UNIVERSITY OF LONDON

Programme Specification 2019–2020

International Foundation Programme

International Foundation Certificate

Important document – please read

Table of Contents

Important information regarding the Programme Specification

About this document

Last revised 17 June 2019

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* tab 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:

Course: Individual units of the programme are called courses. Each course is a self-contained, formally structured learning experience with a coherent and explicit set of learning outcomes and assessment criteria.

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 2019-2020

1. The following course is being examined for the first time in 2019-2020:

    FP0010   Business and Management

2. *FP0001 Mathematics and Statistics* is no longer a compulsory course.

3. Examinations for all courses are now two hours fifteen minutes in length

Programme title and award

Programme title

International Foundation Programme

Qualification

International Foundation Certificate

Individual courses

There is no provision for individual courses of the programme to be studied on a stand-alone basis.

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 courses, which total 60 credits, from a choice of the following courses:

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

Programme title and award

- FP0006 Sociology

- FP0007 Pure Mathematics

- FP0008 Accounting and Finance

- FP0009 Law

- FP0010 Business and Management

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

Maximum and minimum periods of registration

The maximum and minimum period of registration, from a student's effective date of registration, are:

	Minimum	**Maximum**
International Foundation Programme	One year	Three years

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

Credit value of courses

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

- Each course 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 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

Applicants must satisfy the English language requirements for the programme. These are set out in detail on the programme page under the Requirements tab.

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.

Internet access and computer specification

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

The computer should have at least the following minimum specification:

- a web browser with Cookies and JavaScript enabled (a latest version of Firefox or Chrome is recommended);
- a good internet connection;

And the following applications installed:

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

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 examinations, 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 programmes

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

- demonstrate that they are familiar with key concepts from their courses;
- discuss key issue areas in the study of their courses;
- apply statistical and mathematical techniques appropriately;
- assess research practices and compare theoretical positions and contributors; and
- apply theoretical perspectives and course 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 course 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 course 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 course of the International Foundation Programme is assessed by one two-hour fifteen minutes unseen written examination.

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

There is an additional resit session normally held in July. The resit session is by invitation only and students need to meet certain requirements to be allowed to attend this session.

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 course studied.

- Programme Handbook: This tells students how to access available resources and assessment and examinations procedures.

- Subject guides are provided online for each course; 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 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.

Quality evaluation and enhancement

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 information statistics: prepared for all systematic reporting within the University of London;
- 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 up-to-date.

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

Student feedback and engagement

The Student Experience Survey collects feedback from the student body on a range of topics relating to the student lifecycle. The results are considered in a number of different ways, including by the Pro-Vice Chancellor, the programme team, principal committees and departments at the University of London responsible for the different aspects of the student experience. Once the findings have been considered in detail, responses are published from both the University of London and from the individual Programme Directors.

Additional survey activity may also be conducted from time to time through the student portal, by email or from the programme team.

VLEs also provide the opportunity for informal feedback and discussion.

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.

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 Network

Upon completion of studies, University of London students automatically become members of its Alumni Network, a diverse community of over 100,000 alumni in more than 180 countries. The Alumni Network can provide past students with lifelong links to the University of London and each other. Benefits include social and networking events, access to local groups, a bi-annual magazine, social networking groups, and the opportunity to become an Alumni Ambassador for the University of London.

For further information, please see https://london.ac.uk/alumni, www.facebook.com/londonualumni, www.instagram.com/_londonu and https://www.linkedin.com/school/university-of-london/