

## PROGRAMME SPECIFICATION



1	<b>Awarding Institution</b>	Newcastle University
2	<b>Teaching Institution</b>	Newcastle University
3	<b>Final Award</b>	Certificate of Higher Education
4	<b>Programme Title</b>	INTO Newcastle University Diploma in Business
5	<b>Programme Code</b>	2992U / 2992J
6	<b>Programme Accreditation</b>	n/a
7	<b>QAA Subject Benchmark(s)</b>	n/a
8	<b>FHEQ Level</b>	4
9	<b>Date written/revised</b>	June 2011

### 10 Programme Aims

To provide a programme which:

1. equips international students with the English language competence they need to study at Stage 2 at Newcastle University or in another UK HEI
2. provides students with the intellectual development they need to be academically capable of studying business subjects in Business Management, Marketing and Marketing and Management at Stage 2 at Newcastle University, or in another UK HEI
3. builds up students' study skills so that they are capable of entering UK HE, whilst also helping them to get accustomed to student life in the UK
4. provides practical experience of British university teaching methods
5. provides sufficient appreciation of British life, institutions and culture for both studying and living in the UK
6. enables students to develop confidence in communicating with native speakers
7. encourages students to undertake self-evaluation to help them analyse their progress
8. provides students with subject specific knowledge to prepare them for under graduate study .

### 11 Learning Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the following areas.

#### Knowledge and Understanding

On completing the programme students should:

- A1 have a knowledge and understanding of selected aspects of economics, marketing, management and organisation, and quantitative methods
- A2 have an appreciation of the culture of UK higher education and its expectations of students
- A3 have an understanding of English grammar and vocabulary, including the conventions of academic English
- A4 understand the basic requirements for writing a competent essay or report

#### Teaching and Learning Methods

Knowledge and understanding is primarily taught through lectures supported by reading, seminar discussion and study clinics. English is primarily taught in smaller classes and reinforced through practice. The final project involves student research.

#### Assessment Strategy

Knowledge and understanding is assessed primarily through written coursework, tests and examinations, but also through presentations and the project.

<b>Intellectual Skills</b>
On completing the programme students should be able to: B1 Use and interpret data B2 Evaluate arguments and evidence in written/spoken texts B3 Read academic texts with some degree of analytical skill B4 Argue a case orally or in writing B5 Use quantitative techniques related to business issues
<b>Teaching and Learning Methods</b>
These skills are best taught and learned through practice. The Study Skills module will provide students with advice on what is expected of UK students and strategies for developing these skills. The project in particular reinforces B1- B4.
<b>Assessment Strategy</b>
The project provides a key piece of assessment of the development of intellectual skills, in addition to other pieces of coursework and oral presentations. The Study Skills module will assess B1 to B4 in particular. The Quantitative Methods module directly assesses B5.
<b>Practical Skills</b>
On completing the programme students should be able to: C1 Develop strategies for effective note taking in lectures and seminars C2 Read and take notes from an academic text C3 Take part in a discussion in a seminar or tutorial context C4 Write an essay or report in an academic context in understandable English following the conventions of essay or report writing. C5 Present ideas and arguments in a clear and logical manner in written and oral English C6 Apply proper referencing and other aspects of good academic practice
<b>Teaching and Learning Methods</b>
The Study Skills module will deliver C1, but the lessons learned will be reinforced in all the other modules. The English language skills will be taught through the English for Academic Purposes (Diploma) module largely through small group teaching with plenty of practice. However, every other module will also use and reinforce these skills. Not only will students be taught how to develop these skills, but the academic modules will provide opportunities to put these skills into practice. C6 will be taught through the Study Skills module, and in some of the EAP modules.
<b>Assessment Strategy</b>
English language competency will be tested directly on an IELTS equivalent basis in the English for Academic Purposes (Diploma) module using a mixture of tests and coursework and covering reading, writing, speaking and listening. Other modules will indirectly assess English language competence and the ability to take notes and use sources, as they all require an ability to express ideas in English.
<b>Transferable/Key Skills</b>
On completing the programme students should be able to: D1 work as a member of a team with colleagues from other backgrounds and cultures D2 make oral presentations D3 use IT skills effectively D4 manage their time effectively D5 use library and information sources effectively D6 think and work effectively on their own when required D7 communicate effectively with native speakers D8 analyse their own strengths and weaknesses and take action accordingly

**Teaching and Learning Methods**

The Study Skills module's lectures will introduce students to these key skills and provide guidance on techniques, with practice occurring largely in the other modules and in small group teaching on the Study Skills module.

**Assessment Strategy**

Some groupwork is required and students' success in working in teams will therefore be assessed via the quality of the end product. Several assessed oral presentations are built into the module. D3-D6 will be assessed via coursework assessment and in particular through the project. The Study Skills module will assess teamwork and essay writing. Communication with native speakers will also be developed through the EAP modules and through extra-curricular activities. D8 will be developed particularly via the Study Skills module.

**12 Programme Curriculum, Structure and Features****Basic structure of the programme**

A one year 120 credit programme which combines the study of English for Academic Purposes with the study of Study Skills, Management and Organisation, Economics, Marketing and Quantitative Methods.

**Key features of the programme (including what makes the programme distinctive)**

The combination of English for Academic Purposes, study skills and academic content in an environment designed to support international students and bring them up to the standard required for entry to Stage 2 of an undergraduate programme.

**Programme regulations (link to on-line version)**

[http://www.ncl.ac.uk/regulations/programme/2011-2012/documents/INTO\\_Diploma\\_in\\_Business.pdf](http://www.ncl.ac.uk/regulations/programme/2011-2012/documents/INTO_Diploma_in_Business.pdf)

**13 Criteria for admission***Entry qualifications*

Completion of A levels or equivalent

*Admissions policy/selection tools*

Candidates will be selected according to their ability to complete the programme successfully and gain entry to their chosen programme and will be counselled accordingly.

*Non-standard Entry Requirements*

Will be considered on their merits

*Additional Requirements*

n/a

*Level of English Language capability*

IELTS 6.0 (with a minimum of 5.5 in writing) or equivalent

**14 Support for Student Learning***Induction*

During the first week of the first semester students attend an induction programme. New students will be given a general introduction to University life and the University's principal support services and general information about the INTO Newcastle Centre and their programme, as described in the Degree Programme Handbook. New students will be given detailed programme information and the timetable of lectures/practicals/ tutorials/etc. The International Office offers an additional induction programme for overseas students (see [http://www.ncl.ac.uk/international/coming\\_to\\_newcastle/orientation.phtml](http://www.ncl.ac.uk/international/coming_to_newcastle/orientation.phtml))

*Study skills support*

Students will learn a range of Personal Transferable Skills, including Study Skills, as outlined in the Programme Specification. Students are explicitly tutored on their approach to both group and individual projects.

#### *Academic support*

The initial point of contact for a student is with a lecturer or module leader, or their Personal Tutor (see below) for more generic issues. Thereafter the Programme Manager or Academic Director may be consulted. Issues relating to the programme may be raised at the Staff-Student Committee, and/or at the Board of Studies.

#### *Pastoral support*

All students are assigned a Personal Tutor whose responsibility is to monitor the academic performance and overall well-being of their tutees. Details of the personal tutor system can be found at <http://www.ncl.ac.uk/undergraduate/support/tutor.phtml>. Personal Tutors will support students to make applications to Newcastle and elsewhere through UCAS.

INTO Newcastle also employs a Welfare Officer who is available to offer help and guide students to the range of support services offered by Newcastle University. These include the Student Advice Centre, the Counselling and Wellbeing team, the Mature Student Support Officer, and a Childcare Support Officer, see

<http://www.ncl.ac.uk/undergraduate/support/welfare.phtml>

#### *Support for students with disabilities*

The University's Disability Support Service provides help and advice for disabled students at the University - and those thinking of coming to Newcastle. It provides individuals with: advice about the University's facilities, services and the accessibility of campus; details about the technical support available; guidance in study skills and advice on financial support arrangements; a resources room with equipment and software to assist students in their studies. For further details see <http://www.ncl.ac.uk/disability-support/>

#### *Learning resources*

The University's main learning resources are provided by the Robinson and Walton Libraries (for books, journals, online resources), and Information Systems and Services, which supports campus-wide computing facilities, see

<http://www.ncl.ac.uk/undergraduate/support/acfacilities.phtml>

### **15 Methods for evaluating and improving the quality and standards of teaching and learning**

#### *Module reviews*

All modules are subject to review by questionnaires which are considered by the Board of Studies. Changes to, or the introduction of new, modules are considered at the School Teaching and Learning Committee and at the Board of Studies. Student opinion is sought at the Staff-Student Committee and/or the Board of Studies. New modules and major changes to existing modules are subject to approval by the Cross-Faculty Teaching, Learning and Student Experience Committee.

#### *Programme reviews*

The Board of Studies conducts an Annual Monitoring and Review of the programme and reports to the Cross-Faculty Teaching, Learning and Student Experience Committee. The FTLSEC takes an overview of all programmes within the Faculty and reports any Faculty or institutional issues to the University Teaching and Learning Committee.

#### *External Examiner reports*

External Examiner reports are considered by the Board of Studies. The Board responds to these reports through Cross-Faculty Teaching, Learning and Student Experience Committee. External Examiner reports are shared with institutional student representatives, through the Staff-Student Committee.

#### *Student evaluations*

All modules, and the degree programme, are subject to review by student questionnaires. Informal student evaluation is also obtained at the Staff-Student Committee, and the Board of Studies.

#### *Mechanisms for gaining student feedback*

Feedback is channelled via the Staff-Student Committee and the Board of Studies.

#### *Faculty and University Review Mechanisms*

The programme is subject to the University's Internal Subject Review process. Every five years degree programmes in each subject area are subject to periodic review. This involves both the detailed consideration of a range of documentation, and a two-day review visit by a review team which includes an external subject specialist in addition to University and Faculty representatives. Following the review a report is produced, which forms the basis for a decision by University Teaching and Learning Committee on whether the programmes reviewed should be re-approved for a further five year period. See

<http://www.ncl.ac.uk/quilt/resources/monitoring/internal.htm>

#### *Accreditation reports*

n/a

#### *Additional mechanisms*

n/a

## **16 Regulation of assessment**

### *Pass mark*

#### *Academic modules*

Modules will be marked on a 0-100 scale. The pass mark for academic modules is 40. The following forms of assessment may be used: class tests, seen and unseen examinations, coursework, oral tests, presentations, group-work.

#### *English for Academic Purposes (Diploma)*

This module is internally assessed, using Newcastle's English Language Proficiency Scale (and benchmarked against IELTS). Modules will be marked on a 0-90 scale with 50 being equivalent to IELTS 5.0, 60 equivalent to IELTS 6.0, 65 equivalent to IELTS 6.5, etc. The pass mark for the English for Academic Purposes modules is 65 for the Diploma. In order to progress to a Newcastle University degree programme the pass mark is 70.

Satisfactory completion of the Diploma requires that:

- (a) the average mark over all academic modules, taking due account of the credit value, is not less than 40;
- (b) no single mark for any academic module is below 35;
- (c) marks of less than 40 are compensated in academic modules, provided the total credit value of these modules does not exceed 20;
- (d) the average mark for English for Academic Purposes is not less than 65 (equivalent to IELTS 6.0) with no competence (reading, writing, listening and speaking) below 60
- (e) no compensation for English for Academic Purposes is permitted

A student who fails a module will be able to have one further attempt to achieve a pass for that module. Students will not be permitted to proceed to a degree programme at Newcastle University carrying a failure in any module.

### *Marking Scheme*

INTO Newcastle University employs the following marking scheme:

<40	Fail
40-49	Pass

50-59	Good
60-69	Very Good
70+	Excellent

*Role of the External Examiner*

An External Examiner, a distinguished member of the subject community, is appointed by Faculty Teaching and Learning Committee, after recommendation from the Board of Studies. The External Examiner is expected to:

- See and approve examination papers
- Moderate examination and coursework marking
- Attend the Board of Examiners
- Report to the University on the standards of the programme

In addition, information relating to the programme is provided in:

The University Prospectus (see <http://www.ncl.ac.uk/undergraduate/>)

The INTO Newcastle University Brochure (see <http://www.intohigher.com/uk/en-gb/our-centres/into-newcastle-university.aspx>)

The University Regulations (see <http://www.ncl.ac.uk/regulations/docs/> )

The Foundation Certificate Programme Handbook

Please note. This specification provides a concise summary of the main features of the programme and of the learning outcomes that a typical student might reasonably be expected to achieve if she/he takes full advantage of the learning opportunities provided. The accuracy of the information contained is reviewed by the University and may be checked by the Quality Assurance Agency for Higher Education.

## Annex

### Mapping of Intended Learning Outcomes onto Curriculum/Modules

Module		Type	Intended Learning Outcomes			
			A	B	C	D
INU1101	EAP (Dip)	Comp	3, 4	2, 3	1, 4	2, 7
INU1107	SS	Comp	2, 3, 4	1, 2, 3, 4	1, 2, 3, 4, 5, 6	2, 3, 4, 5, 6, 7, 8
INU1106	MGT & ORG	Comp	1, 4	2, 3, 4	2, 3, 4, 5	4, 5, 6
INU1110	ECON	Comp	1, 4	1, 2, 3	2, 3, 4, 5	1, 4, 6
INU1105	MKTG	Comp	1, 4	1, 2, 3	2, 3, 4, 5	1, 4, 6
INU1111	QUANTS	Comp	1	1, 5	5	3, 4