

PROGRAMME SPECIFICATION

for the award of

Pre-Master's Certificate: Study Skills**Managed by the Faculty of Business**

Date approved:	May 2016 for latest validation
Applies to students commencing study in:	2020/21

RECORD OF UPDATES

Date amended	Nature of amendment	Reason for amendment
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
February 2018	Added U70526 / INFO-3023 Perspectives on Modern Britain as acceptable UMP module and added part-time to mode of delivery	Due to the closure of U70507 Contemporary British Studies module and replaced with Perspectives on Modern Britain module
February 2018	Change the mode of delivery and offer as part-time over Sem 2 and 3.	To promote the BH12 Pre-Master's Certificate: Study Skills programme to Home students. This is to cater for Home applicants who are working, and intend to progress to a part-time Master's.
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.

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:	Pre-Master's Certificate: Study Skills
Programme title:	Pre-Master's Certificate: Study Skills
Interim exit awards and award titles available:	None
Brookes course code:	BH12 / PMC-SSK
UCAS code:	None
JACS code:	None
HECoS code:	101090
Mode of delivery:	Full-time (face to face/on-campus) or Part-time (face to face/on campus)
Mode/s and duration of study:	Full-time normally one semester, January-May, maximum 2 semesters Part-time two semesters, January-May and May- August
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?

International and home 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: 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

The overall aim of the Pre- Master's Certificate: Study Skills programme is to enable students to engage in studies which will extend their study skills, in order to prepare both home and international students for postgraduate study at Oxford Brookes or another British university.

Specific course aims are to:

- 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 by the end of the programme, 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: study skills, offers an opportunity for native-speaker students, and students of IELTS 7.0 and above to develop their skills and knowledge in 2 areas simultaneously: study skills for postgraduate UK HE; content knowledge in the discipline of their chosen Master's. The programme is distinct from other EAP pre-sessional programmes in providing firstly study skills and content to students who do not need language input, and therefore are often excluded from EAP provision at this level. Secondly, students on this programme are provided with a discipline-specific pathway towards Master's courses and can choose two subject modules from a large range , and undertake the majority of assignments in areas that 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

- 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, online and face to face

SECTION 4: CURRICULUM CONTENT & STRUCTURE

4.1 PROGRAMME STRUCTURE AND REQUIREMENTS:

In order to qualify for the Pre-Master's Certificate: Study Skills, all students must take and pass a minimum of four and a maximum of five acceptable modules, including the following 2 compulsory study skills modules:

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

Part-time students take two modules for credit each semester, which can be chosen to best suit their schedule. However, the above two modules must be taken, as well as two subject modules or one subject module and one independent study module.

4.2 PROGRESSION AND AWARD REQUIREMENTS

To complete the Pre-Master's Certificate: Study Skills programme, students have to select a minimum of two and a maximum of three modules from the University's Undergraduate Modular Programme (UMP).

Entry Point

Full-time entrants to the Pre-Master's Certificate: Study Skills complete one semester, January-May. Part-time entrants to the Pre-Master's Certificate: Study Skills complete two semesters, January-May and May-August. Part-time students must take at least one subject module January-May.

The acceptable/optional Undergraduate Modular Programme modules available January-May are:

INFO4004	Perspectives on Modern Britain
COMP-5013	Web Technology
MATH-4001	Basic Mathematical Methods I
BIOS-5004	Microbiology
BIOS-5005	Haematology and Immunology
NUTR-5003	Motivating Health Behaviour
NUTR-5004	Human Nutrition and Metabolism
ANTH-4001	Introduction to Biological Anthropology
ANTH-4004	Introduction to Japanese Society and Culture
GEOG-4002	Introduction to Environmental Geography
LAW 4002	Legal Method
POLI-4001	Introduction to Politics
INRL-4001	Introduction to International Relations 1: Perspectives
INRL-4002	Introduction to International Relations 2: Themes and Issues
SOCI-4002	Foundations of Social Theory
ARCH-4004	Architecture and Society
ARCH-4005	Introduction to Architectural History and Theory
BENV-4001	Essential Skills in the Built Environment
ESTM-4001	Economics of Built Environment
PLAN-5003	Environmental Decision Making
ADNR-4001	Life Science for Adult Nurses
HESC-4003	Life Sciences for Health Care Professionals
ACFI-4004	Accounting and Financial Information
ACFI-4006	Raising Individual Financial Awareness
ACFI-5001	Management Accounting
ACFI-5007	Corporate Finance
ACFI-5008	eBusiness
BMGT-4001	Foundations of Business
BMGT-5004	Business Strategy for Competitive Advantage
BMGT-5005	International Business
ECON-4001	Macroeconomics 1
ECON-4002	Microeconomics 1
ECON-5001	International Finance
HOTO-4001	Management in International Hospitality and Tourism
HOTO-4003	Operational Finance for Hospitality and Tourism
HOTO-5002	eMarketing for Service Industries
HOTO-5004	Festival & Cultural Events Management
MARK-4002	Foundations of Marketing
MARK-5005	Customer Relationship Management
BMGT-5011	Managing Business Projects
BMGT-5012	Purchasing and Supply Chain Management
HOTO-4006	Context of International Tourism
HOTO-5010	Tourism Impact Analysis
BMGT-4006	Global Business Communications
BMGT-5018	Managing Non-Profit Organisations
PUBL-4001	Publishing Principles
PUBL-5003	Publishing Business
HART-4001	Museums and Society

LANG-4002	Introduction to Applied Linguistics
LANG-5004	Analysing English Language
LANG-5005	Language, Culture and Globalisation
ELSS-6004	Independent Study Module(Honours Component)
ELSS-5004	Methodology of Foreign Language Teaching
CMC-4001	Understanding Communication

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 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.

<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 and home 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 also need evidence of their English language level at minimum IELTS 7.0 or evidence that students have used English as a native speaker, such as completing their undergraduate degree in English.

Start dates and entry requirements

Course	Start date	Entry requirements
Pre-Master's Certificate: Study Skills	January	IELTS 7.0 or above, 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