 18 years old will be sent to parents once a student has applied.

**Multi-lingual staff**

At the Centre, our staff speak a range of languages including Arabic, Japanese, Korean, Mandarin, Russian, Spanish, and are available to assist new and prospective students and parents who may not be able to communicate effectively in English.

**Social activity programme**

While the main reason for coming to London is to study, involvement in non-academic activities is also important to help you adjust to life in the UK and develop a network of friends. The city of London offers a wide variety of options for socialising, experiencing the arts or taking part in sports. INTO also organises a regular programme of activities designed to help you make the most of your time in the UK. The programme includes trips to places of interest in London and other parts of the UK, as well as visits to the theatre and cinema.

**Visa and immigration support**

Once students arrive at the Centre, Student Services will provide information, support and guidance on renewing your student visa, as well as issuing any documentation you may need to submit to support your visa application. Visa workshops will be held throughout the year and individual appointments can be made for you should you require specific advice.

**Support for students with disabilities**

A confidential service for students is available offering advice and information about adjustments that can be made for students with disabilities, such as dyslexia, sensory impairments, and mobility and medical conditions. For further details please contact the Student Services Team.



Visa workshops are held throughout the year and individual appointments can be made



The reception staff are always there to help



I really enjoy working as part of the Student Services Team. I love mixing with the variety of different people and getting to know students, as well as understanding their culture! The best part of my job is being able to make a difference to a student's life here in the UK. I am always more than willing to help students with any queries, even those unrelated to their education. I also strongly believe that we have a fantastic Student Services Team, who I can now call friends and family!

**MADONNA CHARALAMPIDI, RUSSIAN LANGUAGE COUNSELLOR  
STUDENT SERVICES TEAM**

# Accommodation

Students have a choice of accommodation options including student residences within easy reach of the Centre, or carefully selected homestay accommodation. Our residential accommodation is offered through ScapeLiving, UNITE and NIDO Student Living, providing a range of accommodation options to suit all budgets.

Alternatively if you would rather live as part of a family, homestay accommodation provides a unique opportunity to experience British family life and culture.



Live in a modern, fully equipped residence with a dynamic student community

## ScapeLiving Mile End

ScapeLiving at Mile End is a new premium student residence conveniently located just two underground stops away from UEA London in the vibrant East End of London.

The accommodation is offered on both a self-catered and 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 oversize power shower, and an integrated kitchen. Communal areas and organised activities make it easy to socialise, while individual bedrooms ensure privacy while studying. There are also dedicated quiet areas for those wishing to study away from their own room and WiFi is available throughout.

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

For accommodation prices please see the dates and prices section on page 68.



**First class** living and learning facilities

Internet access and individual study bedrooms mean you can concentrate on your studies



Excellent transport links makes it easy for you to get to and from your accommodation

### Sherren House

Located in East London, Sherren House is just a 30-minute walk from the Centre and the buzz and bustle of Brick Lane, Spitalfields Market, and the many bars and restaurants in Shoreditch. With excellent underground and bus connections it is cheap and easy to travel to and from the Study Centre as well as the rest of London. The accommodation is available on a self-catered basis, and all of the rooms are fully furnished and feature en-suite bathrooms and Internet access. The individual flats are typically arranged as five or six-bedroom apartments grouped around a well-equipped shared kitchen. Basic contents insurance and all utility bills are included in the accommodation price. You will also have access to communal laundry facilities and secure bike storage. With CCTV, secure door entry and on-site residential staff, you can expect to enjoy a safe and friendly living environment.

For accommodation prices please see the dates and prices section on page 68.



Shared apartments benefit from larger communal kitchen

### Nido Spitalfields

Adjacent to UEA London, a stylish student living complex will enable you to live and learn in one dynamic central London location. Nido Spitalfields is home to 1,250 students and the tallest student accommodation in the world.

It offers a variety of accommodation options of an exceptionally high standard. The two bedroom studios on offer are modern and fully furnished with en-suite bathrooms, high-speed Internet connection and some have amazing views across the city. The accommodation is offered on a self-catered basis with shared kitchen and bathroom facilities. There are comfortable communal areas for relaxing and socialising both within the accommodation and in the central courtyard, and a fitness centre on the 33rd floor.

For further details please see the dates and prices section on page 68.



Living with a host family is an excellent way to improve your English

### 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. Students live as part of a family sharing mealtimes (both breakfast only and half-board options available) and all other facilities in the home that they need, including the family 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 host families will help you to adjust and settle into your new environment with ease.

For accommodation prices please see the dates and prices section on page 68.



I am living in student accommodation and I am loving it! It has not only given me a great opportunity to meet new people from different countries, learn their cultures, but also allowed me to educate my flat mates about my country and our traditions. More importantly it has given me a unique opportunity to improve my English in a non-academic environment.

**ZHANAR KALYKOVA, KAZAKHSTAN**  
**INTERNATIONAL FOUNDATION IN BUSINESS AND ECONOMICS**  
**GRADE: 60% | NOW STUDYING INTERNATIONAL BUSINESS MANAGEMENT AT UEA LONDON**

# How to apply

## Step 1

Send the completed application package, including supporting documents, to your representative or to:

INTO UEA London Admissions  
1st Floor, 96-98 Queens Road  
Brighton, BN1 3YB  
United Kingdom  
Fax +44 (0)1273 328595 or +44 (0)1273 329746  
Email: ukadmissions@into.uk.com

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

For academic programmes (e.g. International Foundation, International Diploma and Graduate Diploma) and English language courses, the application package must include:

- completed application form, signed by the student applicant or the parent/legal guardian
- copy(ies) of relevant academic certificate(s) and English language certificates together with transcript(s) in English, or a certified English translation
- full details of previous study in the UK on a Tier 4 Student Visa.

Any original documents which are not in English or Welsh must be accompanied by a full translation that can be independently verified by the UK Border Agency. The original translation must contain confirmation from the translator/translation company that it is an accurate translation of the original document, the date of the translation, the translator/ an authorised official of the translation company's full name and signature, and the translator/translation company's contact details.

The INTO Admissions Office will only process complete applications.

## Step 2

If the application is successful, you will receive:

- an offer of a place indicating the course of study offered
- confirmed course dates
- indication of fees payable (tuition, accommodation, sundry) upon confirmation of your place
- an acceptance form
- insurance information and application form (if applicable)
- a copy of the terms and conditions
- 'Under 18 years old' information pack (if applicable).

## Step 3

To reserve your place at INTO UEA London you should then sign and return the forms as indicated in the offer letter and send it together with:

- the tuition deposit of £1,000 (to be deducted from the balance of fees) or full tuition fees (if lower than £1,000)
- an accommodation deposit of £3,000 (to be deducted from the balance of accommodation fees) or the full accommodation fees (if lower than £3,000), if applicable
- EITHER the Uniplan insurance fee (you must already have completed and sent the online application forms described in your offer letter), OR evidence of an alternative accident and medical insurance policy
- If applicable the Under 18 forms, including the signed consent form for study and travel, completed and signed by parent/guardian.

Once payment has been received and you have met all the conditions of your offer, you will be issued with the following documentation to support the UK student visa application:

- confirmation of enrolment letter
- Certificate of Acceptance (CAS)
- Uniplan Insurance policy document (where applicable)
- an invoice
- statement
- confirmation of accommodation (where applicable).

## Step 4

You should obtain your visa and pay the fee balance by the deadline.

If you pay full fees for a total of at least three terms of study on an academic preparation programme or on an English for University Study course, by the due date of six weeks before the first course start date, you will receive a reduction of £500 to the total amount due. This will be shown in your invoice. Please note that this offer cannot be used in conjunction with any other offer. For full details please see the terms and conditions in this brochure.

If you have requested an airport transfer you must complete the 'Airport collection form' in the pre-departure guide and return it to the INTO Admissions Office by the deadline.

### Payment of deposit, tuition and accommodation fees

INTO recommends that the payment of all fees is made in pounds sterling via Telegraphic Transfer (TT) and marked with the student's reference number, shown on their Confirmation of Enrolment document and offer letter, and the student's name as shown on their passport. Full fees must be paid no less than six weeks prior to the commencement of the course.

Any bank charges incurred will be charged to the applicant's account. Credit card payments are accepted and a credit card payment form is included with your Offer letter. Please see terms and conditions for credit card fees.

### Course fees

#### Course fees include:

- tuition fees
- handouts
- 24-hour emergency phone number.

#### Course fees do not include:

- Uniplan insurance
- accommodation fees
- airport pick-up
- text books
- external examination fees
- INTO social programme
- Common Purpose leadership programme.

### Accommodation fees

#### Residence fees include:

- single studio with ensuite bathroom and kitchenette **OR** single study-bedroom with en-suite bathroom and shared kitchen **OR** shared study-bedroom with shared bathroom and kitchen
- internet access in study-bedroom
- self-catering
- electricity, central heating and water
- full student support from INTO UEA London Student Services Team.

#### Residence fees do not include:

- meals
- laundry
- bedding, towels, cooking utensils
- daily travel costs to and from INTO UEA London.

Bedding packs containing a single bed quilt, one quilt cover, one pillow and one pillow case and a single sheet will be provided on arrival to all INTO students for £50, unless the student has indicated that bedding is not required.

#### Homestay accommodation fees include:

- individual room
- meal plan if booked and paid for
- a reasonable amount of weekly laundry.

#### Homestay accommodation fees do not include:

- daily travel costs to and from INTO UEA London.

Accommodation bookings normally start on the Sunday immediately before the start of the course and finish on the Saturday immediately after the end of the course.

### Social programme and excursions

Full day excursions normally cost £10-£20 each. Other social programme activities are charged at variable rates.

### Uniplan Insurance for international students

To complete the INTO range of student protection and support services, Uniplan Insurance is a comprehensive insurance policy prepared especially for international students in the UK.

Full medical and travel insurance is mandatory for all INTO UEA London students, therefore Uniplan Insurance will automatically be added to course fees unless proof of suitable alternative cover is provided. Please supply details of travel arrangements so Uniplan cover can be arranged to include travel to the UK. If you do not know your flight details at the time of paying your insurance premium, INTO will arrange cover to start one week before the start of your course and end one week after the end of your course.



# Application form 1 of 4

Please complete all relevant sections of this form in BLOCK Capitals and in BLACK INK and return it to your local representative or directly to the INTO Admissions Office at least one month before your intended start date.

**Please send to**

INTO UEA London Admissions, 1st Floor, 96-98 Queens Road, Brighton, BN1 3YB, UK  
Fax +44 (0)1273 328595 or +44 (0)1273 329746 Email: ukadmissions@into.uk.com  
You can also apply online at [www.intohigher.com/uea-london/apply](http://www.intohigher.com/uea-london/apply)

Students wishing to apply for the Masters programmes offered by the London Academy of Diplomacy should send their completed application form to UEA London or apply online at [www.uea.ac.uk/london](http://www.uea.ac.uk/london)

Representative's stamp

## Section 1

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

Title (Mr/Mrs/Ms) \_\_\_\_\_

Family name \_\_\_\_\_

First given name \_\_\_\_\_

Second given name \_\_\_\_\_

Preferred name \_\_\_\_\_

Gender  M  F

Current age \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)

Student's nationality (must be completed, necessary for visa application)

\_\_\_\_\_

Permanent country of residence

\_\_\_\_\_

**Home address**

Home address (you must complete this accurately as it may affect your visa application)

\_\_\_\_\_

City \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

**Contact details**

Telephone and fax numbers in country of residence (including international code)

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Mobile telephone (inc. intl. code) \_\_\_\_\_

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

Correspondence email (if different from above) \_\_\_\_\_

Correspondence address (if different from above)

\_\_\_\_\_

City \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

What type of visa do you intend to apply for?

Adult student visa  Student visitor visa  No visa

**Passport details**

Name as written on passport \_\_\_\_\_

Passport number \_\_\_\_\_

Passport expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)

## Section 2

**Parent/guardian or sponsor details** (Information we need to send financial documentation and reports)

Title (Mr/Mrs/Ms) \_\_\_\_\_

Family name \_\_\_\_\_

Other names \_\_\_\_\_

Relationship to student \_\_\_\_\_

Contact address \_\_\_\_\_

City \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

Telephone (inc. intl. code) \_\_\_\_\_

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



# Application form 2 of 4

## Section 3

### INTO course selection

#### Academic programmes

##### Postgraduate degree programmes

MA International Diplomacy

MA International Security and Diplomacy

MA International Communication and Diplomacy

MA International Business and Diplomacy

Full time     Part time

Oct 2012     Jan 2013     Oct 2013

##### International Foundation programme (preparing you for undergraduate study)

International Foundation in Business and Economics

FB1. Business and Economics with Society and Culture

FB2. Business and Economics with Accounting

Jul 2012 (4 term)     Sep 2012 (3 term)     Sep 2012 (4 term)

Jan 2013 (3 term)     Jul 2013 (4 term)     Sep 2013 (3 term)

International Foundation in Humanities and Law

FHL. Humanities and Law

Jul 2012 (4 term)     Sep 2012 (3 term)     Sep 2012 (4 term)

Jan 2013 (3 term)     Jul 2013 (4 term)     Sep 2013 (3 term)

##### International Diploma in Business

Business

Jul 2012 (4 term)     Sep 2012 (3 term)     Sep 2012 (4 term)

Jan 2013 (3 term)     Jul 2013 (4 term)     Sep 2013 (3 term)

## Section 4

### Student's education history

Have you ever studied in the UK on a Tier 4 Student Visa?     Yes     No

If yes, please provide full details of study durations. Please also include a copy of your previous Tier 4 Student Visa (must be completed for visa purposes).

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

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)

## 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.

IELTS     TOEFL     PTE

Other. Please specify \_\_\_\_\_

Overall score \_\_\_\_\_

Reading score \_\_\_\_\_

Writing score \_\_\_\_\_

Listening score \_\_\_\_\_

#### Graduate Diploma programme

Business     Economics

Sep 2012     Jan 2013     Sep 2013

Please note: Graduate Diploma applicants must submit a resume (CV) as part of their application

#### English language courses

**English for University Study**

Sep 2012     Jan 2013     Apr 2013     Jul 2013

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

Please specify number of terms (1 term minimum)

#### Pre-sessional English

Jun 2012 (12 weeks)     Jul 2012 (8 weeks)     Aug 2012 (4 weeks)

#### General English

Preferred start date (see page 52): \_\_\_/\_\_\_/\_\_\_ (dd/mm/yy)

Length of course (see page 52): \_\_\_ weeks

How would you describe your current level of English?

None     Basic     Elementary

Lower intermediate     Upper intermediate     Advanced

#### 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 \_\_\_\_\_

If you have applied to UEA London please provide your reference number \_\_\_\_\_

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

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

Institution address \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

Telephone (inc. int. code) \_\_\_\_\_

Fax \_\_\_\_\_

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

Speaking score \_\_\_\_\_

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)

If you want to study on an English course, please give details of where and how long you have studied English: \_\_\_\_\_



# Application form 3 of 4

## Section 6

### Sponsorship

How do you intend to fund your studies?

Self  Family  Employer\*  Sponsor\*

\*Name of employer/sponsor: \_\_\_\_\_

## Section 7

### Accommodation and welfare

#### Application for accommodation

Payment of an accommodation deposit of £3,000 or full payment for accommodation if total accommodation fee is less than £3,000.

Payment of a £3,000 accommodation deposit will guarantee a place in the student's chosen accommodation, once the student has received notification from INTO Admissions that the accommodation requested is available. Please note it is a condition that a minimum of 4 weeks' notice is required if you wish to leave or change your homestay accommodation. There is no notice period for residential accommodation. Should you wish to leave residential accommodation you will be charged for the full period of your contract. Please see the terms and conditions for full details. During the academic year residential accommodation is available only if you enrol on a fixed start-of-term start date and for multiples of one term, excluding holidays.

Please select one option and complete as appropriate

Residential accommodation (ScapeLiving)

Single studio (en-suite)

Residential accommodation (Sherren House)

Single study bedroom (en-suite)

Residential accommodation (Nido Spitalfields)

Two bedroom studio

Do you require a bedding pack to be provided?  Yes  No

(Cost per bedding pack is £50)

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

Homestay

Do you require homestay during the holiday periods?  Yes  No

I do not require any accommodation

#### Students who are under 18

INTO recommends that parents appoint a UK-based guardian for international students under 18. INTO can supply a list of Guardianship providers on request. If parents are making their own arrangements for either Guardianship services, or if a friend or family member in the UK is to act as guardian to the student, please provide details below:

Name of guardian \_\_\_\_\_

Relationship to student \_\_\_\_\_

Address of guardian \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

Telephone (inc. intl. code) \_\_\_\_\_

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

I confirm that the guardian is over 21 years of age.

#### Dietary requirements

Please give details of special dietary requirements e.g.: halal, vegetarian, no pork, any food allergies.

#### Medical information

Do you have any medical conditions?  Yes  No

Please give details of any medical conditions, disabilities or allergies that require attention or notification and any prescribed medicine taken on a regular basis

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? If yes please specify

- A. No disability
- B. You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- C. You are blind or have a serious visual impairment uncorrected by glasses
- D. You are deaf or have a serious hearing impairment
- E. You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy
- F. You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- G. You have a specific learning disability such as dyslexia, dyspraxia or AD(HD)
- H. You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- I. You have a disability, impairment or medical condition that is not listed above
- J. You have two or more impairments and/or disabling medical conditions

Please provide further details of the nature of your disability and the support you may require should you attend the University. (Please note that some support mechanisms may take considerable time to organise. For example books in Braille or changes to buildings. It is therefore important that you provide as much information as possible.)

INTO UEA London will ensure that all personal data disclosed will only be used to plan appropriate support for you. It may be necessary for INTO UEA London to disclose appropriate and relevant details to some University departments to facilitate this process.

I consent to information relating to my personal details, nature of disability and academic and support requirements being forwarded as outlined above.

#### Airport pick-up

Students MUST arrive on the weekend prior to the start of the course. Students should check their accommodation contract to confirm the exact day on which their accommodation is available to move in to. Flight details including arrival date and flight number should be sent to the INTO Admissions office as soon as possible in order that airport arrangements can be made. If you are under 18 you must either book an INTO airport pick-up or provide evidence of your arrangements. If an airport pick-up is required, this will be invoiced as an extra at confirmation stage and full payment must be received for an airport pick-up to be confirmed.

Do you require an airport pick-up  Yes  No

Please indicate which airport

London Heathrow (£110)  London Gatwick (£130)  London Stansted (£140)

#### Travel and medical Insurance

The full cost of Uniplan insurance will be added to the invoice unless proof of alternative adequate cover is attached.

Please state when you would like the insurance to start

Start date of insurance \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)

End date of insurance \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)

I have my own insurance and enclose a copy

#### Relevant criminal offences

Please tick here if you have been convicted of a relevant criminal offence and supply details on a separate sheet.



# Application form 4 of 4

## Section 8

### Form of indemnity

#### i) Background

This indemnity is to be signed by the Student, and also by his/her Parent or Legal Guardian if the Student is under 18 years of age. Until this indemnity has been signed and returned to INTO, the Student may not take part in an excursion organised by INTO.

#### ii) Indemnity

In consideration of the Principal and/or Head Teacher and/or Director and/or any employee of INTO (which expression for the purposes of this indemnity means INTO UEA London LLP and any relevant associated or connected organisation) agreeing to make arrangements for and to authorise INTO personnel to take me/my son/daughter/ward from time to time on expeditions outside the usual premises of INTO I hereby fully and effectively indemnify the said Principal and/or Head Teacher and/or Director and/or any employee (as the case may be) of INTO against:

a) any and all claims, losses, damages or costs incurred directly or indirectly which they or any of them may be or become liable to pay in consequence of any injury or damage to or illness of me/my said son/daughter/ward occurring during or as a result of any of the said expeditions

b) any and all claims, losses, damages or costs paid to or payable to or claimed by any third party which may be made against them or any of them in consequence of any act or default of me/my said son/daughter/ward during or as a result of any of the said expeditions

c) any and all other costs, claims, losses and expenses incurred directly or indirectly by them or any of them on behalf of me/my said son/daughter/ward during or as a result of any such expedition,

provided that this indemnity does not extend to any claims, damages, costs or expenses in respect of and to the extent to which INTO and member(s) of the staff or any of them are indemnified and recover under any policy of insurance. I authorise INTO to supply any relevant records to educational institutions, government bodies, parents, sponsors and education agents if requested without notification.

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

(Parent/guardian)

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

(Student)

## Section 9

### Payment details

Once you have accepted an offer of place, you must send us a deposit of £1,000 and an accommodation deposit of £3,000 (if you have requested INTO accommodation).

You will also be required to pay in advance the Uniplan insurance fee unless you have provided proof of alternative cover.

Payment can be made either by sterling bankers draft, VISA, Mastercard, Maestro, Solo, Electron, Delta or by direct bank transfer, as detailed in your offer letter.

## Section 10

### 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 agree that my records and achievements may be used for promotional purposes, without further notification
- I agree that copies of my academic progress and performance reports can be supplied to parents, sponsors or agents without further notification
- I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of my enrolment

### INTO Giving

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

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

(Parent/guardian)

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

(Student)

## Section 11

### Application check list (not required for General English)

I confirm that I have:

- completed the application form in full and checked for accuracy  Yes
- enclosed proof of an alternative insurance policy, if appropriate  Yes
- enclosed full transcripts of all my relevant qualifications (including English language level) translated into English  Yes
- enclosed two passport photographs (London Academy of Diplomacy applications only)  Yes

Please list here all the transcripts you are enclosing: (must be completed for visa purposes)

Academic transcripts \_\_\_\_\_

English language transcripts \_\_\_\_\_



# Terms and conditions 1 of 3

## Important

### 1. Application of the Terms and Conditions

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

### 2. Application to the Course and confirmation of acceptance

- a. To apply for a place on a Course, Students should complete their application and submit it to the INTO Admissions Office, ukadmissions@into.uk.com.
- b. 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.
- c. In order to accept the offer, the Student must:
  - i. complete and return to INTO the acceptance form confirming acceptance of the offer of the place indicated in the Offer Letter;
  - ii. 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;
  - iii. pay the Uniplan Insurance premium (details of which are set out earlier in this brochure) and submit the completed Uniplan form to INTO or proof of alternative insurance cover.
- d. 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

- a. The balance of the tuition fees payable for the Course 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.
- b. Tuition fees 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. Payment by credit card is subject to a surcharge of 2%.
- c. If bank or credit 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.
- d. 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 below).
- e. Fee discount for timely payment:
  - i. If payment of the tuition fees (and, if required, accommodation fees) is made in full and received by INTO:
    1. at least six weeks prior to the start date of the Course; and
    2. for at least three terms of study on the Course the Student will receive a discount of £500 on the total amount due.
  - ii. The potential discount will be shown on the invoice that is sent to the Student and, subject to meeting the conditions set out in paragraph i above, the Student may deduct £500 from the total amount due and shall send the discounted fees to INTO.
  - iii. The discount only applies to fees due for tuition on academic programmes and on the English for University Study, but not for other courses.
  - iv. The discount cannot be used in conjunction with any other offer (for example: in conjunction with a scholarship from either INTO and/or the University of East Anglia. Each Student may benefit from this discount only once.
- f. Any variation to standard payment terms will only be made by prior agreement in writing by the Chief Operations Officer of INTO.
- g. The prices stated in this brochure are valid for confirmed bookings (with payment) received by INTO on or after 01 January 2012 and until further notice. Please contact INTO for further details or visit the website.

### 4. Other Fees

- a. One to one tuition - Any Students who require 1:1 tuition must agree such tuition with INTO in advance. Such tuition will be charged at £75 per hour and will be invoiced in advance.
- b. Text books - Text books and/or appropriate Course materials will be supplied to Students on enrolment for Foundation, Diploma, Graduate Diploma, English for University Study or Pre-sessional English Courses. Students will be invoiced for the text books 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 text books and/or appropriate Course materials will be £160.00 per academic Course (3 terms), £200.00 per academic course (4 terms) and £55.00 per term for the English for University Study and for Pre-sessional English course, 12 week course, £30.00, 8 week course, £25.00, 4 week course, £20.00.

### 5. Overdue fees

- a. 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 date of the invoice until payment.
- b. 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.
- c. Fees remain payable if a 'notice of withdrawal' has not been given in accordance with these Terms and Conditions.

### 6. Changes to Certificates of Acceptance for Study ("CAS")

- a. INTO will issue a CAS, no more than 6 months before the Student's first Course start date provided that:
  - i. the Student's offer is unconditional; and
  - ii. the Student has paid their deposit or full fees as set out in the Offer Letter.
- b. Before issuing the CAS, INTO will confirm with the Student or the agent 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 UK Border Agency ("UKBA").
- c. 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 UKBA and a new CAS is required, the Student will be charged £10.00 for each request.

### 7. Cancellation Charges

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

#### Academic course and English for University Study, General English and Pre-sessional English programmes

##### Tuition Fee Cancellation charges:

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

##### Accommodation Fee Cancellation charges:

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

- b. Cancellations must be made in writing to INTO. Cancellations will become valid on the day the written notice is received by INTO.
- c. 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.
- d. Cancellation of a Course includes cancellation of any Uniplan Insurance policy. Students will be charged for the length of insurance cover received so far and will be refunded a proportion of the premium for the unexpired period of cover less a £25.00 administration charge.

### 8. Contracts made by Distance Communication

- a. 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").
- b. Students are entitled to cancel a Distance Contract at any time up to the earlier of:
  - i. 7 days from the date when the Distance Contract is concluded; or
  - ii. the date on which the Student starts the Course.
- c. In order to cancel the Distance Contract, the Student must inform INTO in writing at the INTO Admissions Office, 1st Floor, 96-98 Queens Road, Brighton, East Sussex BN1 3YB within the time periods set out in paragraph (b) above.
- d. 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.

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

- a. Students are entitled to cancel or defer a Course due to visa refusal/or non receipt of a visa providing that the Student informs INTO in writing and sends evidence to INTO of the visa refusal or advises INTO that the Student has not yet received the relevant visa from the Embassy as early as possible. Such notification and evidence must arrive at the INTO Admissions Office in the UK no later than two weeks after the Student's proposed Course start date (one week for General English courses, English for University Study and Pre-sessional English programmes). Failure to provide the relevant information in the timescales set out in this paragraph (a) will result in normal cancellation charges applying and no fees already paid will be refunded.
- b. Cancellation charges will not be incurred provided that the Student complies with the requirements of paragraph 9a above (except for Uniplan Insurance cancellation fees which will apply as outlined above in paragraph 7d) and any deposit and/or tuition fees already paid will be refunded.
- c. If the visa refusal states that the visa has been refused due to any type of fraudulent activity then, notwithstanding paragraph 9b, full cancellation charges will apply.

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

- a. 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.
- b. If a Student does not meet the conditions of the Offer Letter (Academic or English), 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 time lines 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.

# Terms and conditions 2 of 3

## 11. Deferrals

- a. 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.
- b. 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 four weeks before the Course start date. If INTO receives the request after this date, normal cancellation charges will apply (see the 'Cancellations Charges' section above). The request should also include details of the Student's preferred new start date for the Course.
- c. 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.
- d. 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.
- e. 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 £10.00 fee in respect of the new CAS (as described in paragraph 6c above).
- f. Student accommodation will need to be re-booked and is subject to availability.
- g. If the reason for deferral is due to visa refusal, the provisions set out under section 9 above shall apply.

## 12. Academic criteria and attendance

- a. 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.
- b. 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 Senior Management Team, they may be deemed to have withdrawn or be required to leave the Course.
- c. 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.
- d. Students who do not meet the 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.
- e. Students who do not meet the attainment criteria for progression from an English language programme to their intended Course of study 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.

## 13. English language admissions criteria

- a. Offers are made to Students onto 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.
- b. In these cases, Students will not be allowed to proceed with their original Course and will be advised as to possible alternatives. Such alternatives may include:
  - i. an alternative study plan which may involve additional time and expenditure with regard to tuition and accommodation fees; or
  - ii. if the English Language level is below the level for visa entry purposes then the Student will have to return home.

## 14. Leaving a Course early

- a. If a Student wishes to withdraw from their Course, they must notify INTO in writing as described above in the section 'Cancellation'. Once a student has arrived at the INTO Centre no course fees will be refunded if the Student withdraws.
- b. Accommodation cancellation charges will apply as outlined at paragraph 20 below.

## 15. Behaviour and welfare

- a. By signing the application form, the Student consents to INTO requesting and receiving any relevant information from any University of East Anglia school, service or centre concerning the Student's behaviour and welfare.
- b. 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 a Student Services Team member.

## 16. Class times and sizes

- a. For all English language and academic subject courses, classes will normally be held Monday to Friday between the hours of 09:00 and 19:00 but INTO reserves the right to hold classes outside of these times.
- b. The maximum class size is normally 18 students for English for University Study and English language modules on academic Courses. However, where appropriate, classes may be combined for university style lectures.
- c. Lessons will take place in the form of classes, seminars and workshops. Class sizes will vary depending on the learning format (e.g. lecture, seminar, lab practicals).
- d. Examinations may be held in the evening, on weekends and public holidays in the Centre or at venues outside the Centre.

## 17. Holidays

- a. No regular classes will take place at INTO on recognised UK public holidays. Please refer to Fees page in the INTO brochure for exact dates.
- b. No refunds will be made for classes not taking place on these dates.
- c. 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. University placement and progression

- a. Students who pass the INTO Foundation Course but do not meet the criteria for progression onto further study at the University of East Anglia 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 an INTO Foundation, Diploma or Graduate Diploma programme and who meet the individual entry requirements of the University of East Anglia 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.

## 19. Arrivals

- a. Students must be at least 17 years of age on the published start date of the Course (see note about minimum age on page 35 for Foundation and on page 39 for Diploma). 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.
- b. 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, INTO 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.
- c. Students on the 8, 6 and 4 week Pre-session courses MAY NOT arrive late. All late arrivals must be approved in advance by the Chief Operations Officer of INTO as soon as the Student becomes aware that he or she will not arrive in time for the scheduled start date.
- d. If, due to late arrival, a new CAS has to be issued, there will be a £10.00 charge for the issuing of the new CAS (as set out in paragraph 6c above).
- e. No discount or refund of fees will be given for late arrivals.

## 20. Accommodation

- a. 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.
- b. 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).

- c. Students will be sent a copy of the accommodation contract with their Offer Letter and are required to sign the accommodation contract to acknowledge their acceptance of the conditions of the accommodation contract when returning their confirmation documents and deposit.
- d. The accommodation deposit is £3000. Accommodation is guaranteed once the deposit has been paid, the student has returned the signed accommodation contract, and the Student has received confirmation that the room they have requested is available.
- e. INTO accommodation is only available to Students who are registered on full-time INTO Courses.
- f. Accommodation is not available to family members of Students (unless they are also registered on full-time Courses at INTO).
- g. 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.
- h. Where a Course spans a holiday period accommodation 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 for any damages, exceptional cleaning or fines which have been incurred either to the residential/homestay accommodation or to the premises and/or facilities of UEA which are discovered during occupancy or once an inspection has taken place after the Student's departure. INTO will repay any monies owing within 60 days of the Student's final Course end date.
- j. Breakages - Students are responsible for payment of any damage caused by them to property owned or occupied by UEA London or INTO. Students in residential accommodation may be required to sign an inventory on arrival and departure. INTO 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. Such amounts will be deducted from the deposit payable by the Student as set out in paragraph 20i 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.
- k. 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.

## 21. 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. Payment by credit card is subject to a surcharge of 2%.

## 22. Accommodation changes or cancellation

- 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 contract they will have received with their Offer Letter.
- b. Students are bound by the terms and conditions of their accommodation contract upon the signing of the accommodation contract or once the Student arrives and moves into the residential/homestay accommodation whichever the earlier.
- 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 Chief Operations Officer for INTO. 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 Chief Operations Officer, the Student shall remain liable for the full accommodation payments invoiced or reserved at the time of confirmation.
- e. Where a Student is moving to private accommodation, the Student's parent or guardian must certify 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 is not available over the two week Christmas period to Students who are under 18 years old. Alternative arrangements may be made by individual agreement at the time of booking and will incur a supplementary charge of up to £200 per week.

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## 23. Airport pick-ups

- a. Airport pick-ups may be booked as specified earlier in this brochure. The Airport pick-up 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 pick-up.
- b. Additional family members or chaperones accompanying the named passenger will be charged additional fees.
- c. The first 60 minutes of waiting time is included in the fee as specified in this brochure. Additional fees may apply for waiting periods longer than 60 minutes.
- d. Fees will only be refunded for 'missed pick-ups' if the Student informs INTO, by telephoning the INTO emergency telephone number (as publicised in the pre-departure guide), that their pick-up will not be required or will be delayed before they leave the departure airport.
- e. Airport transfer fees must be paid for at the time of booking.
- f. Airport pick-ups 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.

## 24. Travel to INTO UEA London

- 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.

## 25. 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' contact details.
- b. Under the TIER 4 Immigration rules (PBS) the University of East Anglia will report to the UKBA in the following circumstances:
  - i. if the Student fails to enrol on the Course within the enrolment period;
  - ii. if the Student misses 10 expected contacts without INTO's permission;
  - iii. if the University of East Anglia stops being the Student's immigration sponsor for any other reason, for example, if the Student moves into an immigration category that does not need an approved education provider;
  - iv. if there are any significant changes in the Student's circumstances, for example, if the length of a course of study becomes shorter; or
  - v. if INTO has any suspicions that the Student is breaking any conditions attached to their permission.

## 26. 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 INTO 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 non-prescription 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.

## 27. Students who are under 18

- a. INTO 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 must be supplied before the Course commences.
- 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. Both 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.

## 28. 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. Consent is hereby given by the Student to the above until formally withdrawn in writing.
- 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. Such consent to remain in force until formally withdrawn in writing.
- 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 Students 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, the University of East Anglia and City University London as necessary in order to provide and administer the course. Any personal data shared with the University of East Anglia 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. For further information about how INTO uses personal data relating to students please refer to paragraph 28f.

## 29. 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.

## 30. 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 (November 2011) and the programmes, Courses and services described herein are those which INTO is planning to offer. However, reserves the right, to amend, add or remove any programmes, Course and/or services set out in this brochure and/or the timetable, delivery, content syllabus and assessment of such Courses. The University 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 INTO or accepting any offer from 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 programmes, Courses and services, to discontinue programmes, Courses and services, and to combine and merge programmes and Courses, if such action is reasonably considered to be necessary by INTO.

- c. Applicants to INTO programmes and 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 programmes and Courses offered, changes to accommodation provision or fees and charges to be levied by the University of East Anglia.
- d. INTO in marketing its programmes 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.

## 31. 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.

## 32. 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.

## 33. 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.

## 34. 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.

## 35. 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.

## 36. 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.

**A copy of the full terms and conditions is available on request.**

# Dates and prices 2012–2013

## International Foundation, International Diploma

Dates	Tuition price
<b>July start (4 term)</b> Mon 09 Jul 2012–Fri 14 Sep 2012 Mon 24 Sep 2012–Fri 14 Dec 2012 Mon 07 Jan 2013–Fri 22 Mar 2013 Mon 08 Apr 2013–Fri 31 May 2013	for 4 terms £16,100 for 3 terms £12,450
<b>September start (4 term)</b> Mon 24 Sep 2012–Fri 07 Dec 2012 Mon 07 Jan 2013–Thu 28 Mar 2013 Mon 08 Apr 2013–Fri 28 Jun 2013 Mon 08 Jul 2013–Fri 23 Aug 2013	
<b>September start (3 term)</b> Mon 24 Sep 2012–Fri 14 Dec 2012 Mon 07 Jan 2013–Fri 22 Mar 2013 Mon 08 Apr 2013–Fri 31 May 2013	
<b>January start (3 term)</b> Mon 07 Jan 2013–Thu 28 Mar 2013 Mon 08 Apr 2013–Fri 28 Jun 2013 Mon 08 Jul 2013–Fri 23 Aug 2013	

Students who do not pass parts of their programme may be required to return after the end of the course for reassessment. Reassessment will take place between Mon 03 Jun and Fri 14 Jun 2013 (July start (4 term) and September start (3 term)) and Tue 27 Aug and Fri 06 Sep 2013 (September start (4 term) and January start (3 term)). All confirmation documents will include these dates. Extra accommodation fees will be applicable for this period.

## Graduate Diploma

Dates	Tuition price
<b>September start (3 term)</b> Mon 24 Sep 2012–Fri 14 Dec 2012 Mon 07 Jan 2013–Fri 22 Mar 2013 Mon 08 Apr 2013–Fri 31 May 2013	for 3 terms £12,450
<b>January start (3 term)</b> Mon 07 Jan 2013–Thu 28 Mar 2013 Mon 08 Apr 2013–Fri 28 Jun 2013 Mon 08 Jul 2013–Fri 23 Aug 2013	

Students who do not pass parts of their programme may be required to return after the end of the course for reassessment. Reassessment will take place between Mon 03 Jun and Fri 14 Jun 2013 (September 2012 intake) and Tue 27 Aug and Fri 06 Sep 2013 (January 2013 intake). All confirmation documents will include these dates. Extra accommodation fees will be applicable for this period.

## Accommodation for International Foundation, International Diploma and Graduate Diploma

Start date	ScapeLiving Single studio (en-suite)	Sherren House Single bedroom (en-suite)
<b>Jul (4 term)*</b>	£11,750	£8695
<b>Sep (4 term)*</b>	£12,000	£8880
<b>Sep (3 term)</b>	£9000	£6660
<b>Jan (3 term)</b>	£8250	£6105

\* Available for International Foundation and International Diploma only

## English for University Study

Dates	Tuition price
<b>Course term dates</b> Mon 24 Sep 2012–Fri 07 Dec 2012 Mon 07 Jan 2013–Fri 22 Mar 2013 Mon 08 Apr 2013–Fri 21 Jun 2013 Mon 08 Jul 2013–Fri 13 Sep 2013	Per term £3800

## Accommodation for English for University Study

Start date	ScapeLiving Single studio (en-suite)	Sherren House Single bedroom (en-suite)
<b>Sep intake</b>	£2750	£2035
<b>Jan intake</b>	£2750	£2035
<b>Apr intake</b>	£2750	£2035
<b>Jul intake</b>	£2500	£1850

## Pre-session English

Dates	Tuition price
<b>2012</b> Mon 25 Jun 2012 (12 weeks) Mon 23 Jul 2012 (8 weeks) Mon 20 Aug 2012 (4 weeks)	<b>2012</b> 12 weeks £3290 8 weeks £2250 4 weeks £1200
<b>2013 (provisional only)</b> Mon 24 Jun 2013 (12 weeks) Mon 22 Jul 2013 (8 weeks) Mon 19 Aug 2013 (4 weeks)	

## Accommodation prices

2012	
Sherren House	
Single bedroom (en-suite)	
12 weeks	£2124
8 weeks <sup>†</sup>	£1416
4 weeks	£708

<sup>†</sup> Please note due to the 2012 London Olympics alternative accommodation options may be offered by the Centre.

## General English

For General English dates and prices, please refer to page 52 of this brochure or visit [www.intohigher.com/english](http://www.intohigher.com/english)

## 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.

### Weekly accommodation prices

These prices will apply for additional weeks eg: during vacation periods

### Residential accommodation

<b>Prices until Fri 21 Sep 2012</b>	
<b>Sherren House</b>	£177 per week
<b>Prices from Sat 22 Sep 2012</b>	
<b>ScapeLiving</b>	£250 per week
<b>Sherren House</b>	£185 per week
<b>Bedding pack</b>	£50 per pack

Students studying at INTO UEA London may also choose to live in the student accommodation adjacent to the campus. Please note this accommodation is operated by Nido Student Living. For further details please contact INTO UEA London.

### Homestay accommodation

Homestay accommodation is available on request.

The table below provides an example of the range of homestay accommodation options available and the 2011 prices. Please note that prices for 2012–2013 will be subject to an annual increase. Please contact the Centre for further details or visit our website.

Category	Bed and Breakfast / Self catering	Half Board
<b>Executive Zones 1 and 2</b>	From £195	From £225
<b>Superior Zone 2</b>	£170	£200
<b>Superior Zones 3 and 4</b>	£160	£190
<b>Standard Zone 2</b>	£150	£175
<b>Standard Zones 3 and 4</b>	£140	£160

## Public holidays, INTO Centre term dates and airport pick-up

Public holidays	Airport pick-up
The Centre is closed on public holidays.	London Heathrow £110 London Gatwick £130 Stansted £140
<b>2012</b>	<b>2013</b>
<b>New Year holiday</b> Mon 02 Jan 2012	<b>New Year holiday</b> Tue 01 Jan 2013
<b>Good Friday</b> Fri 06 Apr 2012	<b>Good Friday</b> Fri 29 Mar 2013
<b>Easter bank holiday</b> Mon 09 Apr 2012	<b>Easter bank holiday</b> Mon 01 Apr 2013
<b>May Day holiday</b> Mon 07 May 2012	<b>May Day holiday</b> Mon 06 May 2013
<b>Jubilee holiday</b> Mon 04 Jun 2012	<b>Spring bank holiday</b> Mon 27 May 2013
<b>Summer bank holiday</b> Mon 27 Aug 2012	<b>Summer bank holiday</b> Mon 26 Aug 2013
<b>Christmas Day</b> Tue 25 Dec 2012	<b>Christmas Day</b> Wed 25 Dec 2013
<b>Boxing Day</b> Wed 26 Dec 2012	<b>Boxing Day</b> Thu 26 Dec 2013

### Notes:

Prices are valid for all bookings confirmed and paid for after 01 January 2012, until further notice.

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-session courses.

# Generous scholarships available for 2012–2013

In my opinion, INTO UEA London has a fresh and friendly environment and has put serious investment in to meeting students needs. Teachers are very experienced and approachable. More than that, they not only educate us but are also thoughtful and counsel students in a friendly and open way. They help me a lot in daily life.

**NGUYEN CAO LINH, VIETNAM**  
**INTERNATIONAL DIPLOMA IN BUSINESS**  
**GRADE: 62% | NOW STUDYING**  
**INTERNATIONAL BUSINESS MANAGEMENT**  
**AT UEA LONDON**



We are delighted to announce a range of generous merit-based scholarships for high achieving students.

For students commencing a relevant International Foundation, International Diploma or Graduate Diploma in September 2012 or January 2013, INTO UEA London is offering several scholarships valued from £1,000-£3,000 towards your tuition fees.

The scholarships are available to international students applying for the following academic programmes:

- International Foundation in Business and Economics
- International Foundation in Humanities and Law
- International Diploma in Business
- Graduate Diploma in Business
- Graduate Diploma in Economics.

Students undertaking a pre-university English language course prior to enrolling on either the International Foundation, International Diploma or Graduate Diploma at the Centre are also eligible to apply for a limited number of £1,000 scholarships towards tuition fees.

For UK and international students enrolling on degree programmes in September 2012 UEA London offer a range of competitive scholarships.

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For further information on the scholarships available please visit

[www.intohigher.com/uea-london/scholarships](http://www.intohigher.com/uea-london/scholarships)

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# Your best route to university success

In 2010/2011 more than 160 students successfully completed a pre-university programme at the Centre, with almost 100 students progressing to a degree programme at the University of East Anglia in London and Norwich. Students also progressed to a wide range of leading UK universities in London and beyond. The following tables highlight the results of some of our top students in 2011.

## Top International Foundation students at UEA London

Student name	Country	Grade	Degree	University
Varsha Pothly POTHIRAJ	India	83%	Business Management	King's College London
Li Jixin	China	83%	Business, Finance and Economics	University of East Anglia
Qi Ying Jie	China	81%	Business Management	University of East Anglia
LE Thi Hong Ngoc	Vietnam	81%	Business Management	University of East Anglia
GU Haoran	China	80%	Environmental Sciences	University of East Anglia
Aye KHANT	Myanmar	80%	International Relations	Queen Mary, University of London
Aisulu TEMIRTASHEVA	Kazakhstan	80%	International Business Management	UEA London
CHEN Yifan	China	79%	Management	University of Southampton
Yik Lam TANG	Hong Kong	77%	Criminology and Sociology	Lancaster University
Zarak KHAN	Pakistan	76%	Law	Sheffield Hallam University
Shing Hei TSANG	Hong Kong	76%	International Business Management	UEA London
CHEN Chun	China	75%	Society, Culture and Media	University of East Anglia
Jeremiah Tsz Hon HUI	Hong Kong	74%	International Business Management	UEA London
Ogulshirin BEGMYRADOVA	Turkmenistan	73%	International Business Management	UEA London
TRAN Dieu Huong	Vietnam	67%	Economics and Economic Psychology	University of East Anglia

For me the most important thing in trying to do your best is attendance. If you miss one class, you have to work harder to catch up with others. You have to pay attention to the class and make sure you do your homework and coursework on time. It is very important. We have to work very hard but you don't have to be worried because the teachers are very helpful. They prepare many interesting presentations and give us tips before our exams.

**HYEMIN YOO, SOUTH KOREA**  
**INTERNATIONAL FOUNDATION**  
**IN HUMANITIES AND LAW**  
**GRADE: 80% | NOW STUDYING**  
**SOCIAL ANTHROPOLOGY AT**  
**THE UNIVERSITY OF EDINBURGH**



## Top International Diploma students at UEA London

Student name	Country	Grade	Degree	University
Munis NAUMAN	Pakistan	76%	International Business Management	UEA London
Camilo Rojas RODRIGUEZ	Colombia	74%	Business Management	University of East Anglia
DO Thu Trang	Vietnam	74%	Accounting and Finance	University of East Anglia
Sohaib HAMEED	Pakistan	72%	Accounting with Management	University of East Anglia
GUO Mengxuan	China	70%	Business Management	University of East Anglia
Jefersen Paulo JOY	India	70%	International Business Management	UEA London
HUANG Shubin	China	68%	Accounting and Finance	University of East Anglia
HOO Soo Wah	Malaysia	67%	International Business Management	UEA London
Shayan MOINUDDIN	Pakistan	67%	International Business Management	UEA London
Iftekhyrul Islam CHOWDHURY	Bangladesh	67%	International Business Management	UEA London
Mohammad ALI	Bangladesh	64%	International Business Management	UEA London
Maksim MAKAROB	Russia	62%	Accounting and Finance	University of East Anglia

## Top Graduate Diploma students at UEA London

Student name	Country	Grade	Degree	University
YE Hongyan	China	71%	Management	UEA London
PAN Yanxi	China	68%	International Business Finance and Economics	University of East Anglia
TRAN Thi Thanh Loan	Vietnam	65%	International Business, Finance and Economics	University of East Anglia
SUN Tianqi	China	64%	Finance and Management	University of East Anglia
VU Thi Hai Yen	Vietnam	59%	Marketing	University of East Anglia
CHEN Chen	China	59%	Marketing and Management	UEA London
ZHOU Feiping	China	58%	Finance and Management	UEA London
Oran UDOMSINVATANA	Thailand	57%	Marketing and Management	UEA London
HUANG Wenjie	China	56%	International Business Finance and Economics	University of East Anglia
Anastasia FEDYASHEVA	Russia	55%	Marketing and Management	UEA London



# INTO Giving:

# Making a difference



**Access to education can transform lives by lifting young people out of poverty and into a sustainable future. INTO staff and supporters, including students, organise and participate in a range of fundraising events, providing opportunities to make new friends and develop new skills while helping to raise funds to support life-changing educational projects.**

Our support is particularly focused on the countries our students come from and provides opportunities to make a real difference to the future of the young people in today's global community. As part of our commitment to making a difference to those who need it most, all monies raised by INTO staff, students and the wider community are then matched by INTO. It is part of our commitment to building a better world.

### The partnership projects:



#### **HELPING in the Gambia**

Poverty and deprivation in the Gambia mean that most children will not progress to higher education. In partnership with HELPING we have contributed towards the cost of training 11 young teachers from the local community. These young teachers are now doing a professional job and their training has contributed to the improved standard of children moving into primary education. Headmasters at local primary schools have told the HELPING charity that the children coming from the HELPING nurseries are more advanced than most and are going straight into school at grade 2.



#### **The China Hope Project**

Following the Sichuan earthquake of 2008 many schools in remote parts of the province were either destroyed or left unfit for purpose. In partnership with the Hope project we have provided 80% of the costs of rebuilding the Lianghou Primary School and we will continue to support the school through further fundraising.

#### **In-Community Care for Orphans (I-CCO) in Zambia**

In 2009, 690,000 children in Zambia were orphaned as a result of the HIV/AIDS epidemic and almost double that number are missing school to care for their extended family or because they do not have the minimum fees required to attend school. We are working with I-CCO to build a much needed school and community centre for orphans and vulnerable children from Chawamma, a township outside the capital, Lusaka. With funds from INTO Giving construction is already underway and will be completed in 2011. Most of the construction work will be carried out by locals, who will receive professional training in building, enabling them to seek employment once the school is finished.

In 2011/12 we will be working with staff, students and the wider community to fund and support more great educational causes. Get involved!

**INTO** <sup>®</sup> **GIVING**

[www.into-giving.com](http://www.into-giving.com) | [info@into-giving.com](mailto:info@into-giving.com)

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## 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 agents in your home country.

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Representative's stamp

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**INTO**   
YOUR BEST ROUTE TO UNIVERSITY SUCCESS

With a unique partnership model and a rapidly expanding international network, INTO helps transform the capacity and performance of its partner universities. Major investment supports academic innovation and the development of outstanding facilities to provide students with distinctive, high-quality opportunities at excellent universities.

