

Faculty of Management, Law and Social Sciences

Programme Specification

Programme title: Certificate of International Foundation Studies

Academic Year:	2019/20
Degree Awarding Body:	University of Bradford
Final and interim award(s):	Certificate of International Foundation Studies [Qualifications and Credit Framework (QCF) /National Qualification and Credit Framework (NQF) level 3]
Programme duration:	1 year (full time)
UCAS code:	
QAA Subject benchmark statement(s):	Not applicable
Date last confirmed and/or minor modification approved by Faculty Board	April 2019

Please note: This programme specification has been published in advance of the academic year to which it applies. Every effort has been made to ensure that the information is accurate at the time of publication, but changes may occur given the interval between publishing and commencement of teaching. Any change which impacts the terms and conditions of an applicant's offer will be communicated to them. Upon commencement of the programme, students will receive further detail about their course and any minor changes will be discussed and/or communicated at this point.

Introduction

The Certificate of International Foundation Studies (CIFS) is a pre-degree access programme which helps international students to develop the advanced English language/academic literacy skills, higher level study skills and the necessary subject-related knowledge and skills to enable them to communicate and study effectively at undergraduate level.

Students will study a combination of core and optional modules.

The core modules aim to support the students' transition in the UK higher education academic environment including English language/academic literacy skills and academic study skills. Students will be introduced to research activity and develop numeracy, statistical and digital literacy skills needed to succeed at undergraduate level.

In addition to their core modules, students will have the opportunity to study optional modules which will help them develop subject-related knowledge and skills.

Programme Aims

This programme aims to provide access to degree level education in the UK to international students through the provision of high quality and supportive teaching to develop the advanced English language/academic literacy skills, higher-level study skills, and the necessary subject-related knowledge and skills to enable learners to communicate and study effectively at undergraduate level.

Programme Learning Outcomes

To be eligible for the award of Foundation Certificate at QCF/NQF level 3, students will be able to:

- LO1 Use English language/academic literacy skills confidently to be able to communicate and study effectively at undergraduate level
- LO2 Demonstrate the use of the learning skills required to succeed at undergraduate level. These include: developing learning plans, developing an academic writing style, dealing with numbers and statistics, learning to think critically, reflecting on practice, developing the confidence to carry out research, solving problems and becoming an independent learner, working as part of a team and building on IT skills
- LO3 Demonstrate factual and theoretical knowledge and understanding of the key concepts in subject specific areas
- LO4 Be able to use learning skills and subject knowledge to explore and reviews contemporary topics and issues in the real world
- LO5 Demonstrate learning through a variety of assessment tasks, such as exam questions, writing reports, presentations and reflective writing typically used in UK higher education

Curriculum

For students who have **not** met the English requirement for their chosen degree:

FHEQ Level	Module Title	Type (Core/Option)	Credits	Semester	Module Code
3	English for Academic Purposes	Core	20	1	LAU3001-B
3	English for Specific Academic Purposes	Core	20	ACYR	LAU3002-B
3	Exploring Study Skills for University	Core	20	ACYR	SAC3018-B
PLUS EITHER:					
3	Introduction to Social Science	Option	20	1	SAC3014-B
OR					
3	Science in Society	Option	20	1	ARC3000-B
AND TWO DESIGNATED OPTIONS FROM:					
3	Foundation in Human Biology	Option	20	2	HES3001-B
3	Foundation in Chemistry	Option	20	2	CHE3001-B
3	Global Business Environment	Option	20	2	SIB3001-B
3	Foundation Mathematics 2	Option	20	2	ENM3002-B
3	Creative Industries	Option	20	2	FAM3001-B
3	Introduction to Computing	Option	20	2	COS3003-B

For students who **meet** the English requirement for their chosen degree:

FHEQ Level	Module Title	Type (Core/Option)	Credits	Semester	Module Code
3	Academic Literacies	Core	20	1	LAU3003-B
3	Practical Research Skills	Core	20	ACYR	LAU3004-B
3	Exploring Study Skills for University	Core	20	ACYR	SAC3018-B
PLUS EITHER:					
3	Introduction to Social Science	Option	20	1	SAC3014-B
OR					
3	Science in Society	Option	20	1	ARC3000-B
AND TWO DESIGNATED OPTIONS FROM:					
3	Foundation in Human Biology	Option	20	2	HES3001-B
3	Foundation in Chemistry	Option	20	2	CHE3001-B
3	Global Business Environment	Option	20	2	SIB3001-B
3	Foundation Mathematics 2	Option	20	2	ENM3002-B
3	Creative Industries	Option	20	2	FAM3001-B
3	Introduction to Computing	Option	20	2	COS3003-B

Students will be eligible to exit with the award of Foundation Certificate if they have successfully completed 120 Level 3 QCF/NQF credits and achieved the specified learning outcomes.

Progression

Progression requirements onto different undergraduate degrees may vary in terms of the designated optional modules that must be taken during the CIFS, the academic and English language requirements and non-academic requirements (e.g. interviews).

Any specific entry requirements, study requirements and progression requirements for each degree route are listed on the CIFS course page:

<https://www.bradford.ac.uk/courses/ug/certificate-of-international-foundation-studies/>

Students can seek advice and support about the study and progression requirements for their intended degree route from the University Admissions Team prior to arrival and/or the Programme Team once enrolled onto the CIFS.

Learning and Teaching Strategy

Students will develop the knowledge, understanding and skills necessary to meet the learning outcomes of the programme through a range of learning and teaching methods. These have been chosen largely to provide an opportunity for students to experience a diverse teaching style aligned with those they could expect to experience in different disciplines at degree level. The programme will include keynote lectures, seminars and group tutorials, practical and simulation classes, online learning activities and directed study tasks packages, collaborative learning, enquiry based learning, and reflection on learning experiences collected via an e-portfolio. Discussion based learning forms a large part of the learning and teaching activities within modules to facilitate collaborative and participative learning but also to continue to develop English language/academic skills.

The programme begins with intensive English language/academic literacies skill development. In addition, ongoing English language/academic skills, and associated study skill development is supported throughout the whole of the programme and is tailored to specific teaching, learning and assessment methods, along with the subject specific language relevant to the degree choices students are interested in. Language and subject specialist co-design and co-delivery of learning activities is an important learning and teaching strategy within this programme.

The core modules aim to support student transition in the UK higher education academic environment. Optional modules help students to plan forward into future degree level education. This includes the choice of individual modules which satisfy entry requirements into undergraduate degree courses.

Assessment Strategy

Students experience a range of assessment methods across the programme, and within modules. These have been chosen largely to provide an opportunity for students to experience a diverse assessment style similar to those they could expect to experience in different disciplines at degree level. The programme will include multiple choice questions, written examinations, presentations, written reports, reflective writing, media scrapbooks and production of creative media.

Students will complete an e-portfolio which will build throughout the programme. Students will reflect on how they have developed as a learner over time by using resources, activities and assessments from all modules to evidence the development of their knowledge and skills.

The assessment strategy has been designed to meet all the requirements of the University of Bradford Curriculum Framework and includes regular formative feedback opportunities.

Assessment Regulations

This Programme conforms to the standard University Regulations which are available at the following link:

<https://www.brad.ac.uk/regulations/>

Except for the following:

1. Students taking the English for Academic Purposes module and the English for Specific Academic Purposes module who pass the module/s at 40% will be permitted to take supplementary assessment to improve that pass mark if it is required at a higher level to meet the IELTS equivalent for their proposed follow-on programme. Higher level IELTS equivalent pass marks are: 50% for 6.5 and 60% for 7.0
2. To progress to Stage 1 of certain degree routes, students will need to achieve higher academic marks and/or complete additional progression activities (interviews etc.). A full list of degree routes and progression requirements for the Foundation programme is available on the CIFS course page:
<https://www.bradford.ac.uk/courses/ug/certificate-of-international-foundation-studies/>

Admission Requirements

The University welcomes applications from all potential students and most important in the decision to offer a place is our assessment of a candidate's potential to benefit from their studies and of their ability to succeed on this particular programme. Consideration of applications will be based on a combination of formal academic qualifications and other relevant experience.

The **minimum** entry requirements for the programme are as follows:

A typical offer to someone seeking entry through the UCAS scheme would be 72 UCAS points with a GCSE Grade 4 (old Grade C) in English (or equivalent international qualification - detailed country specific entry requirements are listed on the Individual country pages <https://www.brad.ac.uk/international/country/>).

However, applications are welcome from candidates with non-standard qualifications or who, lacking academic qualifications, have significant relevant experience.

Students who do not meet the University's English Language requirement for their chosen degree programme, but do possess IELTS at 1.0 below that required for it must take the English Language modules English for Academic Purposes and English for Specific Academic Purposes as part of the programme (please note the IELTS test must be a UKVI approved IELTS test).

Recognition of Prior Learning

If applicants have prior certificated learning or professional experience which may be equivalent to parts of this programme, the University has procedures to evaluate and recognise this learning in order to provide applicants with exemptions from specified modules or parts of the programme.

Minor Modification Schedule

Version Number	Brief description of modification	Date of Approval (Faculty Board)
1	English Language requirement lowered	June 2017
2	Amendments made to content	July 2018
3	Amendments made to clarify course details regarding study and progression requirements.	April 2019