Course Information Document: International Foundation Year

For students starting in Academic Year 2019/2020

1. Course Summary

Names of programme(s) and award title(s)	International Foundation Year
Award type	Certificate of Foundation Year Studies
Mode of study	Full time
Framework of Higher Education Qualification (FHEQ) level of final award	Equivalent to Regulated Qualifications Framework Level 3
Duration	1 year
Location of study	Keele University – main campus
Accreditation (if applicable)	Not applicable
Regulator	Office for Students (OfS)
Tuition Fees	**International students:** Fee for 2018/19 is £12,700*
Additional Costs	Please refer to the Additional costs section

How this information might change: *Please read the important information at http://www.keele.ac.uk/student-agreement/. This explains how and why we may need to make changes to the information provided in this document and to help you understand how we will communicate with you if this happens.*

2. What is a Foundation Year programme?

Keele has a long-standing Foundation Year programme. The Foundation Years in general are for students who meet Keele's minimum entry requirements, but not the specific requirements for entry directly onto the degree programme of their choice.

3. Overview of the Programme

The International Foundation Year provides an excellent preparation for degree level study for overseas students. It is suitable for those whose current academic qualifications and/or English language level do not allow direct application to the first year of a Bachelors or undergraduate Master's degree programme. The course prepares students academically for their future studies but also enhances their learning skills, employability and integration into British culture and society.

4. Aims of the Programme

** We reserve the right to increase fees in subsequent years of study by an inflationary amount. Please refer to the accompanying Student Terms & Conditions for full details. Further information on fees can be found at http://www.keele.ac.uk/studentfunding/tuitionfees/*

The broad aim of the programme is to provide preparation for subsequent study at Honours degree level at Keele in the Faculty of Natural Sciences, the Faculty of Medicine and Health Sciences or elsewhere. The programme aims to enable you to:

- achieve a broad knowledge and understanding of a range of subjects;
- acquire a range of cognitive, generic and transferable skills, including practical and technical skills and techniques, and to deploy these skills appropriately;
- acquire suitable background knowledge and understanding at level three in their chosen specialist fields to allow progression to the level four degree courses in those subject areas.

5. What you will learn

The intended learning outcomes of the programme (what students should know, understand and be able to do at the end of the programme), can be described under the following headings:

- Subject knowledge and understanding
- Subject specific skills
- Key or transferable skills (including employability skills)

Subject knowledge and understanding

Successful students will be able to:

- understand and utilize a range of scientific, health, social science, humanities and/or business principles.

Subject specific skills

These are covered by the subject-specific modules, which are specific to individual programmes and not core to the International Foundation Year.

General academic skills which are common to all routes are gained through the compulsory modules. Successful students will be able to:

- reflect on their own strengths and weaknesses, capitalize on their learning styles, target areas for improvement and demonstrate progress towards personal SMART targets;
- negotiate learning outcomes as part of a group project;
- communicate well in both verbal and written modes;
- carry out primary research with due consideration of acknowledgments and ethical protocols;
- carry out literature searches with due consideration of referencing.

Key or transferable skills (including employability skills)

Successful students will be able to:

- prepare and deliver presentations;
- work cooperatively and collaboratively in groups;
- utilize effective independent study skills;
- reflect on their own skills and progress;
- participate in an investigative project;
- manage time effectively.

6. How is the Programme taught?

The programme will be delivered through a mixture of lectures, tutorials, seminars, workshops, placements, computer classes, computer exercises, field trips and laboratory classes. In addition, students are expected to undertake a large amount of independent study and revision.

Lectures are normally 50 minutes long and consist of a member of staff talking to the whole class with the aid of PowerPoint presentations, whiteboards and other visual aids. Many lectures involve only teaching by the lecturer, although there is usually opportunity to ask questions. However, some lectures are more interactive and may involve activities for the students to undertake.

Tutorials and **seminars** are small group sessions with a member of staff. Usually there is much more participation by students in these than in lectures. There is often opportunity for students to suggest the topics to be discussed, to ask questions and even to lead part of the session. Tutorials and seminars usually support the material delivered in the lectures; seminars often allow students and/or staff to introduce supplementary material.

Workshops are small group sessions based around an activity. These may be individual or group activities. A member of staff facilitates the session but the learning comes largely through the undertaking of the activity. Some workshops will complement the material delivered in the lectures rather than build on it directly.

Laboratory classes provide opportunity for students to perform experiments and other practical work under supervision.

Field trips allow students to carry out supervised investigations outside the class room.

During **placements** students have the opportunity to observe professional practice.

In **computer classes** students complete tasks using a wide variety of computer applications. Members of staff are available to provide guidance.

Independent study includes revision, wider reading around the subject, preparation and writing of assignments, preparatory reading, preparation for seminars and tutorials, and developing skills to complement the material delivered in class. Reading lists are provided to help students direct their reading.

7. Teaching Staff

All Foundation Year Centre staff already have or are completing formal teaching qualifications and collectively have many years' experience of teaching on foundation year programmes. Many are engaged in scholarship relating to teaching and learning. In some cases teaching may be delivered by staff from other Schools in the University, or external experts in their field contracted to deliver specific teaching.

The University will attempt to minimise changes to our core teaching teams, however, delivery of the programme depends on having a sufficient number of staff with the relevant expertise to ensure that the programme is taught to the appropriate academic standard.

Staff turnover, for example where key members of staff leave, fall ill or go on research leave, may result in changes to the programme's content. The University will endeavour to ensure that any impact on students is limited if such changes occur.

8. What is the Structure of the Programme?

The academic year runs from September to June and is divided into two semesters. The number of weeks of teaching will vary from course to course, but you can generally expect to attend scheduled teaching sessions between the end of September and mid-December, and from mid-January to the end of April.

Students take a combination of modules to a total of 120 credits: compulsory modules, those related to their intended degree programmes after their Foundation Year and some free choice. Modules are worth 10, 15 or 20 credits.

Compulsory module

Health Programmes:

The compulsory module is:

Academic and Professional Development for Health (30 credits)

Science Programmes:

The compulsory modules are:

Academic Development (10 credits)

Communication Skills for Science Students (10 Credits)

Most students also take at least one English language module.

Subject-specific modules

Modules related to particular subjects are taken on an individual basis, as appropriate to the student's intended subsequent study. Since this is a one-year programme designed for students who will not necessarily continue their studies at Keele, the specific combination of modules taken by particular students is very flexible and may be influenced by the Universities to which they intend to apply. Available modules are listed in Annex 1.

Optional modules

Additional modules can be taken to bring the total module credit value to 120. These can be in any subject available at Foundation level and modern foreign languages, subject to timetabling constraints and room capacity.

For further information on the content of modules currently offered, including the list of elective modules, please visit: www.keele.ac.uk/recordsandexams/az

9. Exit awards

Students successfully completing the programme with 120 credits will be awarded the Certificate in Foundation Year Studies.

10. How is the Programme assessed?

The wide variety of assessment methods used within the International Foundation Year at Keele reflects the broad range of knowledge and skills that are developed as you progress through the programme. Teaching staff pay particular attention to specifying clear assessment criteria and providing timely, regular and constructive feedback that helps to clarify things you did not understand and helps you to improve your performance. The following list is representative of the variety of assessment methods used within the International Foundation Year. Not all students will take every type of assessment.

- **Unseen closed and open book examinations** in different formats test students' knowledge and understanding of the subject. Examinations may consist of essay, short answer and/or multiple choice questions.
- **Essays and reports** allow students to demonstrate their ability to articulate ideas clearly using argument and reasoning skills and with close reference to the contexts and critical concepts covered in the modules. Essays also develop and demonstrate research and presentation skills (including appropriate scholarly referencing).
- **Class tests** taken either conventionally or online via the Keele Learning Environment (KLE) assess students' subject knowledge and their ability to apply it.
- **Research projects** test students' knowledge of different research methodologies and the limits and provisional nature of knowledge. They also enable students to demonstrate their ability to formulate research questions and to address them using appropriate methods.
- **Oral and poster presentations and reports** assess individual students' subject knowledge and

understanding. They may also test their ability to work effectively as members of a team, to communicate what they know orally and visually, and to reflect on these processes as part of their own personal development.

- **Portfolios** may consist of a range of different pieces of work but routinely include a requirement that students provide some evidence of critical reflection on the development of their own learning.

- **Peer assessment** - in some cases students will be involved in peer evaluation of other students' work, particularly in group work. This helps students to take responsibility, improve their performance, and reflect on both their own work and that of others.

- **Course work assignments** consist of short written pieces completed in students' own time and provide the opportunity to test a range of deeper learning concepts; they are expected to make use of a variety of source material, as well as their lecture notes and text books etc., to complete these assignments.

- **Laboratory reports** – structured proformas and full laboratory reports are formal summaries of work carried out in the laboratory. They test students' understanding of the practical aspects of the programme and develop the skills necessary to enable students to present and analyse their results, as well as explain the rationale behind an experiment, describe an associated replicable methodology and draw valid conclusions.

Marks are awarded for summative assessments designed to assess your achievement of learning outcomes. You will also be assessed formatively to enable you to monitor your own progress and to assist staff in identifying and addressing any specific learning needs. Feedback, including guidance on how you can improve the quality of your work, is also provided on all summative assessments within three working weeks of submission, unless there are compelling circumstances that make this impossible, and more informally in the course of tutorial and seminar discussions.

11. Contact Time and Expected Workload

This contact time measure is intended to provide you with an indication of the type of activity you are likely to undertake during this programme. The data is compiled based on module choices and learning patterns of students on similar programmes in previous years. Every effort is made to ensure this data is a realistic representation of what you are likely to experience, but changes to programmes, teaching methods and assessment methods mean this data is representative and not specific.

Foundation Year courses at Keele contain an element of module choice; therefore, individual students will experience a different mix of contact time and assessment types dependent upon their own individual choice of route. The figures below are an example of activities that a student may expect on your chosen course by year/stage of study. Contact time includes scheduled activities such as: lecture, seminar, tutorial, project supervision, demonstration, practical classes and labs, supervised time in labs/workshop, fieldwork and external visits. The figures are based on 1,200 hours of student effort each year for full-time students.

Activity	Foundation Year
Scheduled learning and teaching activities	30%
Guided independent Study	70%
Placements	0%

12. Accreditation

This programme does not have accreditation from an external body.

13. Regulations

The University Regulations form the framework for learning, teaching and assessment and other aspects of the student experience. Further information about the University Regulations can be found at: http://www.keele.ac.uk/student-agreement/

Regulations regarding progression to level 4

If, at the end of the final semester, a student's credit total is below 120, the Foundation Year Examination Board may recommend to the University Senate one of the following courses of action - that the student:

- retake assessments in specific modules,
- submit additional written work or take additional modules,
- repeat the year of study, or
- withdraw from the University.

Satisfactory completion of the Foundation Year programme depends upon obtaining 120 credits. Students with fewer than 70 credits at the end of the year will normally be required to repeat the Foundation Year unless they have already repeated the year once, in which case they will be required to withdraw from the University.

Progression to further study at Keele is via a progression agreement (see Annex 2). This guarantees a place on a degree in most subjects for students who pass the International Foundation Year with an average of 55% and, for some subjects, meet additional progression threshold marks in specified modules, as listed in the progression agreement.

Students who fail to reach a threshold mark for their intended degree course at first attempt may be permitted to take reassessment (once only) across the full mark range. In cases where such a student fails a module at first attempt, reassessment will be offered across the full mark range only if the student attempted all assessments by the cut-off deadline for marking (i.e. up to one week late). For students who pass the module at first attempt, reassessment across the full mark range will be offered in all cases. The mark obtained will be used for progression decisions and also retained on the student's transcript.

Students with at least 70 credits who cannot pass the Foundation Year on the basis of autumn semester modules failed at second attempt may under certain circumstances be offered a third attempt during the summer reassessment period, but only to obtain a capped mark of 40%. Such students will not be able to progress to a degree at Keele or elsewhere that has a requirement of a threshold mark above 40% in the module in question as part of the offer of a place. If they subsequently still fail the Foundation Year and are offered a repeat year, then they will have only one further opportunity in any assessments already taken three times. No student will be allowed more than four valid attempts at any assessment.

14. Other learning opportunities

Students are encouraged to participate in a wide range of activities offered by the University and the Students' Union, including societies, sports and volunteering. Involvement can be recognized in a number of ways including the Higher Education Achievement Record and Keele SU awards.

15. Additional costs

Activity	**Estimated cost**
Field courses - compulsory – 'Exploiting the Earth' module only	£10 (returnable on attendance)
Equipment - protective equipment for Chemistry and Biology modules - approved calculator for mathematics and science modules only	£15 £10
Total estimated additional costs	**£35**

Students taking a mathematical or scientific module will require an approved calculator.

Students working in the chemistry and biology laboratories will be required to wear protective equipment. These can be purchased from the University.

Students taking the module 'Exploiting the Earth' will be required to provide a £10 deposit with regard to the field trip, returnable on attendance.

As to be expected there will be additional costs for inter-library loans and potential overdue library fines, print and graduation.

These costs have been forecast by the University as accurately as possible but may be subject to change as a result of factors outside of our control (for example, increase in costs for external services). Forecast costs are reviewed on an annual basis to ensure they remain representative. Where additional costs are in direct control of the University we will ensure increases do not exceed 5%.

We do not anticipate any further costs for this Foundation Year programme.

16. Document Version History

Date of first approved version (v1.0): 19th December 2018

Revision history

Version number[1]	Author	Date	Summary of and rationale for changes

[1] 1.1, 1.2 etc. are used for minor changes and 2.0, 3.0 etc. for major changes (as defined in the University's Guidance on processes supporting curriculum changes)

Annex 1

Foundation Year Modules

Depending on the degree programme students choose, they will be given subject specific modules to study. Below is a list of all Foundation Year modules.

CHE-00027	General and Organic Chemistry
CHE-00030	Physical and Inorganic Chemistry
CHE-00033	Crime Science and Investigation
CRI-00003	Introduction to Criminology
ESC-00004	Greening Business: Employability and Sustainability
ESC-00005	Global Warming or a New Ice Age
ESC-00007	Entrepreneurship
FYO-00009	Basic Numerical and Computational Skills
FYO-00034	Communication Skills for Scientists
FYO-00053	Elementary Mathematical Methods 1
FYO-00183	Elementary Mathematical Methods 2 (20 credits)
FYO-00069	The Making of Landscape
FYO-00075	Numerical Skills for Chemistry
FYO-00096	Computers & Programming
FYO-00101	Introduction to Psychology
FYO-00108	Academic Development
FYO-00118	The Newtonian World
FYO-00120	Computational Thinking
FYO-00122	Decisions, Investigations & Problem Solving
FYO-00123	The Earth – What Lies Beneath?
FYO-00124	The Earth's Changing Surface
FYO-00125	People & Pathogens
FYO-00133	Elementary Mechanics
FYO-00135	Exploiting the Earth
FYO-00136	Thermal Physics & Fields
FYO-00137	Electricity & Electronics
FYO-00138	Quanta, Atoms & Elementary Particles
FYO-00139	Populations & the Environment
FYO-00140	Further Statistical Techniques
FYO-00143	Information Technology for Computer Scientists
FYO-00146	Imaging Physics
FYO-00160	Chemistry Matters
FYO-00173	Introduction to Forensic Psychology
LSC-00003	Introduction to Biology of the Human Organism
LSC-00005	A Guide to Sex and Survival
MAT-00006	Making Sense of Statistics

PHA-00001	Information Technology for Health
PTY-00002	Active Anatomy
HEALTH FOUNDATION YEAR MODULES	
CHE-00027	General and Organic Chemistry
CHE-00030	Physical and Inorganic Chemistry
FYO-00002	Clinical Numeracy
FYO-00004	Numerical Skills for Pharmacy
FYO-00005	Basic Numerical and Computational Skills for Health
FYO-00027	Mechanics for Health
FYO-00047	First steps in Counselling Skills for Health Professionals
FYO-00115	Introduction to Health and Psychology
FYO-00150	Chemistry for Health Science
FYO-00181	Academic and Professional Development for Health
LSC-00003	Introduction to Biology of the Human Organism
LSC-00005	A Guide to Sex and Survival
PHA-00001	Information Technology for Health
PTY-00002	Active Anatomy
VISUALLY IMPAIRED FOUNDATION YEAR MODULES	
FYO-00015	Reflection on Independent Living Skills
FYO-00016	Orientation Skills
FYO-00017	Assisted IT Skills
ELECTIVES	
FYO-10014	A Different Way of Sensing Things – Focus on

Annex 2

FOUNDATION YEAR CENTRE

INTERNATIONAL FOUNDATION YEAR

2019-2020

PROGRESSION AGREEMENT

This is a progression agreement between the International Foundation Year at Keele University and the undergraduate programmes at Keele University.

All students who satisfactorily complete the International Foundation Year, and meet the following thresholds for their intended honours degree programme, will be guaranteed a place on the degree programme, subject to successfully renewing their visas. Students who pass modules with a total credit value of 120 and an average mark across the Foundation Year of at least 55% will automatically be considered to have completed satisfactorily.

There is no progression to Keele degree programmes in Medicine, Pharmacy, Nursing, Midwifery, Physiotherapy, Radiography, or Social Work.

Further to the requirements the satisfactory progression outlined above, the minimum requirements for progression to the first Honours Degree Year are as follows:

All students progressing must pass their required modules in English language and 'Academic Development'

All students progressing to at least one Science subject must pass 'Communication Skills for Scientists' and one of 'Basic Numerical and Computational Skills' or 'Intermediate Numerical and Computational Skills' or 'Elementary Mathematical Methods I'.

Subject	Module requirements
Combined honours Astrophysics	55% in all Physics and Maths modules taken
Single honours Biochemistry	65% in General and Organic Chemistry 65% in Physical and Inorganic Chemistry
Biomedical Science	Average of 65% overall
Single honours Chemistry	70% in General and Organic Chemistry 70% in Physical and Inorganic Chemistry
Combined honours Chemistry	70% in General and Organic Chemistry 70% in Physical and Inorganic Chemistry
Single honours Forensic Science	Average of 60% overall and 60% in General and Organic Chemistry 60% in Physical and Inorganic Chemistry
Combined honours Forensic Science	Average of 60% overall and 60% in General and Organic Chemistry 60% in Physical and Inorganic Chemistry
Single honours Forensic and Analytical Investigation	Average of 60% overall and 60% in General and Organic Chemistry 60% in Physical and Inorganic Chemistry
Single honours Mathematics	55% in Elementary Mathematical Methods I 55% in Elementary Mathematical Methods II
Combined honours Mathematics	55% in Elementary Mathematical Methods I 55% in Elementary Mathematical Methods II
Combined honours Medicinal Chemistry	70% in General and Organic Chemistry 70% in Physical and Inorganic Chemistry
Single honours Neuroscience	Average of 65% overall
Single honours Physics	Average of 60% overall and 60% in Elementary Mathematical Methods I 60% in Elementary Mathematical Methods II 60% in Further Calculus 60% in Making Sense of Statistics 60% in The Newtonian World 60% in Quanta, Atoms and Elementary Particles 60% in Thermal Physics and Fields 60% in Electricity and Electronics
Single honours Physics with Astrophysics	Average of 60% overall and 60% in Elementary Mathematical Methods I 60% in Elementary Mathematical Methods II 60% in Further Calculus 60% in Making Sense of Statistics 60% in The Newtonian World 60% in Quanta, Atoms and Elementary Particles 60% in Thermal Physics and Fields 60% in Electricity and Electronics
Combined honours Physics	55% in all Physics and Maths modules taken
Single honours Psychology	55% in Introduction to Psychology 55% in Introduction to Forensic Psychology
Single honours Psychology with Counselling	55% in Introduction to Psychology 55% in Introduction to Forensic Psychology
Pharmaceutical Science, Technology and Business	60 % Basic Numerical and Computational Skills' or Intermediate Numerical and Computational Skills', 60% Academic Development'

	60% Communication Skills for Scientists' 60% General and Organic Chemistry 60% Physical and Inorganic Chemistry 60% A Guide to Sex and Survival 60%Information Technology for Health 60% Entrepreneurship 60% Numerical Skills for Chemistry 60% Introduction to Biology of the Human Organism'
Rehabilitation and Exercise Science	60% in all modules