



**UNIVERSITY
OF LONDON**

Programme Specification 2024–2025

International Foundation Programme

International Foundation
Certificate

Important document – please read

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Important information regarding the Programme Specification

About this document

Last revised: 29 February 2024

The Programme Specification gives a broad outline of the structure and content of the programme, the entry-level qualifications, as well as the learning outcomes students will achieve as they progress. Some of the information referred to in this programme specification is included in more detail on the University of London website. Where this is the case, links to the relevant webpages are included.

Where links to external organisations are provided, the University of London is not responsible for their content and does not recommend nor necessarily agree with opinions expressed and services provided at those sites.

If you have a query about any of the programme information provided, whether here or on the website, registered students should use the *Ask a question* button in the [Student Portal](#); otherwise the Contact Us button on each webpage should be used.

Terminology

The following language is specific to the International Foundation Programme:

Module: Individual units of the Programme are called modules. Each module is a self-contained, formally structured learning experience with a coherent and explicit set of learning outcomes and assessment criteria. In 2021-22 and before modules were referred to as courses.

Key revisions made

Programme specifications are revised annually. The quality committee with responsibility for the International Foundation Programme, as part of its annual review of standards, confirms the programme structure and the educational aims and learning outcomes, and advises on any developments in student support.

Where changes have been made which may impact on continuing students, these are listed below. For all new students, the programme and general information provided in this document is correct and accurate and will be applicable for the current year.

Significant changes made to the programme specification 2024-2025

The following changes have been made to the 2024-2025 programme specification:

- FP0011 Biology and FP0012 Chemistry are assessed by a two-hour unseen written exam (80%) and a one-hour unseen written exam (20%).
- FP0006 Sociology has been withdrawn.

Programme title and qualification

Programme title

International Foundation Programme

Qualification

International Foundation Certificate

Individual modules

There is also provision for individual modules to be studied on a stand-alone basis. You may take a maximum of one module on a stand-alone basis without being registered for the full programme.

Level of the programme

Equivalent to RQF Level 3

Awarding body

University of London

Registering body

University of London

Accreditation by professional or statutory body

Not applicable

Language of study and assessment

English

Mode of study

Students are required to attend a full- or part-time course of instruction at a teaching centre that has been given approval by the University of London to teach the International Foundation Programme.

The University of London website provides an overview of [teaching centres](#)

Programme structure

The International Foundation Programme consists of four modules, which total 60 credits, from a choice of the following modules:

- FP0001 Mathematics and Statistics
- FP0002 Economics
- FP0003 International Relations
- FP0004 Politics
- FP0005 Social Psychology

- FP0007 Pure Mathematics
- FP0008 Accounting and Finance
- FP0009 Law
- FP0010 Business Management
- FP0011 Biology
- FP0012 Chemistry
- FP0013 Statistics for STEMM

Full details of the Scheme of Award are included in the [Programme Regulations](#).

Maximum and minimum periods of registration

The minimum periods of registration, from a student's effective date of registration, are:

	Minimum
International Foundation Programme	One year
Individual modules	One year

Study materials are made available after registration and on payment of the applicable fee.

See the [General Regulations](#) for the maximum periods of registration for these qualifications.

Credit value of modules

For the International Foundation Programme, credits are assigned to the modules as follows:

- Each module of the International Foundation Programme is worth 15 credits.
- The total credit value for the award of the International Foundation Certificate is 60 credits.

One credit equates to a notional ten hours of study.

Recognition of Prior Learning

Prior learning will not be recognised or accredited for this programme.

Entrance requirements

Applicants must submit an application in line with the procedures and deadlines set out in the Application guidelines, which are available to download from the [website](#).

To be considered for registration for the International Foundation Programme, applicants must:

- normally be aged 17 or over before 31 December in the year of registration;
- have passed at least four separate subjects at GCSE or GCE O level, with grades A to C, or the equivalent; and

- have been admitted to a full- or part-time course of instruction at a teaching centre listed on the University of London [Directory of Recognised Teaching Centres](#) which offers the International Foundation Programme.

To be admitted to an appropriate course of instruction at a University of London Recognised Teaching Centre students will also need to meet the entrance requirements of the centre concerned. Please note that these can be higher than the University of London requirements.

The Qualifications for Entrance schedule can be found here:

<https://london.ac.uk/entrance-qualifications>

Details of the programme specific requirements are given on the programme page, under the [Requirements](#) tab.

English language requirements

All applicants must satisfy the English language requirements for the programme. These are set out in detail on the programme page under the Requirements tab. All teaching is in English, therefore, students need to have the required level of written and spoken English to cope with their studies right from the start.

Additional information on English language proficiency tests for the International Foundation Programme is given on the [website](#).

Where an applicant does not meet the prescribed English language proficiency requirements but believes that they can demonstrate the requisite proficiency for admission the University may, at its discretion, consider the application. Applicants should discuss English requirements with their chosen teaching centre.

Internet access and computer specification

Students will require regular access to a portable computer with an internet connection to use the University of London's online resources and systems.

Students must be able to download and install software to their Windows or MacOS device to include secure examination browsers for online assessment purposes (if offered on their programme of study). Depending on the security settings for each assessment students may be required to have full administrator rights on their computer to install and run the software needed to take part in the assessment. Full administration rights are likely to apply to a computer that they own but not to one provided by their employer, for example.

Computer requirements

The portable computer must have at least the following minimum specification:

- Windows: 10 and 11 on 64-bit platforms
- MacOS Big Sur (version 11) and higher
- CPUs newer than 2011 (Intel Sandy Bridge (Core i3, i5 and i7 or newer))
- OpenGL 2.0 graphics driver
- Web camera & microphone (internal or external)
- A broadband internet connection capable of streaming video and a minimum of 0.15Mbps upload speed.

Minimum device requirements are subject to change and older operating systems may become obsolete over time.

And the following applications installed:

- a word processor that accepts Microsoft Word formats (.doc and .docx);
- a pdf reader.

Please note: full mobile access is not available for all programmes. Proctored assessments will not work on any smartphone, tablet, Chromebook, Linux Operating Systems or other mobile device of any kind.

We are developing further security protocols and therefore students will require a mobile device (such as a mobile phone or tablet/iPad) to approve for our services. Full details, including specifications, will be provided ahead of the implementation.

Students with access requirements

The University of London welcomes applications from disabled students and/or those who have access requirements. The University will make every effort to provide reasonable adjustments to enable those with a disability, learning difficulty or access requirements to have the same opportunity as all other students to successfully complete their studies.

The University is committed to managing the application procedure and the programme itself to ensure that services are accessible for all students and that an inclusive environment is created. Students with a disability, or others who may need access arrangements to assist in taking assessments, should complete the relevant section of the application form, or contact the [Inclusive Practice Manager](#). A separate room or other arrangements may be considered.

Requests are considered by a University panel, whose purpose is to ensure that students with disabilities and/or specific access requirements are neither advantaged nor disadvantaged by such arrangements when compared with other students. These considerations remain separate from the academic selection processes.

For further information, see our [Inclusive Practice Policy](#)

Educational aims and learning outcomes of the programme

Learning outcomes of the programme

By the end of the International Foundation Programme, successful students will be able to:

- demonstrate that they are familiar with key concepts from their modules;
- discuss key issue areas in the study of their modules;
- apply statistical and mathematical techniques appropriately;
- assess research practices and compare theoretical positions and contributors; and
- apply theoretical perspectives and module input to real-life situations and challenges.

Skills outcomes

By the end of the International Foundation Programme, successful students will be able to:

- read and use academic texts and other sources relevant to their chosen subject;

- identify key ideas and combine input from across different sources into an ordered overview;
- write persuasive arguments that include reference to relevant literature and appropriate evidence; and
- critique research methods relevant to their studies.

Learning, teaching and assessment

To register for the International Foundation Programme, an applicant must first apply to a teaching centre listed in the [Directory of Registered Teaching Centres](#) on the University of London website which teaches the programme. The local teaching centre will offer tuition to support the study materials provided.

All registered students can access the subject guides online through the VLE. Subject guides include tools to help develop the skills of searching for, understanding and analysing information and generating original and thoughtful assignments. Subject guides offer advice on how to use the recommended textbooks which form the focus of a student's studies. Students may need to buy these textbooks or use a copy from their teaching centre.

Students can communicate with others via the VLE. Students will have access to study materials and be able to talk to (and develop and negotiate conclusions with) others, which is vital in gaining knowledge, understanding and skills which can be transferred to other situations.

For each module students are assessed by timed written examination. Questions are structured to allow students to demonstrate that they have acquired appropriate knowledge and understanding. The way that students manage data, solve problems, evaluate ideas and the organisational skills they use to structure their written answers allows the standard of intellectual and transferable skills to be assessed.

Assessment criteria for the programme take into account the level at which these skills have been achieved.

Assessment methods

Each module of the International Foundation Programme is assessed by one two-hour fifteen-minute unseen written examination, except for FP0011 Biology and FP0012 Chemistry, which are assessed by a two-hour unseen written examination (80%) and a one-hour unseen written examination (20%).

The main session for written examinations normally takes place in May each year.

There is a resit examination session held in July each year. Students who have failed a maximum of one written examination from their total modules in an academic year, will be automatically invited to a resit. Resit invitations will be sent in mid-June.

All examination sessions are held at established centres worldwide.

Full details of the dates of all examinations are available on the University of London [website](#).

Student support and guidance

The following summarises the support and guidance available to students provided by the University of London:

- The Virtual Learning Environment (VLE): This gives access to materials (including lessons, activities and assignments) for each module studied.
- Programme Handbook: This tells students how to access available resources and assessment and written examination procedures.
- Subject guides are provided online for each module; these introduce and develop the topics
- Recommended reading lists are provided online. Students may need to buy their own textbooks or use copies provided by their teaching centre.
- Online student café and discussion areas – which allow students to communicate with each other
- Past written examination papers and Examiners' commentaries: These provide generic feedback from assessment.
- [Programme Regulations](#)
- [The Online Library](#) provides a range of e-books, along with full-text and multidisciplinary databases where journal articles, book reviews and reports can be found.
- University of London library: Registered students may use the resources located within the Senate House library (for a small additional fee).
- A University of London email account and web area for personal information management.
- University of London Careers Service – offers tailored careers and employability support to students whatever their course, wherever they are studying, and whether they are starting, developing, or changing their career. Support includes webinars led by careers consultants, employer and alumni panel events and a range of online careers resources.

Quality evaluation and enhancement

Review and evaluation mechanisms

The University of London delivers the majority of its online and distance learning programmes through a collaboration between the University of London Worldwide and University of London federation members. However, some of the flexible and distance learning programmes draw solely on academic input from the University of London and are delivered without academic lead by a federation member. The policies, partnerships (where applicable) and quality assurance mechanisms applicable for the programmes are defined in the following key documents: The Quality Assurance Schedules, Guidelines for Examinations, General Regulations and, for each programme, programme specific regulations.

Awards standards

All University of London qualifications must comply with the Office for Students' (OfS) Conditions of Registration relating to quality and standards, which includes condition B5 (sector-recognised standards). This is to ensure appropriate standards for each qualification. In addition, every online and distance learning programme that is developed by a federation member of the University of London (or a consortium with representation by more than one federation member) will be developed to the same standard as would be applied within the institution concerned. Proportionate and robust approval procedures, including external scrutiny and student engagement, are in place for all programmes. Learning materials are written and all assessments are set and marked by academic staff who are required to apply the University's academic standards.

Review and evaluation mechanisms

Some of the key mechanisms in place to assure the standards of all University of London qualifications and the quality of the student experience, include:

- Annual programme reports: produced for all programmes in order to review and enhance the provision and to plan ahead;
- Independent external examiners: submit reports every year to confirm that a programme has been assessed properly and meets the appropriate academic standards;
- Annual student performance, progression and completion statistics
- Periodic programme reviews: carried out every 4-6 years to review how a programme has developed over time and to make sure that it remains current and continues to provide a good student experience.
- Teaching Centre Annual Monitoring

Enhancements are made as necessary to ensure that systems remain effective and rigorous.

Student feedback and engagement

The principal channel for collecting feedback from students is the Student Experience Survey. Carried out every year, this collects feedback from the student body on a range of topics relating to the student lifecycle. The results are analysed externally and then considered in a number of different ways, including by the programme team, principal committees and the senior leadership team. Details of any resulting actions taken are published on the Virtual Learning Environment and the Student Portal. Additionally, on completion of their programme of study students will be invited to take a survey that seeks to measure what they have gained from their studies.

There are also opportunities for students to get involved in governance. An undergraduate and postgraduate student member is appointed by the University to the majority of committees through an annual appointment round. Some programmes also recruit student members at the programme level. Students are frequently invited to take part in quality review processes such as Periodic Programme Reviews, Programme approval, Thematic Reviews, MOOC review panels and ad hoc focus groups. Opportunities such as these are advertised through social media and on the website. More information can be found on the [website](#).

Students can also apply to join the Student Voice Group, which meets four times a year to consider initiatives for enhancing student experience. Notes from these meetings are published on the Student Portal.

After completing the International Foundation Programme

Further study

Successful completion of the programme can allow students to progress to a higher-level qualification.

If a student successfully completes the International Foundation Programme, they will meet the General Entrance Requirements for the undergraduate programmes offered through the University of London (there may be additional programme-specific requirements).

If a student successfully completes the International Foundation Programme, they may also be eligible to apply to other universities based in the UK and around the world.

More details of how the International Foundation Programme meets the requirements for other programmes offered through the University of London can be found on the website: <https://london.ac.uk/entrance-qualifications>

The Alumni Community

Upon finishing a programme of study, graduates automatically become part of the University of London alumni community, a diverse global network of more than one million graduates in over 180 countries, providing lifelong links to the University and to each other.

Alumni are encouraged to keep in touch after they graduate and to become active members of the alumni community; in return they receive a number of benefits and services, including an extensive programme of events and engagement opportunities.

More information is available on the alumni [webpage](#).

Follow the alumni community on social media: [Facebook](#), [Instagram](#), [LinkedIn](#)