

1	Programme Title		
	International Foundation Programme in Humanities, Law and Social Sciences leading to the award of Foundation Certificate in Humanities, Law and Social Sciences	NQF Level:	3

2	Description of the Programme
	<p>This pre-undergraduate programme is intended to enable you to further your study of subjects in the Humanities, Law and Social Science disciplines, as well as to improve your English and study skills, in order to meet the requirements for entry to undergraduate degrees at the University of Exeter.</p> <p>The programme consists of:</p> <ul style="list-style-type: none"> • Four academic content modules • A module in English language for academic study • A module in study skills. <p>You will explore the academic content modules through studying and applying core concepts and principles, whilst developing the requisite technical and communication skills.</p> <p>You will be offered a favourable learning environment, designed to meet your specific needs, in which to develop English language competence, study skills and an understanding of academic subject content. Learning is appropriately paced and supported with a generous allocation of teaching time (typically 22-24 hours per week).</p> <p>The programme will give you experience of being a university student and allow you to take part in campus life, while at the same delivering benefits in the form of tuition and support.</p> <p>Entry to the first year of degree at Exeter is through UCAS application and dependent on your achieving the required academic standards and meeting the general entry requirements for the University of Exeter.</p>

3	Educational Aims of the Programme
	<p>This programme is designed specifically to enable you to enter a degree programme at the University of Exeter. The aims of the Foundation programme are:</p> <ul style="list-style-type: none"> • to enable you to increase your knowledge and skills in this discipline to a level equivalent to A-level study; • to help you to improve your English to the levels required for entry onto undergraduate programmes in the UK (in most cases equivalent to IELTS 7.0 or 6.5), making sure that you can use written and spoken language appropriately within an academic context; • to help you to develop the necessary study skills and approaches to learning required in undergraduate level study; • to introduce you to the culture of academic study in a UK higher education institution; • to provide you with the technical, communication and personal skills that you will need both in your further studies and throughout your professional career.

4	Programme Structure
	<p>The International Foundation programme is a one year full-time programme of study at National Qualification Framework (NQF) level 3, and is a single stage programme. The programme is divided into units of study called modules which are assigned a number of credits. The credit rating of a module is proportional to the total workload, with 1 credit being nominally equivalent to 10 hours of work. The programme consists of 120 credits with 90 credits at level 3, and 30 credits at level 2. There are 4 subject content modules of 20 credits at level 3, a 10-credit Study Skills module at level 3, and a 30-credit module in English Language Skills for Academic Study at level 2.</p>

Academic content modules are based on semesters (12 weeks), with an assessment period at the end of each semester. English Language Skills for Academic Study is taken over two semesters with staged assessment at the midpoint as well as at the end of the period.

5 Programme Modules

The following tables describe the programme and constituent modules. Constituent modules may be updated, deleted or replaced as a consequence of the annual programme review of this programme.

Optional modules may not be available in every academic year. Options are offered every year at the discretion of the Centre and student choice may be constrained by the requirements for progression into their chosen undergraduate degree programme and timetable constraints.

Foundation Certificate in Humanities, Law and Social Sciences

All students take the following modules:

CODE	TITLE	CREDITS	COMPULSORY	NON-CONDONABLE
INT0029	English for Academic Study	30	Yes	Yes
INT0028	Study Skills	10	Yes	No
INT0002	Introduction to British History and Institutions 1	20	Yes	No

Students intending to take undergraduate degrees in the subject areas given below take the following modules:

1. Degrees in Humanities, Social Science and Law

INT0018	Introduction to English Law and the English Legal System 1	20	Yes	No
INT0003	Introduction to British History and Institutions 2	20	No	No
INT0019	Introduction to English Law and the English Legal System 2	20	No	No
INT0026	World Politics and International Relations	20	No	No
INT0027	Film and Literary Studies	20	No	No

Students choose two of these modules: INT0003, INT0019, INT0026 and INT0027 subject to availability.

2. Degrees in Psychology

INT0007	Foundation Mathematics	20	Yes	No
INT0013	Introduction to Psychology	20	Yes	No
INT0020	Mathematics 1	20	Yes	No

On successfully completing the programme you will be able to:

A Specialised Subject Skills & Knowledge

- 1 Describe key theories, concepts and information within your specific subject area, as determined by the pathway you are following;
- 2 Apply the knowledge, theories and concepts you have learnt from your studies to respond to new contexts;
- 3 Read widely about your subject, going beyond the basic texts;
- 4 Operate in English effectively, including in the context of your discipline, and with the skills necessary for an academic context

Intended Learning Outcomes (ILOs) will be accommodated & facilitated by the following learning & teaching and evidenced by the following assessment methods:

Learning & Teaching activities (in/out of class)

ILOs 1 and 2 are developed through lectures, and classes which consist of a variety of tasks, activities, student presentations and seminar discussions. ILO 3 requires guided independent study and use of ELE resources.

ILO 4: English language classes employ a variety of learning activities and teaching methods. These include teacher-led groups, student presentations, seminars, set tasks.

Assessment Methods

ILOs 1 to 3 are assessed by a combination of written examinations, presentations and coursework assignments.

ILO 4: English language assessment comprises a group presentation, listening and note taking tasks, seminars and written tasks, (including note-taking, summary, paraphrasing, referencing).

B Academic Discipline Core skills & Knowledge

- 5 Present an argument which is coherent and supported with evidence from wider reading;
- 6 Analyse and evaluate information;
- 7 Apply relevant theories, procedures or skills to solving practical problems or analysing situations;
- 8 Demonstrate appropriate academic literacy practices, using citation and providing bibliographies correctly.

Learning & Teaching activities (in/out of class)

ILOS 5-7 are developed through teacher-led classes which consist of a variety of tasks, activities, student presentations and seminar discussions. In addition, guided independent study, practice and use of ELE resources play an important role.

ILO 8: input and practice are provided in the English Language Skills for Academic Study and the Study skills modules. This is supported in the other modules.

Assessment Methods

ILOs 5 to 7 are assessed by a combination of written examinations, presentations and coursework assignments.

ILO8 is assessed with a reading and study skills project, as well as, where appropriate, in essays in other modules

C Personal/ Transferable/ Employment Skills & Knowledge

- 9 With support, take responsibility for your own learning and work independently;
- 10 Work co-operatively in groups;
- 11 Present your work to others, communicating logically and effectively in the written or spoken form;
- 12 Assess your performance against given criteria
- 13 Undertake straightforward research tasks (collecting and interpreting information) within a given framework and with guidance.

Learning & Teaching activities (in/out of class)

ILO 9 is developed in the process of acquiring subject knowledge and core academic skills, since independent study and practice forms an important part of teaching and learning methods.

ILOs 10 and 11 are developed through class and group discussions in classes and working in groups in all modules.

ILO 12 is developed through the processes of formative assessment and feedback.

ILO 13 is developed as students progress through the content modules, and overtly in the Study Skills module.

Assessment Methods

ILOs 10 and 11 are assessed primarily through coursework assignments, exams and presentations.

ILOs 9 and 12 are indirectly assessed – in the sense that, where modules require development of these skills, it would be very difficult to achieve a good mark in the assessments without having developed such skills.

ILO 13 is explicitly assessed in the Study Skills module assignment and in some elements of assessment of English for Academic study.

7 Programme Regulations

Credit

The programme consists of 120 credits. The pass mark for all modules is 40%.

To achieve the Foundation Certificate you are required to achieve 90-120 credits in this single stage programme. Up to 30 credits can be condoned, provided you have achieved an average mark of at least 40% across the 120 credits of assessment, including the marks for any failed and condoned modules. Condonement is the process that allows you to pass a stage should you fail to achieve the required number of credits in any stage. However you should note that you will not be able to progress to the University of Exeter degree programmes with any condoned modules (see below)

Progression

For entry to a degree at Exeter, no modules are condonable. In addition you must achieve a minimum of

- 65% or 70% in English Language Skills for Academic Study, depending on the intended degree
- an overall average mark for academic content subjects and Study Skills of at least 65% or 70%.

Assessment and Awards

In case of non-progression to a degree at the University of Exeter, assessment of this single stage

programme contributes to the summative classification of the award.

Classification

The marking of modules and the classification of the Foundation Certificate broadly corresponds to the following percentage marks:

Distinction : 70% overall in academic content and Study Skills + 70% in English Language Skills for Academic Study

Pass: 40-69%

Full details of [assessment regulations for UG programmes](#) can be found in the Teaching Quality Assurance Manual (TQA) on the University of Exeter website. [Generic marking criteria](#) are also published here.

Please see the [Teaching and Quality Assurance Manual](#) for further guidance.

8 College Support for Students and Students' Learning

All INTO Foundation students will be allocated a personal tutor and will normally retain the same tutor throughout their time at INTO. You will have a formal meeting with your personal tutor on a regular basis (at least once per semester). Personal tutors liaise with the Programme Manager, who takes responsibility for the programme as a whole and provides a second line of support to students.

Each student will be issued with a Programme Handbook which contains information on:

- Programme staff
- Programme dates
- Programme structure and modules
- Attendance
- Assessment, including submission and marking
- Sickness, absence and mitigation procedures
- Other general, important information

Other resources for the programme are published on ELE vle.exeter.ac.uk where there are separate areas for each of the programme modules. Resources include:

- Timetables
- Course programmes / schedules
- Coursework tasks, schedules and marking criteria
- Past exam papers
- Extra academic resources to support your studies
- Links to useful web sites

Personal tutoring: The role of personal tutors at INTO is to provide you with advice and support for the duration of the programme and extends to providing you with details of how to obtain support and guidance on personal difficulties such as accommodation, financial difficulties and sickness. You can also make an appointment to see individual teaching staff. A University-wide statement personal tutoring is included in the University's Personal Tutor Code of Practice at

[http://admin.exeter.ac.uk/academic/tls/tqa/Part%206/6B\(2010\)Personal%20Tutor%20System%20CoP%20FINAL.pdf](http://admin.exeter.ac.uk/academic/tls/tqa/Part%206/6B(2010)Personal%20Tutor%20System%20CoP%20FINAL.pdf)

and is supported by resources for personal tutors at:

<http://as.exeter.ac.uk/support/staffdevelopment/aspectsofacademicpractice/personaltutoring>

Learning Resources

In addition to the centrally provided services detailed below, INTO University of Exeter also provides

- Its own computer suites, and printing facilities
- Students with specific physical and learning needs will have a support package put in place. We also liaise with AccessAbility, who can provide further information and resources. However, for International Students there may be cost implications for some support elements.
- One-to-one language tutorials to support subject assignments.
- Dedicated support for applications for further study.
- Dedicated online resources on ELE for each programme and module
- Language counsellors who can communicate in the student's own native language and who may help to provide pastoral care
- A social programme specifically for INTO University of Exeter students

Student/Staff Liaison Committee enables students & staff to jointly participate in the management and review of the teaching and learning provision.

9 University Support for Students and Students' Learning

Learning Resources The University Library maintains its principal collections in the main library buildings on the Streatham and St Luke's campuses, together with a number of specialist collections in certain Colleges. The total Library collection comprises over a million volumes and 3000 current periodical subscriptions.

IT Services provide a wide range of services throughout the Exeter campuses including open access computer rooms, some of which are available 24 hours, 7 days a week. Helpdesks are maintained on the Streatham and St Luke's campuses, while most study bedrooms in halls and flats are linked to the University's campus network.

- [University Wellbeing Service](#) - available free of charge, to provide confidential help and support.
- [Student Health Centre](#)
- [Study Skills Service](#) - can provide one-to-one guidance and information on all aspects of academic study and skills.
- [Family Centre \(Streatham campus\)](#) provides high quality care and education for early-years children of students and staff.
- [Student Advice Centre](#) (the Forum) is your first port of call for free, impartial and confidential advice on a range of issues: housing, finance, and academic matters.
- [Students' Guild](#) is the students' union of the University of Exeter.
- [Student complaints](#) procedure.
- [Chaplaincy](#) supports and encourages students all students.
- [The International Student Support Office](#) supports non UK students across all University of Exeter campuses.
- [INTO University of Exeter](#) partnership provides English Language and other preparatory courses for international students.
- [AccessAbility](#) (Previously called the Disability Resource Centre [DRC]) aims to provide advice, guidance, signposting to other services and, in some cases, face-to-face assistance for those in need. The University is committed to supporting disabled students, staff and visitors on all its campuses.
- [Employability and Graduate Development](#) has over 40 staff working to help you improve your chances of getting a great job after you graduate. They provide expert advice to enable you to plan your future through: guidance interviews, psychometric testing, employer presentations, skills events, practice job interviews and CV preparation.

10 Admission Criteria

The University is committed to an equal opportunities policy with respect to gender, age, race, sexual orientation and/or disability when dealing with applications. It is also committed to widening access to higher education to students from a diverse range of backgrounds and experience.

Candidates must satisfy the general admissions requirements of INTO University of Exeter.

For entry to the International Foundation Programme in Humanities, Law and Social Sciences, entry requirements are:

- Normally completion of 12 years of education;
- A/AS 200 points (local language A/AS Levels are accepted); IB 24 points; (Country-specific entry qualifications can be obtained from [INTO Admissions](#).)
- English: IELTS 5.5 with a minimum of 5.0 in subskills (or equivalent)
- Minimum grade C in GCSE maths; IB Maths SL / HL 3 if not offered at O level / GCSE; or Minimum Year 12 Pass in Maths;
- Unless otherwise specified Subjects recognised must relate to 'academic' subjects or modules only

11 Regulation of Assessment and Academic Standards

Each academic programme in the University is subject to an agreed College assessment and marking strategy, underpinned by institution-wide assessment procedures.

The security of assessment and academic standards is further supported through the appointment of External Examiners for each programme. External Examiners have access to draft papers, course work and examination scripts. They are required to attend the Board of Examiners and to provide an annual report. Annual External Examiner reports are monitored at both College and University level. Their responsibilities are described in the University's code of practice. See the [University's TQA Manual](#) for details.

A programme manager is appointed to monitor the programme and ensure that student requirements are catered for. The programme manager is also responsible for monitoring overall student progress throughout the year.

The Centre's review and evaluation system allows for staff and student feedback on all aspects of the course. Course reviews are a standard requirement and are summarised and passed to Centre staff meetings, the INTO/University Academic Board and the College/INTO Boards of Studies. Teaching observations are carried out regularly by academic managers, and teaching staff take part in peer observation and review.

12 Indicators of Quality and Standards

INTO programmes are accredited by the British Accreditation Council.

INTO University of Exeter ensures that students studying on the International Foundation programme meet the standards required by the receiving Colleges for entry into the first year of a degree programme through representation at Examination Boards and through joint College/INTO Boards of Studies. An INTO/University Academic Board oversees implementation of the University's quality assurance mechanisms.

13 Methods for Evaluating and Improving Quality and Standards

The University and its constituent Colleges draw on a range of data to review the quality of educational provision. The College documents the performance in each of its taught programmes, against a range of criteria on an annual basis through the Annual Programme Monitoring cycle:

- Admissions, progression and completion data
- In Year Analysis data
- Previous monitoring report
- Monitoring of core (and optional) modules
- External examiner's reports and University and College responses (reported to SSLC)
- Any Professional, Statutory and Regulatory Body/accrediting body or other external reports
- Consultation with employers and former students

- Staff evaluation
- Student evaluation
- Programme aims

Subject areas are reviewed every five years through a [periodic subject review](#) scheme that includes external contributions.

14	Awarding Institution	University of Exeter		
15	Lead College/Teaching Institution	INTO University of Exeter LLP		
16	Partner College(s)/ institution	University of Exeter Colleges (as relevant to specific pathways)		
17	Programme accredited/validated by	University of Exeter		
18	Final Award(s)	Foundation Certificate in Humanities, Law and Social Sciences		
19	UCAS Code (UG programmes)	n/a		
20	NQF Level of Final Award(s):	3		
21	Credit (CATS and ECTS)	120 (60)		
22	QAA Subject Benchmarking Group (UG and PGT programmes)	n/a		
23	Origin Date:	2002	Last Date of Revision:	24.7.2013