

PROGRAMME SPECIFICATION

for the award of

International Foundation Diploma Programme

Managed by the Faculty of Business

Date approved:	May 2016 for latest validation
Applies to students commencing study in:	2018/19

RECORD OF UPDATES

Date amended	Nature of amendment	Reason for amendment
January 2018	<p>Section 4 – Main changes</p> <p>U70507 / INFO-4001 Contemporary British Studies and U70508 / INFO-4002 British Heritage and Culture for Today have been merged to create a new module - U70526 / INFO-3023 Perspectives on Modern Britain.</p> <p>U00103 / COMP-3002 Essential Mathematics for University Study has been added to Foundation portfolio of modules.</p> <p>Other minor amendments to section 4.</p>	<p>In response to changing nature of student cohort.</p> <p>For accuracy and tidying up purposes.</p>

SECTION 1: GENERAL INFORMATION

Awarding body:	Oxford Brookes University
Teaching institution and location:	Oxford Brookes International, Oxford Brookes University, Headington Road Campus
Language of study:	English
Final award:	Foundation Diploma
Programme title:	Extended Foundation Diploma Programme
Interim exit awards and award titles available:	None
Brookes course code:	UEA / CRTFN-UE
UCAS code:	None
JACS code:	None
HECoS code:	101109
Mode of delivery:	Full-time (face to face/on-campus)
Mode/s and duration of study:	3 semesters; maximum time allowed for Foundation stage 4 consecutive semesters within 2 academic years
QAA subject benchmark statement/s which apply to the programme:	None
Professional accreditation attached to the programme:	None
University Regulations:	The programme conforms to the University Regulations for the year of entry as published/archived at: http://www.brookes.ac.uk/regulations/

SECTION 2: WHY STUDY THIS PROGRAMME?

The International Foundation Programme as a whole offers an international environment for Foundation students to develop their academic literacy. It is designed especially for international students who have successfully completed 12 years in their own educational system, with good results, and need a bridging course in order to join an undergraduate programme in the UK. The Extended Foundation programme specifically provides a portal for students with an IELTS score of 4.5 (with a minimum of 4.0 in all skills) to follow an extra semester of intensive skills and language study on the University English EAP programme before joining the two semester International Foundation Diploma programme. University English is designed to help students fully understand the higher education system and enable them to reach the required level of English for progression to the next stage.

The Extended Foundation Diploma is a stand-alone qualification and is accepted not only by Oxford Brookes but also by a wide range of UK universities.

A key aspect of the programme is its flexibility; after the initial semester there is a wide choice of Level 3 and Level 4 modules, allowing students to tailor an individual programme to their own needs and interests. Oxford Brookes International, and the Pathways programmes it delivers, is an integral part of Oxford Brookes University; students are full members of the university and are expected to make use of all its facilities such as the Library and Computer Rooms.

All students on the programme enter with a good academic background. They study specially designed core modules appropriate to their entry level in all three semesters, including an Inter-Cultural Communication module and an extended research essay module in the final semester, alongside two or three Level 3 content modules of their choice (including Foundations of Modern Theory and Belief, Politics, Business, Law, Economics, etc.) and one or two Level 4 modules from the Undergraduate Modular Programme (e.g. Global Business Communication, Politics in Comparative Perspective, etc.) in the second and third semester. The first and second semester of study incorporate lecture series involving experts from both within and outside the university. These programmes of study provide them with a broad academic base and a good understanding of what is required at undergraduate level, so they are fully prepared for the next stage of study.

The Extended Foundation Diploma has the following aims and objectives:

- to enable students to achieve in three semesters an academic standard, equivalent to British 'A2' level, which would allow entry to an English-speaking university to study for a degree
- to develop written and spoken English to a level where students can undertake academic work at degree level in Britain or in any other English-speaking country
- to provide the opportunity to learn about British and European society and culture and feel at home in an English-speaking international study environment.

Link to staff profiles: <https://www.brookes.ac.uk/international/courses/english-and-pathways/meet-your-teachers/>

SECTION 3: PROGRAMME LEARNING OUTCOMES

On successful completion of the programme, graduates will demonstrate the following Brookes Attributes:

3.1 ACADEMIC LITERACY

- a. Produce written work (essays, summaries, reports and reviews) which is clear, concise and grammatically correct
- b. Speak and understand what is being said in a variety of academic contexts for example in lectures, in conversations, in group work, in giving and following instructions, and in other spoken exchanges

3.2 RESEARCH LITERACY

- a. Undertake small research projects using a range of academic sources while developing an understanding of contemporary research methodologies
- b. Read and critically analyse a range of relevant academic sources in preparation for University study

3.3 CRITICAL SELF-AWARENESS AND PERSONAL LITERACY

- a. Participate in classes, make oral presentations and respond to those of fellow students showing the ability to assess one's own work and the work of others
- b. Critically reflect on the process of adaptation to University life and culture
- c. Develop a range of vocabulary to deal with relevant aspects of student life

3.4 DIGITAL AND INFORMATION LITERACY

- a. Use textbooks, journals, newspapers, magazines and other e-resources to develop knowledge and understanding
- b. Use IT platforms, e-learning resources and contemporary software to interact with and learn from peers and tutors
- c. Develop knowledge, understanding and confidence in IT-enabled learning

3.5 ACTIVE CITIZENSHIP

Participate in lectures, seminars and other activities relating to the role of the responsible citizen, actively engaging with issues of equity and social justice, sustainability and the reduction of prejudice, stereotyping and discrimination.

SECTION 4: CURRICULUM CONTENT & STRUCTURE

4.1 PROGRAMME STRUCTURE AND REQUIREMENTS:

To qualify for the Extended Foundation Diploma, students must be successful in all four modules in the first semester of study (U72301 / UENG 3001, U72302 / UENG 3002, U72303 / UENG 3003, U72304 / UENG 3004) and subsequently eight modules in the ensuing semesters.

Students on the Extended Foundation programme must take the following modules:

Code	Module Title	Credits	Level	Status	Coursework: Exam ratio
U72301 / UENG 3001	Academic Writing 1	15	3	Compulsory	100% coursework
U72302 / UENG 3002	Academic Reading 1	15	3	Compulsory	100% coursework
U72303 / UENG 3003	Academic Listening and Speaking 1	15	3	Compulsory	100% coursework
U72304 / UENG 3004	Grammar and Vocabulary Skills	15	3	Compulsory	100% coursework
U70509 / INFO-3004	Foundation Project	15	3	Compulsory	100% coursework
U70515 / INFO-3009	Inter Cultural Communication	15	3	Compulsory	100% coursework
U71500 / INFO-3018	Orientation to University Studies Level 1 (double credit)	30	3	Alternative Compulsory	100% coursework

Level 4 Undergraduate modules

Students must choose **ONE** module from this list.

U08013 / COMP-4009	Foundations of Computer Systems
U08400 / STAT-4001	Basic Survey Methods
U08403 / STAT-4002	Basic Data Analysis
U08814 / DIGP-4010	Digital Cinematography 1
U23102 / POLI-4002	Politics in Comparative Perspective
U24101 / PSYC-4001	Foundations of Cognitive Psychology
U24102 / PSYC-4002	Foundations of Social Psychology
U24104 / PSYC-4003	Foundations of Developmental Psychology
U50013 / ACFI-4006	Raising Individual Financial Awareness
U51002 / BMGT-4001	Foundations of Business*
U58003 / BMGT-4006	Global Business Communications
U58004 / BMGT-4007	Planning a Successful Event
U65000 / PUBL-4001	Publishing Principles
U65001 / PUBL-4002	Publishing Principles and Practice: Author to Reader
U66002 / MUSC-4003	Introduction to Popular Music
U67503 / HIST-4003	The Rise of the Modern World
U70526 / INFO-3023	Perspectives on Modern Britain
U72500 / INFO-4003	Introduction to Language and Society
U73100 / PHIL-4001	Introduction to Philosophy

Level 3 Foundation and UG modules

The remainder of the programme should be selected from the following list of modules:

U00103 / COMP-3002	Essential Mathematics for University Study
U00102 / COMP-3001	Foundations of Computer Programming
U00810 / ENGR-3005	Foundation Engineering Mathematics 1
U00811 / ENGR-3006	Foundation Engineering Mathematics 2
U70500 / INFO-3001	Introduction to International Development
U70505 / INFO-3002	Perspectives on Macroeconomics
U70506 / INFO-3003	Foundations of Modern Theory and Belief
U70510 / INFO-3005	Perspectives on Business Studies
U70511 / INFO-3006	Foundation Economics
U70512 / INFO-3007	Foundation Tourism and Hospitality
U70513 / INFO-3008	Foundation Media Studies
U70517 / INFO-3010	Modern British Cinema and Society
U70518 / INFO-3011	Foundation Law
U70519 / INFO-3012	Foundation Politics
U70520 / INFO-3013	Foundation International Relations
U70521 / INFO-3014	Literature and Arts in Context
U70523 / INFO-3015	Foundations of Cell and Human Biology
U70524 / INFO-3016	Foundations of Chemistry
U70525 / INFO-3017	Foundations of Genetics and Ecology

Recommended Modules for Particular Pathways

Recommended modules for Business, Marketing, Accounting, Hospitality & Tourism.

Level 3: U70510 / INFO-3005 Perspectives on Business Studies • U70511 / INFO-3006 Foundation Economics • U70512 / INFO-3007 Foundation Tourism and Hospitality • U70520 / INFO-3013 Foundation in International Relations • U70505 / INFO-3002 Perspectives on Macroeconomics • U00103 / COMP-3002 Essential Mathematics for University Study

Level 4: U51002 / BMGT-4001 Foundations of Business* • U58003 / BMGT-4006 Global Business Communications • U08403 / STAT-4002 Basic Data Analysis • U08400 / STAT-4001 Basic Survey Methods • U50013 / - ACFI-4006 Raising Individual Financial Awareness • U58004 / BMGT-4007 Planning a Successful Event

** Not available to students with equivalent AS/A2 level qualifications*

Note: an appropriate Mathematics module may be required for Business

Recommended modules for Law, Politics, Psychology

Level 3: U70518 / INFO-3011 Foundation Law • U70519 / INFO-3012 Foundation Politics • U70520 / INFO-3013 International Relations • U70506 / INFO-3003 Foundations of Modern Theory and Belief • U00103 / COMP-3002 Essential Mathematics for University Study

Level 4: U24102 / PSYC-4002 Foundations of Social Psychology • U3102 / POLI-4002 Politics in Comparative Perspective • U67503 / HIST-4003 The Rise of the Modern World • U08403 / STAT-4002 Basic Data Analysis • U08400 / STAT-4001 Basic Survey Methods • U24104 / PSYC-4003 Foundations of Developmental Psychology • U24101 / PSYC-4001 Foundations of Cognitive Psychology • U70526 / INFO-3023 Perspectives on Modern Britain

Note: an appropriate Mathematics module may be required for Psychology

Recommended modules for the Social Sciences and Humanities, Media, Communication.

Level 3 U70513 / INFO-3008 Foundation Media Studies • U70521 / INFO-3014 Literature and Arts in Context • U70517 / INFO-3010 Modern British Cinema and Society • U70506 / INFO-3003 Foundations of Modern Theory and Belief • U00103 / COMP-3002 Essential Mathematics for University Study

Level 4: U24102 / PSYC-4002 Foundations of Social Psychology • U23102 / POLI-4002 Politics in Comparative Perspective • U08814 / DIGP-4010 Digital Cinematography 1 • U65000 / PUBL-4001 Publishing Principles • U6001 / PUBL-4002 Publishing Principles and Practice: Author to Reader • U73100 / PHIL-4001 Introduction to Philosophy • U72500 / INFO-4003 Introduction to Language and Society • U66002 / MUSC-4003 Introduction to Popular Music • U70526 / INFO-3023 Perspectives on Modern Britain

Recommended modules for Computing

Level 3 U00102 / COMP-3001 Foundations of Computer Programming

Level 4: U08403 / STAT-4002 Basic Data Analysis • U08814 / DIGP-4010 Digital Cinematography 1 • U08013 / COMP-4009 Foundations of Computer Systems

Note: an appropriate Mathematics module may be required for Computing

Required Pathway for students in Science Stream (September entry only)

Level 3: U70523 / INFO-3015 Foundations of Cell and Human Biology • U70524 / INFO-3016 Foundations of Chemistry • U70525 / INFO-3017 Foundations of Genetics and Ecology

Level 4: U08403 / STAT-4002 Basic Data Analysis • U08400 / STAT-4001 Basic Survey Methods

Note: an appropriate Mathematics module may be required for the Sciences

4.2 PROFESSIONAL REQUIREMENTS

None

SECTION 5: TEACHING AND ASSESSMENT

Throughout the course, teaching and learning methods adopted by module leaders will acknowledge and encourage a range of learning styles with a view to supporting students at an appropriate level of challenge, to enable them to achieve their programme objectives.

Methods will include

- lectures, seminars, and workshops;
- tutorials;
- group and individual project work;
- group and individual presentations;
- group seminars;
- supervised independent learning;
- critical thinking tasks;
- skills acquisition sessions;
- work with a wide range of practical resources, including appropriate computer hardware and software.

Hours of study

Each of the modules requires 150 hours of notional learning time. A student will, therefore, study a total of 600 hours per semester Notional Learning Time.

In the first semester of study students follow the University English Level 1 programme, comprising four compulsory modules and a lecture programme. Forty-eight hours (or 72 for Academic Listening and Speaking modules) is allocated to student – tutor contact in the form of classes, with 102 hours (or 78 for Academic Listening and Speaking modules) of independent study and preparation for assessments

On successful completion of the first semester, students follow the International Foundation Diploma Programme pattern and are required to take a minimum of eight modules, usually four in each of the second and third semester of study. Contact time for most modules is 3 hours, with the exception of the double modules Orientation to University Studies Level 1 and Orientation to University Studies Level 2 which have 12 contact hours per week. The core module Foundation Project has an additional 3 hour workshop attached, so students have a total contact time of 15 - 18 hours per week over the 12 week semesters. Students are also expected to spend self-managed time on assignments outside the class or lecture.

Brookes Assessment Compact

The Programme also embeds the principles and practices within the Brookes Assessment Compact. Assessments are carefully designed to contribute to formative developmental feedback and can incorporate peer feedback as well. All module guides include specific assessment criteria which are clearly communicated and an assessment calendar is also produced

<https://www.brookes.ac.uk/aske/brookes--assessment-compact/>.

Brookes Attributes

Please also see section 3 above

Academic literacy

Academic Literacy is embedded both within the core and other Level 3 modules. Students develop their writing skills through drafting and redrafting essays, summaries, reports and reviews, their listening and speaking skills through participation in lectures, seminars, group discussions, and group and individual presentations.

Research literacy

In all modules, but explicitly in the compulsory Foundation Project module and Foundations of Modern Theory and Belief, students develop their ability to read selectively, extend their knowledge, and apply critical thinking methods to texts, including on-line sources (see Digital and information literacy, below).

Critical self-awareness and personal literacy

The understanding of the learning process, reflection on personal development and the ability to assess one's own strengths and weakness in the English language, study skills and subject knowledge is embedded within the core modules, Students engage in self and peer review of written and oral work and keep a learning journal with a reflective aspect.

Digital and information literacy

Students engage extensively with IT-enabled learning techniques, methodologies and devices, including regular and active participation in the Oxford Brookes Virtual Learning environment, to develop their knowledge and understanding and to communicate and present information.

Active citizenship

This is a core value of the programme and is included explicitly or implicitly in all core modules and most content modules. The University English programme runs a weekly lecture programme which gives students the opportunity to engage in authentic academic lectures given by Oxford Brookes University lecturers on a range of subject areas. The Orientation modules on the International Foundation Diploma programme include a range of weekly themes such as Social Entrepreneurship, Gender Issues, Fair Trade, Sustainability and the Environment and Nationality and Identity, supported by guest lecturers and study visits as well as opportunities for volunteering in the local community. Students are encouraged to participate in classes with sensitivity to cross-cultural communication. The Inter-cultural Communication module is a particularly good example of how students are enabled to develop this sensitivity, while other modules e.g. Modern Theory and Belief and International Development take Active Citizenship as their focus.

Assessment regulations

The programme conforms to the University's Academic Regulations; section B2 **Undergraduate Modular Programme Regulations**

[\[https://www.brookes.ac.uk/regulations/current/specific/b2/\]](https://www.brookes.ac.uk/regulations/current/specific/b2/).

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<https://www.brookes.ac.uk/aske/brookes--assessment-compact/> .

SECTION 6: ADMISSION TO THE PROGRAMME

6.1 ENTRY REQUIREMENTS

Good High School Leaving Qualifications

Applicants will be required to show evidence of a minimum score of 4.5 at IELTS with a minimum of 4.0 in all skills. Students joining at this stage take a 3-semester programme.

6.2 DBS AND OTHER PRE-COURSE CHECKS REQUIRED

N/A

SECTION 7: PREPARATION FOR EMPLOYMENT

This Foundation programme is the first step towards an undergraduate degree, so is usually the first year of a four year process. Students on this programme may progress to a wide range of undergraduate programmes at Oxford Brookes or another UK university or return to university study in their country of origin. Students are offered the opportunity to engage with volunteering schemes through Brookes Hub at an early stage in their programme. There are no specific links to paid employment during the Foundation stage of the programme, but most student's progress onto undergraduate courses in which strong links are developed.

Additionally, transferable skills such as working in teams, time management, personal reflection, digital and presentation skills, in line with the Brookes Graduate Attributes cited above (Section 5) form a key part of the student learning experience on this programme.