

## DEFINITIVE COURSE RECORD

Programme Title	<b>Extended International Foundation Programme (Business and Management)</b>
Awarding Bodies	<b>University of Suffolk</b>
Level of Award <sup>1</sup>	<b>FHEQ Level 3</b>
Professional, Statutory and Regulatory Bodies Recognition	<b>None</b>
Credit Structure <sup>2</sup>	<b>Level 3: 120 Credits (including non-credit bearing pre-session English programme)</b>
Mode of Attendance	<b>Full-time</b>
Standard Length of Programme <sup>3</sup>	<b>40 weeks</b>
Intended Award	<b>Extended International Foundation Programme (Business and Management)</b>
Named Exit Awards	<b>None</b>
Entry Requirements <sup>4</sup>	<b>English language 4.5 IELTS (with a minimum of 4.5 in reading and writing and a minimum of 4.0 in other skill areas) or equivalent</b>
Delivering Institution(s)	<b>University of Suffolk</b>
UCAS Code	<b>Not applicable</b>

This definitive record sets out the essential features and characteristics of the Extended International Foundation Programme (Business and Management). The information provided is accurate for students entering Level 3 in the 2021-22 academic year<sup>5</sup>.

### Programme Summary

The Extended International Foundation Programme (Business and Management) (IFP) is a University of Suffolk programme delivered in partnership with the Global Banking School (GBS).

The initial 10 weeks of the extended IFP is non-credit bearing and focuses on pre-session English, including English for Academic Purposes (EAP) and Password Test skills and practice.

The subsequent stages of the IFP in Business and Management are designed to provide international students with the knowledge, skills and confidence to progress to an

<sup>1</sup> For an explanation of the levels of higher education study, see the [QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \(2014\)](#)

<sup>2</sup> All academic credit awarded as a result of study at the University adheres to the [Higher education credit framework for England](#).

<sup>3</sup> Where the programme is delivered both full-time and part-time, the standard length of programme is provided for the full-time mode of attendance only. The length of the part-time programme is variable and dependent upon the intensity of study. Further information about mode of study and maximum registration periods can be found in the [Framework and Regulations for Undergraduate Awards](#).

<sup>4</sup> Details of standard entry requirements can be found in the [Admissions Policy](#) and further details about Disclosure and Barring Checks (DBS) can be found on the [University's DBS webpage](#).

<sup>5</sup> The University reserves the right to make changes to programme content, structure, teaching and assessment as outlined in the [Admissions Policy](#).

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undergraduate degree programme in the UK university sector (preferably within Suffolk Business School). Students will be taught and assessed on six 20-credit modules, three of which provide students with essential academic skills and academic English skills and understanding, and three concerned with business and management. Students will be required to pass all six modules to gain 120 Level 3 credits to enable them to progress to the first year (Level 4) of an undergraduate honours degree in the broad areas of business and management. The three academic skills modules will provide students with a range of essential academic study and writing skills, enhance their English language abilities and help develop their career aspirations and employability. The three business and management modules will provide students with a broad foundation in these subject areas to enable progression to an undergraduate honours degree in these subjects.

### **Programme Aims**

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#### **(a) Generic Programme Aims**

- To develop students' academic English language proficiency to the standards required for foundation level university study, through a coordinated and structured approach to developing the skills and abilities to achieve a pass of band 5 (B2) on the Password test
- To provide academic and personal orientation within the UK higher education environment, including clarification of learning, teaching and assessment methods and expectations of lecturers and students
- To provide students with the academic study skills to successfully study at undergraduate level
- To develop students to become independent, reflective and critical learners who are able to take responsibility for their own studies
- To develop the ability of students to write accurately, fluently and persuasively for a variety of academic purposes
- To develop confidence in students to engage in critical discussion and debate with others, and to be able to formulate, present and argue their own point of view

#### **(b) Subject Specific Programme Aims**

- To provide students with an understanding of business and management, including conceptual frameworks, located within a broader social and economic context, and understand the role of business strategy
- To introduce students to a range of management theories and models, and discuss practical approaches to management and leadership
- To appreciate the importance of a practical approach to planning and project management within organisational settings
- To introduce students to accounting processes used in organisations.

### **Programme Learning Outcomes**

The following statements define what international students successfully completing the International Foundation Programme will have been judged to have demonstrated in order to achieve the award of a University of Suffolk certificate.

On successful completion of the pre-sessional English stage, students will be able to:

- Recognise and incorporate accurate and appropriate grammar structures and an increased range of academic vocabulary within their written and verbal communication.

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- Demonstrate increased ability in reading comprehension, including knowledge and use of academic reading strategies and strategies to overcome difficulties with unfamiliar vocabulary.
- Demonstrate increased ability in academic listening skills, including prediction, identification of main ideas and specific details and associated note-taking skills.
- Improved ability and confidence to communicate effectively in a variety of learning environments, including presentations, the Virtual Learning Environment and group working with peers.
- Write a focused, coherent, and well-structured essay presented in the appropriate academic conventions.
- Apply academic study skills to facilitate independent learning, including time management, organisation strategies and library-based research skills.
- Understand the key principles and practices associated with academic integrity, including citing, and referencing source material using the appropriate referencing conventions and searching for appropriate information sources.

On successful completion of the Extended International Foundation Programme students will be able to:

### *(a) Knowledge and Understanding*

- Demonstrate the subject knowledge and skills required for undergraduate study in the field of Business and Management
- Incorporate a range of academic vocabulary (both general and specific to the field of business and management) and demonstrate accurate and appropriate use of grammatical structures within their written and verbal communication

### *(b) Cognitive Skills*

- Demonstrate relevant reading and basic interpretation data and information
- Demonstrate increased ability in summarising, paraphrasing and synthesising information from a range of academic sources, with accurate use of the Harvard referencing system
- Demonstrate reflective, analytic and critical analysis skills.

### *(c) Subject Specific and Practical Skills*

- Design and deliver well-structured presentations which demonstrate effective verbal and non-verbal communications skills.

### *(d) Key/Transferable and Lifelong Learning Skills*

- To study effectively and demonstrate time management skills
- Communicate effectively in a variety of learning environments, including presentations, the online learning environment (OLE) and in collaborative working with peers
- Demonstrate the ability to reflect on academic progress, including identification and evaluation of academic skills development and independently seeking support to overcome barriers to learning.

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### Programme Design

The three business and management modules have been informed by and comply with relevant national benchmarks, including the [Subject Benchmark Statement for Business and Management](#) (which defines what can be expected of a graduate in the subject, in terms of what they might know, do and understand at the end of their studies) and the [Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies](#).

The Study Skills and Employability and Enterprise modules have been informed by the skills identified in <https://www.skillsbuilder.org/>. The English for Academic Purposes module has been informed by good practice in similar courses and to help ensure that international students reach an IELTS equivalent of 5.5 before progression to UK undergraduate honours degree and meeting the University of Suffolk's English entry requirements for its undergraduate honours degrees.

### Programme Structure

The Extended International Foundation Programme comprises modules at FHEQ level 3 only.

Module Specifications are included within the programme handbook and will be made available to students on-line at the beginning of each academic year.

	Module	Credits	Module Type <sup>6</sup>
Level 3			
	Pre-sessional English	0	Requisite
	Study Skills	20	Mandatory
	English for Academic Purposes	20	Mandatory
	Employability and Enterprise	20	Mandatory
	Management: Theory into Practice	20	Mandatory
	Business in Context	20	Mandatory
	Managing Projects and Competitive Success	20	Mandatory

Students will be expected to achieve an IELTS score of at least 5.0 (B2) overall at the end of the pre-sessional English stage, which will be determined through a Password test. If students do not reach the required level, they will be given the opportunity to re-take the test.

In the event that students fail to attain an overall IELTS score of at least 5.0 (B2) on the second attempt at the Password test, the following will apply:

- If the student fails by 0.5 of a band or more in any of the 4 skill areas, they will be offered an additional 2 hours per week for eight weeks of Password study alongside their other IFP modules, as well as self-access learning resources in the skill areas for the Password test.
- If the student fails in 3 or 4 skill areas by more than 0.5 of a band, they will be advised to meet with the Programme Leader to discuss their options.

<sup>6</sup> Modules are designated as either mandatory (M), requisite (R) or optional (O). For definitions, see the Framework and Regulations for Undergraduate Awards  
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Students will complete a further Password test at the end of the Extended IFP. In order to be eligible to progress to an undergraduate degree programme at the University of Suffolk upon successful completion of the Extended IFP, students are expected to attain an IELTS score of at least 6.0 (minimum 5.5 in each skill area). Students who fail to achieve this level on the Password test the first time it is taken will be offered a second attempt to take the exam. If students are not able to achieve the required band 6.0 on the second attempt, then unfortunately they will not be able to progress onto the undergraduate degree in Business and Management at the University of Suffolk.

### **Awards**

Students will be awarded an Extended International Foundation Programme (Business and Management) on successful completion of 120 credits of all mandatory modules at level 3.

### **Programme Delivery**

The programme is delivered on the premises of the University of Suffolk on its Ipswich campus.

The English pre-sessional stage will be delivered over a ten-week block with two parts being taught and assessed in the ten-week block. Students studying full-time on the pre-sessional are likely to have approximately twenty contact hours per week throughout the course. The contact hours will be a mix of classes, tutorials, workshops, group work and password skills online learning content. Students will normally be expected to undertake 5 hours of guided study each week using Brightspace, independent study, formative and summative assessment preparation but should be prepared for this to increase or decrease based on assignment deadlines and class exercises.

The credit-bearing stage of the Extended IFP will be delivered over three 9-week blocks with two modules being taught and assessed in each 9-week block. Students studying full-time on the International Foundation Programme are likely to have approximately eighteen contact hours per week across the two modules in each block. The contact hours will be a mix of lecture, seminar, tutorials, group work and project activity. Students will normally be expected to undertake 22 hours of guided study each week using Brightspace, independent study, formative and summative assessment preparation but should be prepared for this to increase or decrease based on assignment deadlines and class exercises.

### **Programme Assessment**

A variety of formative and summative assessments will be used on the programme to enable students to experience and adapt to different assessment styles. The assessment methods used will be appropriate to assess each module's intended learning outcomes.

Assessment on the pre-Sessional English stage will be coursework which includes class presentations (80%), short log reports (around 150 words) and an action plan (around 200 words, 20%). The Password test will be graded as a pass/fail based on achieving the required band of 5.0.

Assessment on the programme overall will be 100% coursework which will include including class presentations, short reports (up to 500 words) and longer essays (up to 1000 words), group work and project reports.

### **Special Features**

The Extended International Foundation Programme is delivered by the University of Suffolk in collaboration with the Global Banking School (GBS).

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Students will be registered with the University of Suffolk and will be issued a CAS by the University of Suffolk. Students will have access to the full range of University of Suffolk facilities, resources and support services, including the Library and the online learning environment, Brightspace.

### Programme Team

The Extended International Foundation Programme will be delivered by University of Suffolk academic staff, and by GBS staff appointed to the University as adjunct staff.

Adjunct staff will deliver the pre-sessional stage and the three generic modules (Study Skills, English for Academic Purposes, and Employability and Enterprise). Academic staff from the University of Suffolk Business School will teach the three business and management subject specific modules.

### Programme Costs

Students undertaking the Extended International Foundation Programme will be charged tuition fees as detailed below.

Student Group	Tuition Fees
Full-time International	£13,000

Payment of tuition fees is due at the time of enrolment and is managed in accordance with the University of Suffolk Tuition Fee Policy.

- There is an additional cost of £40.00 for the Password Test and one resit if necessary.
- Students are likely to incur other costs for books and other learning materials amounting to approximately £200 per year.

### Academic Framework and Regulations

This programme is delivered according to the Framework and Regulations for Undergraduate Awards and other academic policies and procedures of the University and published on the [website](#).