Programme Specification
2017–18

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 25 January 2017

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 International Programmes 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 https://my.londoninternational.ac.uk; otherwise please use the Contact Us button at the bottom left hand corner of every webpage.

Terminology

The following language is specific to the International Foundation Programme:

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

An online Glossary provides an explanation of other terms used in this document.

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 there are changes 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 is applicable for the current year.

There are no significant changes to the programme specification 2017-18.
Title and name of award

Programme
International Foundation Programme

Award title
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
Qualifications and Credit Framework (QCF) Level 3

Awarding body
University of London

Registering body
www.londoninternational.ac.uk

Language of study and assessment
English

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

Programme structure
The International Foundation Programme consists of four courses, which total 60 credits:

- one compulsory course: FP0001 Foundation course: Mathematics and Statistics (15 credits)

plus a choice of three of the following courses (each worth 15 credits)

- FP0002 Foundation course: Economics
- FP0003 Foundation course: International Relations
• FP0004 Foundation course: Politics
• FP0005 Foundation course: Social Psychology
• FP0006 Foundation course: Sociology
• FP0007 Foundation course: Pure Mathematics

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:

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<th></th>
<th>Minimum</th>
<th>Maximum</th>
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<tbody>
<tr>
<td>International Foundation Programme</td>
<td>One year</td>
<td>Three years</td>
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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 an institution listed on the University of London International Programmes Directory of Institutions which offers the International Foundation Programme.

To be admitted to an appropriate course of instruction at a teaching institution students will also need to meet the entrance requirements of the institution concerned. Please note that these can be higher than the University of London requirements.
The Qualifications for Entrance schedule can be found here:
www.londoninternational.ac.uk/sites/default/files/entrance_qualifications.pdf
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

Students will require regular access to a computer (or mobile device) with an internet connection to use the International Programmes Student Portal and the Virtual Learning Environment (VLE). These are where many of the programme’s study resources are located.

The computer should have at least the following minimum specification:

- a web browser (the latest version of Firefox, Chrome or Internet Explorer). This must accept cookies and have JavaScript enabled;
- screen resolution of 1024 x 768 or greater;
- sufficient bandwidth to download documents of at least 2 MB; and
- a speaker.

And the following applications installed:

- a word processor that accepts Microsoft Word formats (.doc and .docx);
- a pdf reader; and
- software for playing mp3 and mp4 files.

Students with specific access requirements

International Programmes welcomes applications from disabled students and/or those who have specific access requirements. The University will make every effort to provide reasonable adjustments to enable those with a disability, learning difficulty or specific 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. The International Programmes admissions team encourages those students with a disability, or others who may need special arrangements to assist in taking examinations (such as separate room or special aids), to complete the relevant section of the application form, or contact the Inclusive Practice Manager. 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.
Educational aims and learning outcomes of the programmes

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 an institution listed in the Directory of Institutions on the University of London International Programmes website which teaches the programme. The local institution 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 institution.

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 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 International Programmes 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 institution.
- 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

Procedures are in place to assure the standards of the award and the quality of the student experience, which include programme delivery, management, systematic monitoring and ongoing review and enhancement of all University of London programmes. Improvements are made as necessary to ensure that systems remain effective and rigorous.

- An annual programme report is produced for the programme in order to review and enhance the provision and to plan ahead.
- Independent external examiners submit an annual report to confirm that the programme has been properly assessed and meets the appropriate academic standards.
- Annual student information statistics are produced and are referenced in all systematic reporting within the University of London International Academy.
- Periodic programme reviews are 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.

After completing the International Foundation Programme

Further study

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

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 International Programmes. (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 International Programmes can be found in the Qualifications for Entrance PDF: www.londoninternational.ac.uk/sites/default/files/entrance_qualifications.pdf

Careers advice and resources

The University of London's Careers Service provides confidential advice and guidance appropriate to the diverse needs of students, at any stage of their career. Advisers can assist on an individual basis (including help with career planning, CV writing and interview techniques), in small groups or online, through the e-Advice service. Students can also make use of the dedicated careers library. A fee may be payable for some of these services.

For further information, please see www.thecareersgroup.co.uk/develop-talent
The Alumni Network

Upon completion of studies, International Programmes' 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.