

DEFINITIVE COURSE RECORD

Programme Title	International Foundation Programme (Business and Management)
Awarding Bodies	University of Suffolk
Level of Award ¹	FHEQ Level 3
Professional, Statutory and Regulatory Bodies Recognition	None
Credit Structure ²	Level 3: 120 Credits
Mode of Attendance	Full-time
Standard Length of Programme ³	30 weeks
Intended Award	International Foundation Programme (Business and Management)
Named Exit Awards	None
Entry Requirements ⁴	English language to 5.0 IELTS or equivalent
Delivering Institution(s)	Global Banking School (GBS) and University of Suffolk
UCAS Code	Not applicable

This definitive record sets out the essential features and characteristics of the International Foundation Programme. The information provided is accurate for students entering Level 3 in the 2021-22 academic year⁵.

Programme Summary

The International Foundation Programme (IFP) is a collaborative partnership between the Global Banking School (GBS) and the University of Suffolk. The IFP in Business and Management is designed to provide international students with the knowledge, skills and confidence to progress to an undergraduate degree programme in the UK University Sector and preferably at the University of 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

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

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

³ 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](#).

⁴ 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](#).

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

DEFINITIVE COURSE RECORD

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

(a) Generic Programme Aims

- 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 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.

DEFINITIVE COURSE RECORD

(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.

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 International Foundation Programme comprises modules at FHEQ level 3 only.

Module Specifications for each of these six modules is included within the programme handbook, available to students on-line at the beginning of each academic year.

	Module	Credits	Module Type ⁶
Level 3			
	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

Awards

Students will be awarded an 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 IFP will be delivered over three 9-week blocks with two modules being taught and

⁶ Modules are designated as either mandatory (M), requisite (R) or optional (O). For definitions, see the Framework and Regulations for Undergraduate Awards

DEFINITIVE COURSE RECORD

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 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 International Foundation Programme is a collaborative partnership between the Global Banking School (GBS) and the University of Suffolk. GBS will be responsible for the management of the programme through a Programme Leader with administrative support and student support provided through a GBS Programme Administrator.

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

Programme Team

The International Foundation Programme will be managed by GBS through the provision of a GBS Programme Leader and GBS Programme Administrator.

GBS staff will teach the three generic modules (Study Skills, English for Academic Purposes, and Employability and Enterprise). University of Suffolk Business School will teach the three business and management subject specific modules.

Programme Costs

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

Student Group	Tuition Fees
Full-time International	£10,000

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

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](#).