

# Oxford Pre-Master's Courses

Foundations of Diplomacy Course

2015/2016





*'...a most enriching experience...  
The opportunity to improve my  
critical thinking skills has given  
me the confidence to contribute  
to discussions in a positive,  
considered and meaningful  
manner... I feel both privileged  
and proud to have been a student.'*  
**Kenneth, South Africa**

The University of Oxford's pre-Master's courses are ideal for **graduates and working professionals** who would like to prepare for entry to Master's degree courses at leading British universities.

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## Why study at Oxford?

**Global Reputation:** One of the oldest and most prestigious universities in the world with an unparalleled academic reputation.

**Valued Qualifications:** Recognised and valued by institutions and employers worldwide.

**Quality of Teaching:** Your course will prove both academically challenging and intellectually rewarding.

**Personal Attention:** Individual weekly tutorials and a high degree of personal attention throughout your course.

**Modern Study Facilities:** Access some of the finest library and study facilities in the world.

**Perfect Location:** Just an hour away from London, Oxford is one of Britain's most glorious cities.

**International Outlook:** A truly international community with students from 138 countries.

## A unique learning experience

The Oxford pre-Master's courses are offered by the Department for Continuing Education and are taught at Rewley House in the heart of Oxford. Aimed at students who intend to pursue Master's degree studies at leading British universities, they combine academic study across a number of disciplines with an intensive English language enhancement programme.

Our courses not only help students to communicate confidently and fluently in spoken and written English, but also to develop superior analytical, critical thinking and presentation skills. Students also learn how to engage successfully with peers and tutors in an intellectually stimulating international study environment.

Applicants should note that successful completion of our pre-Master's course does not automatically guarantee progression to Master's degree courses at Oxford for which separate application is necessary. Over the past few years, our students have gone on to take Master's degrees at the Universities of Oxford, Cambridge, Bath, Durham, Glasgow, King's College London, LSE, St Andrews, UCL and Warwick.

## Course benefits

- Expert tutors
- Small class sizes
- First-class academic support
- Individual weekly tutorials
- Regular feedback
- High degree of personal attention
- Full pastoral support
- World-class library resources
- All course books included in fees
- All cultural visits included in fees
- Internet access

## Admission requirements

- Good first degree in any subject
- Minimum of IELTS overall score of 6.5 (or equivalent)

# A warm welcome



*'A really top-notch course with a unique blend of theory and practice. Impressive library facilities and superb teaching in a friendly and supportive learning environment.'*  
**Miguel, Portugal**

To ensure you settle into university life, our Academic and Cultural Orientation Week has been especially designed to offer you a smooth transition not only to your full-time academic studies, but also to help you **integrate successfully** into everyday life in the UK.

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## Academic and Cultural Orientation Week

Your academic and cultural orientation week is intended as the first step on your journey to becoming a confident, independent and resourceful Master's student. It introduces you to Oxford's unparalleled learning and study resources, provides you with contextual study skills practice and helps you develop successful self-management strategies.

### Academic Life

- Learn about the history and traditions of the University
- Learn how to access library and IT facilities
- Develop academic writing and study skills

### Everyday Life

- Familiarize yourself with Oxford
- College welcome events
- Learn about living in Britain

### Social Life

- Walking tours of Oxford
- A welcome reception and lunch
- A visit to London
- Join university and college societies
- Attend Freshers' Fair

## Living in Oxford

Oxford offers students a wide variety of accommodation options which can include:

- College (in-College and in properties across Oxford)
- University (single rooms and flats)
- Private (flat-share, flats and houses)

As soon as a student has been offered a place on one of our courses, we provide information on both University and private accommodation options. We let you know how to apply for University accommodation and how to go about arranging private accommodation.

Although many of our students are offered college accommodation, we are unable to guarantee availability because of the high demand.

Please note that accommodation costs are not included in your course and college fees.

For 2015-2016, you should budget £160 (approx.) per week for accommodation and £120 (approx.) per week for food, transport and entertainment.

Students should note that whilst we are happy to advise on where to look for accommodation, it is ultimately a student's responsibility to make their own living arrangements in Oxford. For more detailed information on accommodation options, please visit [www.conted.ox.ac.uk/198](http://www.conted.ox.ac.uk/198).

## College membership

Associate student membership of one of the University's 38 colleges enables you to enjoy the unique social life of an Oxford college and to use a wide range of facilities which vary from college to college, but usually include:

- Common Room
- Dining Hall
- Library (some offer 24-hour access)
- IT facilities
- Café/Coffee shop
- Gym & sporting facilities
- TV room and bar

Associate student membership incurs an additional fee of £2,848. Please note that this fee does not include accommodation.

## Visit us

If you would like to visit the Department for Continuing Education to see our facilities for yourself and to ask us any questions, we would be delighted to welcome you at any time throughout the year. Please contact us at [ipfd@conted.ox.ac.uk](mailto:ipfd@conted.ox.ac.uk) to arrange a visit.

# The benefits of an Oxford Pre-Master's course



*'Joining the course was  
the best decision of my life.  
Thank you, Oxford, for the  
most amazing opportunity.'*

**Gina, Philippines**

At Oxford, we take **a holistic approach** to your intellectual and personal development. We appreciate that learning takes place through various channels including active participation in seminar and tutorial discussion, as well as more informally outside the classroom or lecture theatre environment.

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## Preparing you for success

Graduate success in the UK depends on many factors including a high degree of proficiency in academic English and the mastery and active synthesis of an integrated platform of non-linguistic skills, abilities and knowledge. These include independent inquiry, critical and analytical thinking and intercultural awareness.

You will be encouraged to take responsibility for your own learning through the acquisition of new skills for self-management and will learn how to work effectively in teams. You will also be encouraged to benefit from the unique resources and opportunities offered by a world-class university.

## Academic and Personal Support

Whether you are studying overseas for the first time or have already studied in the UK, we offer you a first-rate academic and personal support network to help you to get the most from your time at Oxford.

Throughout your course, you will learn about social behaviour, customs and values in the UK and will also explore ways of enhancing your intercultural communication skills.

## Independent Learning Skills

From day one, we will teach you how to think independently. You will learn how to:

- develop effective self-management skills
- prioritise tasks and structure your own learning
- make optimal use of your time and resources
- identify your preferred learning style
- reflect positively on your learning
- empower yourself through increased personal mastery

## Critical Thinking Skills

We will introduce you to the expectations of graduate work in the UK by helping you practise and develop your critical thinking skills on an on-going basis to enable you to:

- find and evaluate reliable sources of evidence
- develop a questioning approach to your reading
- evaluate differing viewpoints objectively
- recognise assumptions
- identify flaws in an argument
- develop effective analysis and argument

You will also develop and improve your academic reading skills in order to analyze, reflect, evaluate, and synthesize the different types of texts you read in an efficient and effective manner.

## Academic Writing skills

You will benefit from a weekly academic literacy class, as well as from a weekly individual academic writing tutorial. This will teach you how you might use your reading in your writing and allow you rapidly to improve your study and writing skills and enable you to receive on-going personalised feedback on the development of your academic writing and critical thinking skills.

## Transferable Skills

Our pre-Master's course will equip you with valuable transferrable skills which can be used beyond university and which are also highly valued by employers. These include:

- communication skills
- organisational skills
- interpersonal skills.
- intercultural communication skills
- presentation skills

# Foundations of Diplomacy Course 2015-2016

*'It was the opportunity  
of a lifetime...Thanks to  
everyone who made this  
experience unforgettable!'*

***Yvette, Mexico***





This full-time **pre-Master's course** is taught intensively over six months. It combines academic study in diplomacy, politics and international relations with classes in practical and public diplomacy, as well as offering a full programme of English language support.

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## About the course

The course assumes no previous knowledge of (or experience in) diplomacy/international relations and would be perfect for those who...

- intend to pursue a career in diplomacy or international business
- would like to develop expertise in practical diplomacy
- need to boost their English language skills
- are looking for an intellectually rigorous pre-Master's course
- need to improve their academic writing and research skills in English
- have a first degree in a different field and intend to study for a Master's degree in diplomacy/international relations.

## Study Modules

You take two modules: Academic and English language.

### Academic: Diplomacy, Politics & International Relations

You will experience a rigorous and academically demanding programme of study taught by both academic tutors and former senior British diplomats. This module offers a rich blend of both academic and practical classes which includes:

- Diplomacy in Practice
- Diplomatic Simulations
- Skills for Public Diplomacy
- International Relations
- The Political Economy of European Integration
- The Challenges of European Politics in the 21st Century
- Politics and Ideology
- Foundations of Public International Law

You will take all of the above classes over two terms.

## English Language

Highly experienced and well-qualified expert language tutors help you rapidly improve your language skills and media interview techniques. Your English classes will include:

- Diplomatic & Professional Communication Skills
- Academic Literacy
- Critical Thinking Skills
- Academic Reading Skills
- English Grammar
- Weekly Individual Academic Writing Tutorial
- IELTS Practice

## College Attachment (optional)

For those students who wish to have a college attachment, we would be pleased to arrange for associate student membership status at Kellogg College. This would incur an additional fee of £2,848 for the academic year 2015-2016. For more details, please contact the course administrator. Please note that the college fee does not include accommodation.

## Do you already speak English fluently?

We welcome applications from students with native or near native speaker proficiency in English. In such cases, the English language module is waived and students follow one additional academic course of your choice per term in the Central University. Students may choose from a wide range of elective academic courses in international relations, politics, philosophy, law and history from the University's varied lecture programme.

Students who have been exempted from the English Language Module must (in addition to the required Academic Module assignments) submit an assignment of 2,500 words per term on their elective academic course.

For more information on this option please contact us at [ipfd@conted.ox.ac.uk](mailto:ipfd@conted.ox.ac.uk)



## Michaelmas Term 2015

5 October – 18 December

### Academic & Diplomatic Practice Module

- Diplomacy in Practice 1
- Skills for Public Diplomacy
- International Relations
- Politics & Ideology
- The Political Economy of EU Integration

#### Assessment:

2 x 2,000-word essays  
1 x 1,500-word essay  
1 each of: Non-paper, Memo, Telegram, Speaking note

### English Language Module

- Academic Literacy 1
- Diplomatic & Professional
- Communication Skills 1
- Academic Reading Skills 1
- English Grammar 1
- Individual Weekly Academic Writing Tutorial

Assessment: Work totalling no more than 3,000 words.

## Hilary Term 2016

11 January – 25 March

### Academic & Diplomatic Practice Module

- Diplomacy in Practice 2
- Diplomatic Simulations
- European Politics
- Public International Law
- The Political Economy of EU Integration

#### Assessment:

3 x 2,000-word essays  
1 x viva voce examination  
1 x diplomatic presentation

### English Language Module

- Academic Literacy 2
- Diplomatic & Professional
- Communication Skills 2
- Academic Reading Skills 2
- English Grammar 2
- IELTS Test Practice
- Individual Weekly Academic Writing Tutorial

Assessment: Work totalling no more than 3,000 words.

## UK and International Study Visits

You will also benefit from the following study visits to London and Vienna:

- Foreign & Commonwealth Office
- A Diplomatic Mission in London
- Houses of Parliament
- Cabinet Office
- Vienna Field Trip (UN, OSCE and Ministry of Foreign Affairs)

### European Study Visit to Vienna

At the end of Michaelmas Term 2015, students will participate in a three-day European field trip to Vienna and will visit a number of international agencies.

There is no additional fee for this visit which includes airport transfers (UK and Austria), flights, B&B accommodation, lunches in Vienna and excursions and entrance fees. Students are responsible for arranging their own travel insurance, any visa costs, personal spending money and evening meals.

### Scholarships

We regret that we are currently unable to provide any scholarships for our pre-Master's courses.

### Fees 2015-2016

Course Fee: £13,885

You will have the opportunity to **engage with peers** from many different countries in practical seminars and lively discussion groups on a regular basis. Most recently we have welcomed students from Azerbaijan, China, Ethiopia, France, Germany, Japan, Kazakhstan, Lithuania, Philippines, Russia, Singapore, UK and USA.

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### Michaelmas Term 2015

	Monday	Tuesday	Wednesday	Thursday	Friday
9.15 am	Academic Literacy	Diplomatic & Professional Communication Skills		English Grammar	Academic Reading Skills
10.45 am	<b>BREAK</b>				
11.15 am	Diplomacy in Practice		Individual Academic Writing Tutorial		Critical Thinking Skills
12.45 pm	<b>LUNCH</b>				
2.00 pm	International Relations	EU Integration	Politics & Ideology	Public Diplomacy	

### Hilary Term 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
9.15 am	Academic Literacy	Diplomatic & Professional Communication Skills		English Grammar	
10.45 am	<b>BREAK</b>				
11.15 am	Diplomacy in Practice	Critical Thinking Skills	IELTS Practice	Individual Academic Writing Tutorial	Academic Reading Skills
12.45 pm	<b>LUNCH</b>				
2.00 pm	Diplomatic Simulations	European Politics		Public International Law	EU Integration

**You are assessed** throughout your course on a blend of classwork (including short written tasks and presentations) and longer essays. Upon successful course completion, you are awarded a University of Oxford Certificate of Course Completion.

# Your Questions Answered



*'Attending this course and living in Oxford was truly a magical experience...!d do it all over again if I could!'*

**Puja, UK**

If you are considering applying for admission to an Oxford pre-Master's course in 2015, you will naturally have many questions to ask. We felt that it might be helpful if we highlighted our responses to a number of the **most frequently asked questions** we receive. Please also visit our website at [www.conted.ox.ac.uk/198](http://www.conted.ox.ac.uk/198) where you'll find many more FAQs.

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### **1 Is there such a thing as a typical Pre-Master's course student?**

Actually, no. Our pre-Master's students come from many different countries and are of all ages, from recent graduates to mature professionals. Most of our students take the course before applying for admission to a Master's degree at one of the UK's leading universities, but others also take a year out of work to improve their English, as well as their chances of promotion in their home countries.

### **2 Which universities do students progress to after completing their pre-Master's course?**

In 2013-2014, all 15 of our pre-Master's students who applied for admission to graduate programmes in the UK were successful and are currently studying at the following universities:

- University of Oxford – 8 students
- University of St Andrews – 2 students
- King's College London – 1 student
- London School of Economics – 1 student
- University College London – 2 students
- Cass Business School, London – 1 student

### **3 How many contact hours will I have each week?**

You should expect a maximum of 16 contact hours each week.

### **4 What is included in the course fees?**

All course tuition, course books and study materials, cultural field trips and weekday morning refreshments (tea/coffee). Please note that accommodation is not included in your course fees.

### **5 Do you arrange accommodation for students?**

Although we are pleased to assist students in their search for suitable accommodation in Oxford it is ultimately each student's responsibility to arrange his or her own accommodation. Whilst there is a wide range of accommodation available in Oxford we would strongly encourage successful applicants to begin their search for accommodation as early in the year as possible.

### **6 What is a College attachment?**

A College attachment allows students to experience the entirety of University life (social, intellectual and cultural) as an associate member of one of Oxford's 38 colleges. The college system

offers students the opportunity to engage and socialise with other college members and also to benefit from a wealth of academic, sporting and recreational activities. Please note that requests for associate student membership of a college must be made at the time of application and cannot be guaranteed. Attachments also incur an additional fee of £2,848 for the 2015-2016 academic year. Please note that college fees do not include meals or accommodation.

### **7 May I pay for the course in instalments?**

Yes. Please contact the course administrator for details.

### **8 Can you give advice on visas?**

We regret that we are unable to provide advice on individual visa applications. You are advised to consult your closest British Embassy, Consulate or High Commission for the most up-to-date advice. You may also wish to consult the University's Student Information and Advisory Service for further information on student visas at [www.ox.ac.uk/students/international\\_students/](http://www.ox.ac.uk/students/international_students/)

### **9 What level is the course?**

The course is pitched at final year UK undergraduate degree level so is intellectually demanding. This makes it ideal as a pre-Master's preparatory course for international students who have little or no experience of the British academic learning and teaching culture.

### **10 How long will it take for the outcome of my application to be known?**

We accept applications on a rolling admissions basis so you may apply for admission at any time. We begin processing your application as soon as we have received your completed application form, your reference form, copies of your university transcripts and your IELTS test results (if applicable). We then contact you to arrange an informal telephone interview. We will normally contact you within 14 days of your telephone interview with our decision.

Please also visit our website at [www.conted.ox.ac.uk/198](http://www.conted.ox.ac.uk/198) where you'll find answers to many more FAQs.

# How to apply

## Foundations of Diplomacy Pre-Master's Course 2015-2016

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To apply for a place on the Foundations of Diplomacy Course, follow this simple four-step process.

1. Download and complete the course application form at **[www.conted.ox.ac.uk/198](http://www.conted.ox.ac.uk/198)**
2. Email us:
  - your completed application form
  - copies of your university certificates
  - copies of your university transcripts
3. Post us:
  - Two recent passport photos
4. Ask a referee to complete and email us the reference form available at **[www.conted.ox.ac.uk/198](http://www.conted.ox.ac.uk/198)**

Email: **[ipfd@conted.ox.ac.uk](mailto:ipfd@conted.ox.ac.uk)**

### Course Dates 2015 - 2016

#### **Academic and Cultural Orientation Week**

29 September – 2 October 2015

#### **Michaelmas Term**

5 October – 18 December 2015

#### **Hilary Term**

11 January – 25 March 2016

### Fees\* 2015 - 2016

Course Fee: £13,885

College Fee (optional): £2,848

\*Please note that your course and college fees DO NOT include accommodation or meals.

### Application

We accept applications for our pre-Master's courses on a rolling admissions basis which means that you may submit your application at any time during the year.

### Application Deadline

The application deadline is 28 June 2015.

### Telephone Interview

When we have received your pre-Master's course application documentation and letter of reference, we will get in touch with you to arrange a telephone interview with our course director. About a week or so after your interview, you will learn the outcome of your application.



DOMINA:  
NVS: TIO  
ILLV: MEA:



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For more information on our courses, please visit our website at [www.conted.ox.ac.uk/Y000-4](http://www.conted.ox.ac.uk/Y000-4)

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