

EIHS

European Institute of Human Sciences



2016 – 2017 Prospectus

The Bordesley centre, Stratford Road, B11 1AR

Birmingham

TABLE OF CONTENTS

WELCOME	3
1. Introduction	4
2. Mission statement and objectives	4
3. Why European Institute of Human Sciences?	5
4. Student support services	7
5. Admission / registration	8
6. Entry requirements	9
7. Starting date	9
8. Academic structure	9
9. Department of Accounting and Finance	10
10. Courses	11
11. Birmingham: at a glance	36
12. Living in the United Kingdom	39
13. International students	40
14. Working in the United Kingdom	43
15. Contact us	44

Welcome

Welcome to European Institute of Human Sciences' prospectus for professional studies. It has been prepared to provide you with all essential information that you would need about the Institute and academic courses.

EIHS is a quality oriented Institute with qualified staff, state of the art technology; small class sizes, and provides additional revision tutorials. Each member of our academic staff is highly qualified and has either substantial professional industry experience or has PhD in related field.

To make you settle down quickly we have excellent student pastoral / welfare staff who will help you in finding accommodation, registering with a doctor, opening a bank account, and in any other situation that you may face.

Again, it gives me pleasure to welcome you to the European Institute of Human Sciences. You are about to take first step towards making a decision that will have a lifelong impact on you and I am sure that this prospectus will assist you in making the right decision in selecting European Institute of Human Sciences as the provider of religious education to you. I would like to make you aware that studying at European Institute of Human Sciences will be intense and challenging, yet very rewarding and learning-oriented for your professional and personal growth.

To provide all this we have a highly qualified and well experienced academic team who understand the needs of students coming from various national backgrounds. We pride ourselves for being in a good location, with the required infrastructure and a vibrant student community that would keep you excited throughout your study period here at European Institute of Human Sciences. Once again, welcome to European Institute of Human Sciences and my best wishes for your bright future.

Director

Introduction

The twenty first century has brought a new era of highly advanced, competitive, and rapidly growing knowledge and skilled based societies. Only those societies that gain superiority in knowledge and skills will dominate and reshape the future of this world. European Institute of Human Sciences recognise these challenges and offers quality education and skills to its students so that they can become future leaders of their communities and making them valuable and worthy members of a civilized society.

Why European Institute of Human Sciences?

European Institute of Human Sciences offers BA in Islamic Studies along with Arabic language courses. EIHS has a commitment of building local community's knowledge and skills. Therefore, whether you are looking for a practical course that puts the focus on work or looking for an excellent environment to take your education to the next level or you would like to have general education to build your knowledge and broaden your vision, you should look no further than European Institute of Human Sciences.

QUALITY EDUCATION

European Institute of Human Sciences aims to provide high quality education. To achieve its objective, the Institute has appointed highly qualified and experienced staff who would not only equip you with the latest professional knowledge and skills in your chosen field but would also provide you with practical know how. Our staff is friendly, helpful, and is ready to listen, understand and solve any problems you may face during your period of study. Furthermore, we keep our class size small so that lecturers can pay more attention to students and guide them in achieving their individual goals.

COMPETITIVE FEES

Our goal is to provide you with a quality education at an affordable price. To achieve this goal, the Institute keeps its administrative and overheads costs as minimal as possible and distributes surplus revenue to students in the form of lower fees. Studying at EIHS can save you money as our fees are lower than our competitors.

EXCELLENT SUPPORT SERVICES

EIHS is committed to providing the latest IT facilities to its students. We have the latest computer systems with Client-Server networking in our computer lab and that reflects our mission to up date IT infrastructure regularly for a better service. The Institute also provides library facilities to its students. The library contains a carefully selected range of books, magazines, journals and articles relevant to the courses offered by the Institute.

APPROPRIATE CLASSROOM SIZES

The classrooms are of various sizes. The smaller ones are used for case studies, seminar discussion and specialized classes. The larger ones are used for lectures and group discussions. Most of the classrooms are equipped with projectors and computer network facilities.

FOOD AND ENTERTAINMENT

The student common area has facilities for hot & cold drinks. Students are allowed to bring their own food. Furthermore, within a few minutes walk there are many cafes, restaurants, fast food outlets for takeaways, sandwich bars, and shops where a wide variety of Halal, vegetarian and many other types of foods are readily available.

Student Support Services

COUNSELLING AND SUPPORT SERVICES

The Institute offers free and confidential counselling to students. The staff members are professionally trained, experienced and extremely committed to the work they do. Students experiencing stress such as home sickness, financial problems, social relationships or other personal matters during their period of study can come to the reception desk and book an appointment with one of our staff member and s/he would help in solving student's problem.

The Institute is committed to provide support to its students from the beginning to the end of their studies at the Institute.

In case of any problems related to the class environment, tutor behaviour, bullying and unconventional treatment, you have all rights and permission to contact the Institute administration at any time.

STUDENTS WITH SPECIAL NEEDS

The Institute follows equal opportunity policy and aims to provide all possible facilities to those who need special care. If you have any disability, please don't hesitate to ask your tutor or book an appointment with one of our staff members, who would assess your needs and make special arrangements for you.

Admissions/ Registration

Registration

Every student needs to fill in and submit an application form and also to send the registration fee of £100. Forms can be downloaded from the website or emailed on request. It is important that you submit all required documents; otherwise your application cannot be considered and the start of your course will be delayed. Successful applicants will receive an 'offer' letter and a personal I.D. number.

Fees: The current fees for the three-year Islamic Studies BA equivalent programme are £1,500 per academic year. You can pay in 2 instalments of £750 each. Please note that students will not receive details of the course plan, personal tutor contact information, materials or timetables etc until the 1st instalment has been paid (usually during the first week of October).

The deadline for payment of the 2nd instalment is March 1st. If fees are not paid in full by this time, students will be unable to sit the examinations in June.

If you are able to pay in full at the beginning of the academic year, EIHS offers a 10% reduction. This means that fees for that year will stand at only £1350.

You can send a cheque made payable to: The European Institute of Human Sciences.

Or if you prefer a bank transfer payment our details are as follows:

Account name:	The European Institute of Human Sciences
Bank:	HSBC BANK,
Account number:	82021021
Tel/Fax:	+44-1217734535
International:	BIC: MIDLGB2155G
IBAN:	GB49MIDL40421282021021

Refund Policy

Withdrawal from the Course (Attendance students)

If for any reason you are unable to continue the course, you must notify the Registrar in writing.

Please note:

- The £100 registration fee paid on application is non-returnable.
- If a student withdraws before November 1st of Semester 1, first instalment fees can be returned on arrangement; deductions being made for any materials, admin costs etc.
- If a student completes Semester 1 but withdraws before April 1st of Semester 2, 40% of second instalment fees will be returned.
- Students who have paid in full (£1350 for the academic year with discount) and withdraw before November 1st of Semester 1 will have their fees returned; deductions being made for any materials, admin costs etc.
- Students who have paid in full (£1350 with discount) and have completed Semester 1 but withdraw before April 1st of Semester 2 will have £300 returned.
- Students who withdraw after November 1st before completing Semester 1 will not be eligible for any return of fees. Students who have paid in full will only be eligible for the return of £675 , less costs for materials, admin etc.
- All students who have completed Semester 1, but withdraw after April 1st of Semester 2 will not be eligible for any return of fees.

Withdrawal from course (Distance learning students)

If for any reason you are unable to continue the course, you must notify the Registrar in writing.

Please note:

- The £100 registration fee paid on application is non-returnable.
- If a student withdraws before November 1st of Semester 1, first instalment fees can be returned on arrangement; deductions being made for any materials, admin costs etc.
- If a student completes Semester 1 but withdraws before April 1st of Semester 2, 40% of second instalment fees will be returned.

- Students who have paid in full (£900 for the academic year with discount) and withdraw before November 1st of Semester 1 will have their fees returned; deductions being made for any materials, admin costs etc.
- Students who have paid in full (£900 with discount) and have completed Semester 1 but withdraw before April 1st of Semester 2 will have £180 returned.
- Students who withdraw after November 1st before completing Semester 1 will not be eligible for any return of fees. Students who have paid in full will only be eligible for the return of £450, less costs for materials, admin etc.
- All students who have completed Semester 1, but withdraw after April 1st of Semester 2 will not be eligible for any return of fees.

Change of Contact Details

You are responsible for notifying us immediately of any changes to your contact details. You can do this directly by emailing the Registrar at eihsdistancelearning@gmail.com Changes in name should be notified to us in writing together with a copy of the legal documentation that confirms this change (marriage certificate, deed poll certificate).

Changes to Fees and Programme Structures

EIHS reserves the right to make changes to its fees and the structure of the programme at any time. Students will be given advanced notice of any changes and steps will be taken to ensure that existing students are not disadvantaged.

The Academic Year

The academic year is divided into two semesters. The first semester begins at the start of October and lasts until late January/early February when there is an examination period. The second semester begins in February as soon as the assessment process is complete. The second examination period falls at the beginning of June and after this time the academic year finishes. You will be sent your programme details and timetable of events and exams etc once your registration is complete.

Please note that you will be given deadlines for the submission of coursework throughout the academic year. Your tutor will inform you of these at the beginning of the module concerned.

Can I Defer my Studies?

If for any reason a student wishes to remain registered with EIHS, but defer his/her studies for a period of time may do so with the approval of the Academic Council. Requests for deferment should be made in writing and addressed to the tutor concerned. The matter will be discussed at the next available academic meeting and an appropriate decision made.

The normal period of registration for a degree equivalent course is three years and the maximum period is five years.

Generally our students complete their Higher Licence in Islamic Law in three years. If a student needs further time to finish his/her final dissertation for example, then this matter should be discussed first of all with the tutor concerned. Sometimes a student needs to take a year out for personal reasons and this should be put in writing and addressed to the tutor. The Academic Council is more than willing to help students who have a variety of difficulties and who need extra time to complete the course. However, it is not feasible to take more than 5 years to graduate.

Complaints Policy and Procedure

EIHS is committed to providing a quality education and service to its students, from enrolment through to graduation. We value complaints which are raised; using the information gained to help improve our services. The Complaints Policy and Procedures apply to all our students. Our policies can be accessed on the website and all relevant forms are available on phone or email request from the Registrar.

Student opinion is a valuable resource

EIHS values feedback from all its students irrespective of their mode of study and every effort will therefore be made to ensure that self-study students are able to provide feedback. You will have the opportunity to fill in and return the National Student Survey at the end of each academic year. You will also be sent questionnaires relating to each of the modules you study. Please make every effort to return these, as your opinions do matter and can make a difference to future decisions and strategies addressed during the EIHS academic review process.

Examination conduct

- A candidate shall act in accordance with any instructions issued by an invigilator.
- A candidate shall not be permitted to introduce printed or other material into the examination room except such as may be authorised by the examiners.
- Mobile telephones and other electronic equipment shall be switched off and shall be deposited with other personal items in an area designated by an invigilator.
- Random checks may be made of any material or equipment brought into the examination room. A candidate found to be in possession of a mobile telephone or other unauthorised electronic equipment may be liable to a fine
- A candidate shall be admitted to the examination room not earlier than fifteen minutes before the start of the examination.
- A candidate shall not normally bring food into the examination room but may be allowed to bring in a non alcoholic beverage.
- A candidate shall not be admitted to the examination room later than half an hour after the start of the examination except with the permission of an invigilator.
- A candidate shall not leave the examination room earlier than half an hour after the start of the examination except with the permission of the invigilator and shall not leave the examination room during the last fifteen minutes of an examination.
- A candidate shall remain in his or her seat at the end of an examination until the invigilator has collected all the examination scripts.
- A candidate who has to leave the examination room temporarily shall be accompanied by an invigilator or an examination assistant.
- A candidate shall normally remain in his or her place whilst in attendance at a written examination.
- All absences from the examination room during the examination or late arrivals at and early departures from the examination room shall be noted on a candidate's examination script by the invigilator.
- A candidate may begin writing and shall stop writing on the instructions of an invigilator.
- A candidate must immediately sign the attendance sheet on entering the examination room.

- A candidate shall write answers in the answer-books or other examination stationery provided.

At the end of an examination a candidate shall return all answer-books together with any other material with which he or she has been supplied, or on which he or she has written or drawn during the examination.

The answer books completed by a candidate during an examination shall thereafter become the property of EIHS and shall not be released without the written permission of the Academic Council.

- A candidate may not communicate with, receive assistance from or copy from the paper of another candidate or use any other unfair means during an examination.
- A candidate may be required by an invigilator to withdraw from an examination for good cause. The invigilator shall as soon as possible report any such withdrawal to the Principal.
- The answer-book of a candidate who is required to withdraw shall be sent by the invigilator to the Head of Department offering the module together with a note explaining the circumstances of the withdrawal.
- A candidate whose examination scripts are judged to be so illegible that assessment is impossible may be required to dictate them to a typist under supervision and at his or her own expense. A request from the examiners for such action shall require the approval of the Head of the Department offering the module.
- A candidate, who disregards the procedures in this regulation concerning the introduction of electronic equipment, mobile telephones and calculators (other than those authorized by a head of department) into an examination room, may be liable to disciplinary action.

NOTES/SPECIAL ARRANGEMENTS:

Any legitimate concerns about the conduct of examinations organised off campus should be addressed to the Principal. Minor problems which can be easily resolved at the time of the examination should be addressed to the invigilator.

Invigilators are only permitted to make general announcements to all candidates in order to explain any typographical errors in, or omissions from, the examination paper, or to convey other instructions from the examiners. Invigilators cannot discuss an examination paper with a candidate individually.

Penalties for cheating. Past cases of cheating in examinations have been dealt with severely. EIHS wishes to stress that cheating in examinations, including the introduction or use of unauthorised material, is a very serious offence and that the penalties which may be imposed if an allegation of cheating is admitted or proved include:

- Exclusion, suspension or disqualification from examinations
- Suspension from attendance at the Institute for a stipulated period
- Expulsion from the Institute.

A candidate in any examination who, for medical or other reasons, requires special arrangements to be made must submit the request and appropriate explanation to the Registrar either at enrolment (if known at the time) or as soon before the examinations as possible (if a reason is recent). All personal information will be treated in the strictest confidence as outlined in the Institute's Data Protection Policy.

Disabled Students

This section is intended to apply to disabled students who require individual arrangements to be made at examinations. The term 'disabled students' includes all those who fall within the definition of a disabled person set out in the Equality Act 2010:

‘A disabled person is someone who has a physical or mental impairment, which has a substantial, adverse and long term effect on his or her ability to carry out normal day-to-day activities.’

This definition covers students with mobility impairments, sensory impairments, mental illness or mental health problems, dyslexia and other specific learning difficulties, and medical conditions such as epilepsy or diabetes.

The examination should be a fair test of each candidate’s academic ability. Individual arrangements can be made to minimise the disadvantage created by the disability and to not otherwise advantage the student.

In an examination a disabled candidate will be permitted access to equipment or aids which he/she would normally use in day to day study and communication, eg word-processor, electronic dictionary.

Disabled students requesting individual examination arrangements must be able to provide ‘evidence’ of their disability. In the case of students with dyslexia or other specific learning difficulties this should be in the form of a diagnostic assessment report by an Educational Psychologist or similar. For other disabilities this should be written evidence from a GP or similar appropriate professional.

Depending on the effects of each disabled student’s individual impairment, individual examination arrangements may be required.

EIHS is committed to fair and equal practice for all students.

Academic Appeal

All of our students have an equal right to appeal against an assessment decision. If you feel that you have just reason to dispute an examination grade or assignment mark, then it is your right to put your case to the Institute. You can find the policy for academic appeal and appeal procedures on the website. The Academic Appeal form is available from the Registrar and once this has been filled in and submitted, the appeal process will begin.

Please note that our Assessment Regulations are reviewed annually to reflect major changes approved by the Academic Council; informed by feedback from appropriate staff, students and external examiners and for the purpose of editorial and minor change.

Rules for Progression

1. You may not re-sit any module or assessment component for which you have already received a pass mark.
2. Late submission of assignments and non-attendance of the whole or part of a written examination will result in failing that component of the module.
3. The pass mark for every module is 40%. You are required to attempt every component of the assessment associated with a module. You cannot pass a module without completing every component. Credits will only be awarded to candidates that pass a module.
4. If you fail a module, you will only receive a mark of 40% if you pass the re-sit examination.
5. In order to progress to the next level, all students must pass all the compulsory modules for that academic year. For example, you cannot begin Level 2 studies until you have passed all the compulsory modules for Level 1 and accumulated 120 credits. Note that each level is worth 120 credits and you require having 360 credits in total before you can receive your Higher Licence in Islamic Law. See the Programme of Study section for further details.

6. Re-sit examinations take place twice a year and you will be informed of the timetabling for these at the beginning of each academic year. Please note that the onus is on the student to attend these examinations, whether they take place on campus or at our approved centres. The dates for all examinations are non-flexible and once timetabled they will not be changed.
7. The Institute Council reserves the right to recommend that students who have made very little progress are advised or required to withdraw from the course.

Programme of Study

The basic outline of your modular course is as follows:

The Higher Licence in Islamic Law is an academic equivalent to a UK Bachelor of Arts degree course and is awarded by EIHS on successful completion of your three years' study. Our programme consists of the following core modules taken over three academic years. Each module has been assigned either 5, 10 or 20 credits which amount to the equivalent of 360 UK credits (120 per year/level)

Year 1/Level 1 (Certificate in Islamic Studies) 120 credits

- The Science of Hadith (10 credits)
- Ritual Worship (20 credits)
- Research and Academic Writing Skills (20 credits)
- Introduction to Islamic Law (10 credits)
- The Life of the Prophet Muhammad (10 credits)
- Arabic Grammar and Morphology (20 credits)
- Qur'anic Recitation & Memorisation (10 credits)
- The Science of Qur'an (10 credits)
- Extended essay (10 credits)

Year 2/Level 2 (Diploma in Islamic Studies) 120 credits

- Arabic Grammar and Morphology (20 credits)
- The Islamic Faith (10 credits)
- Islamic Inheritance Law (10 credits)
- Islamic Personal Status Law (10 credits)
- The Islamic Mission (10 credits)
- Qur'anic Recitation & Memorisation (10 credits)
- Arabic Literature (10 credits)
- Principles of Jurisprudence (10 credits)
- Textual Rulings (10 credits)
- Analytical Exegesis (10 credits)
- Analytical Hadith (10 credits)

Year 3/Level 3 (Higher Licence in Islamic Law) 120 credits

- Qur'anic Recitation & Memorisation (10 credits)
- Reform Movements (5 credits)
- Arabic Rhetoric (10 credits)
- Islamic History (10 credits)
- Religious Sects and Doctrines (5 credits)
- Principles of Jurisprudence (10 credits)
- Islamic Transaction Law (5 credits)
- Islamic Penal Law (5 credits)
- Objectives of Islamic Law (10 credits)
- Principles of Judgement Making (10 credits)
- Legislative Policy (10 credits)
- Hadith Authentication Methods (10 credits)
- Ruling Hadith (10 credits)
- Research Dissertation (10 credits)

You will study the modules for each academic year as follows:

Level 1: Certificate in Islamic Studies.

Semester 1	Semester 2
Science of Qur'an 1	Science of Quran 2
Science of Hadith 1	Science of Hadith 2
Introduction to Islamic Law	The Life of the Prophet
Qur'anic Recitation & Memorisation 1	Qur'anic Recitation & Memorisation 2
Ritual Worship 1	Ritual Worship 2
Arabic Grammar & Morphology 1	Arabic Grammar & Morphology 2
Research & Academic Writing Skills	Extended Essay

Level 2: Diploma in Islamic Studies

Semester 1	Semester 2
Analytical Hadith	Analytical Exegesis
Arabic Grammar & Morphology 3	Arabic Grammar & Morphology 4
Arabic Literature 1	Arabic Literature 2
Islamic Faith	Inheritance Law
Islamic Mission	Personal Status Law
Principles of Jurisprudence 1	Textual Rulings
Qur'anic Recitation & Memorisation 3	Qur'anic Recitation & Memorisation 4

Level 3: Higher Licence in Islamic Law

Semester 1	Semester 2
Hadith Authentication Methods	Arabic Rhetoric
Transaction Law	Legislative Policy
Islamic Penal Law	Islamic History
Qur'anic Recitation & Memorisation 5	Qur'anic Recitation & Memorisation 6
Reform Movements	Objectives of Islamic Law
Religious Sects and Doctrines	Principles of Judgement Making
Ruling Hadith	Principles of Jurisprudence 2
	Research Dissertation

Awarding of Transcripts and Certificates

Some students only enrol with EIHS to study for one year. Others may for whatever reason withdraw from the course after completing only one year. Our Certificate in Islamic Studies will be awarded to successful students who complete Level 1 only.

Some students only enrol with EIHS to study for two years. Others may for whatever reason withdraw from the course after completing two years. Our Diploma in Islamic Studies will be awarded to successful students who complete Level 1 and Level 2.

Students who successfully complete Levels 1, 2 and 3 will be awarded our Higher Licence in Islamic Law.

With your award, you will also receive an official transcript of all your marks gained during your study period with EIHS.

Birmingham: At A Glance

Birmingham is a large industrial town in the [West Midlands](#) of [England](#). It is located northwest of [Birmingham](#), which is the most modern and populous city in the UK after London. Birmingham is a component area of the [West Midlands conurbation](#), and is sometimes described as part of the [Black Country](#).

Birmingham has brought together its legacy as a great industrial city with the energy of diverse immigrant populations to create Britain's vibrant 'second city'.

Birmingham is a modern town. And whilst some areas are densely populated, over a third of the borough is open park and farmland. It's certainly accessible from a wide area, with the M6, M5, and M42 all close by and west coast rail link to all major UK cities. Birmingham International Airport offers an array of worldwide destinations.

Urban regeneration programmes are transforming the borough, with the work already completed in Birmingham's centre- the symbol of what's to come. Already it boasts an award winning civic square featuring fountains, sculptures, and a world class art gallery. Shopping and leisure areas have also been revitalised in the canal network where it once was in the heart of the area's industrial prosperity, is attracting visitors for short leisure breaks. The arboretum, full of unusual trees and shrubs, attracts more than one million visitors a year, particularly in the Autumn when it features the country's largest inland illuminations.

Birmingham has always boasted a strong community spirit. Once centred around its leather industry, the football team is still known as the Saddlers. Now, that strength and spirit embodies the cultural diversity has brought to the area, without the tensions experienced in other boroughs. 10% of population in Birmingham Borough is of Asian ethnicity. As place to live, it offers the choice of urban and country living at affordable prices. And, as well as local amenities, Birmingham is a twenty minute drive offering everything you'd expect from a world class city - a first class culture, shopping and leisure attractions.

Arts & Culture

The New Art Gallery Birmingham presents, collects and interprets historic, modern and contemporary art in innovative and challenging ways. The gallery is open seven days a week and welcomes visitors from all over the globe.

The Council is planning to restore Birmingham Arboretum, the borough's premier park, through a three year Restoration Programme.

There are over 500 parks and open spaces within the borough of Birmingham. Whilst all the parks and open spaces are free to visit, a charge will be made for some of the activities. A small entrance fee may be incurred on certain dates - when events are taking place within the park.

This friendly and welcoming community-focused museum is located in the heart of Birmingham. Dedicated to the history of Birmingham, the museum is home to a wide-ranging collection of artefacts reflecting Birmingham's proud heritage, its many industries, and the lives of the people who lived here.

SPORTS

Birmingham town has an extensive range of sporting activities. There are number of gyms and health clubs for those who want to keep fit or unwind and there are lots of opportunities to participate in sports at all levels within the city.

Rich in history, with a diverse economy, thriving cultural scene and cosmopolitan atmosphere, Birmingham stands praised as a town of regional and national importance.

If you want to know more about Birmingham please visit <http://www.Birmingham.gov.uk>

Living In The UK

ACCOMMODATION

We realize that a comfortable living environment contributes a lot in students' success. EIHS aims to provide a quality living environment in addition to first class learning opportunities. The Institute does not have its own accommodation but has established contacts with many private accommodation providers.

There are range of private accommodations with a wide range of support services that may attract you depending upon your choice and budget. A list of accommodation providers in Birmingham & Birmingham can be available on request. EIHS can help you to find the accommodation that best suits you.

We can book accommodation for you prior to your arrival in the UK. We recommend that you book your accommodation at least four weeks before commencement of the course.

LIVING COST

The cost of living in Birmingham & Birmingham is relatively lower than other cities in the UK especially in London.