

Course Information Sheet for entry in 2023~24

Undergraduate Certificate of Higher Education

About the course

This is a part-time course taught 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 select 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, practical weekends and attendance at the Oxford University Summer School for Adults (OUSSA) to count towards gaining an award from the University of Oxford.

The Certificate carries 120 Credit Accumulation Transfer Scheme (CATS) points at FHEQ Level 4. It is possible to study mainly online for the award (up to 110 CATS points), depending on the availability of courses in your subject area, but you must take at least one course face-to-face in Oxford. The face-to-face element must amount to at least 10 CATS points. It is possible to import credit, up to a maximum of 30 points, from OUDCE courses taken in the four years prior to registration.

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.

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 usually 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

During their first year of study, students will take an introductory course in their main subject area to give them a grounding in the concepts and methods relevant to the subject discipline. The introductory classes are:

Archaeology: Archaeology in Practice (online)

Architectural History: Learning to Look at Western Architecture (online)

History of Art: 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 (online)

Philosophy: Introduction to Philosophy (online)

Political Economy: Public Policy Economics (online)

Academic Literacy: an introduction

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

- 10 points from the online Academic Literacy course
- No fewer than 10 points and no more than 30 points from the course or courses approved as the qualifying course or courses in the candidate's main subject
- No fewer than 30, 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

In addition, students are required to submit and pass:

- 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

Timing

- The online Academic Literacy 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 30 CATS points must have been accumulated by the end of the first year of registration and a minimum of 60 CATS points must have been accumulated by the end of the second year of registration
- The first of the two 2,500-word assignments shall normally be submitted after completion of the first 70 CATS points.
- The second assignment shall normally be submitted after completion of at 100 CATS points
- The 3,500-word assignment shall normally be submitted after completion of 120 CATS points

Attendance

Candidates are expected to attend at least 70% of each class or course and 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 this course in accordance with the description set out in this course information sheet. 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. The safety of students, staff and visitors is paramount and major changes to delivery or services may have to be made in circumstances of a pandemic (including Covid-19), epidemic or local health emergency. In addition, in certain circumstances, for example due to visa difficulties or because the health needs of students cannot be met, it may be necessary to make adjustments to course requirements for international study.

You can find full information under “Changes to Courses” (sections 29 to 40) in the [Terms and Conditions](https://www.conted.ox.ac.uk/mnt/attachments/cont-ed-non-matriculated-student-ts-and-cs-for-2023-24-entry_1.pdf) for this course (https://www.conted.ox.ac.uk/mnt/attachments/cont-ed-non-matriculated-student-ts-and-cs-for-2023-24-entry_1.pdf).

Expected length of course

2 – 4 years

Annual fees for entry in 2023~24

Fee Status	Course Fee
Home (UK/Republic of Ireland/ Channel Islands & Isle of Man)	£1,460
Overseas	£2,230

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

Course 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 course fees). For courses lasting longer than one year, please be aware that fees will usually increase annually. Information about how much fees and other costs may increase is set out in the University's Terms and Conditions.

Course fees cover your teaching as well as other academic services and facilities provided to support your studies. Unless specified in the additional cost information (below), course fees do not cover accommodation, residential costs or other living costs. They also do not cover any additional costs and charges that are outlined in the additional cost information.

Information for applicants from the EU, EEA and Switzerland

On 11 May 2021 the UK Council for International Student Affairs published [new regulations and guidance](#) to be used in assessing the fee status of students commencing courses in August 2021 and later. We will be using this guidance to carry out fee status assessments for students commencing courses in 2023~24, including students from the EU, EEA and Switzerland.

If you are an EU national and do not live in the UK then you are likely to be charged Overseas fees. Students with settled and pre-settled status in the UK and some other categories of students who work in the UK can qualify for Home fee status as long as they meet the residence criteria.

Additional cost information

Students pay the normal course fee for all weekly classes, short online courses, linked day schools, practical weekends or accredited Summer School they attend to earn credit for their Certificate. Accommodation may be available at Rewley House for students attending OUSSA modules or accredited weekend schools, at an additional charge.

Students are not required to buy books, but there may be a few recommended key texts which you may choose to buy. Transport for any trips is normally arranged on a car sharing basis by the students themselves. Any entry fees to museums or sites are paid individually by the students.

You will need a computer which meets our minimum specification, with access to the internet and various other software programmes. Please see the [system requirements webpage](#) for full details.

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.

For the 2023-24 academic year, the range of likely living costs for full-time study is between c. £1,290 and £1,840 for each month spent in Oxford. Full information, including a breakdown of likely living costs in Oxford for items such as food, accommodation and study costs, is available on our [living costs](#) page. When planning your finances for any future years of study in Oxford beyond 2023-24, you should allow for an estimated increase in living expenses of 5% or more each year, although this rate may vary significantly depending on how the national economic situation develops.

The living costs above are based on single, full-time students living in Oxford. While it may be the case that, as a part-time student, you will not be based in Oxford during your studies, you will still need to cover your cost of living on a full-time basis. If this applies to you, you should calculate your living costs to be sure that you have sufficient funding to meet these costs for the duration of your course. In particular, part-time students who are not based in Oxford will need to calculate travel and accommodation costs carefully. Please note that living costs outside Oxford may be different from those shown above.

Document accessibility

If you require an accessible version of this document please contact undergraduate@conted.ox.ac.uk