

PROGRAMME SPECIFICATION

1	Awarding Institution	Newcastle University
2	Teaching Institution	Newcastle University
3	Final Award	International Foundation Certificate
4	Programme Title	INTO Newcastle Foundation Certificate - Pathway in Business and Management
5	UCAS/Programme Code	2961F / 2967F
6	Programme Accreditation	n/a
7	QAA Subject Benchmark(s)	n/a
8	FHEQ Level	3
9	Date written/revised	June 2011

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 and QAA 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.

Intellectual Skills

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

Teaching and Learning Methods

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.

Assessment Strategy

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 (optional for some, compulsory for others depending on the destination degree) directly assesses B5.

Practical Skills

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

Teaching and Learning Methods

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.

Assessment Strategy

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.

Transferable/Key Skills

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 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.
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 also assess teamwork and essay writing. D7 will be facilitated through the Study Skills and Project module which requires attendance at an undergraduate module. It will also be developed through the EAP modules and through extra-curricular activities. D8 will be developed particularly via the Study Skills and Project 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 (20 or 40 credits depending on level on entry) with the study of ICT and Study Skills, an Introduction to British Institutions & Culture, 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)
http://www.ncl.ac.uk/regulations/programme/2011-2012/documents/INTO_Found_Cert_Business_and_Management.pdf

13 Criteria for admission
<i>Entry qualifications</i> Completion of twelve years of schooling (or the local equivalent to meet the same standard) with good grades.
<i>Admissions policy/selection tools</i> 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.
<i>Non-standard Entry Requirements</i> Will be considered on their merits
<i>Additional Requirements</i> n/a
<i>Level of English Language capability</i> IELTS 5.0 or equivalent with a minimum of 5.0 in all subskills

14 Support for Student Learning
<i>Induction</i> 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)

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

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 degree programmes as specified in the progression requirements for specific degree programmes.

Marking Scheme

INTO Newcastle University employs the following marking scheme:

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

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
INU0101	Comp	5, 6	2, 3	1, 4	2, 7
INU0102	Comp	5, 6	2, 3	1, 4, 6	2, 7
INU0107	Comp	3, 4, 6	1, 2, 3, 4	1, 2, 3, 4, 5, 6	2, 3, 4, 5, 6, 7, 8
INU0108	Comp	1	1, 2, 3	2, 3, 4, 5	1, 6
INU0110	Comp	1, 2, 3	1, 3	2, 3, 4, 5	1, 6
INU0111	Option		1, 5	4, 5	
INU0113	Option	2, 3	1, 3	2, 3, 4, 5	6