

St George International

University Foundation Course

Welcome Pack



The Course Team

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(Academic Director, course co-ordinator)

Please contact regarding absence and payment issues, and matters relating to the school.

Roger Park (rpark@stgeorges.co.uk)

(Course tutors)

Becky Austin

Mike Davies

Please contact regarding assignments, extensions and matters relating to course.

Mike Davies and Steve Bell

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Please arrange a tutorial to discuss welfare issues, study strategies and guidance with university applications.

Come to London, known as a multicultural city and get used to the British lifestyle by visiting museums, historical places, pubs and even having a go at British food. Your English will improve.

Mamadou

09 Sept-29 November **Life in Britain**

02 December– 05 January- **Holiday**

06 January– 07 January- **Induction/ UCAS Applications**

08 January– 14 February **Business Studies 1**

17 February– 13 March- **Economics**

16 March– 09 April-**Politics**

12 April – 17 April – **Holiday**

19 April-12 June- **Business Studies 2**

15 June-26 June- **Project work and Presentation**

Course Objectives

To offer a comprehensive and thorough foundation course for overseas students who wish to join a British university

To prepare students academically and culturally for studying at a British university

To prepare students in particular for a heightened emphasis on self-study and written assignments

To familiarise students with British universities and life in Britain

To give students the necessary skills for success at an English speaking university of college

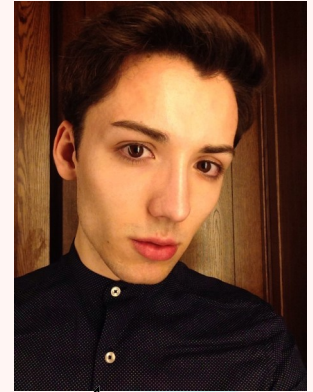
To support students with access to a British university

To support students to achieve an IELTS score sufficient for university entrance

To expand language appropriate to the students ' desired university course

To improve students ' subject knowledge in Business, Economics and Politics

To improve students ' academic writing skills



I had a wonderful experience with my teachers and classmates. I have learned so much and, at the same time, I had lots of fun! Now I see that my skills are really improved and appropriate for university. This whole experience at SGI was very important for my IELTS exam. I would recommend it to all my friends and everyone who would like to apply to university.

Contact Hours

The University Foundation Course can be studied over 6 or 9 months; students who do not already have a B2 Level of English at the start of the course are required to study for the full 9 months.

Morning Lessons:

Monday to Friday, 3 hours (15 hours/week)

General English
Academic English
IELTS preparation

(Please see following pages for breakdown of module content)

End of Course Project and Presentation:

Students are given the final 2 weeks of the course to prepare their final projects and presentations.

They are encouraged to investigate on their own and find relevant materials in an independent manner, bringing them closer to the work expected of them at university.

Homework:

Students are expected to complete 1 – 2 hours of self-study a day.

The school provides a supervised homework study centre 3 times a week.

Tutorials:

Students receive a tutorial with the Student Support Officer to check on their progress and work on specific aims, at least every 8 weeks. They may request to have extra tutorials if they need them.

Afternoon Lessons:

Monday to Friday, 1.5 hours (7.5 hours/week)

Life in Britain (12 weeks, 9 month course, ungraded)
Business Studies (2 x 6 weeks, graded)
Economics (5 weeks, graded)
Politics (4 weeks, graded)
Final Project & Presentation (2 weeks, graded)

Where have some of our students have gone.....

2012-2017 University Placement :

Regents Business School

King ' s College

Hult Business School

University of Surrey

Roehampton University

Greenwich

Newcastle University

EBS (Regent ' s)

Greenwich University

Glasgow Caledonian

Sussex University

Kingston University

London Metropolitan

Royal Holloway

Winchester University

University of Buckingham

Stirling University

University of Westminster

University of Sunderland

Leeds Beckett University

New College of Humanities

London School of Business and Finance

London School of Business and Management

Birkbeck University

Reading University

George Washington University (USA)

Coventry University

South Bank

Other European Universities

Other North American Universities

Course Syllabus

The syllabus gives thorough preparation in the following areas:

In the Morning

General English

Students arriving in September for the 9 month course are expected to have a minimum B1 level in English.

Students arriving in January for the 6 month-course are expected to have a minimum B2 level.

By the end of the course we would expect students to have a C1 or C2 level in all skill areas.

General English lessons are taught during the morning and cover all skill areas (speaking, writing, reading and listening).

All of our teachers are highly experienced and many hold a Diploma in EFL.

Progress is checked and assessed over 3 exams taken between January and June. This is an essential part of your course and is included in your attendance requirement.

Academic English

Students are taught the English for Academic Purposes skills they will require to succeed at a British University.

These include:

Developing the ability to read selectively and critically

Participating in and leading seminars and taking notes in lectures

Effective ways of conveying their own opinion

How to structure a cohesive piece of academic writing including text and genre analysis

How to produce a written critical analysis, with appropriate referencing and use of quotations

Avoiding plagiarism

IELTS Preparation

To ensure students achieve an IELTS exam score sufficient for university entrance at undergraduate level.

Students are encouraged to improve their language level in General English lessons and are then provided with lessons to help prepare them for the IELTS exam, including sitting timed practice papers.

Sophie



Skills development in AE course will help you get used to listening to university lectures, reading research papers as well as ensuring your ability to express ideas clearly in an academic environment which is incredibly important for preparing for higher education.

In the Afternoon

Module One:

Life in Britain and Culture Studies

The module runs for the first 12 weeks of the 9 month course and is unassessed.

The aim of the module is to assist students in cultural awareness, life in the UK and social English. However, your attendance is counted towards your final 80%.

Topics covered during the module include:

The Experience of Living and Studying Abroad

How to survive and how to get the best out of it.

The United Kingdom

Key dates in U.K. history
Constitution and political system
Devolution (Scotland, Wales, Northern Ireland)
Identity and Ethnicity
The European Union

UK Education

UK schools
Higher Education
Preparing for Undergraduate Study

UK Economy and Business

The industrial revolution
The great depression
Post WW2 developments
The modern economy

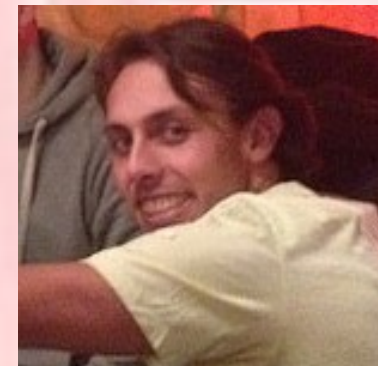
UK Media

Television, the BBC
Newspapers
Freedom of the Press

The Arts

Museums in London
Literature (Shakespeare, Dickens and a selection of modern authors – get the reading habit)
Arts Funding

The UFC is an excellent course for people who is thinking to start a bachelor or a master in the UK. This course helped me to improve my English and communication skills. But not only that, the excellent work of the teachers help me to face my fears and paradigms that I had in English as a second language.



Diego

Module Two:

Business Studies

Doing Business Internationally

The causes and effects of globalisation

Business Organizations

Limited and Unlimited Liability

Public and Private Companies

Sole Traders and Partnerships

Reasons for and against Nationalisation/Privatisation

Organisational Structures

Hierarchies

Cultures

Span of Control

Taylor and Fayol

Leadership & Management Styles

Autocratic, Democratic and Paternalistic approaches

McGregor 's Theory X & Y

Team working

Product Portfolio – Boston Matrix

Objectives and Strategies

Business Start-ups

Entrepreneurial Characteristics

Identifying an opportunity

Finance, Location and Product Innovation

Small Scale Market Research and Business Plan

Pitch Analysis

Delivering a Presentation

Motivation in Theory

Taylor, Mayo and early Motivation

Theory

Maslow 's Hierachy of Needs

Herzberg 2 Factor Theory

Delegation and Induction

Motivation in Practice

Company culture

Management approach to motivation

Job enrichment, enlargement and rotation

Financial Reward Systems

Modern Theories of Motivation

Marketing

Marketing Mix (4 P ' s to 7 P ' s ?)

Analysing a Market

Consumer Profile, Segmentation and Re-
search

Market Mapping

SWOT and PEST Analysis

Life Cycles



**SGI Taster Day at London
School of Business and
Management**

Module Three

Economics

Introduction:

The economic problem

Production/consumption - scarcity

Micro/macroeconomics

Modelling – opportunity costs and the production possibility curve

Economic systems

Demand:

The law of demand and underlying factors

Movements along and shifts of the demand curve

Graphical representation

Supply:

Supply and price

Other determinants of supply

Movements along and shifts of the supply curve

Graphical representation

Determination of Price:

The price mechanism and equilibrium in free market economy

The effect of shifts in supply and demand

Price Elasticity of Demand:

Graphical representation

The significance of sign and value

Introduction to Macroeconomic Issues:

Economic growth and the business cycle

The business cycle and:

Unemployment

Inflation

Balance of payments/balance of trade

Targets for sustainability of economic growth and how they may be achieved

Money and Banking

The definition and functions of money

The role of the banks: liabilities and assets

Liquidity and profitability/the liquidity ratio

The role of the central bank and the money markets

Inflation

The rate of inflation

Demand-pull inflation/Cost-push inflation

The problems of inflation

Unemployment

Unemployment and the business cycle

Definitions

Equilibrium level of unemployment

Agnes



An interesting perspective of the economic world combined with a stimulating teaching style that encourages critical thinking. It totally exceeded my expectations.



Module Four

Politics

Political ideas: key concepts and Political Parties

Capitalism
Communism
Socialism
Neo-liberalism
Fascism
Nationalism
Anarchism
Liberalism
Conservatism
Libertarianism
Individualism
Collectivism
Utilitarianism
Altruism
Machiavellianism

In week 2, students are given a political party form the UK to re-search and present, relating their political stance to some of the key terms covered and in relation to a couple of key political issues (eg: environment, immigration, etc.)

In weeks 3 and 4, students study several key political concepts, with reading based on *Politics UK (4th ed.)*

Democracy & The Market

Totalitarianism
Direct Democracy
Indirect Democracy
The Free Market
First-past-the-post
Proportional Representation

Issues of Equality & Freedom

Equality and Rights
Social Justice
Emotive and archetypal freedom
(Physical) Coercion
Tyranny
Servitude
Subjugation

Marking scheme

DISTINCTION 70 - 100%

A distinction reflects an authoritative answer displaying full understanding of issues raised by the assignment whilst also demonstrating some originality, with a coherent and logical structure, a good range of examples and clearly referenced sources. The level of English should be consistent with an IELTS score of at least 7 throughout.

MERIT 60 - 69%

A merit reflects an answer which demonstrates some degree of independent critical evaluation of issues raised by the assignment, with an attempt at finding real world examples, but with arguments which could be developed further. The level of English may be consistent with an IELTS score of at least 6 throughout.

GOOD PASS 50 - 59%

A good pass reflects an answer which does what is required in terms of task fulfilment but there may be a lack of progression in the argument and the organisation may lack coherence. However the writer expresses a point of view which can be followed and shows understanding of issues raised by the assignment. The level of English is consistent with an IELTS level of at least 5 throughout.

PASS- 40-49%

A pass reflects an answer which only partially answers the question. It doesn't fully meet the requirements in terms of task fulfilment and there is a lack of progression in the argument and the organisation may lack coherence. The writer expresses a point of view which can be followed but it requires some demand on the reader to fully understand and the assignment shows some awareness of issues raised. The level of English is consistent with an IELTS level of at least 4.5 throughout.

FAIL - below 40%

A fail reflects an answer which has little relation to the task set with irrelevant information, poor structure, and a complete lack of original thought or understanding of the issues raised by the assignment.



Grade Allocation

English:

Timed Exams: 100%

Business Studies:

Seminar: 10%

Case Study 1: 10%

Case Study 2: 15%

Group Presentation: 15%

Timed Essay: 50%

Economics:

Assignment 1: 25%

Assignment 2: 25%

Timed exam: 50%

Politics:

Presentation: 25%

Essay: 25%

Timed Essay: 50%

Final Grade:

English: 10%

Business Studies: 20%

Economics: 20%

Politics: 10%

Final Project: 30%

Final Presentation: 10%

Total: 100%

IMPORTANT

You will need to pass the timed essays or exams in order to pass the module. Should you fail a timed essay or exam, you will have the opportunity to re-sit it once. You could still pass the University Foundation course even if you have failed one module. However, it is more challenging to make up grades.

You may not plagiarise any of the work, which you hand in as it will NOT be accepted and you will receive a zero for that part of the course. This includes material directly copied from other students, off the Internet or work done by someone other than the yourself. We also hold the right to remove you from the course should we deem it appropriate in the situation. If you are struggling come in and ask for help from the **Student Support Officer**.

End of course project

The end of course project is an extended piece of writing to be undertaken at the end of the course. The topic selected for the project can be related to any areas covered by the foundation course and agreed with course tutors. Students are reminded that while this may involve an area previously submitted as an essay, the focus must be sufficiently different from that of the essay. It is not permitted to resubmit previous coursework as part of the project. Real-world examples must be included.

The word limit is from 2000 to 3000 words and two copies of the completed project must be submitted on the day specified by your course tutor.

The assessed presentation of the project will take place on an agreed date. Presentations should be 10 – 15 minutes not including final questions. This is a presentation and not just a read through of your project.



Academic Reference

One of the most concrete pieces of evidence regarding your potential to perform well at university will be the reference your teachers write about your time at SGI.

The reference, alongside your academic grades, allows admissions officers at university to get a picture of the type of student you are. It helps admissions officers see if you are, for example, somebody who always goes the extra mile to succeed or somebody who just does the bare minimum to scrape by. It helps admissions officers see if you are, for example, somebody who is always punctual and participates fully in class, or somebody who is inconsistent, lazy and often hands things in late.

When two students have the same academic grades, it is the reference which can help an applicant stand out from the crowd.

One of the most important details admissions officers are looking for is evidence of progression whilst on the foundation course. Progression is invariably only possible through consistent hard-work, purposeful hours of study, and an organised and disciplined attitude to studying.

Admissions officers are looking for applicants who are passionate, committed, dedicated, hard-working, organised, mature, communicative, sociable, respectful, tolerant and can operate independently. Information will be recorded throughout your time at SGI. Data will be collected on, for example, your attendance, punctuality, participation in class, interaction with other students, adherence to school rules, standard of homework and progression. This information will be used to write a reference to tell university admissions officers about what you are like as a student and a person. All teachers and the Director of Studies will contribute to your final reference.



UFC Student / Teacher Agreement

We expect you

To take responsibility for your own learning, working in partnership with staff to become a self-reliant, independent learner.

To pursue your studies diligently and participate fully in class, contributing effectively to your course and not to hinder the studies of others.

To attend all classes and excursions, subject to absence for medical or other agreed reasons. You need to inform student support if you are going to be absent from class as you can't graduate if your attendance is below **80%**. This includes morning and afternoon lessons.

To familiarise yourself and comply with relevant SGI rules and regulations, particularly with respect to behaviour, attendance and the submission of assignments.

To complete and submit all assignments and pieces of work by required deadlines.

To be aware of rules relating to submission of extenuating circumstances, complying with deadlines by which representations have to be made.

To play an active and effective part in the SGI community, participating in social programme activities and building relationships with other students.

You can expect us....

To provide you with the tuition and learning support associated with your course.

To let you know as soon as possible if we need to alter anything related to your course, such as a change in timetabling, location, type of class, assessment or syllabus.

To provide clear information about your course and units and about our expectations of what you need to complete your course successfully.

To return marked work in a timely manner.

To encourage a professional and responsible learning environment and suitably support you, academically and pastorally.

To carry out regular monitoring of the quality of learning and teaching offered as part of your course.

To allow you the right to make a complaint about matters that affect you and allow you the right to appeal decisions made about you.

To operate a fair and transparent disciplinary procedure..



KEEP
CALM

AND

STUDY
HARD