British Institute of Technology, England

UNIVERSITY of BUSINESS .EU

FOUNDATION
PROGRAMME SPECIFICATION

Programme Title: HE Foundation Programme

Awarding Body: **European University**

Teaching Institutions: **British Institute of Technology, England**

Final Awards, UCAS Codes and Mode of Study:

HE Foundation Programme (1 years . Full-time day delivery at London)	**UCAS/NA**
HE Foundation Programme (2 years. Part-time day delivery at London)	**UCAS/NA**
HE Foundation Programme (2 years. Offsite Block Teaching with Blended Learning)	**UCAS/NA**

Intermediate Awards: None

FHEQ Level	3
UCAS Codes:	N/A
JACS Code:	N/A
QAA Subject Benchmarks:	None
Professional/Statutory Body:	N/A
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EDUCATIONAL AIMS OF THE PROGRAMME

The HE Foundation Programme award has the following general educational aims:

- prepare students with relevant subject knowledge for entry into their chosen undergraduate programme

- develop language, communication, reading, problem-solving and other transferable skills that will be valuable to them in their undergraduate studies and beyond
- provide students with key skills in mathematics and information technology
- develop general skills of study that will enable students to become independent, lifelong learners
- enable students to approach problems in academic study and writing and appropriate skills to select and apply appropriate methods to solve them
- encourage students to appreciate ethical and social standards and apply them
- expose students to a range of study techniques including the use of ICT in learning
- develop students' understanding of the importance of critical review as an essential learning and communication tool

What is distinctive about this programme?

European University is a long established and well regarded University which offers both undergraduate and post-graduate awards. The partnership with the British Institute of Technology, England offers an opportunity for students who wish to be associated with European University in London. You will be taught by a team of experienced professionals including expert practitioner and research active staff. An excellent support team to guide you throughout your studies.

London is the capital for multi-national companies providing opportunities for new graduates. Successful students can seek employment beyond borders through the guidance and support of the British Institute of Technology, England and its business network.

The European Graduate

The British Institute of Technology, England supports its student to achieve the **European Graduate Charter** this represents a set of qualities that the University passionately believes is necessary for success in the 21st century. The European Graduate is a reflective and critical learner with a global perspective, prepared to contribute in the world of work. The following statement shows how the business awards address the European Graduate qualities.

- Across all levels and all modules, we aim to provide you with ***discipline expertise***. We instil a critical knowledge of the discipline that is underpinned by the experience and research of the academic staff and which strives to reflect the key issues that affect the world in which we live.

- We aim to equip you to enter the world of work as an ***enterprising*** and ***entrepreneurial*** individual. We develop your written and verbal ***communication*** skills in a variety of ways to enhance your ***skills*** and ***confidence***. Many modules include a large element of evidence based problem solving. By studying these modules, you will become innovative in how you think and conduct your work, and creative in seeking solutions based on your knowledge and skills. Employers value ***independence of thought*** and a ***creative*** ability to find solutions

- Studying on an undergraduate Law award will enable you to take ownership of your learning – whether individually or with your fellow students – and encourages independence of thought and ***problem-solving*** across a spectrum of activities.

- These are essential attributes of the ***critical***, ***reflective*** and ***life-long learners*** that European graduates are expected to become. Throughout your degree, you will be encouraged to develop your understanding through critical reflection; to question different views and perspectives and to use both generic and specialist skills to recognize and resolve problems.

PROGRAMME OUTCOMES

What will this programme teach me to do? At the end of your studies you should be able to:

Knowledge & Understanding Level 3: Demonstrate basic concepts and principles within their main subjects of study and their application to simple problems in business, technology or science.
Learning Level 3: Demonstrate interpersonal and communication skills to clarify tasks and communicate outcomes
Enquiry Level 3: Identify and analyse business problems in a range of contexts using appropriate concepts and frameworks
Analysis Level 3: Interpret and analyse different types of information, presenting results in an organised manner
Problem Solving Level 3: Use terminology accurately and confidently
Communication Level 3: Use information technology to analyse, present and communicate information effectively.
Application Level 3: Apply knowledge of business organisation in other areas of study
Reflection Level 3: Use the English language effectively in speaking, comprehension and communication, and in presenting academic work,

PROGRAMME STRUCTURE, MODULES AND CREDITS

HE Foundation Programme

HE Foundation Programme (Level 3)				
Teaching Block 1	HE English Language, Communication and Skills (15 credits)	HE Mathematics (15 credits)	HE Information Technology (15 credits)	HE Academic Skills (15 credits)
	Option 1		**Option 2**	
Teaching Block 2	HE Business and Arts I (30 credits)	HE Business and Arts II (30 credits)	HE Science and Engineering I (30 credits)	HE Science and Engineering II (30 credits)
The progression requirement to Level 4 is 120 Level 3 credits.				

HOW WILL I BE TAUGHT AND ASSESSED?

Teaching and Learning
You must study 120 credits at level 3 to be eligible for an award. Each module requires 10 hours of learning time per credit, so that a 30-credit module requires 300 hours. Learning hours and the breakdown between contact time and independent study for each module are set out in the module descriptor. All awards require you to study the core modules although the level at which some of these modules are taken may vary depending on the individual route taken.

Teaching & Learning Strategy

The course is taught using a range of teaching methods including presentations, discussions, small group work, observations and practical work-based activities. The learning, teaching and assessment methods of the course provide students with a wide range of learning and teaching experiences. For example, lectures, seminars, counseling skills practice sessions, computer workshops, CD ROM and Internet, tutorials, visiting speakers, and self-directed study. In addition, there is considerable support available for students. A Course Handbook is available giving all the important information. Furthermore, library induction and IT induction are available at the beginning of the course as are study skills classes, which are provided by the subject team.

The ultimate aim of this foundation programme is to prepare students for effective study and provide them with a relevant set of skills and competencies for undertaking study at undergraduate level and beyond. To promote this, students have open access to tutors for support and guidance that accommodates the range of students needs from the beginning of the programme to its end. Over this period students gain greater independence and capability as autonomous learners.

Assessment
Both formal (summative) and informal developmental (formative) assessment approaches are used, with the aim of helping students to identify and build on their strengths and take a developmental approach to difficulties. Modules are assessed using a variety of methods that have been chosen as the most appropriate to demonstrate the learning outcomes for each module. Some modules are assessed by means of coursework only, and some by a combination of both examination (seen or unseen) and coursework. Coursework can take such forms as essays, reports, presentations, learning journals, portfolios, seminar participation and book reviews.

Level 3
At Level 3, you will study three core modules, 15 hours if full-time and 6 hours if part-time, this includes lectures, case studies, workshop and tutorials. Students at this level have a higher level of contact time to assist their transition to independent learner.

All Levels
At all levels, a degree of online support is provided by a module moodle page and independent study is supported by a range of electronic databases, many of which can be accessed from outside the Institute.

Teaching and Learning Strategy for Part-Time Evening
For part-time evening students, the pattern of delivery is rather different. Your progress through two academic years of study, taking three modules (90 credits) per year. The overall contact time for you as a PTE student is less than for full time students, with an average of 32 (rather than 54) hours class contact and 268 (rather than 246) hours independent learning per 30-credit module. A number of learning strategies have been adopted to ensure that you are able to meet the desired learning outcomes.

***Teaching and Learning Strategy for Part-time* Offsite Block Teaching with Blended Learning.**

This will be a unique approach to provide qualification beyond borders, all teaching and delivery will be done offsite, with all assessment returned to the Institute with independent learning support through blended and integrated learning using online forums and workshop and seminars based in the UK.

Students progress through four years of study, taking three modules (90 credits) per year. The overall contact time for you as a PTE student is less than for full time students, with an average of 32 (rather than 54) hours class contact and 268 (rather than 246) hours independent learning per 30-credit module. A number of learning strategies have been adopted to ensure that you are able to meet the desired learning outcomes.

Block teaching
Each full-time module is taught in twelve-week teaching block. Each part-time module is taught in 3 hrs per week over twelve week.

Supporting electronic materials
Given that the delivery of the award via the PTE route involves a greater emphasis on directed student learning it is essential to provide a structure to ensure that independent learning is effective. Students on the PTE have access to all the electronic materials identified above in the context of the full-time award.

Full details are available at:

http://www.bite.ac.uk/neted

ADDITIONAL INFORMATION

Entry Requirements (including IELTS score)

The minimum entry requirements for the award will be GCSE grade C or equivalent in English, Mathematics or Science or Business.

A minimum IELTS score of 5.5 or equivalent is required where applicable.

What qualifications would I need to join this programme?

Candidates for admission should hold ONE of the following:

- Grade C in 2 relevant subjects at GCSE or equivalent
- An international qualification of equivalent standing

Applications from mature students with previous work experience are welcomed.

All applicants should hold GCSE grade 'C' or above in English and Mathematics, or equivalent.

Applicants whose first language is not English should hold IELTS Grade 5.5 or equivalent.

Candidates will be interviewed where this is possible. In the case of overseas students, offers may be made on references, reports from agents and other available information.

Disability Statement
The Institute operates a policy of inclusive teaching and learning to ensure that all students have an equal opportunity to fulfil their educational potential.

Details about how to apply to have your needs assessed can be found at:
http://www.bite.ac.uk/disability

AWARD SPECIFIC INFORMATION

Further information about the award can be found in the relevant Student Handbook and on the University Website. This includes information about optional modules, learning outcomes , student support, and academic regulations.

THE EUROPEAN GRADUATE

The European Graduate represents a set of qualities that the University passionately believes is necessary for success in the 21st century. The European Graduate is a reflective and critical learner with a global perspective, prepared to contribute in the world of work.

The table below indicates where, within your award, these characteristics are addressed:

AWARD TITLE:	**HE Foundation Programme Award**		
Characteristic	**Award Module(s) including level and number of credits**	**Core or Option**	**Method of Assessment**
Understanding of enterprise and entrepreneurship	Level 3 - HE English Language, Communication and Skills (15 Credits) To assist participants whose main language is not English in developing their reading skills towards meeting the demands of an academic course more effectively To develop an awareness of the theory and conventions of academic literacy, from structure to style, with an increasing focus on the academic essay for students whose main language is not English and who require specialist tuition in order to improve their academic writing skills. To develop academic skills for critical analysis, synthesis and use of sources to support written discussions To develop knowledge and understanding of appropriate use of theoretical models To develop and implement the skills necessary to build and sustain an academic argument	Core	Coursework - (A critical review of a provided academic article) Group work (2000 words) and Presentation
	Level 3 - HE Mathematics (15 Credits) To provide a fundamental course in mathematics for those students studying engineering, science or technology To consolidate the previous mathematical knowledge possessed by students To provide a basis for further study in a Mathematics Pathway	Core	Coursework (2000 words) Exam (1 ½ Hours)

Understanding of global issues and their place in the global economy **Work-ready, employable, communication skills, presentation skills, the ability to interact confidently with colleagues, Independence of thought, Skills of teamworking Ability to carry out inquiry-based learning and critical analysis Skills of problem solving and creation of opportunities**	Level 3 - HE Information Technology (15 Credits) To develop knowledge of technologies and techniques that enable computers to be exploited to provide genuine advantage to an organisation To provide knowledge and understanding of spread sheets and basic database To provide students with a strong grounding in Microsoft Excel To use Microsoft Excel to resolve realistic business problems To provide an holistic understanding of commonly used processing strategies and the data processing life-cycle To introduce students to databases and database design	Core	Coursework (2000 words) Project (2000 words)
	Level 3 - HE Academic Skill (15 Credits) To introduces students to a range of basic study skills. Particular emphasis is placed on essay writing and all that entails – structure, planning, critical thought, good research skills To encourage understanding of the link between these basic skills and their Personal Development Planning activities. Some attention is paid to the introduction of research matters. To develop knowledge and understanding of essay writing and structure To the structure of language and the different ways in which it can be described and analysed. To develop the basis for investigating language in its social context, focusing on language varieties and language change. To develop and engage in thinking about the implications for literacy learners in terms of their language and literacy development, and of their aspirations and life goals.	Core	Coursework (2000 words) Group work (2000 words) and Presentation

	Level 3 - HE Science and Engineering I (30 Credits) and HE Science and Engineering II To develop an understanding of science and engineering discipline and concepts To develop knowledge of the foundation of chemistry and physics To explore mechanics and the various strands To develop knowledge and understanding of thermal science, light waves and electrons To develop knowledge and understanding of electronics. To explore atomic theory.	optional	**HE Science and Engineering I** Assignment (3000 words) Mini-project and presentation **HE Science and Engineering II** Assignment (3000 words) Mini-project and presentation
	Level 3 - HE Business and Arts I (30 Credits) and HE Business and Arts II To provide students with the knowledge and fundamental features of accounting. To provide students with an understanding of business economics To develop students knowledge and understanding of essential components of multi-media studies To develop creative skills of sketching, design geometric and 2D drawings To improve students design skills using graphics applications To develop the principles of fashion design	Optional	**HE Business and Arts I** Assignment (3000 words) Mini-project and presentation **HE Business and Arts II** Assignment (3000 words) Mini-project and presentation

Notes:

Award Modules
Indicate which module(s) within the award develop this characteristic

Assessment
Indicate how achievement of the characteristic is assessed

ADDENDUM FOR DELIVERY AT A PARTNER INSTITUTION

This section should record any matters within the programme specification which do not apply to the delivery at the partner. It should also note any differences in delivery, course content, module choice etc.

Name and location of partner	British Institute of Technology, England
Partnership Context	The awards listed below are part of a validation arrangement with European University.
Awards offered at partner	HE Foundation Programme (Hons) Full-time HE Foundation Programme (Hons) Part-time HE Foundation Programme (Hons) Part-time (Offsite Block Teaching with Blended Learning)
Aims / Learning Outcomes	As above
Curricula	As a student at the British Institute of Technology, England you will study the same programme structure but will have no options.
Teaching and Learning	As above
Assessment	As above
Admissions Criteria	2 x GCSE-Level (or equivalent) or relevant vocational or professional experience
Specific Regulations	None
Date of completion	9 April 2015

All of the above sections should be completed as appropriate for each partner organisation.