

PROGRAMME SPECIFICATION

for the award of

Pre-Master's Diploma and

Master's Degree Managed by the

Faculty of Business

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| Date approved: | September 2013 |
| 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 |
| January 2019 | Managing Yourself | Now a Level 5 module as only for Diploma students (now removed from Certificate programmes) |
| 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

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| Awarding body: | Oxford Brookes University |
| Teaching institution and location: | Oxford Brookes International, Oxford Brookes University, Headington Road Campus |
| Language of study: | English |
| Final award: | Master's Degree or MSc (depending on the programme studied in the second year of the two year programme) |
| Programme title: | Two Year Master's Programme |
| Interim exit awards and award titles available: | PG Diploma (subject to availability on the programme studied in second year) PG Certificate (subject to availability on the programme studied in second year) Pre-Master's Diploma: English Language and Study Skills (exit award at end of first year) |
| Brookes course code: | BH68 / PMD-2YM-ESS |
| UCAS code: | Depends on second-year course selected |
| JACS code: | None |
| HECoS code: | 101109 |
| Mode of delivery: | Full-time (face to face/on-campus) |
| Mode/s and duration of study: | Normally 2 years, 4 semesters, maximum 5 semesters – starting September or January |
| QAA subject benchmark statement/s which apply to the programme: | Second year of study will follow relevant Master's programme subject benchmark statements chosen by the student. |
| 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 students take this programme as a pathway to Master's degrees, mostly at Oxford Brookes University. The reasons to take the Two Year Master's:

- 1) To join Pre-Master's and Master's study through seamless progression without the need to re-apply.
- 2) To improve study skills and content knowledge before starting a Master's degree
- 3) To improve English language level to the standard required for Master's level

The overall aim of the Two Year Master's programme is to enable students from a variety of backgrounds to engage with postgraduate study and to achieve knowledge and skills in their chosen area of postgraduate study.

Further programme aims depend on the student's choice of Master's programme – please refer to the specific aims outlined in the Master's programme.

The Two Year Master's offers an opportunity for students at the minimum IELTS level (5.5 in all skills) to develop their skills and knowledge in 3 areas simultaneously during the first year: 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 firstly joining up the Pre-Master's part of the programme with the Master's part of the programme, on one continuous course and one visa, with passing at 50% the only condition to progress; and secondly, providing a discipline-specific pathway towards Master's courses by offering a large range of subject modules for students to choose (two), 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.

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 structure of lectures and seminars, and apply it to presentations
- 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:

During the first year of the programme, all students must take and pass a minimum of nine and a maximum of ten acceptable modules, including seven compulsory modules, within one year of full time study, with **a minimum average grade of 50%**. Students on the programme can then progress to their chosen Master's within the 2 Year Master's programme.

For students wishing to leave the programme after the first year with a Pre-Master's Diploma exit award, it is necessary to pass a minimum of nine acceptable modules, including 7 compulsory modules with a minimum average of 40%. Students who complete their Master's as part of the 2 Year Master's programme gain the Master's award only, not the Pre-Master's Diploma exit award.

The 7 compulsory English language and study skills modules are:

| Code | Module Title | Credits | Level | Status | Coursework: Exam ratio |
|-----------|--------------------------------------|------------|-------|------------|---------------------------|
| ELSS-5001 | Reading and Research | 15 | 5 | Compulsory | 100% coursework |
| ELSS-5002 | Academic Writing | 15 | 5 | Compulsory | 100% coursework |
| ELSS-5003 | Seminar and Interview Skills | 15 | 5 | Compulsory | 100% coursework |
| ELSS-6003 | Advanced Seminar Skills | 15 | 6 | Compulsory | 100% coursework |
| PREM-6001 | Advanced Reading and Research Skills | 15 | 6 | Compulsory | 100% coursework |
| PREM-6002 | Extended Writing Project | 15 | 6 | Compulsory | 100% coursework |
| PREM-6005 | *Managing Yourself | non-credit | 6 | Compulsory | n/a |

*This module is a part of the programme, but is zero credit, so no assessment.

Acceptable modules

To complete the first year of the programme for the year, 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 of their second year of study, and will be guided by the academic adviser. These modules are normally at level 5 or 6, depending on which are more suitable for the student's programme.

Students starting in September will be advised to take one UMP module in their first semester (Sep-Dec) and one UMP in their second (Jan-May), although they may take two in the second semester (compulsory, if they fail the UMP in their first semester)

Students starting in January will be advised to take one UMP module in their first semester (Jan-May). The range of UMP options over the summer semester is limited, therefore students will take the Independent Study Module (level 6). Students studying in the summer semester may also take Perspectives on Modern Britain or Foundations of Business (compulsory, if they fail the UMP in their first semester).

The acceptable/optional undergraduate modular programme modules are:

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| INFO-4004 | Perspectives on Modern Britain |
| COMP-4007 | Networking and Multimedia |
| COMP-5001 | Foundations of Computation |
| MATH-4001 | Basic Mathematical Methods I |
| NUTR-5004 | Human Nutrition and Metabolism |
| 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-4001 | Social Differences and Diversions |
| 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-4001 | The Leisure Environment |
| PLAN-4003 | Sustainability and Development |
| 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 |
| BMGT-5001 | Corporate and Business Law |
| ACFI-5007 | Corporate Finance |
| ACFI-5008 | eBusiness |
| BMGT-4001 | Foundations of Business |

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| 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-5004 | Festival & Cultural Events Management |
| MARK-4002 | Foundations of Marketing |
| 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 |
| EVNT 4002 | Developing and Planning Events |
| FILM-4001 | Key Issues in Film Studies I |
| PUBL-4001 | Publishing Principles |
| PUBL-5003 | Publishing Business |
| LANG-4003 | Understanding Language: Systems and Use |
| LANG-4005 | Language Acquisition |
| ELSS-6004 | Independent Study Module(Honours Component) |
| ELSS-5004 | Methodology of Foreign Language Teaching |

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

Programme Structure & Requirements – Second Year

The modules that students take in the second year of the programme will depend on their choice of second-year MA or MSc programme.

4.2 PROFESSIONAL REQUIREMENTS

None

SECTION 5: TEACHING AND ASSESSMENT

Teaching and Learning

Updated May 2016

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/ocsld/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

In the first year of the programme, students are assessed by 100% coursework, with no exams (except in some UMP content modules). There will be many opportunities for formative assessment, at a drafting stage to help students improve their work before submitting final assignments. The assessment tasks have been designed to prepare students for their second year of study, including writing a case study, argument essay, research report and mini-dissertation, as well as academic presentations and online groupwork. The second year of study, depending on the postgraduate field chosen, will include both coursework and exams, and many will have case studies, presentations and groupwork tasks; all will include a Master's dissertation as the final assessment.

Assessment regulations

The programme conforms to the University Regulations at <https://www.brookes.ac.uk/regulations/current/specific/> for undergraduate programmes and modules in the first year. The second year conforms to the university's postgraduate taught academic regulations.

SECTION 6: ADMISSION TO THE PROGRAMME

6.1 ENTRY REQUIREMENTS

Admission criteria:

This programme is designed specifically for international graduate students who wish to study on a postgraduate degree at Oxford Brookes 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, which usually means a first degree from their own country. The student's qualification should be from a recognised institution and should meet the academic requirement for their Master's degree. (Therefore students with lower class degrees are not admitted to this Two Year Master's programme.)

Updated May 2016

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

Start dates and entry requirements

| Course | Start date | Entry requirements |
|--------------------------|-------------------|---|
| <i>Two Year Master's</i> | September/January | IELTS 5.5 (minimum 5.5 in all skills) or equivalent. Honours degree (at level required for Master's) |

6.2 DBS AND OTHER PRE-COURSE CHECKS REQUIRED

N/A

SECTION 7: PREPARATION FOR EMPLOYMENT

Graduates from the Two Year Master's Programme from Brookes are highly employable. Most Master's degrees at Brookes have links with employers, in line with the University's philosophy of engagement with employers and stakeholders