

Undergraduate Certificate of Higher Education  
**Course Information Sheet for entry in 2017~18**

**Undergraduate Certificate of Higher Education**

**About the course**

This is a part-time course equivalent to one year of full time study at first-year undergraduate level. It can be taken over two to four years depending on how intensively you wish to study. Students choose a main subject discipline in which they do most of their classes, but they combine this with study in other academic subjects. The course enables students to use the credit that they obtain from taking weekly classes, short online courses, linked day schools, practical weekends and attendance at the Oxford University Summer School for Adults to count towards gaining an award from the University of Oxford.

It is possible to study mainly online for the award, depending on the availability of courses in your subject area, and so long as you take at least one course face-to-face in Oxford. The face-to-face element must amount to at least 10 Credit Accumulation Transfer Scheme (CATS) points. It will also be possible to import credit, up to a maximum of 30 points, from OUDCE courses taken in the four years prior to registration. The Certificate carries 120 CATS points at FHEQ Level 4.

*Modules in your main subject area*

Students who register for the award will specialise in one of the following main subject areas:

**Archaeology, Art History, Architectural History, Creative Writing, History, Literature, Philosophy, and Political Economy** together with such other subjects as may be approved by the Continuing Education Board.

To qualify for the award of the Certificate, you will need to obtain at least 60 CATS points (but no more than 80 CATS points) in your chosen main subject area. Ten of these points will come from taking an introductory course in that main subject area (see below for details of the introductory courses). The remainder of your credits in your main subject area, up to a maximum of 70 points, will come from taking weekly classes, short online courses, linked day schools, or classes offered in Oxford University Summer School for Adults (OUSSA). Candidates may count up to 105 CATS points towards the Certificate of Higher Education from courses studied online.

*Modules outside your main subject area*

Your remaining credits need to be obtained by completing courses outside your main subject area. The course is designed in this way to encourage breadth of study and to enable you to take advantage of the wide range of courses in different subject disciplines that the Department offers. Courses are available in Archaeology, Architectural History, Art History, Classics, Computing and Mathematics, Creative Writing, Economics, Environmental Conservation, Film Studies, History and Politics, Languages, Literature, Local and Social History, Music, Natural Sciences, Philosophy, Psychology and Counselling, Religious Studies and Theology.

*Introductory course*

Students will, during their first year of study, take an introductory course in their main subject area to give them a grounding in the concepts and methods relevant to the subject discipline. Some of the introductory courses are available online and others are offered face-to-face. The introductory classes are:

**Archaeology:** Archaeology in Practice (online)  
**Architectural History:** Learning to Look at Western Architecture (online)  
**History:** Learning to Look at the Visual Arts (online)  
**Creative Writing:** Getting Started in Creative Writing (online)  
**History:** The Making of Modern Britain (online)  
**Literature:** Critical Reading (face to face or online course)  
**Philosophy:** Introduction to Philosophy (online)  
**Political Economy:** Public Policy Economics

### *Study Skills*

Students will, in addition, undertake an online Study Skills module during their first term of study, and the cost of this is covered by the Certificate's programme fee. CATS points obtained from Study Skills course are included in the 120 CATS points for the Certificate. You will be enrolled automatically on our online Study Skills course.

### *Assessment*

Students must earn 120 Credit Accumulation and Transfer Scheme (CATS) points at FHEQ Level 4 from classes and courses provided by the Department for Continuing Education. These 120 points must include the following:

- 5 points from the online study skills course;
- 10 points from a course approved as a qualifying course in the candidate's main subject;
- no fewer than 50, and no more than 70, additional points, in the candidate's main subject;
- no fewer than 30 points, and no more than 50 points, from eligible classes or courses in other subjects;
- a reflective learning journal of not more than 2,000 words submitted in two parts (5 points);
- Two assignments, each of no more than 2,500 words or equivalent, based on topics relating to two separate classes or courses in the candidate's main subject area.
- One assignment of not more than 3,500 words or equivalent based on a topic relating to a class or course in the candidate's main subject area but different from the two above.

Candidates who achieve an overall average mark of 70 or above on average for the **additional assignments** will be considered by the examiners for the award of a Distinction.

### *Timing*

The online study skills course must normally be undertaken during the first term of registration.

The qualifying course must normally be taken within the first year of registration.

A minimum of 25 CATS points must have been accumulated by the end of the first year of registration and a minimum of 55 CATS points must have been accumulated by the end of the second year of registration.

The first part of the reflective journal and the first of the two 2,500-word assignments shall normally be submitted after completion of the first 65 CATS points. The second assignment shall normally be submitted after completion of at least 95 CATS points.

The second part of the reflective journal and the 3,500-word assignment shall normally be submitted after completion of 115 CATS points.

### *Attendance*

Students who are registered for the Certificate of Higher Education are normally required to attend at least 70% of sessions for each module, or, in the case of online modules, actively to participate in online discussions on a regular basis.

### **Changes to courses**

The University will seek to deliver each course in accordance with the descriptions set out above. However, there may be situations in which it is desirable or necessary for the University to make changes in course provision, either before or after registration. For further information, please see the University's Terms and Conditions.

### **Expected length of course**

2 – 4 years

### **Annual fees for entry in 2017-2018**

<b>Fee Status</b>	<b>Tuition fee</b>	<b>College Fee</b>	<b>Total annual fees</b>
Home/EU(including islands)	£1,120	N/A	£1,120
Overseas	£1,715	N/A	£1,715

**In addition**, students pay the normal course fees for each course they attend.

The fees shown above are the annual tuition fees for this course for entry in the 2017-18 academic year; for courses lasting longer than one year, please be aware that fees will usually increase annually. For details, please see our guidance on likely increases to fees and charges. College fees are not generally payable for non-matriculated courses although a small number of courses may permit college affiliation for which a charge will be made.

Tuition fees are payable each year for the duration of your fee liability (your fee liability is the length of time for which you are required to pay tuition fees).

### **Additional cost information**

Accommodation may be available at Rewley House for students attending OUSSA modules or accredited weekend schools, at an additional charge.

### **Living costs**

In addition to your fees, you will need to ensure that you have adequate funds to support your living costs for the duration of your course.

The likely living costs for 2017-18 are published below. These costs are based on a single, full-time graduate student, with no dependants, living in Oxford. We provide the cost per month so you can multiply up by the number of months you expect to live in Oxford.

	Likely living costs for 1 month		Likely living costs for 9 months		Likely living costs for 12 months	
	Lower range	Upper range	Lower range	Upper range	Lower range	Upper range
<b>Food</b>	£250	£350	£2,250	£3,150	£3,000	£4,000
<b>Accommodation</b>	£538	£619	£4,844	£5,569	£6,459	£7,425
<b>Personal items</b>	£115	£255	£1,035	£2,295	£1,380	£3,060
<b>Social activities</b>	£40	£119	£358	£1,073	£477	£1,431
<b>Study costs</b>	£38	£83	£338	£743	£451	£991
<b>Other</b>	£22	£45	£196	£407	£261	£543
<b>TOTAL</b>	£1,002	£1,471	£9,021	£13,237	£12,028	£17,649

When planning your finances for any future years of study in Oxford beyond 2017-18, you should allow for an estimated increase in living expenses of 2% each year.

More information about how these figures have been calculated is available at [www.ox.ac.uk/admissions/graduate/fees-and-funding/living-costs](http://www.ox.ac.uk/admissions/graduate/fees-and-funding/living-costs).

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1 November 2016