

WELCOME TO IFG!



Thank you for choosing IFG

It's up to us - and you - to make this year a success and to progress to university



TERM DATES



- ❖ **Semester One:** 28th September to 11th December 2026
Reading week: 2nd to 6th November
- ❖ **Semester Two:** 4th January to 19th March 2027
Reading week: 15th to 19th February

COLLEGE LETTERS



As a student, you may require all or one of the following letters issued by the college:

- Bank letter (to open up a bank account)
- Council letter (to get Council Tax Exemptions on House Rent)
- Invitation letter for your family members to visit you
- Other relevant letters

Please email your request to info@intfoundationgroup.co.uk

OPENING BANK ACCOUNT



Opening a bank account in the UK - often quite a complicated process.

Another option - opening an online account. This account will allow you to transfer money into and out of the account, pay standing orders and direct debits and take out money from cash machines.

Please ask us for different online options available.

MEDICAL MATTERS



- * If you are on a short term study visa, you will get emergency treatment free of charge.

The nearest Accident & Emergency centre to our College is:

University College Hospital
235 Euston Road
London NW1 2BU

- * For other treatment, you will have to pay so we strongly advise you to take out medical insurance.
- * IFG has just signed an agreement with Howden Insurance. It gives medical and travel insurance to our students for six months for £162. IFG can arrange this for you.

OYSTER CARD



- * Discounted fares on London underground and buses.
- * You will need to have a photo of yourself in jpg and a bank card to make the payment of £21.
- * Let us know that you have registered as we need to authorise the application.
- * Create account: <https://photocard.tfl.gov.uk/tfl/showLogon.do?selection=student>
- * Under 18's: <https://tfl.gov.uk/fares/free-and-discounted-travel/16-plus-zip-oyster-photocard>
- * Guidance: <https://pharos.intfoundationgroup.co.uk/course/view.php?id=76>



PHAROS



Our online library of resources for each of your modules.

- Each module has a separate page on Pharos.
- You will also use Pharos to upload your assessments.

Pharos is there to support your lessons and to help you to achieve high grades, so use it as much as possible.

VIRTUAL CLASSROOM



- Use a laptop or computer, **not your mobile phone**
- Make sure that you have working speaker, microphone and camera
- Find a quiet room to sit in
- Use Chrome or Firefox as your internet browser
- For more information:

<https://www.intfoundationgroup.co.uk/pharos/>

RECOMMENDED READING & PERLEGO



- * Reading list for each course will be sent to you
- * There are a lot of learning resources on our learning platform, Pharos.
- * Most books are available to download from our online library, Perlego.

PERSONAL TUTORS



- * You will be allocated a personal tutor.
- * The tutor will assist in your personal and academic development throughout your time with us. You can consult her/him for any of your academic, personal and career matters.



FURTHER INDUCTION MEETINGS



- * **Grammarly**
- * **Student welfare**
- * **Applying to university**
- * **Pharos and Perlego**
- * **Buffet lunch, selection of student reps**

APPLYING TO UNIVERSITY



- * You will receive extensive one to one help in choosing the right course and university for the next stage of your studies.
- * In the Study Skills module, you will receive advice on how to apply to different universities, and there is a wealth of material on Pharos to help you.
- * Students on the Foundation course must submit their applications before the end of the first term.
- * Postgraduate applications are usually not made until a little later but it is good to start thinking about your application as soon as possible.

DIFFERENT TYPES OF ASSESSMENTS



- * Exams
- * Coursework
- * Presentations
- * Group activity
- * Reflection
- * Posters
- * Research projects
- * Debates

AIMS OF OUR COURSES



- * Increase your knowledge of different topics
- * Develop your ability to evaluate and apply information
- * Become an independent learner

CONTACTS AND CONFIDENTIALITY



- You will be given your own IFG email address and when teachers contact you, they will use this address.
- All emails will forward to your private email address, so you do not have to login to your IFG account to read these emails.
- It is up to you whether you reply from your private email or by logging in to your IFG account.
- PLEASE CHECK YOUR EMAILS EVERY DAY (INCLUDING JUNK/SPAM FOLDERS)
- PLEASE LET US KNOW IF YOU CHANGE YOUR ADDRESS, EMAIL ACCOUNT OR PHONE NUMBER.
- One more please - when you send an email with an attachment, please put a small message with it!

CONTACTS AND CONFIDENTIALITY: IFG COMMUNITY



IFG
WhatsApp group



Key IFG Policies



IFG has a number of key policies that you must familiarise yourself with. A list of these can be found in your Student Handbook. In particular, we draw your attention to:

- Student Code of Conduct
- Support, Engagement and Attendance Policy (inc. Support Through Studies)
- Academic Misconduct Policy
- Academic Appeals Procedure
- Student Complaints Procedure
- Non-Academic Misconduct Policy
- Policy on Sexual Misconduct, Harassment & Unacceptable Behaviours

ATTENDING LECTURES



- Attendance of at least 85% of contact hours is required.
- If not able to attend, contact us BEFORE the lesson at info@intfoundationgroup.co.uk
- Appointments at banks or at your Embassy – not a valid reason for missing lessons! **Your studies should come first and other things fitted around them.**
- Persistent lack of attendance will be reported and a meeting arranged with the Academic Director.
- Your attendance forms part of your academic record. Poor attendance may be recorded on your final transcript and may affect your academic progress and university applications.



- Acadly is IFG's approved digital system for monitoring student attendance.
 - IFG uses Acadly to record attendance for all scheduled teaching sessions
 - Attendance forms part of your official student record
 - You are required to sign up to Acadly and ensure you are correctly registered on all your modules
- Failure to sign up **may result in your attendance not being recorded correctly**, which could affect your attendance record.
- Attendance is monitored in line with IFG Attendance Policy.

Acadly (How to Sign Up to)



- You will receive an email notification of being enrolled on your modules from Acadly to your IFG email address.
 1. Open the invitation email from Acadly
 2. Click the link in the invitation email or visit <https://app.acadly.com>
 3. Log in using your IFG email address
 4. Verify your email and complete account setup
- If you do not receive an invitation email, you need to contact Administration as soon as possible.

PUNCTUALITY



- Being late for classes is not only detrimental to the progress of the late comer, but also disruptive for the entire class. A student will be marked as Late if he/she arrives for class after the scheduled start time.
- If a student arrives more than 10 minutes after the start, teachers may not allow you to join the class until after the mid lesson break.

CONDUCT



Expectations for behaviour, attendance record, engagement and academic standards are set out in our Student Support, Engagement and Attendance Policy, as well as in our Student Code of Conduct.

If your behaviour, attendance record or academic standards are persistently below the standards required by IFG, we will work to support you to resolve any issues via the procedures under our Support Through Studies Framework, which is part of the Student Support, Engagement and Attendance Policy.

More details will be given in our Student Support induction meeting

Harassment & Sexual Misconduct



- Students should be able to study in a safe, friendly and confidential environment.
- IFG does not tolerate any harassment of students or cases of sexual misconduct.
- More details on this policy can be found in the Single Comprehensive Source of Information (SCSI) on our website.
- The induction session on Student Welfare will also tell you more about measures we take to prevent this.

APPEALS & COMPLAINTS PROCEDURE



- Students are encouraged to inform us if they feel that they have not been treated fairly or if they wish to comment on any aspect of College life at IFG. To make a complaint, please contact us on: info@intfoundationgroup.co.uk
- Hopefully, complaints can be resolved on an informal basis. However students have the right to make a formal complaint and to appeal against any disciplinary action taken by the College.

Freedom of Speech



- IFG's Freedom of Speech Policy covers both students and staff
- The Policy supports lawful freedom of speech and academic freedom
- Some speech may be offensive to some, but this does not mean it is unlawful
- Restricting, inhibiting or preventing lawful free speech is prohibited under the Policy and may constitute harassment
- If you believe lawful free speech is being restricted at IFG you can use the IFG Freedom of Speech Complaints Procedure

PROCEDURES IN THE EVENT OF A FIRE



- On hearing the fire alarm, leave the building immediately by the nearest available exit (including fire exit doors). Go to the fire assembly point to the left of the front of the building at the crossroads of Mandeville Place and Hinde Street.
- Leave your possessions in the classroom and do not use the lifts.
- Do not re-enter the premises until told by the controlling officer to do so.
- More details are on Pharos - Your first week at IFG



EMERGENCIES



- In the case of extreme emergencies, you can ring our 24 hour emergency numbers:
07814 993368 (general) or
07939 885893 (for under 18s).
- Please note that this service is for emergencies only which cannot wait until the next College day.

FIRST AID



- IFG has trained First Aiders who can be called if there is an injury. First aid boxes are kept at reception.
- Should you need assistance, please contact a member of staff, or Reception:

Michael 07814 993368/0203 633 0510

Maggie 020 3287 1443

STUDENT COUNSELLING & WELLBEING



- We are committed to helping with these problems wherever possible so please do not suffer in silence but come and talk to us. To arrange an appointment, please either contact your personal tutor or, if you prefer, get in touch with the Academic Director (m.addison@intfoundationgroup.co.uk) or the Administrator on admin@intfoundationgroup.co.uk
- All IFG students also have a free 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. This is a 24/7 service.

STUDENT ENGAGEMENT



We encourage student engagement in all aspects of College life, and are always pleased to listen to your comments on all aspects of the College:

- Students appoint their representatives early in the term, but can also talk to us directly with suggestions
- We also invite students to complete feedback forms at different stages of the course.
- We are a small college, which allows to students to engage with us on both a formal and informal basis

STUDENT HANDBOOK



More detailed information available in our Student Handbook:

<https://www.intfoundationgroup.co.uk/student-handbook/>

DOCUMENTS WE WILL SEND TO YOU OR YOU CAN ACCESS ON PHAROS



- Your timetable will be sent to you by email
- Information sheet with contact details and log in details
- Enrolment and medical forms to complete and return to us - these can be downloaded from Pharos- “Your first week at IFG”:
<https://pharos.intfoundationgroup.co.uk/course/view.php?id=76>
- This presentation can also be downloaded from the same link
- Calendar of induction sessions is available on the same link:
<https://pharos.intfoundationgroup.co.uk/course/view.php?id=76>
There is one for London students, and one for online students
- Recommended reading

Please send your email address and Whatsapp number to info@intfoundationgroup.co.uk now

THANK YOU FOR YOUR ATTENTION!

**QUESTIONS?
COMMENTS?**





**INTERNATIONAL
FOUNDATION GROUP**

Your pathway to a brighter future
London | Abu Dhabi | Online