

## PROGRAMME SPECIFICATION (Undergraduate)



<b>1 Awarding Institution</b>	Newcastle University
<b>2 Teaching Institution</b>	Newcastle University
<b>3 Final Award</b>	International Foundation Certificate
<b>4 Programme Title</b>	International Foundation in Business and Management (Newcastle University London)
<b>5 UCAS/Programme Code</b>	1508F/1508J
<b>6 Programme Accreditation</b>	n/a
<b>7 QAA Subject Benchmark(s)</b>	n/a
<b>8 FHEQ Level</b>	3
<b>9 Last updated</b>	September 2019

### **10 Programme Aims**

To provide a programme which:

1. Equips international students with the English language competence they need to study at certificate level 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 at certificate level 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. Aims to comply with university codes of practice.

### **11 Learning Outcomes**

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

#### **Knowledge and Understanding**

On completing the programme students should:

- A1 have a basic knowledge and understanding of many aspects of British institutions and culture
- A2 understand some basic aspects of business in the UK
- A3 have an in-depth understanding of a chosen (project or option) topic
- A4 have an appreciation of the culture of UK higher education and its expectations of students
- A5 have an understanding of English grammar and vocabulary, including the conventions of academic English
- A6 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 tutorials. English is primarily taught in smaller classes and reinforced through practice. The final project involves a large element of student research.

#### **Assessment Strategy**

Knowledge and understanding is assessed primarily through written coursework and tests, 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 (where required) Use quantitative techniques related to business issues
<b>Teaching and Learning Methods</b>
These skills are best taught and learned through practice, although the Study Skills module will provide students with advice on what is expected of UK students and strategies for developing these skills. The final project in particular reinforces B1- B4.
<b>Assessment Strategy</b>
The final project provides a key piece of assessment of the development of intellectual skills, but so do other pieces of coursework and oral presentations. The Study Skills and Project module will assess B1 to B4 in particular. The Maths for Business 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 and Project 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 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 and Project 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 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
<b>Teaching and Learning Methods</b>
The Study Skills and Project 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 and Project module.
<b>Assessment Strategy</b>

Some group work 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 also assess teamwork and essay writing. D7 will be facilitated through the Study Skills module and Integrated Studies element. It will also be developed through the EAP modules and through extra-curricular activities. D8 will be developed particularly via the Study Skills module and the Project.

## **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 (40 credits) with the study of Study Skills, an Introduction to Accounting, an Introduction to Business, a Business Maths module and a final project.

### **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 an undergraduate programme

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

<https://www.ncl.ac.uk/regulations/programme/2019-20/documents/FNDREGS1508F1508JBusinessManagement2019-20.pdf>

## **13 Support for Student Learning**

Generic information regarding University provision is available at the following link.

[https://www.ncl.ac.uk/ltds/assets/documents/qsh\\_progspec\\_generic\\_info.pdf](https://www.ncl.ac.uk/ltds/assets/documents/qsh_progspec_generic_info.pdf)

The Student Services portal provides links to key services and other information and is available at:

<https://www.ncl.ac.uk/london/student-life/support/>

### *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 Newcastle University London 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.

### *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 Student Staff 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. Personal Tutors will support students to make applications to Newcastle and elsewhere through UCAS.

Newcastle University London 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 one-to-one counselling and guidance or group sessions/workshops on a range of topics, such as emotional issues e.g. stress and anxiety, student finance and budgeting, disability matters etc. There is specialist support available for students with dyslexia and mental health issues. Furthermore, the Student Union operates a Student Advice Centre,

which can provide advocacy and support to students on a range of topics including housing, debt, legal issues, etc.

*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. There is also a Learning Resources Centre located on the 1st floor of Newcastle University London. 102 Middlesex Street.

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

Generic information regarding University provision is available at the following link.

[https://www.ncl.ac.uk/ltds/assets/documents/qsh\\_progspec\\_generic\\_info.pdf](https://www.ncl.ac.uk/ltds/assets/documents/qsh_progspec_generic_info.pdf)

The Student Services portal provides links to key services and other information and is available at:

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*Accreditation reports*

*Additional mechanisms*

**15 Regulation of assessment**

Generic information regarding University provision is available at the following link.

[https://www.ncl.ac.uk/ltds/assets/documents/qsh\\_progspec\\_generic\\_info.pdf](https://www.ncl.ac.uk/ltds/assets/documents/qsh_progspec_generic_info.pdf)

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

These modules are 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 60.

Satisfactory completion of the Foundation Certificate 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 60 (equivalent to IELTS 6.0) with no competence (reading, writing, listening and speaking) below 55 (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.

Performance higher than a basic pass (in both academic modules and English for Academic Purposes) will be required for entry into Newcastle University London degree programmes as specified in the progression requirements for specific degree programmes.

**Marking Scheme**

Newcastle University London employs the following marking scheme:

<40	Fail
40-49	Pass
50-59	Good
60-69	Very Good
70-79	Excellent
80+	Outstanding

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

The University Prospectus: <http://www.ncl.ac.uk/undergraduate/degrees/#subject>

Degree Programme and University Regulations: <http://www.ncl.ac.uk/regulations/docs/>

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.