



# AVICENNA INTERNATIONAL COLLEGE

## ***STUDENT HANDBOOK***

### ***Post-Secondary Academic Program***

**2022 / 2023**

**Academic Year**



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# 1. INTRODUCTION

Avicenna International College (AIC) provides programs at post-secondary levels. Hungarian and international students join AIC to enjoy a world-class education. AIC is an elite college located in the heart of Budapest with Hungarian, British, American, and international programs. Students are at the center of all our programs. AIC is well known for its expertise in language and science education in English. Our NCUK and Medical programs are among the best in Europe.

## AIC Academic Programs and Accreditations:

### Post-Secondary Programs:

- Avicenna Medical Foundation Program (AMFP)
- NCUK IFY Science Stream (NCUK-Science)
- Business Foundation Program (BFP)
- NCUK IFY Business Steam (NCUK-Business)
- Technical Foundation Program (TFP)
- NCUK IFY Engineering Stream (NCUK-Engineering)
- English Foundation Program (EFP)
- German Foundation Program (GFP)
- Pre-Master Foundation Program (PMP)
- Pre-PhD Foundation Program (Pre-PhD)
- **FEDE: THE FEDERATION FOR EDUCATION IN EUROPE** - Degree-granting, career-oriented programmes and European Language Exams that are valued by European job market actors: **FEDE IT Web Developer Program, FEDE Tourism and Hotel Management Program.**

## MISSION

Avicenna International College prepares and educates its students to be responsible citizens, enjoy learning, develop academically, and pursue a successful higher education. The passion for knowledge and lifelong learning is an integral part of our education.

Non-degree education/training, expansion of learning world languages, art and career training, the publication of books and extracurricular materials, the online, and multimedia content development are among the missions of AIC.

Avicenna International College is dedicated to being a partner of the success of its students all around the world.

## VISION

Avicenna International College will be among the most respected international academic and scientific centers which strive to globalize its modern Avicenna-minded approach to the development of human capacities and will become a pioneer model in this respect.

AIC will become a leader among international schools and colleges, recognized for its outstanding students, dedicated faculty, and rich educational programs.

## VALUES

Avicenna is a caring, safe, and highly academic community with a focus on “holistic approach”, “problem-solving” and “interactive learning”.

Avicenna promotes mutual respect for self and others and involves students in building a home away from their home.

Avicenna International College is dedicated to being a partner of the success of its students all around the world.

## 2. THE MESSAGE OF THE PRESIDENT

I am delighted to welcome you to Avicenna International College (AIC). We celebrated our 25th anniversary in 2020, a quarter of century experience in international education in Budapest. Today, more than any time, there is a need for a unique educational model that can meet the needs of the young generation and also satisfy the standards of international education. Not even the difficult times of the Corona pandemic should be able to take away our attention from this important mission. When you joined Avicenna, my colleagues, you and I decided that we will take this responsibility together, and we all will work hard to reach the goals and deliver the best. Our teachers are dedicated, well-trained, experienced and proud to take part in this unique task. Yet, it is YOU who will be in the center of all our academic and educational efforts. It is all about YOU. We are here because YOU are here. We will work together, we will learn together, we will grow together. We are partners and we would like to be a partner in your “success” and nothing less.

Future is yours and we have rendered ourselves to play our parts in helping you raise as responsible citizens of the world. I guess this is the best time to understand and feel the idea of “citizen of the world”. When could we better understand the interconnection of our world? When could we see better the effect of human action in a far part of the world on the lives of other people on the other side of the planet? Today we see and feel it. We should all work, study and learn together for a better life tomorrow. We work “today” to build “tomorrow”.

Many of our past students are now among successful medical doctors, engineers, and business experts in Europe, the United States, or other countries. We are always proud and happy to hear about the success of our students. AIC has proven to be the leading institution in Europe to prepare non-European students for medical schools. At AIC, we target a 100% success rate, no student is neglected or left behind. Therefore, I would like to encourage you to start this academic year with full energy and hope.



At Avicenna, we place great emphasis on “problem-based learning”, “interactive education” and “critical thinking”. We will not only teach biology, chemistry, mathematics, and other subjects, we will teach you how to learn these subjects, how and where to find answers to your questions, how to solve problems and feel confident enough to bring new ideas to the attention of your teachers and classmates. This is our Avicenna methodology for education. We believe that you can and should explore your potentials and capacities. You should achieve maximum development of your competencies with the help of educators. High academic achievements, successful higher education, and preparation for undertaking independent social roles are among our goals for Avicenna students.

At AIC, we provide Hungarian, British, American, and international education in the heart of Budapest. Avicenna is your “Home away from Home”. Welcome home, study hard, stay happy and healthy.

Dr. Shahrokh MirzaHosseini,  
Founding President  
Member of the European Academy of Sciences and Arts

## 4.2022/2023 ACADEMIC YEAR

### Academic Calendar at a Glance:

The Academic Calendar presents the most important dates and events during the 2022-2023 academic year. These dates and events may be subject to change that will be communicated to all students via email.

### IMPORTANT DATES OF ALL AIC PROGRAMS

SEMESTER I	
DATE	EVENT
2022/09/01	Opening Ceremony
2021/09/20	AIC Foundation Programs First day of teaching Avicenna Medical Foundation Program English Foundation Program German Foundation Program Pre-Master Foundation Program Pre-PhD Foundation Program
2022/09/26	AIC Teacher Meeting
2022/09/30	September Student Report



2022/10/03 - 2022/10/07	NCUK Induction week
2022/10/10	NCUK and FEDE Programmes First day of teaching Business Technical/Engineering FEDE
2021/10/24	AIC Teacher meeting
2022/10/28	October Student Report
2022/11/09 - 2022/11/10	AIC Open Days
2022/11/28	AIC Teacher meeting
2022/12/02	November Student Report and Comprehensive written evaluation
2022/12/07 - 2022/12/08	AIC Open Days
2022/12/22 - 2023/01/03	The Winter break period

### SEMI-FINAL ASSESSMENTS

2023/01/04 - 2023/01/06	Semi-Final Exam period for Post-Secondary Foundation Programs
2023/01/18 - 2023/01/20	Semi-Final Exam Retake period for Post-Secondary Foundation Programs
2023/01/30 - 2023/02/02	NCUK IFY Semester I Assessments

### SEMESTER II

DATE	EVENT
2022/01/09	First day of Semester II for Post-Secondary Foundation Programs Avicenna Medical Foundation Program English Foundation Program German Foundation Program Pre-Master Foundation Program Pre-PhD Foundation Program
2023/01/20	Lunar New Year
2023/01/27	Semester I Student Report

2023/02/03	Parents' meeting
2023/02/06	First day of Semester II for Post-Secondary NCUK/FEDE Programs Business Technical/Engineering FEDE
2023/02/27	AIC Teacher meeting
2023/03/03	February Student Report
2023/03/20	Nowruz celebration
2023/03/27	AIC Teacher meeting
2023/03/31	March Student Report
2023/04/13 - 2023/04/14	Final Exam period and last day of Academic Year for Avicenna Medical Foundation Program
2023/04/23 - 2023/04/30	Lindau language trip

2023/05/02	AIC Teacher meeting
2023/05/05	April Student Report
2023/05/27	AIC Teacher meeting
2023/05/31	May Student Report

**FINAL ASSESSMENTS**

2023/04/13 - 2023/04/14	Final Exam period and last day of Academic Year for Avicenna Medical Foundation Program
2023/05/24 - 2023/05/26	Final Exam period and last day of Academic Year for Post-Secondary Foundation Programs: English Foundation Program German Foundation Program Pre-Master Foundation Program Pre-PhD Foundation Program
2023/06/05 - 2023/06/09	NCUK IFY Semester II Assessments Final Exam period and last day of Academic Year for Post-Secondary Foundation Programs: - Business -Technical

Entrance Exams are held regularly, once or twice a week from early March to mid-July	<b>SEMELWEIS UNIVERSITY</b> Medicine and Health Sciences
Entrance Exams are held late February till last week of July	<b>UNIVERSITY OF SZEGED</b> Medicine and Health Sciences
First Week of June	<b>Charles University 1st Faculty</b>
31th of May	<b>Charles University 2nd Faculty</b>
May 27th	<b>Charles University 3rd Faculty</b>
August 9th – General Medicine August 10th– Dentistry	<b>Comenius University</b> <b>Faculty Medicine and Dentistry</b>
March 19 March 20	<b>Medical University of Warsaw</b> <b>Med and Den Faculty</b>
in May and June	<b>Medical University Lodz</b>
	<b>Palacky University in Olomouc</b>
From mid of March till mid of June	<b>Medical University Gdansk</b>
15th April - 9th June	<b>Budapest University of Technology</b> <b>and Economics</b>
Interview only from June/July	<b>International Business School of Hungary</b>
an oral entrance exam in July	<b>Budapest Metropolitan University</b>
an oral entrance exam in July	<b>Eötvös Loránd University</b>

## 4. ENTRY REQUIREMENTS, ASSESSMENT AND REPORTING

### ***Entry requirements:***

Applicants for the AIC Post-Secondary Academic Programs must have a valid Secondary School (High School) diploma/certificate and detailed transcript translated to English. Applicants must meet the minimum requirements for English language (B1 level) and mathematics skills if they are planning to enroll in an academic program other than the language foundation programs. We ask all applicants to take note that if an applicant enters into an academic program below the required English level they may not be able to finish the program successfully. For applicants in need of improvement of their language skills a language foundation program (EFP, GFP) is strongly recommended. All applicants must participate in the Admission Measurement Test (AMT) - in English and Mathematics subjects - after having submitted their application, so that AIC can assess their general knowledge level and possibly recommend some online preparatory classes before enrolment. The Admission Measurement Test is NOT meant to deny admission to any eligible applicant. The details of the admission process can be found on our website: [avicenna.hu/admissions](http://avicenna.hu/admissions)

Once you have been enrolled into an AIC Post-Secondary Program you will participate in the Avicenna Placement Test (APT) on the subjects taught in the program right after registration. The purpose of the APT is to assess your knowledge before starting the academic program, therefore your improvement as a result of the academic program can be measured. In the case of Language Foundation Programs the purpose of the APT is also to assess your language skills so that you can be assigned to the correct language level group. You can request a group change by writing an official request, however the decision will be made after consultation with the language teachers as well.

### ***Assessment:***

While you study at AIC, you will participate in two types of examinations that will continually measure your progress during the academic program.

Internal Exams refer to the exams that are organized by the AIC teachers and faculty. These exams usually include WPT (Weekly Progress Test), any Midterm exams, the Semi-Final Exam (and its retake exam) and the Final Exam (and its retake exam). The WPT (Weekly Progress Test), usually organized on Monday mornings, will review the material taught during the previous week as a formative assessment.

The results of the WPT will have a small contribution to the Final Certificate marks. The summative assessments of the Semi-Final exam and the Final exam will have the most contribution towards your Final Certificate marks.

External exams are the exams that are usually managed by AIC, usually in the premises of college, but they are owned and organized by external bodies. Examples of “External Exams” are the language exams of NCUK ELT or A Level exams, the SAT or IMAT and BMAT. You will take some of these exams during the course of your study at AIC. By completing these exams you will be able to get a second high school diploma or language certificates or other international qualifications.

In many cases you will have the chance to retake an exam in order to improve your scores or in case you have missed an exam for acceptable reasons. In some cases you can not repeat an exam.

Please refer to the Academic Calendar and the below Table of Assessments for the scheduled exams of the academic year.

DATE	EXAM
2023/01/04 - 2023/01/06	Semi-Final Exam period for Post-Secondary Foundation Programs
	NCUK IFY Semester I Assessments
2023/01/18 - 2023/01/20	Semi-Final Exam Retake period for Post-Secondary Foundation Programs
2023/04/13 - 2023/04/14	Final Exam period and last day of Academic Year for Avicenna Medical Foundation Program
2023/05/24 - 2023/05/26	Final Exam period and last day of Academic Year for Post-Secondary Foundation Programs: English Foundation Program German Foundation Program Pre-Master Foundation Program Pre-PhD Foundation Program
	NCUK IFY Semester II Assessments Final Exam period and last day of Academic Year for Post-Secondary Foundation Programs: Business Foundation Program Technical Foundation Program
2023 June	Final Exam Retake period for Post-Secondary Foundation Programs

Apart from the usual form of assessment (oral exam, written test exams) the teachers organize quizzes, projects and other assignments in each subject during the year to test and expand your knowledge and ways of expressing it. Usually these forms of assessments are mentioned in the Detailed Syllabus sections or in class.

Every student will have the opportunity to redo the exams of AIC. These Retake Exams will be announced throughout the Academic Year.

### ***Reporting:***

AIC creates a student report every month detailing the absences and weekly assessment results of each student. These reports are sent automatically to the avicenna email of every AIC student and their parents. Once a Semester a detailed written evaluation is also created by the teachers of each academic program. These reports are all archived in the documentation folder of the student at the Student Center. Upon successful completion of the academic program the Final Certificate is issued to each student.

### ***Requirements for successful completion of the academic program***

Avicenna International College operates based on the educational rules and regulations of Hungary and is in accordance with the educational regulations of all international accreditation bodies.

In order to be considered for a promotion to a higher grade at the end of this academic year, you should fulfill all of the following requirements:

1. Attend all the classes regularly (in-campus and on-line).
2. Do not have unjustified or justified absences more than what is allowed by law.
3. Participate in classes actively and contribute to the academic community of your class.
4. Take all the tests and exams and pass them successfully.
5. Prepare the science projects which are given to you by AIC or your teachers.
6. Participate in external community works and activities when applied to you.



By successful completion of the above requirements you will be eligible for the issue of the Final Certificate. Your university application must be completed throughout the year before the Final Certificate is issued, as most universities have a deadline well before the end of the academic year. You must pay attention to the deadlines and application procedure of the universities of your choice. You can always ask the Student Center or your AIC teachers for assistance and/or advice on your university application, however it is your responsibility to hand in every document in time.

## 5. PASTORAL SERVICES AND EXTRACURRICULAR ACTIVITIES

The Student Center and the Admission Department at the Avicenna International College together with our teachers and counselors provide pastoral services to all our Hungarian and international students. We provide books, handouts, hotel and accommodation services, airport pickup, breakfast and lunch, medical insurance and assistance, sport activities, university counseling and several other services to all our students.

### ***Integration into the educational system and culture of Hungary:***

Upon your arrival to the AIC Budapest Campus the Student Center colleagues will help you with your registration and settlement. You will be oriented to the specifics of your academic program after you have participated in the Avicenna Placement Test and you will get to know your teachers and study group. Our counselors will also guide you through important necessities like accommodation, transportation and essential knowledge of the city. Please always come back to the Student Center or reach out to your teachers if you have any questions regarding educational or other matters.

### ***Sociocultural events and art exhibitions:***

AIC organizes several social and cultural activities during the year. We may pay a visit to sick children at the hospital during Christmas bringing them some small gifts, or organize a charity activity to collect some important items for the people in need. We are all Global Citizens and the pain of one member of the human society can cause pain for all of us.

Cultural events will be organized as part of the AIC curriculum to encourage students in participating and learning about new cultures and their new home in Budapest.

### *Sport:*

All AIC high school and foundation students can enjoy the state-of-the-art sport facilities found nearby the AIC Budapest Campus and the outdoor and green fields of Orczy Park. Every student is encouraged to participate in sport activities during and outside class hours. Occasional sport tournaments and competitions will be organized by AIC for the students to promote an active and healthy lifestyle.



## 6. STUDENT CENTER SERVICES

### ***Schengen Visa:***

Avicenna International College is located in the Schengen area. Students arriving from outside the EU will be guided and introduced to the Immigration Authority in Budapest to apply for a visa.

### ***Residence Permit:***

When you apply to AIC and after you have been admitted and you take all the steps, we support your application for a Hungarian Schengen residence permit.

### ***Airport Pick-up:***

When you arrive at Budapest Airport, one of our colleagues from the Student Center will be waiting to welcome you. Our colleagues can arrange a pick-up only if they know in time your exact arrival date and time.

### ***Accommodation:***

When you arrive in Budapest, you will be taken to your temporary residence in a hotel of your choice. From the next day of your arrival we will help you find a suitable residence during your studies in Budapest. Hotel Krisztina is the partner hotel of AIC.

### ***Medical Insurance:***

It is compulsory to have an insurance policy for the duration of your studies in Hungary. If you are from an EU country, your home insurance is also valid in Hungary. Otherwise, you will receive your insurance contract from the Student Center to be included in your student file.

### ***Vaccination and Medical Care:***

Most universities and the Immigration Authorities require the students to provide their vaccination report as well as a health certificate issued by a medical doctor. Sometimes these documents are required at the time of university application.

### ***Books:***

AIC pays special attention to the books and hand-outs that we provide for our students. These books must be right for each purpose and help our students in their endeavor to learn the subjects they will need at the university. Many books have been edited by our teachers and published by Avicenna Publications.

### ***Library:***

Avicenna International College operates a library on the third floor. Students are free to use the library for their studies or use the books which are there on open shelves. Close-by libraries are also available, e.g. Semmelweis Library, Szabó Ervin Library.



### ***Appointment Booking System:***

We are happy to warmly welcome you to Avicenna International College. It is important that we all learn time is important and we should be on time and respect order. The Booking System is designed for everyone to manage their time efficiently and for you to book your appointments with our faculty and staff. Book your appointments via the following link:

<https://avicenna.hu/appointment-system/>

### ***Restaurant:***

AIC operates a fully furnished restaurant to serve its students and faculty. Avicenna Restaurant provides everyday lunch and refreshments during the breaks. Lunch is cooked everyday with extra care according to the taste and desire of our students from around the world.

### ***Internet & Wi-Fi:***

Avicenna International College provides free internet in all areas of the campus. Students use the internet for research and academic purposes. All students must be aware of the AIC Rules and Regulations and GDPR as they are related to internet and email use.



### ***Student Card:***

All registered students of Avicenna International College will receive an international student card which is valid for the period of the study at AIC.

### ***Campus Access Card:***

In order to have access to AIC campus, all registered AIC students will get a Campus Access Card. This card will allow you to get into common areas of AIC campus. This card is personal and you should NOT give it to anyone else whether or not a student of AIC. All access times and access points are recorded by a computerized system and face recorders.

### ***Postal Services:***

Students always receive packages via post from their home country. It is often more convenient for them to give the address of college for postal communication as they are not at home during the day.

The parcels which arrive in your name will be collected by the concierge and given to the Student Center. You will then receive an email notifying you about the post services. A 1000 Forint post services fee is charged and your parcel can be collected by you at the time specified.



## 7. AIC POLICIES, REGULATIONS AND PROTOCOLS

When you join AIC you accept all the policies, rules and regulations enforced at the Avicenna International College. As responsible citizens we all should follow the prevailing rules and regulations in Hungary and the European Union. We also are considerate and passionate towards all cultures and social norms in our community.

AIC policies, regulations and protocols are to be observed by all students, teachers and staff. You will find the last version of these policies and any new policy on the AIC website. Therefore, it is your responsibility to consult Avicenna's website for the latest changes and additions of these policies: <https://avicenna.hu/policies/>

## 8. SCHOLARSHIP

### ***Avicenna Scholarship Program (ASP):***

Students can apply for the "Avicenna Scholarship Program" (ASP). These scholarships are granted based on academic, social, and sports merits. The financial needs of the applicants are also considered. To receive consideration, the "Scholarship Application Form" must be filled out and submitted at the same time as the "Application for Admission" at Avicenna International College. The Scholarship Application Form can be found on the AIC website.

Students can apply for one or more items of financial support in the framework of the Avicenna Scholarship Program. The type and amount of support will be decided by the scholarship committee and will be officially announced to the student. All applicants should pay the relevant fees at the time of application to AIC. The scholarship and financial support, as indicated in the letter of the scholarship award, will be paid or supported in Budapest after the arrival and registration of the student at AIC.

AIC reserves the right to review all the scholarship applications and decide on accepting or denying the application and decide on the type and amount of scholarship awarded to any individual applicant. Avicenna Scholarship Program is NOT a general right for every student studying at AIC.

## 9. STUDENT CONTRACT AND OTHER DOCUMENTATION

During the course of your academic studies you will be eligible for the issue of the following documents. You can ask for these documents to be issued by writing an official student request: <https://avicenna.hu/student-request-form/>

***Student card (this student card for Post-Secondary studied does not entitle you to student discount with the Budapest Public Transport Services)***

A student card will be issued by the AIC Student Center, with which you can prove your active student status with AIC:

### ***Insurance card:***

Every student at AIC needs a valid health insurance as part of their stay in Hungary. On this insurance card you will find details of the health institution that you can call in case of any accidents. Please be aware that this insurance covers health issues brought about by accidents. In case you have any health issues please let the Student Center colleagues know on your day of registration so that we can assist you with the necessary guidance.

### ***School certificate:***

This certificate is issued by AIC on your request that can be used for specific purposes in a wide range of administrative procedures, e.g. opening a bank account. It can be only issued and is valid for the duration of your studies at AIC.

### ***Final Certificate:***

The Final Certificate of your studies at AIC contains the year-end results of your academic achievements and the credits that you have obtained. This certificate is only issued to students who have met all the requirements for graduation.

### ***Student contract:***

Applicants enter a student contract with AIC which contains all the rules, regulations and responsibilities of both parties during your academic program. Please read all paragraphs of this contract carefully and in case any point is unclear refer to [support@avicenna.hu](mailto:support@avicenna.hu)



# FOUNDATION PROGRAMS CREDITS LIST

**Here comes the Credits and Subjects List of all Foundation Programs**

**AMFP/NCUK Science Stream  
BFP/NCUK Business Stream  
TFP/NCUK Engineering Stream  
EFP  
GFP  
PMP/Pre-PhD  
FEDE IT Web Developer Program  
FEDE Tourism and Hotel Management Program**

# POST-SECONDARY EDUCATION PROGRAMS

*1. Avicenna Medical Foundation Program  
NCUK IFY Science Stream*

**Avicenna Medical Foundation Program  
NCUK IFY Science Stream**

# CREDITS AND SUBJECTS LIST

Subject/module	Sessions/week
Biological Sciences lectures: - General Biology - Cell & Molecular Biology - Medical Genetics - Medical Microbiology - Medical Immunology - Human Physiology	<b>6</b>
Biological Sciences practices	<b>2</b>
Chemical Sciences lectures: - General Chemistry - Organic Chemistry - Biochemistry	<b>6</b>
Chemical Sciences practices	<b>2</b>
English for Academic Purposes	<b>3</b>
Histology	<b>1</b>
Human Anatomy	<b>2</b>

## DETAILED SYLLABUS OF SUBJECTS

It is important for our students and teachers to follow a well-structured program of education. We have developed a detailed syllabus plan for the whole year which is divided into weeks and even sessions. This plan is based on the requirements of the Hungarian government and the international accreditation bodies.

When you follow this plan, you will know exactly what you will learn in each subject during this year. You even know what will be taught in each session during the year. You also have this detailed information both in English and in Hungarian. The references and extra material is also available for you.

The same structure is followed on our online education system. Therefore, you can strengthen your knowledge in each subject by reviewing the material available online.

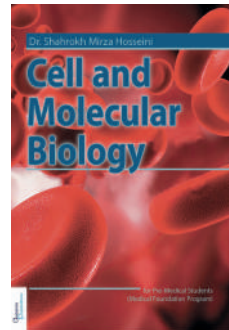
**See appendix 2**

# LIST OF BOOKS AND RESOURCES

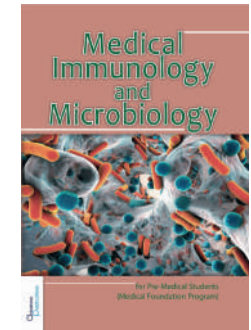
The following books will be used for this grade during this academic year. Some of these books may be used for more than one grade. So, please take good care of your books. You should also use the library and internet to get extra material to read.

## Biological Sciences:

Cell and Molecular Biology (Avicenna Publications)



Medical Immunology and Microbiology (Avicenna Publications)



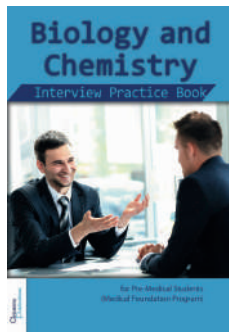
Medical Genetics (Avicenna Publications)



Human Physiology (Avicenna Publications)

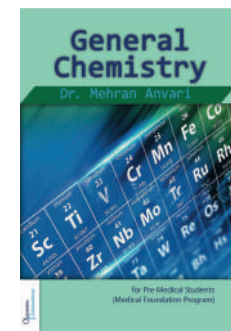


Biology and Chemistry Interview Practice Book  
(Avicenna Publications)

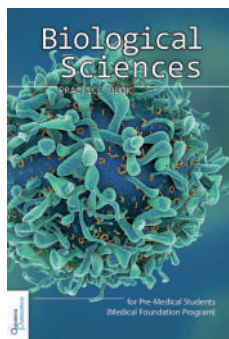


## Chemical Sciences:

General Chemistry (Avicenna Publications)



Biological Sciences Practice Book  
(Avicenna Publications)



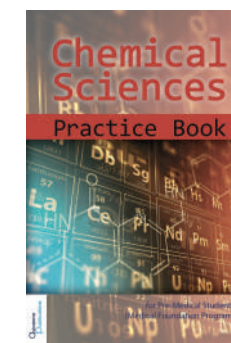
Organic Chemistry and Biochemistry  
(Avicenna Publications)



## Medical English and Terminology:

Cohen, Medical Terminology an Illustrated Guide

Chemical Sciences Practice Book  
(Avicenna Publications)



Biology and Chemistry Interview Practice Book  
(Avicenna Publications)

# WEEKLY CLASS SCHEDULE

To cover the subjects provided in this grade at this academic year, you should actively participate in all the classes and activities. Your Weekly Class Schedule is shown below. Please remember that there will be extra activities which are not mentioned in this schedule and you will be informed about them in time by your teachers.

The weekly schedule of online education may be different from this schedule. Please consult the AIC website or talk to your teachers for extra and up-to-date information.

[www.avicenna.hu](http://www.avicenna.hu)

# POST-SECONDARY EDUCATION PROGRAMS

*2. Business Foundation Program  
NCUK IFY Science Stream*



# CREDITS AND SUBJECTS LIST

## Business Foundation Program NCUK IFY Business Steam

Subject/module	Sessions/week
Mathematics	3
Business Studies	3
Economics	3
English for Academic Purposes	8

## DETAILED SYLLABUS OF SUBJECTS

It is important for our students and teachers to follow a well-structured program of education. We have developed a detailed syllabus plan for the whole year which is divided into weeks and even sessions. This plan is based on the requirements of the Hungarian government and the international accreditation bodies.

When you follow this plan, you will know exactly what you will learn in each subject during this year. You even know what will be taught in each session during the year. You also have this detailed information both in English and in Hungarian. The references and extra material is also available for you.

The same structure is followed on our online education system. Therefore, you can strengthen your knowledge in each subject by reviewing the material available online.

**See appendix 2**

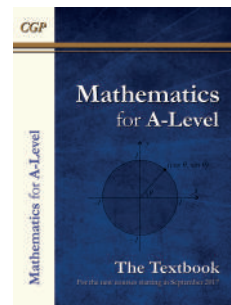
# LIST OF BOOKS AND RESOURCES

The following books will be used during this academic year. Please take good care of your books. You should also use the library and internet to get extra material to read.

## Business Foundation Program Resources

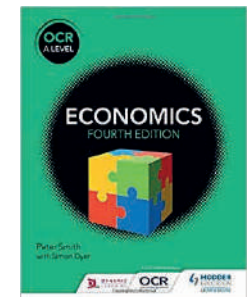
### Mathematics:

CGP Books (2017), Mathematics for A level The Textbook  
Coordination Group Publications Ltd (CGP)  
ISBN: 9781782947233 (Print)



### Economics:

Smith, P. (2019), OCR A Level Economics, 4th Ed. Hodder Education, London  
ISBN: 9781510458406 (print)



### Business Studies:

Hall, D., Raffo, C., Gray, D., Anderton, A. & Jones, R. (2015).  
Edexcel AS/A Level Business. 5th edition. Pearson Education.  
ISBN: 9781447983545 (Print)

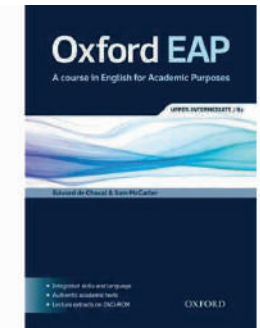


## English for Academic Purposes:

Oxford EAP B+1 (Oxford University Press)  
978-0-19-400201-1



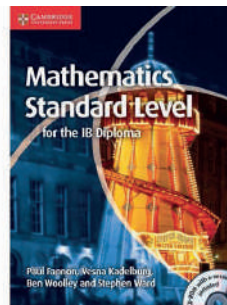
Oxford EAP B2 (Oxford University Press)  
978-0-19-400178-6



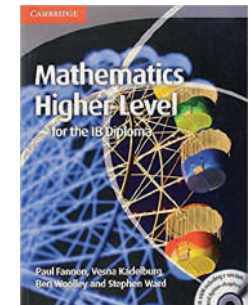
## NCUK IFY Business Stream Resources

### Mathematics:

Mathematics for the IB Diploma Standard Level  
(Cambridge University Press)  
9781107613065



Mathematics for the IB Diploma:  
Higher Level  
(Cambridge University Press)  
9781107661738



# WEEKLY CLASS SCHEDULE

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[www.avicenna.hu](http://www.avicenna.hu)



# POST-SECONDARY EDUCATION PROGRAMS

*3. Technical Foundation Program  
NCUK IFY Engineering Stream*

# CREDITS AND SUBJECTS LIST

## Technical Foundation Program NCUK IFY Engineering Stream

Subject/module	Sessions/week
Mathematics	<b>3</b>
Further Mathematics	<b>3</b>
Physics	<b>3</b>
English for Academic Purposes	<b>8</b>

## DETAILED SYLLABUS OF SUBJECTS

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When you follow this plan, you will know exactly what you will learn in each subject during this year. You even know what will be taught in each session during the year. You also have this detailed information both in English and in Hungarian. The references and extra material is also available for you.

The same structure is followed on our online education system. Therefore, you can strengthen your knowledge in each subject by reviewing the material available online.

**See appendix 2**



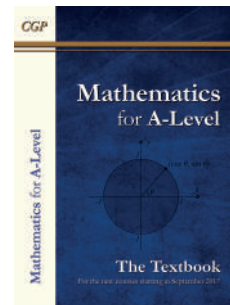
# LIST OF BOOKS AND RESOURCES

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## Technical Foundation Program Resources

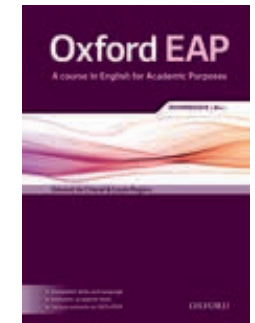
### Mathematics and Further Mathematics:

CGP Books (2017), Mathematics for A level The Textbook, Coordination Group Publications Ltd (CGP)  
ISBN: 9781782947233 (Print)



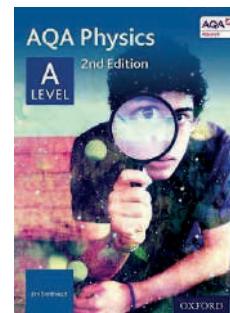
### English for Academic Purposes:

Oxford EAP B+1 (Oxford University Press),  
ISBN: 978-0-19-400201-1

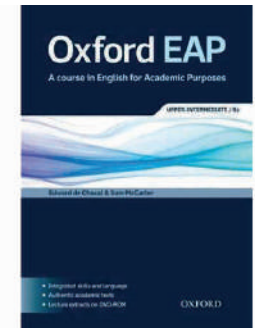


### Physics:

Breithaupt, J. (2015), AQA Physics, 2nd Ed. Oxford University Press  
ISBN: 9780198351870 (Print)



Oxford EAP B2 (Oxford University Press),  
ISBN: 978-0-19-400178-6



# WEEKLY CLASS SCHEDULE

To cover the subjects provided in this grade at this academic year, you should actively participate in all the classes and activities. Your Weekly Class Schedule is shown below. Please remember that there will be extra activities which are not mentioned in this schedule and you will be informed about them in time by your teachers.

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# POST-SECONDARY EDUCATION PROGRAMS

## *4. English Foundation Program*

# CREDITS AND SUBJECTS LIST

## English Foundation Program

Subject/module	Sessions/week
English language	<b>18</b>
- Grammar	
- Vocabulary	
- Listening	
- Reading	
- Writing	
- Speaking and Communication	
- Targeted practice for IELTS	<b>2</b>

## DETAILED SYLLABUS OF SUBJECTS

It is important for our students and teachers to follow a well-structured program of education. We have developed a detailed syllabus plan for the whole year which is divided into weeks and even sessions. This plan is based on the requirements of the Hungarian government and the international accreditation bodies.

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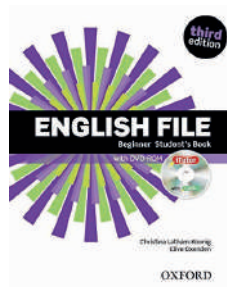
**See appendix 2**

# LIST OF BOOKS AND RESOURCES

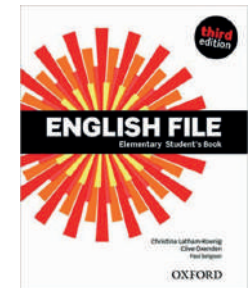
The following books will be used for this grade during this academic year. Some of these books may be used for more than one grade. So, please take good care of your books. You should also use the library and internet to get extra material to read.

## Elementary level:

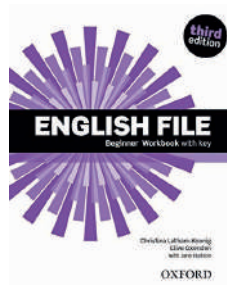
English File - 3rd Edition  
Beginner Student's Book  
(Oxford University Press)  
ISBN: 9780194501835



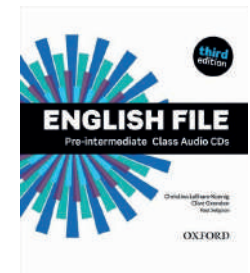
English File - 3rd Edition  
Elementary Workbook with key  
(Oxford University Press),  
ISBN: 9780194598712



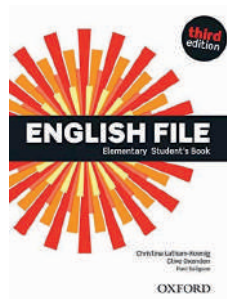
English File - 3rd Edition  
Beginner Workbook with key  
(Oxford University Press)  
ISBN: 9780194501613



English File - 3rd Edition  
Pre-Intermediate Student's Book  
(Oxford University Press),  
ISBN: 9780194598576



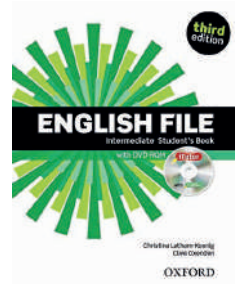
English File - 3rd Edition  
Elementary Student's Book  
(Oxford University Press)  
ISBN: 9780194598569



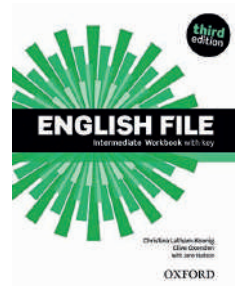
English File - 3rd Edition  
Pre-Intermediate Workbook  
with Key (Oxford University Press)  
ISBN: 9780194598736



English File - 3rd Edition  
Intermediate Student's Book  
(Oxford University Press),  
ISBN: 9780194597104



English File - 3rd Edition  
Intermediate Workbook with  
Key (Oxford University Press),  
ISBN: 9780194519847



### Intermediate level:

1./ Language Leader Coursebook or New Language Leader Coursebook

2./ Language Leader Workbook or New Language Leader Workbook

3./ Language Leader Teacher's book or New Language Leader Teacher's book

### Advanced level:

ELT Outcomes Upper-Intermediate

ELT Outcomes Advanced

# WEEKLY CLASS SCHEDULE

To cover the subjects provided in this grade at this academic year, you should actively participate in all the classes and activities. Your Weekly Class Schedule is shown below. Please remember that there will be extra activities which are not mentioned in this schedule and you will be informed about them in time by your teachers.

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# POST-SECONDARY EDUCATION PROGRAMS

*5. German Foundation Program*

# CREDITS AND SUBJECTS LIST

## German Foundation Program

Subject/module	Sessions/week
German language	<b>18</b>
- Grammar	
- Vocabulary	
- Listening	
- Reading	
- Writing	
- Speaking and Communication	
- Targeted practice for Language exam	<b>2</b>

## DETAILED SYLLABUS OF SUBJECTS

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The same structure is followed on our online education system. Therefore, you can strengthen your knowledge in each subject by reviewing the material available online.

**See appendix 2**

# LIST OF BOOKS AND RESOURCES

The following books will be used for this grade during this academic year. Some of these books may be used for more than one grade. So, please take good care of your books. You should also use the library and internet to get extra material to read.

Menschen: Kursbuch A1 (Hueber Verlag)  
ISBN: 978-3191019013



Menschen: Kursbuch A2 (Hueber Verlag)  
ISBN: 978-3192119026



Menschen: Arbeitsbuch A1 (Hueber Verlag)  
ISBN: 978-3191119010



Menschen: Arbeitsbuch A2 (Hueber Verlag)  
ISBN: 9783191119027



Menschen: Kursbuch B1 (Hueber Verlag)  
ISBN: 9783191019037



Sicher! aktuell B2.1 Kurs  
und Arbeitsbuch (Hueber Verlag)  
ISBN: 9783196012071



Menschen: Arbeitsbuch B1 (Hueber Verlag)  
ISBN: 9783191119034



Sicher! Aktuell B2/2 Kurs  
und Arbeitsbuch (Hueber Verlag)  
ISBN: 9783196212075



# WEEKLY CLASS SCHEDULE

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# POST-SECONDARY EDUCATION PROGRAMS

*6. Pre-Master Foundation Program*

# CREDITS AND SUBJECTS LIST

## Pre-Master Foundation Program

Subject/module	Sessions/week
English language	<b>18</b>
- Grammar	
- Vocabulary	
- Listening	
- Reading	
- Writing	
- Speaking and Communication	
- Targeted practice for IELTS	<b>2</b>
Research Methods	<b>3</b>
Orientation to Western Study	<b>1</b>



## DETAILED SYLLABUS OF SUBJECTS

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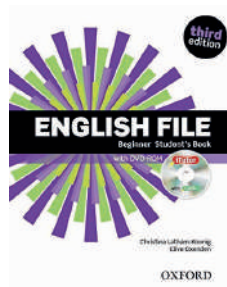
**See appendix 2**

# LIST OF BOOKS AND RESOURCES

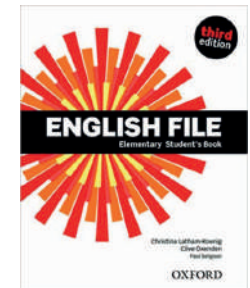
The following books will be used for this grade during this academic year. Some of these books may be used for more than one grade. So, please take good care of your books. You should also use the library and internet to get extra material to read.

## Elementary level:

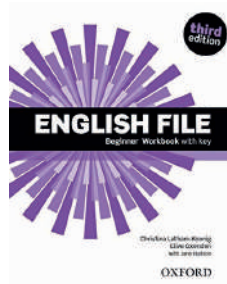
English File - 3rd Edition  
Beginner Student's Book  
(Oxford University Press)  
ISBN: 9780194501835



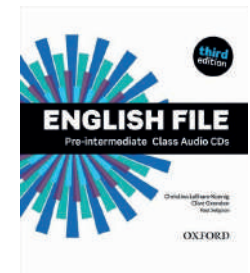
English File - 3rd Edition  
Elementary Workbook with key  
(Oxford University Press),  
ISBN: 9780194598712



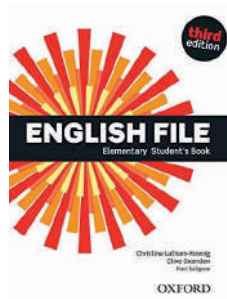
English File - 3rd Edition  
Beginner Workbook with key  
(Oxford University Press)  
ISBN: 9780194501613



English File - 3rd Edition  
Pre-Intermediate Student's Book  
(Oxford University Press),  
ISBN: 9780194598576



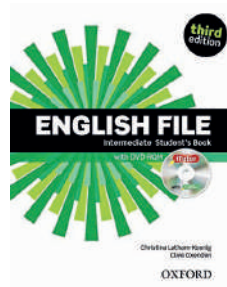
English File - 3rd Edition  
Elementary Student's Book  
(Oxford University Press)  
ISBN: 9780194598569



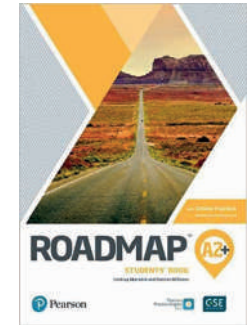
English File - 3rd Edition  
Pre-Intermediate Workbook  
with Key (Oxford University Press)  
ISBN: 9780194598736



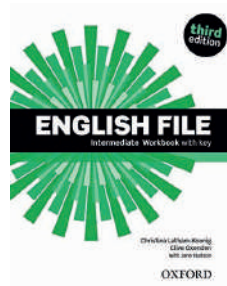
English File - 3rd Edition  
Intermediate Student's Book  
(Oxford University Press),  
ISBN: 9780194597104



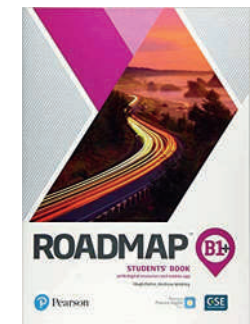
Roadmap A+2 Students' Book (Pearson),  
ISBN: 978-1292271880



English File - 3rd Edition  
Intermediate Workbook with  
Key (Oxford University Press),  
ISBN: 9780194519847



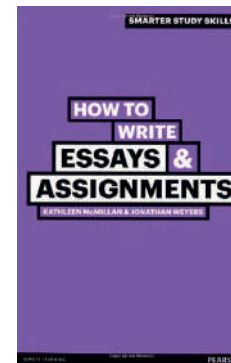
Roadmap B+1 Students' Book (Pearson),  
ISBN: 978-1292228235



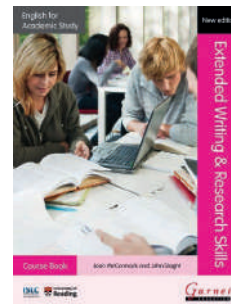
IELTS Masterclass: Student's Book  
(Oxford University Press),  
ISBN: 9780194705271



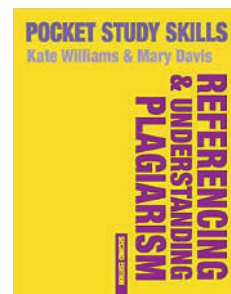
McMillan, K. & Meyers, J. (2011). How to Write Essays and Assignments. 2nd edition. London: Pearson.  
 ISBN: 9780273743811



McCormack, J and Slaght, J. (2020) Extended Writing and Research Skills. Reading: Garnet. ISBN: 9781908614308  
 (Print) ISBN: 9781782603634 (eBook)



Williams, K. & Davis M. (2017), Referencing and Understanding Plagiarism, 2nd Ed. Red Globe Press.  
 ISBN: 9781137530714 (print) ISBN: 9781137530721 (eBook)



# WEEKLY CLASS SCHEDULE

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# POST-SECONDARY EDUCATION PROGRAMS

*7. FEDE IT, Networks and Security Program*

## DETAILED SYLLABUS OF SUBJECTS

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# WEEKLY CLASS SCHEDULE

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# POST-SECONDARY EDUCATION PROGRAMS

*8. FEDE Tourism and Hospitality Program*

## DETAILED SYLLABUS OF SUBJECTS

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**[admission@avicenna.hu](mailto:admission@avicenna.hu)**