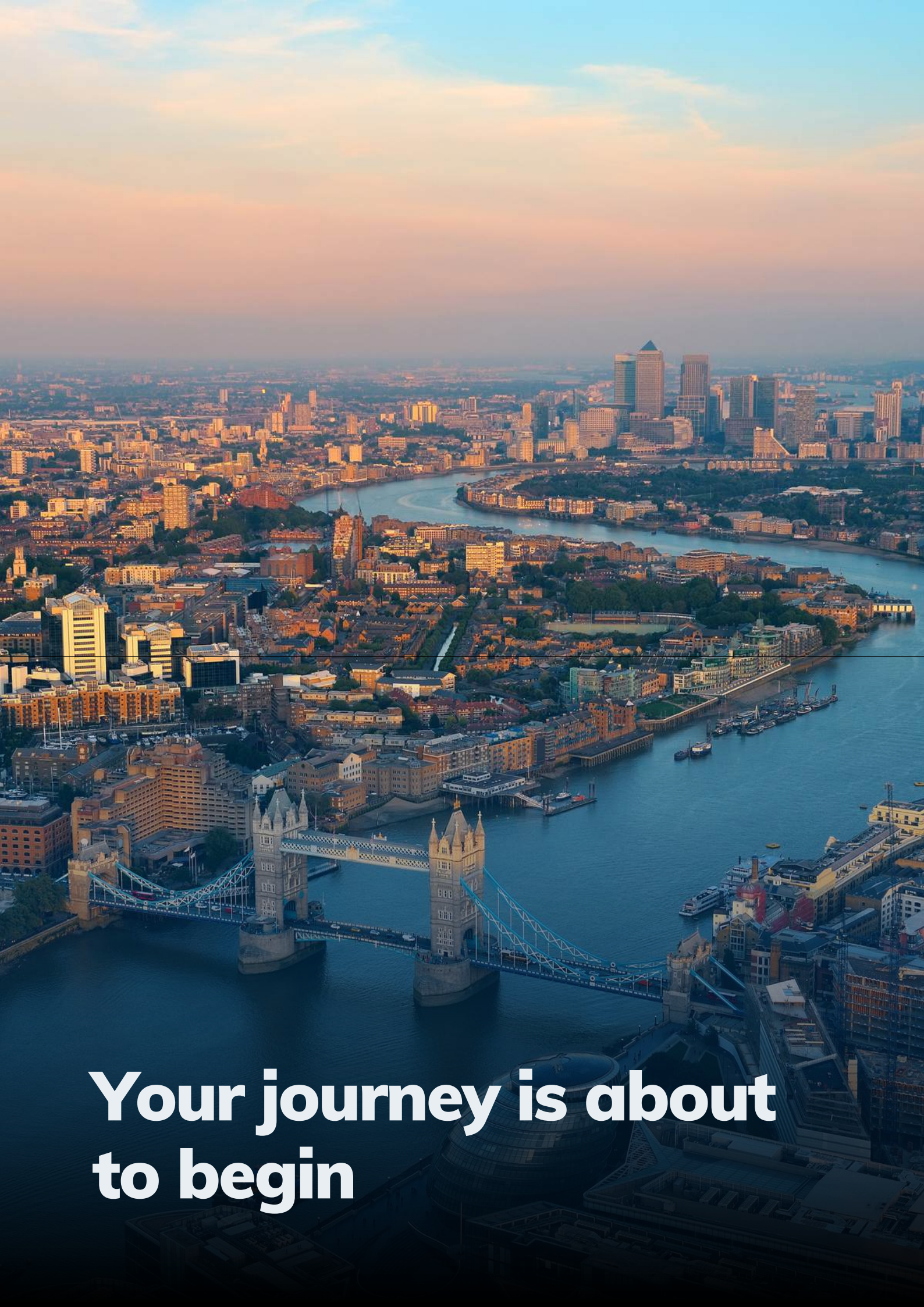


**Pre-arrival
information
for international
students**

**2024 / 25
London, UK**

www.intfoundationgroup.co.uk



**Your journey is about
to begin**

Contents

- 4 From the admissions team**
- 5 Term dates**
- 6 Preparing to travel to the UK**
 - 7 Visa and Visa compliance
 - 8 Insurance and Healthcare
 - 9 What to bring with you (and not to bring!)
 - 9 Baggage allowance
- 10 Documents**
- 11 Money matters**
- 11 Bank Cards, Exchange and Transfers**
- 12 Living expenses per academic year**
- 14 Checklist before travelling**
- 15 Arriving in the UK**
 - 15 When should I arrive?
 - 15 Accommodation
 - 16 Immigration Control
 - 17 Customs Control
 - 18 Collections from the airport
- 19 Welcome to the UK**
 - 20 Politeness
 - 20 Etiquette and Respect
 - 20 Safety and Emergency
 - 20 Climate and Clothing
 - 21 Dress Code
 - 21 Religion
 - 21 Diet
 - 22 Seasons
- 23 Studying at IFG**
 - 24 Programme outlines
 - 35 IFG Policies
- 37 Our Partner Universities**
- 38 Useful Contacts**





From the admissions team

Dear Student,

We are delighted that you will be joining us in the near future and hope that your time with us will be rewarding, enjoyable and fulfilling.

IFG appreciates and enjoys the cultural diversity brought by international students who come to IFG every year from around the world. The aim of this booklet is to give you some practical advice and information to help you prepare for your arrival and for living in London. We hope this information will help you plan in advance and make your move to the UK as smooth as possible.

This booklet also contains important information on the documents which you will need to bring with you, so do please pay particular attention to this.

If you have any questions or concerns about coming to study in the UK, please do contact us so that we can help you.

We look forward to welcoming you to IFG.

With Best Wishes

The IFG Admissions Team

Term dates

Foundation, Diploma and Advance Diploma in Business, Postgraduate Diploma, Pre-Masters in Business Management and English Language Courses.

Term One

30th September – 13th December

Reading week: 4th November – 8th November

Term Two

6th January – 21st March

Reading week: 10th February – 14th February

Term Three

31st March – 20th June

Reading week: 5th May – 9th May



Pre-PhD and Pre-sessional for Postgraduate Courses:

Please contact the IFG Admissions Team or check your course confirmation letter.



Preparing to travel to the UK

Visa & Visa Compliance

Applicants from outside the UK are reminded that they must comply with their Visa conditions, particularly in respect of attendance, notification of change of contact details / personal circumstances and satisfactory progress at IFG during their period of study.

Students must give good reasons along with supporting evidence for absence and will be accepted only if IFG finds it genuine and acceptable.

It is the student's responsibility to ensure that they notify IFG immediately if there is a change in their contact details, such as landline / mobile phone numbers, or any other change in personal circumstances.

Students must provide the details of their next of kin at the time of application and notify IFG immediately should there be any change pertaining to their next of kin (this will usually be a parent or other relative).



Applying for your Visa

Most students will require a visa to study in the UK.

In order to do this you will need a passport with at least 6 months unexpired, a letter of acceptance from IFG, evidence of having sufficient funds to finance your tuition fees, accommodation and other living costs as well as your return flight.

IFG can advise you on the process and you can also refer to the UK Visa and Immigration website - [gov.uk/check-uk-visa](https://www.gov.uk/check-uk-visa)



Insurance and healthcare

Travel Insurance

Before you travel, you are advised to insure your luggage and label it clearly with IFG's name, or the name of your accommodation in the UK. Insurance, however, is not compulsory.

Dental Care

For dental care, you should also register with a dentist. Dental treatment is not free in the UK, even with National Health Service dentists.

Medical Insurance & Healthcare

Free medical treatment, from the National Health Service (NHS) is available for accidents & emergencies. However for other medical treatments you will need to pay. We also advise that if you have any pre-existing medical conditions or are taking any medication that you discuss with your doctor before you leave and also ask that you inform IFG before you arrive.

You are therefore strongly advised to take out medical insurance to cover the duration of your stay in the UK.

There are plenty of medical insurance companies that can advise you on policies and cover including **The Health Care International Group**.

What to bring with you (and not to bring!)



Baggage allowance

Be sure not to exceed your baggage allowance and try not to bring a lot of luggage with you, as you will have to carry it at some point! It is often cheaper to buy things locally, if you take into account extra baggage and freight costs

Clothes & personal items

You will need warm clothing when you arrive, particularly if you are coming from a hot climate. There is no dress code at IFG - most students dress informally, for example in jeans, trousers, or a skirt with a jumper or t-shirt. Bring your normal range of clothes and buy additional items when you are here. There are many cheap shops in the local area, for example Primark, TK Maxx and H&M. Bring clothes for a special occasion, for example a suit, dress or national costume. Religious dress can be worn at any time and discrimination on religious grounds is illegal in the UK. You may bring your laptop - it is advisable to get this insured before you travel.



Do not bring

Do not bring valuables, plants/seeds, and dairy or meat products. There are strict controls on importing foodstuffs and plants, including heavy fines and imprisonment. Your food stuffs can be purchased in the local area around IFG, which has excellent international food shops and markets

Cooking equipment and bedding

We do not advise that you bring cooking equipment or bedding to the UK as these are bulky items to carry and can be purchased locally quite cheaply. For advice on where to buy these goods, please speak to us on arrival.

Documents to bring with you

You must bring the following documents when you register with IFG:

- Passport
- Four Passport size photos
- Original copies of your academic transcripts
- Original copies of English qualifications (usually IELTS certificate)
- Proof of address in the UK
- IFG Letter of Acceptance

Documents which we can provide you with after registration:

- Letter to help you open a bank account
- Letter to help you register with a doctor
- IFG Student ID card
- Application information for a student travel card (Student Oyster Card)
- Letter so you do not have to pay Council Tax (a tax based on where you live)



Money Matters

We can help you to open a bank account on arrival at IFG. To open a bank account in the UK you will need the following documents:

- **IFG Enrolment Letter**
- **Passport**
- **Confirmation of UK & Overseas Address**

A quick and simple option is to open an online bank account which allows you to receive and make transfer and take cash from ATM machines.

Whilst there is no limit on funds brought into the UK, you may need to meet exchange control requirements in your country.

You should avoid bringing large amounts of cash into the country as this poses a security risk. Instead, we suggest bringing a bank draft, opening an online bank account or using a pre-paid cash card such as [Revolut](#).

It is also advisable not to keep your cash and personal documents all in the same place on your person (e.g. passport, acceptance letter, bank draft, pre-paid cash card, personal contact details).

We also recommend that you take two sets of photocopies of your personal documents prior to travelling, taking one copy in your check-in luggage and leaving one with your family.

You will need to bring some sterling cash with you for your first few days in the country (approximately £200), and money in the form a bank draft or pre-paid cash card (approximately £300) for immediate expenses.

If you are renting accomodation you may need more immediate money for deposits and advance rents.

Living expenses per academic year

On top of your course fees, you will need approximately £1,500 per month for living expenses. The cost of living expenses is dependent on so many factors but as a rough guide we have calculated what it could cost you for the major items you will need when you are in the UK.

Accommodation

May cost you £250-£350 per week. Please refer to our website for more information on accommodation.

Bills

If you live in a house or apartment, you will need to calculate water, heating and electricity into your budget. This can be anything from £60/month for all bills depending on the time of year. If you live in student accommodation, then you will pay no extra for these things.

Food

If you buy your own food, try and budget in about £60-£70 per week to purchase food supplies. You can of course be smart about this and save more.

Travel

Student travel in London is 30% cheaper for students with a Student Oyster card and we can help you apply for one. This will mean that your weekly travel costs within London will be about £25 per week.

Study materials

IFG gives you access to all the main textbooks for your modules, but it is good to have your own copy of some of them. You ought to budget about £200 for these.

Telephone

The cost of mobiles varies depending on the provider and tariff you are on. Prepaid is generally cheaper to control costs, but if you make a lot of calls a contract may start at £25 a month. International calls are expensive, so try to keep with Skype, WhatsApp, Viber or WeChat when you phone home.

Internet

Internet access is usually included in accommodation fees, but if you do need to buy this separately, most companies charge a base of £20-£25 a month for standard internet in the UK.

Leisure

Believe it or not, some things like museums and art galleries in London are free! A cinema ticket in the UK costs around £12. The cost of eating will vary enormously. McDonald's will cost approx. £7 but, for health reasons, we don't advise you eat there every day!

Part-time work

When you get to university, you will be able to work up to 20 hours a week and will probably earn about £9 per hour. However, your Visa conditions do not allow you to work while you are studying pre-University.

Budgeting

Be sure to budget sensibly whilst you are studying in the UK. If you do experience financial difficulties while you are with us, do come and talk to us.



Checklist before travelling

Have I obtained all the entry clearance/visa information I need?

Have I booked my accommodation?

If I have booked accommodation through IFG, do I have the letter confirming the address?

Have I received my letter of acceptance?

Have I contacted the Head of Admissions regarding my disability (where applicable)?

Have I bought my ticket and travel insurance?

Have I checked my government's restrictions on taking money out of the country?

Have I checked luggage restrictions and allowances?

Have I obtained cash in UK sterling and organised a pre-paid cash card for the first few weeks of my stay?

Have I spoken to my doctor about any prescription medication I may need to bring with me?

Have I arranged airport transfer with IFG or with a contact in the UK?

(Note: if you are under 18 we will need confirmation of your transfer if you have not arranged with us)



Arriving in the UK

When should I arrive?

We will give you more details on registration and induction times separately, but, ideally, you should aim to arrive a few days before registration begins in order to settle into your accommodation and get some rest before the term starts. Please contact IFG with details of your travel plans as soon as you have confirmed them.

Accommodation

We strongly advise all students to arrange their accommodation before they travel. We can help you with this if you get in touch as we have excellent links with student accommodation providers. Further information can be found [on our website](#).

Arrivals

Immigration control

When you enter the terminal and approach passport control, you will see electronic screens indicating where you should queue.

There will be two queues: one for travellers with British or EU passports, and other nationalities who can use the E-Gates. The other queues are for all other passport holders. Make sure you join the correct queue or you could waste a lot of time.

When you reach the front of the queue, the Immigration Officer at the desk will want to see that your documents are in order, so make sure you have the following documents ready:

- Your passport/travelling documents
- Your IFG Acceptance letter
- Evidence of your funding, such as sponsor's letter or bank statements.

You should also be prepared to answer some questions about yourself, including where you will be staying and what you intend to do during your time in the UK.

You may be asked to undergo a brief, routine health check by the airport doctor, which might include an X-ray. The health check will take place in a separate room.

Afterward you will need to return to immigration control.

As long as your documents are in order, you should pass through immigration smoothly.

However, if you find that you need help for whatever reason, you can ask the immigration officer to telephone us.

- +44 (0)20 3633 0510
- +44 (0)7814 993 368

Customs Control

Once you have collected luggage, you will have to pass through Customs Control, which is divided into two different channels

GREEN CHANNEL: This is for travellers outside the UK with nothing to declare. Customs Officials may still stop and ask you to open your luggage for inspection.

RED CHANNEL: This is for travellers with goods to declare

If you are carrying more duty-free or tax-free good than you are allowed to bring, you will be asked to pay duty on them before you can proceed.

So if you choose to bring more good than your duty-free allowance, do make sure you have a credit card or enough extra cash to pay the duty.

Make sure know what the prohibited good are and that you are not bringing anything prohibited with you.



Be aware of the rules

There are strict rules regarding the importation of food and plant products into the UK. For example, importing meat and dairy products is prohibited.

Collections from the airport

If you contact us before you travel, we can arrange for a driver to meet you and take you to your accommodation - the driver will be at the arrivals gate with your name on a board.

Students wishing to be collected from the airport must inform IFG of the following at least one week before the arrival date:

- Airline and the Flight Number
- Arrival Airport and Date of Arrival.

Please remember that if you are under 18 we will need confirmation of your transfer if you have not arranged with us.

You can also travel by bus or train to your accommodation address. If you contact us in advance then we can give you details of the best route.





Welcome to the UK

Coming to the UK to study will be an exciting time for you to meet new people and find out about a new culture.

For students unused to the Western way of life, however, you may find the culture and some of the traditions very strange! This section aims to familiarise you with some UK customs and give you some basic insight into the UK way of life.

Politeness

Politeness is ingrained into the British way of life thus 'please', 'thank you' and 'sorry' are some of the most commonly used words in the UK. It is advisable to use these, especially when in the company of strangers. British people are relaxed, but also quite reserved especially with people they do not know. If strangers do not greet you on the street, for example, it is not personal - merely an expression of this reserved culture.

Etiquette and Respect

It is important to be on time in Britain and being late is generally considered to be rude. If you are going to be late you should inform the person you have arranged to meet beforehand. Equal rights for all people - whatever race, gender, class, religion, disability or sexual orientation - is extremely important in the UK. It is illegal to discriminate against anyone on these bases. In accordance with this law, you are free to wear religious dress at any time. Tipping is not obligatory and should be given for good service only. You may wish to tip a taxi driver or waiter in a restaurant. If you are invited to someone's house for a meal it is polite to bring them a small gift (bottle of wine, flowers, chocolates or a souvenir from your country) to say thank you.

Safety & Emergency

If an emergency occurs, dial 999 on the nearest phone. This is a free number, which will put you in contact with the emergency medical, police, fire or coastguard services. Please note that police officers are friendly and approachable, and will be happy to help you. They are not connected to the military and are not usually armed.

Climate & Clothing

The UK has a temperate climate, with warm damp summers and cool wet winters. Generally, the weather is unpredictable and can vary even within one day. The average temperature during winter is approximately 4°C, and during the summer months 18°C. There are four seasons in the year, which we will explore in the following pages.

More detailed information can be found on your 'Welcome to IFG London' page on Pharos.



Dress Code

There is no dress code at IFG and student clothing is generally informal. You are free to wear religious dress. For special occasions you might want to wear your national costume. It is advisable to carry extra layers with you - a warm jumper, a waterproof coat or jacket, and an umbrella, as the weather often changes throughout the course of a day.

Religion

The UK is a multicultural society and discrimination on the basis of religion is illegal. We encourage students to practise their own faith and have respect for others. The area where IFG is located is a particularly multi-cultural area, and there are plenty of places to worship, whatever your faith. There is also a room at the college for prayer or meditation.

Diet

The British diet may seem heavy and unfamiliar to some students. It tends to include meat, one or two vegetables, and potatoes. However, there is plenty of variety in the UK, including food from many different countries. You can eat this food in restaurants or buy it from international supermarkets and markets. It is important that you eat a good diet as a student and do not rely too heavily on fast food.



Seasons



Autumn - September to November

In autumn the weather can be both cold and warm. Temperatures vary between 7-18°C, but are likely to get colder towards November. You will need a warm jacket and an umbrella.



Winter - December to Early March

Winter brings Britain's shortest and coldest days (about 7-8 hours of daylight) but these can be beautifully crisp and bright. Temperatures vary between 0-5°C. Occasionally it snows.



Spring - March to May

In Spring, the weather can be warm and mild or cold and wet! Temperatures vary between 6-11°C. It gets warmer towards May.



Summer - June to August

Most days are warm, and sometimes hot, but evenings can be cool. Temperatures average 15-25°C, but can reach 28-38°C. During winter, the longest night of the year is 22nd December when it is dark for about 15 hours. During summer, the shortest night of the year is 21st June when it is dark for little more than 5 hours.



Studying at IFG



Programme Outlines

Our University Foundation Programme courses are specifically designed for High School students who wish to progress onto undergraduate degree courses in the UK universities.

There is a strong emphasis on developing learning skills and approaches in preparation for higher education study in the UK in order that students who graduate from our programmes are well equipped to face the challenge of studying at the university level.



University Foundation Programme in Business Management

During your Foundation Programme you will develop the language, learning and communication skills that will prepare you for university study in the UK & Australia. In addition, you will study key academic subject modules:

English Skills Modules

Study Skills
Communication Skills

Themes in Social Science
Academic English

Academic Subject Modules

Core Mathematics
Business Studies

Accounting
Economics

Progression to undergraduate study in the following subjects:

- Business Management
- Finance / Banking
- Accounting
- Economics
- Marketing
- Entrepreneurship
- International Business
- Human Resource Management
- Operations Management
- Project Management
- Travel & Tourism
- Hospitality



University Foundation Programme in Computer Science

During your Foundation Programme you will develop the language, learning and communication skills that will prepare you for university study in the UK & Australia. In addition, you will study key academic subject modules:

English Skills Modules

Study Skills
Communication Skills

Academic English

Academic Subject Modules

Core Mathematics
Physics

Further Mathematics & Mechanics
Computer Science

Progression to undergraduate study in the following subjects:

- Computer Programming
- Cyber Security
- Computer Science
- Artificial Intelligence
- Information Sciences
- Games Design / Gaming
- Management Information Systems
- Maths (dependent on university)
- Software Engineering
- Systems Analysis



University Foundation Programme in Engineering

During your Foundation Programme you will develop the language, learning and communication skills that will prepare you for university study in the UK & Australia. In addition, you will study key academic subject modules:

English Skills Modules

Study Skills
Communication Skills

Academic English

Academic Subject Modules

Core Mathematics
Physics

Chemistry or Computer Science
Further Mathematics & Mechanics

Progression to undergraduate study in the following subjects:

- Aerospace/Aeronautical Engineering
- Civil Engineering
- Electrical/Electronic Engineering
- Mechanical Engineering
- Engineering Management
- Physics
- Astrophysics/Astronomy
- Agriculture/Agricultural Science
- Chemical Engineering*
- Petrochemical Engineering*



University Medical Foundation Programme

English Skills Modules

Academic English

Academic Subject Modules

Genes, Cells & Development

Medicine, Disease & Society

Atoms, Molecules & Reactions

Tissues, Systems & Regulations

Measurements in Life Sciences

Periodic & Organic Chemistry

Investigations in Biomedicine

Progression to undergraduate study in the following subjects:

- Medicine
- Dentistry
- Pharmacy
- Biomedical Sciences
- Pharmacology
- Physiotherapy
- Chemistry
- Biology
- Biochemistry
- Optometry

Diploma in Business Management (Level 4) and Advanced Diploma in Business Management (Level 5)

Term One

Diploma

Communication within an organisation

Leadership and the organisation

Financial Awareness

Advanced Diploma

Responding to the Changing Business Environment

Effective Decision Making

Business Development

Term Two

Managing Change

Business Operations

Developing Teams

Business Models and Growing Organisations

Customer Management

Risk Management and Organisations

Programme Objectives

- To understand and apply the principles of leadership in a business environment
- Review and apply the principles of business management within industry
- To understand and apply the principles of management in a specific environment
- To improve the employability of learners by allowing them to explore the relationship between management theories and their practical application in the business world
- Analyse problem solving techniques specific to business and industry
- Select, collate, review and analyse information from a wide range of sources
- Effectively use verbal and communication skills
- Work independently and as part of a team
- Manage one's own personal development and growth

Assessments Include

Assessments include coursework assignments, presentations and group assignments.



Pre-Masters in Business and Management

Term One

Leadership in a Changing World

Finance for Strategic Decision-Makers

Introduction to Contemporary Business Strategy: Sustainable Business Growth

Business English

Study Skills

Term Two

Leadership and Management in Multicultural Contexts

Sustainable Risk Management

Creating Futures: Sustainable Enterprise and Innovation

Business Ethics + Critical Application

Programme Objectives

- Critical evaluation of the implementation and challenges of contemporary leadership, and the different leadership styles deployed globally which take account of multi-cultural dimensions
- Critical analysis of business sustainability, and how leaders integrate the needs of the local, national and global environment to achieve business growth
- Critical analysis of decision making in a financial context, and its impact on financial markets
- Critical analysis of management and leadership in different cultures, and how these impact governance practices
- Critical analysis of the impact of entrepreneurship and innovation in addressing societal challenges
- Critical analysis of how to manage corporate risks to enhance stakeholder value and achieve business resilience and growth
- Prepare students for successful application to, and study for, a UK Masters'

Assessments Include

Assessments include essays, reports, case studies, presentations and group assignments



Postgraduate Diploma in Business and Management

The course is wide ranging with a strong practical element helping to develop postgraduate research skills and further their knowledge and understanding of different aspects of management such as marketing, human resource strategy and financial management. Students take eight modules.

Compulsory Modules

Strategic Management and Leadership
People in Organisations
Strategic Marketing Management

Entrepreneurship
Financial Management
Business Research Methods

Elective Modules

Risk Management or Human Resource Management

Project Management or Sustainability & Ethical Leadership

Programme Objectives

- Familiarise students with UK academic practice
- Equip students with the requisite academic skills
- Prepare learners for successful careers as managers and leaders
- Increase knowledge and understanding of a broad range of management and leadership fields
- Develop the ability to evaluate business concepts and theories and apply them in an analytical manner to leadership challenges
- Encourage critical thinking and a reflective approach to problem-solving in a wide range of contexts
- Increase awareness of the changing nature of the business environment and the need to achieve objectives in a sustainable and ethical manner
- Challenge students to think beyond their own social and cultural backgrounds
- Develop academic/research skills in preparation for embarking on a Masters dissertation

Assessments Include

Portfolios, case studies, presentations, essays, reports, written exams



Pre-Masters in Law

The Pre-Masters Programme in Law is a one academic year full time course intended for first degree graduates who wish to progress to a LLM or other law related masters course at a UK university. There is a strong emphasis on developing the learning and research skills required for studies at postgraduate level in the UK, encouraging students to evaluate, analyse, and apply information, and to appreciate the relationship between theories and concepts and the real world of legal practice. These skills are equally important for students entering competitive job markets.

Term One

The English Legal System

Research Skills

Legal English

Academic English

Communication Skills

Term Two

Contract Law

Project

Tort Law

Academic English

Criminal Law

Programme Objectives

- To prepare students for postgraduate degree programmes in legal studies
- To introduce students to UK and international law rules, concepts, and processes
- To help students develop an analytical approach to their studies, and to be able to apply information effectively to contemporary issues
- To improve generic study skills such as essay construction, research methods, knowledge of presentational software, and rules of plagiarism
- To improve English language skills both in terms of written and oral communications
- To provide students with detailed information concerning UK universities and career opportunities
- To advise them on all aspects of UK university application processes

Assessments Include

Coursework essays, case studies, presentations, project



Pre-Sessional for Postgraduate Studies

This short three month Pre-Sessional for Postgraduate Studies programme is designed for students who have completed their first degrees but who want to prepare for study at masters level by improving their Academic English and Study Skills. The course helps students to develop their language skills and achieve the standard required to meet university language entry requirements. Our Pre-Sessional Programme also helps students to prepare for the style of teaching and learning required at postgraduate level, developing research skills, understanding how to avoid plagiarism, and how to make effective academic presentations.

Course content

The main focus of the course is to develop the Academic English skills required to meet university entry requirements. These include:

- Improving grammatical skills
- Increasing range of general and specialised vocabulary
- Enhancing sentence and paragraph structure
- Improving reading skills and identifying key information and arguments
- Interpreting tables and graphs
- Tackling multiple choice questions
- Speaking in a lucid and fluent manner

Other topics include

- Structuring academic reports
- Writing well-structured essays
- Quantitative and qualitative research skills
- Avoiding plagiarism
- IT related communication
- Constructing and delivering academic presentations
- Interview and negotiation skills

Assessments Include

Essays, presentations, tests, reports



Pre-PHD Programme

This course will equip you with the academic and research skills which are required to successfully gain a place at a UK university and to embark on your research studies with confidence. The course consists of a series of workshops together with one-to-one sessions. Our tutors have many years of experience in helping students at this level of study and understand exactly what is required for a successful application. Comprehensive online study materials accompany the workshops, helping you to work effectively between workshop sessions in developing your own proposal.

Programme Objectives

By the end of the course, students will:

- Have developed their understanding of different aspects of research methods
- Have developed a range of skills to successfully apply for PhD study at universities in different countries
- Have completed an appropriate and viable research proposal
- Be able to defend the proposal at an interview

There are no formal assessments for this course.

English Language Programmes

IFG offers a range of general and more specialist English language courses which can be taken separately or as part of a combined programme. These courses are also available to study online.

Whether you want to improve your IELTS grade or improve your communication skills for business purposes, our qualified and experienced teachers will help you to make the most of your time with us. Teaching takes place in small groups which means that tutors can focus more easily on the specific needs of individual students.

It is also possible to combine group lessons with one-to-one sessions.

After an initial assessment, you will discuss your own individual study plan with one of our tutors and, as your course continues, regular assessments will show the progress you are making and highlight any weaknesses which need to be worked on.



IFG Policies

Attendance

We strongly advise students to attend all their teaching sessions. There is a very clear link between high attendance and high marks and therefore we insist that students attend well. We appreciate however that sometimes it is not possible to attend lessons. This might be due to illness or other unforeseen and unavoidable reasons. So long as you contact us before the lesson to let us know you are not going to be able to attend, then we may give you an authorised absence. Students should understand that records of attendance will be kept and the final attendance percentage will be included in your final transcripts. For more details, please download our policy from [this link](#).

Punctuality

Being late for classes is not only detrimental to the academic progress of the latecomer, but is disruptive for the entire class. Students arriving late may therefore be marked absent and two cases of late arrival will be counted as one absence. For more details, please follow the same link as for Attendance.

Assessments

IFG expects students to complete assignments on time and marks will be deducted for late submission unless there are particular mitigating circumstances. You must be sure that you do your own work. We will give you information on our plagiarism rules when you arrive.



IFG Policies

University and Careers Advice

A key part of our programme is to provide the maximum possible assistance to students in choosing and applying for universities. We also firmly believe that it's never too early to think about your future career and you will have the opportunity to attend talks and go on visits which will help with this.

Student Wellbeing

We want all our students to enjoy their time at IFG and to feel safe, secure and comfortable in their new surroundings. If you do have any problems such as homesickness or perhaps a feeling of not coping so well then we are here to help. Also, all IFG students have free 24/7 access to Togetherall. This is an online and confidential community where you can access help and advice from trained professionals. You can also communicate anonymously with other students who may be experiencing similar problems.

Conduct

Students are expected to conduct themselves responsibly on IFG premises, and show the respect which they would expect to receive themselves. We do not have a long list of rules and regulations but rely on the maturity of our students to conduct themselves in a reasonable and considerate manner. Misconduct in extreme cases can result in suspension or permanent exclusion of the student from IFG. In such cases no refund of fees will be given and any outstanding tuition fees will be payable. For more details of our policies relating to misconduct and appeals against decisions, please download our Disciplinary and Appeals Procedure from [this link](#).

Our UK University Partners



Our Australian University Partners



Your Medical Pathway



Useful contacts

International Foundation Group

info@intfoundationgroup.co.uk

UK Visas and Immigration

gov.uk/government/organisations/uk-visas-and-immigration

Transport for London

tfl.gov.uk

British Council

britishcouncil.org

Embassies around the world

embassy-worldwide.com

UKCISA - UK Council for International Student Affairs

ukcisa.org.uk

Emergency Police, Fire Service and Ambulance Number

999





International Foundation Group

IFG Mission Statement:

“Our mission is to help students fulfil their academic dreams by providing pathways to university level study and beyond”

Call +44 (0)203 633 0510 or +44(0) 7814 993368

Email info@intfoundationgroup.co.uk or visit intfoundationgroup.co.uk