Keele UNIVERSITY

Programme Specification: Foundation Year

For students starting in Academic Year 2022/23

1. Course Summary

Names of programme and award title(s)	Blended Learning Foundation Year
Award type	Foundation Year
Mode of study	Full-time
Framework of Higher Education Qualification (FHEQ) level of final award	Foundation Year
Normal length of the programme	9 months with progression onto a further three years at Keele
Maximum period of registration	The normal length as specified above plus 3 years
Location of study	Keele Campus
Accreditation (if applicable)	n/a
Regulator	Office for Students (OfS)
Tuition Fees	**UK students:** Fee for January 2023 intake is £7,000*

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.*

* These fees are regulated by Government. We reserve the right to increase fees in subsequent years of study in response to changes in government policy and/or changes to the law. If permitted by such change in policy or law, we may increase your fees by an inflationary amount or such other measure as required by government policy or the law. Please refer to the accompanying Student Terms & Conditions. Further information on fees can be found at http://www.keele.ac.uk/studentfunding/tuitionfees/

2. What is a Foundation Year programme?

Keele has a long-standing Foundation Year programme. The Foundation Year programmes 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. They extend the duration of the degree by one year.

3. Overview of the Programme

The Blended Delivery Programme provides an opportunity for students who have met the entry requirements for Keele, but not attained the level needed to enter directly onto a degree pathway. It offers level three study to students as an entry onto level four study on all degree pathways in the Faculty of Humanities and Social Sciences and the Faculty of Natural Sciences with the exception of veterinary medicine and surgery. The Blended Delivery model provides a two-semester programme with a combination of online and campus-based delivery which runs from January to July with reassessment in August. The programme utilises asynchronous independent study and synchronous support accessed online, combined with blocked periods of in-situ support at key points throughout the two semesters. It allows student flexibility to access learning and assists the transition into higher education, especially for students returning to education. After successful completion of

this programme, students will progress onto their chosen degree at Keele with a mostly on campus delivery.

4. Aims of the programme

The broad aims of the programme are to provide preparation for subsequent study at Honours degree level in subjects provided in the Faculty of Humanities and Social Sciences and the Faculty of Natural Sciences with the exception of veterinary medicine and surgery. A full list of Honours degree programmes provided by each School in the Faculty of Humanities and Social Sciences and the Faculty of Natural Sciences can be found using the links below:

Biosciences

https://www.keele.ac.uk/study/undergraduate/subjectareas/biosciences/

Business and Management

https://www.keele.ac.uk/study/undergraduate/subjectareas/businessandmanagement/

Chemistry

https://www.keele.ac.uk/study/undergraduate/subjectareas/chemistry/

Computing and Mathematics

https://www.keele.ac.uk/study/undergraduate/subjectareas/computingandmathematics/

Criminology, Sociology and Education

https://www.keele.ac.uk/study/undergraduate/subjectareas/criminologysociologyandeducation/

English, Creative Writing and History

https://www.keele.ac.uk/study/undergraduate/subjectareas/englishcreativewritingandhistory/

Film, Media and Music

https://www.keele.ac.uk/study/undergraduate/subjectareas/filmmediaandmusic/

Forensic Science

https://www.keele.ac.uk/study/undergraduate/subjectareas/forensicscience/

Geography, Geology and Environment

https://www.keele.ac.uk/study/undergraduate/subjectareas/geographygeologyandenvironment/

Law

https://www.keele.ac.uk/study/undergraduate/subjectareas/geographygeologyandenvironment/

Liberal Arts and Natural Sciences

https://www.keele.ac.uk/study/undergraduate/subjectareas/liberalartsandnaturalsciences/

Physics and Astrophysics

https://www.keele.ac.uk/study/undergraduate/subjectareas/physicsandastroyphysics/

Politics, International Relations and Philosophy

https://www.keele.ac.uk/study/undergraduate/subjectareas/politicsinternationalrelationsandphilosophy/

Psychology

https://www.keele.ac.uk/study/undergraduate/subjectareas/psychology/

The principal aims of the programme are to enable you to:

- achieve a broad knowledge and understanding of a range of level three subject-specific topics,
- acquire a range of cognitive, generic and transferable skills, including those practical and technical skills and techniques appropriate to the study of business, humanities, social science and/or science disciplines, and to deploy these skills appropriately,
- acquire suitable background knowledge and understanding at level three in your 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 gain knowledge and understanding of:

- broad business, humanities, social science and/or science related principles,
- studying in a manner appropriate to business, humanities, social science and/or science degree students,
- learning a broad range of business, humanities, social science and/or science theories and concepts that will prepare them for undergraduate study,
- applying theoretical and conceptual knowledge to real world issues and case studies,
- a range of theoretical perspectives and apply them to business, humanities, social science and/or science processes and problems,
- developing arguments and positions through the effective use of primary and secondary data,

Subject specific skills

Successful students will be able to:

- think and write analytically and critically,
- communicate well in both verbal and written modes,
- show awareness of writer stance; interpret and address set essay questions,
- prepare to participate meaningfully in a group seminar discussion,
- work as a member of a team to plan and execute assignments,
- demonstrate ability to write in an academic style, with use of appropriate grammar, vocabulary, register, essay structure and cohesive devices,
- show ability to use rhetorical and linguistic styles, and structures and cohesive devices,
- show awareness of the components and structure of an academic essay; access, use and reference appropriate resources,
- synthesise and comment critically on a body of academic writing,
- provide constructive and practical feedback to peers,
- consolidate writing and research skills,
- carry out literature searches with due consideration of referencing
- show awareness of plagiarism and improved ability to paraphrase and incorporate direct quotations.

Key or transferable skills (including employability skills)

Successful students will be able to:

- communicate effectively in writing and produce professional reports,
- communicate effectively orally and give formal presentations,
- work cooperatively and collaboratively in groups,
- utilize effective independent study skills,
- reflect on own skills and progress,
- manage time effectively and work towards deadlines,
- write assignments with both formal and informal structures.

Additional transferable skills will apply to certain routes, such as within sciences and/or business programmes. Successful students on these routes will be able to:

- perform mathematical calculations and solve problems through the application of mathematical equations,
- derive and interpret the accuracy of numerical values obtained from calculations,
- use bespoke commercial software used to represent numerical data graphically,
- use commercial platforms used to develop key skills and knowledge of practical subjects.

Keele Graduate attributes

Engagement with this programme will enable you to develop your intellectual, personal and professional capabilities. At Keele, we call these our ten Graduate Attributes and they include independent thinking, synthesizing information, creative problem solving, communicating clearly, and appreciating the social, environmental and global implications of your studies and activities. Our educational programme and learning environment is designed to help you to become a well-rounded graduate who is capable of making a positive and valued contribution in a complex and rapidly changing world, whichever spheres of life you engage in after your studies are completed.

Further information about the Keele Graduate Attributes can be found here: http://www.keele.ac.uk/journey/

6. How is the programme taught?

Learning and teaching methods used on the programme vary according to the subject matter and level of the module. They include the following:

The programme will be delivered through a **blended delivery model** which will be a combination of directed learning sessions both online and traditional classroom-based learning activities with an expectation of significant and sustained independent study. The directed sessions can be a mixture of online and in-situ lectures, tutorials, seminars, workshops, computer classes, laboratory classes, problem-based learning and team-based learning. There will be activities outside of the classroom such as online student-led directed learning opportunities.

You will study through directed online sessions via our digital platforms including the Keele Learning Environment (KLE) and Microsoft Teams. These will host all the learning materials as well as meeting and forum spaces where you can interact with tutors and other students.

In addition to the online study there will be a series of study days that you will be required to attend throughout each semester. These sessions may include lab-based activities, group work, review of course and assessment materials studied online. They will emphasise opportunities for you to deepen your knowledge and understanding of your chosen route.

Apart from these formal activities, students are also provided with regular opportunities to talk through particular areas of difficulty, and any special learning needs they may have, with their Academic Mentors or module lecturers on a one-to-one basis.

These learning and teaching methods enable students to achieve the learning outcomes of the programme in a variety of ways. For example:

Digital Learning gives students access to a variety of high quality, on-demand digital resources that students have access to, including Microsoft Sway, OneNote and PowerPoint.

Asynchronous Lectures are learning resources such as lecture videos that are made available for students to engage with prior to the associated taught session(s).

Online or in-person synchronous lectures involve the live broadcast of a lecturer providing a framework for learning of module content with the aid of PowerPoint presentations, whiteboards and other visual aids. Synchronous lectures involve the lecturer explaining key concepts, but often include a level of interaction expected from students. This may include short activities and opportunities to ask questions.

Tutorials and **seminars** are small group sessions with a member of staff. There is usually much more participation by students 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, often allowing 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 through the undertaking of the activity. Some workshops will complement the material delivered in the lectures rather than build on it directly. Students are expected to play a full part in - and occasionally to lead - these activities.

Seminars and online discussions provide opportunities for students to ask questions about, and suggest answers to, questions arising from their learning and present their own ideas using an appropriate medium of communication.

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

Team-based learning and **problem-based learning** are group work classes that are facilitated by a tutor. Students complete a series of tasks to actively learn about a subject.

Directed learning activities are set by tutors and completed by students independently, or as part of a group.

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 January to July and is divided into two semesters. The number of weeks of teaching will vary from programme to programme, but you can generally expect to attend scheduled teaching sessions between mid-January to the end of March and mid-April to mid-July. Reassessments will happen in August. Each module is usually a self-contained unit of study, and each is usually assessed separately with the award of credits on the basis of 1 credit = 10 hours of student effort. Students take a combination of modules to a total of 120 credits: compulsory modules and those related to their intended degree programme after their Foundation Year.

Students take a combination of modules to a total of 120 credits: compulsory modules will be those related to their intended degree programmes after their Foundation Year. There may be an opportunity to choose modules depending on the degree pathway. Modules are worth 15 or 30 credits.

Below is indicative of a typical structure, depending on degree subject, but there may be variation dependent on the combination of subjects studied.

Sem	Mathematics and Physics	Chemistry and Life Sciences	Computer Science	Credits
1	FYO-00312 Practical and Academic Skills in Science - B			15
1	FYO-00296 Introduction to Physics - B	FYO-00292 Introduction to Numerical and Quantitative Methods for Scientists - B		15
1	FYO-00300 Introduction to Mathematical Methods - B	FYO-00284 Introduction to Chemistry - B	FYO-00286 Introduction to Computer Science - B	15
1	FYO-00286 Introduction to Computer Science - B	FYO-00318 Introduction to Life Sciences - B	Science Choice	15
2	FYO-00298 Advancing Physics - B	FYO-00320 Advancing Life Sciences - B	FYO-00290 Advancing Computer Science - B	15
2	FYO-00302 Advancing Mathematical Methods - B	FYO-00288 Advancing Chemistry - B	Science choice	15
2	FYO-00290 Advancing Computer Science - B	FYO-00310 Introduction to Science and Sustainability - B		15
2	FYO-00326 University Research Portfolio (15) - B			15

Sem	Geography, Geology and the Environment (GGE)	Psychology	Humanities and Social Sciences	Business and Law	Credits
1	FYO-00312 Practical and Academic Skills in Science - B	FYO-00322 Introduction to Academic Writing - B			15
1	FYO-00314 Introduction to GGE - B	FYO-00316 Introduction to Psychology - B		FYO-00251 Foundations of Business - 2	15
1	FYO-00292 Introduction to Numerical and Quantitative Methods for Scientists - B		FYO-00282 Introduction to Philosophy - B		15
1	FYO-00328 Introduction to Social Sciences - B			FYO-00332 Introduction to Law - B	15
2	FYO-00195 Advancing Geography, Geology and the Environment	FYO-00334 Advancing Humanities - B		FYO-00306 Advancing Business - B	30

2	FYO-00310 Introduction to Science and Sustainability - B				15
2			FYO-00324 University Research Portfolio (30) - B		30
2	FYO-00326 University Research Portfolio (15) - B				15

Year	Compulsory	Optional		Electives	
		Min	Max	Min	Max
Foundation Year	0	120	120	0	0

Module Lists

Foundation Year

Optional modules	Module Code	Credits	Period
Introduction to Philosophy - B	FYO-00282	15	Semester 1
Introduction to Chemistry - B	FYO-00284	15	Semester 1
Introduction to Computer Science - B	FYO-00286	15	Semester 1
Introduction to Numerical and Quantitative Methods for Scientists - B	FYO-00292	15	Semester 1
Introduction to Physics - B	FYO-00296	15	Semester 1
Introduction to Mathematical Methods - B	FYO-00300	15	Semester 1
Introduction to Business - B	FYO-00304	15	Semester 1
Practical and Academic Skills in Science - B	FYO-00312	15	Semester 1
Introduction to Geography, Geology and the Environment - B	FYO-00314	15	Semester 1
Introduction to Psychology - B	FYO-00316	15	Semester 1
Introduction to Life Sciences - B	FYO-00318	15	Semester 1
Introduction to Academic Writing - B	FYO-00322	15	Semester 1
Introduction to Social Sciences - B	FYO-00328	15	Semester 1
Introduction to Law - B	FYO-00332	15	Semester 1
Advancing Chemistry - B	FYO-00288	15	Semester 2
Advancing Computer Science - B	FYO-00290	15	Semester 2
Advancing Physics - B	FYO-00298	15	Semester 2
Advancing Mathematical Methods - B	FYO-00302	15	Semester 2
Advancing Business - B	FYO-00306	30	Semester 2
Introduction to Science and Sustainability - B	FYO-00310	15	Semester 2
Advancing Life Sciences - B	FYO-00320	15	Semester 2
University Research Portfolio (30) - B	FYO-00324	30	Semester 2
University Research Portfolio (15) - B	FYO-00326	15	Semester 2
Advancing Social Sciences - B	FYO-00330	30	Semester 2
Introduction to Social Sciences 2 B	FYO-00338	15	Semester 2
Introduction to Business 2 B	FYO-00340	15	Semester 2
Advancing Geography, Geology and the Environment B	FYO-00342	15	Semester 3

Learning Outcomes

The table below sets out what students learn in the programme and the modules in which that learning takes place. Details of how learning outcomes are assessed through these modules can be found in module specifications.

Foundation Year

Subject Knowledge and Understanding	
Learning Outcome	**Module in which this is delivered**
Apply knowledge and understanding of ideas, processes, techniques and procedures in a theoretical or practical context relating to the subject area.	Throughout the programme
Analyse, interpret and evaluate subject-specific information, ideas and evidence, in order to make judgments and reach conclusions, as well as to develop and refine practical design and procedures.	Throughout the programme

Subject Specific Skills	
Learning Outcome	**Module in which this is delivered**
These are covered in the learning outcomes for the subject-specific modules listed above.	As above

Key or Transferable Skills (graduate attributes)	
Learning Outcome	**Module in which this is delivered**
Communicate effectively in writing	University research portfolio
Manage time effectively	Advancing modules University Research Portfolio
Organize and manage their time and resources in order to meet strict deadlines and maintain substantial reading schedules.	All modules
Critically interpret the credibility and reliability of sources.	University Research Portfolio
Participate in an investigative project	University Research Portfolio
Develop an open and questioning approach to ideas, demonstrating curiosity, independence of thought and the ability to appreciate a range of perspectives and then plan for, and apply, your ability creatively to solve problems using a range of different approaches and techniques, determine which techniques are appropriate for the issue at hand.	All modules
Demonstrate the ability and motivation to participate responsibly and collaboratively as an active citizen in the communities in which you live and work, be flexible in rapidly changing and uncertain external environments and to update skills and knowledge as circumstances require.	All modules

9. Final and intermediate awards

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

The certificate will only be awarded to students who successfully complete the Keele Foundation Year and then choose not to continue their studies at Keele.

10. How is the Programme Assessed?

The wide variety of assessment methods used on this programme at Keele reflects the broad range of knowledge and skills that are developed as you progress through the degree 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 on your programme:

- 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, and extracting and constructing meaning from text.
- 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 often their ability to apply it in a more structured and focused way.
- 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 answer 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 textbooks 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 during 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 modules. 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

	Scheduled learning and teaching activities	Guided independent Study	Placements
Foundation Year	21%	79%	0%

12. Accreditation

This programme does not have accreditation from an external body.

13. University 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/

If this programme has any exemptions, variations or additions to the University Regulations these will be detailed in an Annex at the end of this document titled 'Programme-specific regulations'.

14. What are the typical admission requirements for the Programme?

See the relevant course page on the website for the admission requirements relevant to this programme: https://www.keele.ac.uk/study/

Please note: All non-native English speaking students are required to undertake a diagnostic English language assessment on arrival at Keele, to determine whether English language support may help them succeed with their studies. An English language module may be compulsory for some students during their first year at Keele.

Recognition of Prior Learning (RPL) is considered on a case-by-case basis and those interested should contact the Programme Director. The University's guidelines on this can be found here: https://www.keele.ac.uk/qa/programmesandmodules/recognitionofpriorlearning/

15. How are students supported on the programme?

Support for student learning on the Programme is provided in the following ways:

- All students are allocated an Academic Mentor, who acts as a first point of contact for students on issues that may affect their learning. The Academic Mentor is responsible for reviewing and advising on general academic progress. Students meet with their Academic Mentors within their first week of university and are invited to a further four one-to-one formal meetings. Students are able to arrange additional meetings as needed.
- Module tutors provide support for learning within the modules and the related assessments, and ensure that feedback is provided in a timely manner.
- Disability Liaison Officer provides support for learners with disabilities, including specific learning difficulties and health related issues, and works closely with wider university support staff.
- Additional support with university level learning is available through KIITE: Academic skills - Keele University
- We have also established a FY peer mentor scheme, where past FY students support current FY students and help them to find their feet.

16. Learning Resources

All modules will follow a blended delivery model. This provides a flexible approach to teaching and learning combining a mix of expert-led on-line delivery using Microsoft Teams, on-demand learning and a series of face-to-face learning on campus. Most of the taught sessions will be with small groups of students where social learning will be encouraged. Support materials, course regulations and student handbooks will be available electronically on the Keele Learning Environment (Blackboard). All students will be registered with the library and have access to reading lists, course books and journals, and computing and printing facilities. All students have access to additional study skills support through the Student Learning section of the Keele's Student Services Centre.

17. 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.

18. Additional Costs

Activity	Estimated Cost
Equipment - approved calculator for Mathematics and Science modules only	£15
Equipment - protective equipment for Chemistry and Biology modules	£15
Total estimated additional costs	£30

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%.

As to be expected there will be additional costs for inter-library loans and potential overdue library fines, print and graduation. We do not anticipate any further costs for this programme.

19. Quality management and enhancement

The quality and standards of learning in this programme are subject to a continuous process of monitoring, review and enhancement.

- The Foundation Year Centre Education Committee is responsible for reviewing and monitoring quality management and enhancement procedures and activities across the school.
- Individual modules and the programme are reviewed and enhanced every year in the annual programme review which takes place at the end of the academic year.
- The programmes are run in accordance with the University's Quality Assurance procedures and are subject to periodic reviews under the Internal Quality Audit (IQA) process.

Student evaluation of, and feedback on, the quality of learning on every module takes place every year using a variety of different methods:

- The results of student evaluations of all modules are reported to module leaders and reviewed by the Programme Committee as part of annual programme review.
- Feedback received from representatives of students in all three years of the programme is considered and acted on at regular meetings of the Student Staff Voice Committee.

The University appoints senior members of academic staff from other universities to act as external examiners on all programmes. They are responsible for:

- Approving examination questions
- Confirming all marks which contribute to a student's degree
- Reviewing and giving advice on the structure and content of the programme and assessment procedures

Information about current external examiner(s) can be found here:
http://www.keele.ac.uk/qa/externalexaminers/currentexternalexaminers/

20. The principles of programme design

The programme described in this document has been drawn up with reference to, and in accordance with the guidance set out in, the following documents:

a. UK Quality Code for Higher Education, Quality Assurance Agency for Higher Education:
http://www.qaa.ac.uk/quality-code
b. Keele University Regulations and Guidance for Students and Staff: http://www.keele.ac.uk/regulations

21. Student Loan Information

If you are eligible for the the maintenance loan from the Student Loans Company (SLC) you will receive all payments. The payments will be made in instalments beginning in January to coincide with the start of your studies.

Since you are commencing your course in January, for the purpose of calculating your maintenance loan

entitlement, January will be used by the SLC as the start month for each year of your maintenance loan. You will receive each year's maintenance loan, paid into your bank account, in three equal instalments, paid in the following months:

Year 1 (Foundation Year and first semester of Level 4) - January, April and September

Year 2 (Remainder of Level 4 and first semester of Level 5) - January, April and September

Year 3 (Remainder of Level 5 and first semester of Level 6) - January, April and September

Year 4 (Remainder of Level 6) - January, February and April

Your maintenance loan entitlement will be calculated based upon the number of teaching weeks in each of the above years. Since Year 4 (Remainder of Level 6) will finish in May, there will be fewer teaching weeks than in years 1 to 3, so your maintenance loan entitlement will be lower to reflect the shorter period of teaching. However, this will still be paid in three equal instalments, in the months noted above.

Version History

This document

Date Approved: 11 August 2023

What's Changed

New modules added: FYO-00338 - Introduction to Social Sciences 2B; FYO-00340 - Introduction to Business 2B as optional modules in SEM2

Previous documents

Version No	Year	Owner	Date Approved	Summary of and rationale for changes