

## **PROGRAMME SPECIFICATION**

for the award of

**Pre-Master's Certificate: English Language and**

**Study Skills Managed by the Faculty of Business**

<b>Date approved:</b>	September 2013
<b>Applies to students commencing study in:</b>	2020/21

### **RECORD OF UPDATES**

<b>Date amended</b>	<b>Nature of amendment</b>	<b>Reason for amendment</b>
January 2017	Layout amendments	To correspond with new template
January 2017	Acceptable/optional undergraduate modular programme modules	New optional modules added to PIP on a semester basis depending on student needs. Modules added to Programme Spec to reflect options available to students on PIP.
January 2017	Managing Yourself	Non-credit bearing compulsory module added to reflect information on PIP
January 2019	To remove module Managing Yourself U70370	There is a heavier workload for students on the Certificate programme and attendance and commitment to this module has been lower from these students. Certificate students also seem much more likely to have these skills already in place.
28 February 2019	A number of changes were made to the modules on the programme	Amendments were made for the rationalisation of the programme.
30 June 2020	An additional Sem 1 run of the prog has bene added	

## SECTION 1: GENERAL INFORMATION

<b>Awarding body:</b>	Oxford Brookes University
<b>Teaching institution and location:</b>	Oxford Brookes International, Oxford Brookes University, Headington Road Campus
<b>Language of study:</b>	English
<b>Final award:</b>	Pre-Master's Certificate: English Language and Study Skills
<b>Programme title:</b>	Pre-Master's Certificate: English Language and Study Skills
<b>Interim exit awards and award titles available:</b>	None
<b>Brookes course code:</b>	BH10 / PMC-ESS
<b>UCAS code:</b>	None
<b>JACS code:</b>	None
<b>HECoS code:</b>	101109
<b>Mode of delivery:</b>	Full-time (face to face/on-campus)
<b>Mode/s and duration of study:</b>	Normally one semester, September-December, January-May or May-August. Maximum 3 semesters
<b>QAA subject benchmark statement/s which apply to the programme:</b>	None
<b>Professional accreditation attached to the programme:</b>	None
<b>University Regulations:</b>	The programme conforms to the University Regulations for the year of entry as published/archived at: <a href="http://www.brookes.ac.uk/regulations/">http://www.brookes.ac.uk/regulations/</a>

## **SECTION 2: WHY STUDY THIS PROGRAMME?**

International students take this programme as a pathway to Master's degrees, mostly at Oxford Brookes University. The reasons to take the Pre-Master's Certificate: English language and study skills are:

- 1) To gain a higher academic qualification
- 2) To improve study skills and content knowledge before starting a UK Master's degree
- 3) To improve English language level to the standard required for Master's level

The overall aim of the Pre-Master's Certificate: English language and study skills programme is to enable students to engage in studies which will extend their English language proficiency and study skills, in order to prepare students for postgraduate study at Oxford Brookes or another British university. Specific course aims are to:

- Develop use of spoken and written English for general and specific purposes
- Enhance the speed and efficiency of processing information from lectures and prescribed reading
- Equip students with an understanding of the academic standards and practices which will be expected of them when they enter postgraduate study at a British university;
- Provide students with the knowledge and skills needed to produce spoken and written genres relevant to the academic context in general, and to the individual students' subject specific context in particular;
- Work confidently within the British university system, with an understanding of the possible cross-cultural differences to be mastered in a new academic environment.
- Develop transferable life skills, in particular the intellectual and interpersonal skills needed for independence as a learner.

The Pre-Master's Certificate: English language and study skills offers an opportunity for students at IELTS level of 6.0 and above to develop their skills and knowledge in 3 areas simultaneously: study skills for postgraduate UK HE; content knowledge in the discipline of their chosen Master's; academic English to the level required for Master's entry. The programme is distinct from other EAP pre-sessional programmes in providing a discipline-specific pathway towards Master's courses by offering a large range of subject modules for students to choose (one), and by ensuring that the majority of assignments students undertake are both relevant to their discipline and the sorts of assignments they will need to take on their Master's. The Certificate also offers students a recognised higher academic qualification at level 6, which can be used as part of applications for Master's programmes.

Staff on the Pre-Master's programme are highly qualified and experienced at teaching students preparing for postgraduate level. The programme is research-informed and up-to-date: the teaching team undertake relevant research to improve the student experience, for example research into using sources competently, peer learning, effective feedback and use of online discussions. Further details about the teaching staff can be found here:

<http://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**

- Communicate confidently in spoken and written English
- Recognise the rhetorical features of lectures and seminars, and apply these to presentations
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- Recognise the features of academic texts, and use this knowledge critically in producing clear and appropriate written work

### **3.2 RESEARCH LITERACY**

- Conduct selective, efficient and critical research needed to meet the requirements of postgraduate work
- Carry out independent research on projects
- Use source material effectively and critically, with appropriate citation

### **3.3 CRITICAL SELF-AWARENESS AND PERSONAL LITERACY**

- Demonstrate a range of skills in self-management and autonomous learning
- Set personal objectives for completion of a project
- Manage learning time and tasks to deadline
- Apply independent learning and study strategies
- Reflect on performance in different study tasks

### **3.4 DIGITAL AND INFORMATION LITERACY**

- Use critical thinking applied to particular specialist disciplinary choices from the university curriculum
- Demonstrate enhanced skills in written, oral and electronic communication

### **3.5 ACTIVE CITIZENSHIP**

- Engage in effective cross-cultural communication through working in diverse groups
- Collaborate effectively in teams of diverse groups

## **SECTION 4: CURRICULUM CONTENT & STRUCTURE**

### **4.1 PROGRAMME STRUCTURE AND REQUIREMENTS:**

In order to qualify for the Pre-Master's Certificate: English language and study skills, all students on the programme must take and pass a minimum of four and a maximum of five acceptable modules, including three compulsory modules, within one year of full time study. The 3 compulsory English language and study skills modules are:

<b>Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Level</b>	<b>Status</b>	<b>Coursework: Exam ratio</b>
PREM-6001	Advanced Reading and Research Skills	15	6	Compulsory	100% coursework
PREM-6002	Extended Writing Project	15	6	Compulsory	100% coursework
PREM-6003	Advanced Seminar Skills	15	6	Compulsory	100% coursework

### **4.2 PROGRESSION AND AWARD REQUIREMENTS**

To complete the Certificate study programme, students also have to select a minimum of two and a maximum of three modules from the University's Undergraduate Modular Programme (UMP). These will be in the field to which students wish to progress for postgraduate study, and will be guided by their academic adviser. These modules are normally levels 5 or 6, (only where necessary, level 4), depending on which are more suitable for the student's programme.

To complete the Certificate programme, students have to select a minimum of one and a maximum of two modules from the University's Undergraduate Modular Programme (UMP) for those studying September-December or January-May. For those studying the Certificate programme during the autumn and summer semester, students will take the Independent Study Module (level 6).

### **Entry Points**

There are three entry points for the Pre-Master's Certificate, one in September, one in January and one in May, each complete one semester, either:

September- December or January – May or May – August.

The acceptable/optional Undergraduate Modular Programme modules are:

ACFI-4004	Accounting and Financial Information
ACFI-4006	Raising Individual Financial Awareness
ACFI-5001	Management Accounting
ACFI-5007	Corporate Finance
ACFI-5008	Managing the Digital Business
ARCH-4004	Architecture and Society
ARCH-4005	Introduction to Architectural History and Theory
BENV-4001	Essential Skills in the Built Environment
BMGT-4001	Foundations of Business
BMGT-4006	Global Business Communications
BMGT-5004	Business Strategy for Competitive Advantage
BMGT-5005	International Business Strategy
BMGT-5011	Managing Business Projects
BMGT-5012	Purchasing and Supply Chain Management
ECON-4001	Macroeconomics 1
ECON-4002	Microeconomics 1
EVNT- 4002	Developing and Planning Events
HESC-4003	Life Sciences for Health Care Professionals
HOTO-4001	Management in International Tourism, Hospitality and Events
HOTO-4003	Operational Finance for Hospitality and Tourism
HOTO-4006	Context of International Tourism
HOTO-5002	Digital Marketing for Customer Service Industries
HOTO-5004	Festival & Cultural Events Management
INFO-4004	Perspectives on Modern Britain
INRL-4001	Introduction to International Relations 1: Perspectives
INRL-4002	Introduction to International Relations 2: Themes and Issues
LAW 4002	Legal Method

MARK-4002	Foundations of Marketing
NUTR-5004	Nutritional Biochemistry and Metabolism
PLAN-5003	Environmental Decision Making
PREM-6004	Independent Study Module(Honours Component)
SOCI-4002	Foundations of Social Theory

There are also many other UMP modules for each field, which students may be able to take. This will be discussed with their academic adviser prior to choosing their module.

### 4.3 PROFESSIONAL REQUIREMENTS

None

## SECTION 5: TEACHING AND ASSESSMENT

### Teaching and

### Learning Brookes

#### Attributes

Teaching and learning is focused on the Oxford Brookes graduate attributes of academic literacy, research literacy, critical self-awareness and personal literacy, digital and information literacy and active citizenship. In terms of academic literacy, students will improve their communication in English and their understanding of text. For research literacy, students will learn to carry out research appropriate for postgraduate study. Regarding critical self-awareness and personal literacy, students will develop their self-management and independent learning. In terms of digital and information literacy, students will use critical thinking and varied means of communication. For active citizenship, students will work in diverse groups and develop their ability to collaborate effectively.

#### Assessment Compact

Teaching and learning on the programme follows the Brookes Assessment Compact, in particular great attention is paid to formative and summative feedback which tutors give supportively and promptly to students. Students will also develop their ability to make use of feedback and strengthen their skills as an independent learner. For further information please consult:

<https://www.brookes.ac.uk/ocslid/consultancy/consultancy-areas/>

#### Methods of teaching and learning will include:

- lectures, seminars, and workshops )
- skills acquisition sessions; ) Tutor led, class time usually 36 hours per module
- tutorials; )
- group and individual project work; )
- group and individual presentations; )
- supervised independent learning; ) self-study, usually 114 hours per
- critical thinking tasks; ) module
- compilation of portfolios of work and reflections )

### Assessment

There are two principal modes of student assessment:

#### Formative assessment

For assessed written work, tutors will use a first and second draft system to give specific individual

feedback, and further teaching through formative assessment, both in class and in coursework, in order to help students build confidence in communication and study skills, and to establish good models for future practice. Students will use this cycle of feedback to evaluate their strengths and weaknesses positively, and to enhance their future learning strategies.

### **Summative assessment**

English language and study skills modules on the programme are assessed through 100% coursework. Academic literacy is assessed through written reports and essays, written summaries of lectures and spoken presentations. Research literacy is assessed through written use of sources in text, production of bibliographies, evaluations of sources, and a spoken presentation about research advice. Critical self-awareness and personal literacy is assessed through written evaluations of performance and the production of independent written work. Digital and information literacy is assessed through critical thinking tasks and engagement in VLE tasks. Active citizenship is assessed through presentations in diverse groups and online group work in diverse groups.

### **Assessment regulations**

The programme conforms to the University Regulations for undergraduate programmes and modules at <https://www.brookes.ac.uk/regulations/current/specific/>.

## **SECTION 6: ADMISSION TO THE PROGRAMME**

### **6.1 ENTRY REQUIREMENTS**

This programme is designed specifically for international graduate students who wish to go on to a postgraduate degree at Oxford Brookes University or another English speaking university. For this reason, to be admitted to the programme, students normally need to have 2 kinds of qualification:

Students need a graduate qualification or equivalent. This means either a first degree in their own country, or equivalent professional training and work experience equivalent to a degree. Their qualification should be from a recognised institution.

Students should also have a minimum IELTS level of 6.0 (6.0 in writing and minimum 5.5 in all skills) or equivalent.

#### **Start dates and entry requirements**

<b>Course</b>	<b>Start date</b>	<b>Entry requirements</b>
<b><i>Pre-Master's Certificate</i></b>	January/May	IELTS 6.0 (with 5.5 in all skills and 6.0 in Writing) or equivalent.  Degree, acceptable diploma or equivalent work experience.

## **6.2 DBS AND OTHER PRE-COURSE CHECKS REQUIRED**

N/A

## **SECTION 7: PREPARATION FOR EMPLOYMENT**

Students' progress from the programme onto a wide variety of Master's degrees at Brookes. The programme has no direct links with employers, but links with Master's degrees at Brookes, many of which do, in line with the University's philosophy of engagement with employers and stakeholders.