

# PROGRAMME SPECIFICATION

## Course record information

Name and level of final award:	Certificate of International Foundation Studies (CIFS); Level 3
Name and level of intermediate awards:	None
Awarding body/institution:	University of Westminster
Teaching Institution:	Westminster International University in Tashkent
Status of awarding body/institution:	
Location of delivery:	Westminster International University in Tashkent
Language of delivery and assessment:	English
Mode, length of study and normal starting month:	One year full time, two years part time
<a href="#">QAA subject benchmarking group(s)</a> :	N/A
Professional statutory or regulatory body:	N/A
Date of course validation/review:	
Date of programme specification approval:	2016
Valid for cohorts :	2016/17 level 3
Course Leader	Alisher Ismailov

## **What are the minimum entry requirements for the course?**

Entry requirements for the Certificate of International Foundation Studies have been set in order to select potential students who have proven academic ability and are able to demonstrate a solid foundation of skills in both Mathematics and English.

### **Full Time**

Intending students must meet the following criteria:

- **Age requirement**

Normally applicants will have to reach at least 17 years of age at the start of the academic year. For the purposes of this regulation the academic year runs from 1st October to 30<sup>th</sup> September.

- **English language requirement**

Applicants must:

Have grade C or above in GCSE O' level English, or its equivalent

or

Have an IELTS score of 5.5 and 5 in the writing component or the equivalent TOEFL according to the WIUT/UoW conversion table.

or

Have achieved the required pass level on the WIUT Basic of English for Academic Purpose module at level 2. Results for WIUT Basic of English for Academic Purpose module at level 2 are valid only for two years, since accomplishment.

- **Mathematics requirement**

Applicants must have an acceptable level of competence in Mathematics. This could be demonstrated by one of the following:

A pass in an entrance test approved by the University of Westminster

or

Grade C or above in GCSE O' level Mathematics or its equivalent.

or

Have achieved the required pass level on the WIUT Basic of Quantitative Skills in Quantitative

Methods module at level 2.

- **General requirements**

Applicants must have studied a broad range of subjects and have a school leaving certificate equivalent to GCSE O Level, e.g. the Uzbek certificate of secondary education (Attestat) normally with an overall average mark of 70%.

### **Part Time**

Intending students should meet the following criteria:

- **Age requirement**

Normally applicants will have to reach at least 17 years of age during the academic year of enrolment. For the purposes of this regulation the academic year runs from 1st October to 30th September.

- **English language requirement**

Applicants must:

Have grade C or above in GCSE O' level English, or its equivalent

or

Have an IELTS score of 5.5 and 5 in the writing component or the equivalent TOEFL according to the WIUT/UoW conversion table.

or

Have achieved the required pass level on the WIUT Basic of English for Academic Purpose module at level 2. Results for WIUT Basic of English for Academic Purpose module at level 2 are valid only for two years, since accomplishment.

- **Mathematics requirement**

Applicants must have an acceptable level of competence in Mathematics. This could be demonstrated by one of the following:

A pass in an entrance test approved by the University of Westminster

or

Grade C or above in GCSE O' level Mathematics or its equivalent.

or

Have achieved the required pass level on the WIUT Basic of Quantitative Skills in Quantitative Methods module at level 2.

- **General requirements**

Applicants must have studied a broad range of subjects and be a full-time local high school (academic lyceum or college) student who has successfully completed 10 years school education.

## **Course Aims**

The Certificate of International Foundation Studies has been designed as an intensive foundation programme of study to prepare those without the normal UK entry requirements for admission to a degree course. The course has been specifically adjusted to suit the needs of students from the region. In designing the course, consideration has been given to the academic strengths and weaknesses of students, as well as to the specific academic requirements of the follow-on degree courses.

Specifically, the course is intended to meet the following aims:

- to enable students to acquire the theoretical and practical knowledge in the areas of oral and written communication and numeracy to prepare them for degree-level study;
- to equip students with a range of study and transferable skills and enable them to appreciate their importance within a higher educational context;
- to enable students to acquire knowledge and understanding of the fundamental principles and concepts relating to moral, social, economic or political contexts;

- to enhance students' global perspective and engagement in international community;
- to provide a positive teaching and learning environment that puts students at the centre of the learning process and encourages independent learning;
- to integrate the use of technology in ways that will enable students to extend opportunities for communication and inquiry in educational contexts.

## **Course Learning Outcomes**

### **Knowledge and Understanding**

Upon completion of CIFS students are expected to demonstrate:

- knowledge and understanding of academic vocabulary and structures for effective communication on a variety of academic matters;
- basic knowledge and understanding of reasoning in analysis of data;
- general knowledge and an appreciation of the breadth of the fields of study of business, law, economics and business information systems.

### **Specific Skills**

Upon completion of CIFS students are expected to be able to:

- analyse quantitative and qualitative information using pre-defined principles and frameworks;
- apply a broad range of mathematical and basic statistical techniques.

### **Key Transferable skills**

Upon completion of CIFS students are expected to be able to:

- carry out defined investigative strategies and manage data and information from specified sources appropriate to the field of study;
- communicate orally and in writing through clear, relevant and accurate articulation in an appropriate format;
- reflect on own learning making effective use of feedback;
- contribute to group work.

## **How will you learn?**

Most modules include a formal taught component with lectures provided on a weekly basis. Tutorial seminar classes are also provided each week to provide a stimulating environment for students to work through examples and case studies, engage in group discussions or on-line discussions, and gain immediate feedback and support from tutors. However, in English for Academic Purposes module the contact hours with students predominantly take the form of seminars/ workshops/ tutorials. Such practice is explained by the practical and reflective nature of these modules.

In addition, students are provided with a range of additional resources including comprehensive self-diagnostic materials and online blogs and discussion forums to encourage student-centered learning. The resources can be accessed through the University on-line learning content management system, and textbooks, academic journals and other materials available in the University's information resource centre, and software systems are provided in the computer labs.

Students are encouraged to learn independently throughout their studies. There are reading weeks when students are encouraged to interact with their tutors and lecturers for advice and guidance and take responsibility for their own deeper reading and learning.

### **How will you be assessed?**

The Assessment Strategy of the Course is based on the criterion-referenced assessment concept which is designed to assess changes in performance as a result of learning, for the purpose of seeing what and how well material has been learned.

The course strives to develop effective approaches to assessment, both formative and summative, taking into consideration the variety of modules within the course such as length, subject area and type of the module.

The assessment strategy is based on principles of best practice such as validity in purpose (to measure the learning outcomes), reliability and free of bias (by the use of carefully designed marking scheme), as well as constructive and timely feedback to students.

### **Employment and further study opportunities**

Westminster International University in Tashkent graduates will be able to demonstrate the following five Graduate Attributes:

- Critical and creative thinkers
- Literate and effective communicator
- Entrepreneurial
- Global in outlook and engaged in communities
- Social, ethically and environmentally aware

Even though the CIFS programme has not been developed as a means of facilitating entry into the labour market, a range of career development and transferable skills are embedded in the modules of the course. Successful completion of the course qualifies students for entry to one of the degree courses validated by the University of Westminster.

### **Course structure**

This section shows the core and option modules available as part of the course and their credit value. Full-time foundation students study 120 credits per year. Course structures can be subject to change each academic year following feedback from a variety of sources.

Certificate of International Foundation Studies consists of two types of the modules: core and optional modules. All students must take core modules worth in total 80 credits and select optional modules worth 40 credits in a year of study.

### Types of the modules:

**Core.** These are modules that must be undertaken by all students on the course. They provide the fundamental skills and knowledge on which to base your future careers and must be taken for the award of the degree.

**Option.** These are modules that can be chosen from the course specific list of modules. These modules allow you to pick modules that best fit your own aspirations.

Credit Level 3				
Module code	Module title	Status	UK credit	ECTS
3ALDS002C	Academic English	Core	40	20
3BUSS001C	Quantitative Methods	Core	20	10
3BUSS002C	Context of Business	Core	20	10
3BUIS001C	Introduction to Information and Web Technologies	Option	20	10
3LLAW001C	Introduction to Law	Option	20	10
3ECON001C	Foundations of Economics	Option	20	10
3BUSS003C	Business in its Environment	Option	20	10
Award of Certificate of International Foundation Studies				

Please note: Not all option modules will necessarily be offered in any one year.

### Academic regulations

The Certificate of International Foundation Studies operates in accordance with the University's Academic Regulations and *the UK Quality Code for Higher Education Part A: Setting and maintaining academic standards* published by the Quality Assurance Agency for Higher Education (QAA) in 2014.

All students should make sure that they access a copy of the current edition of the general University handbook called Essential Information, which is available at [registrars.wiut.uz](http://registrars.wiut.uz). The following regulations should be read in conjunction with the *Modular Framework for Undergraduate Courses* and relevant sections of the current *Handbook of Academic Regulations*, which is available at [registrars.wiut.uz](http://registrars.wiut.uz). Regulations are subject to change and approval by Academic Council.

### Award

To qualify for the award of the Certificate of International Foundation Studies, a student must have:

- obtained a minimum of 120 Credits, including 80 credits passed and a minimum of condoned credit in each of the remaining modules up to the value of 40 credits; and
- satisfied the requirements contained within any course specific regulations for the relevant course scheme.

The University may award:

- i. a **Foundation Certificate with Merit** to a student whose marks average at least 60%;
- ii. a **Foundation Certificate with Distinction** to a student whose marks average at least 70%.

To be eligible for the award a student must pass core modules. Students without a pass in EA would have to satisfy the admission requirements for the next programme through an IELTS score to the requirements of the degree programme admission regulations.

In view of the access nature of this course, there is no provision for an interim or partial exit qualification to be awarded.

Guidance will be given to students at the time of application as to which of the University's courses are most suited to the student. This will depend upon:

- the student's interests and career aspirations;
- the student's proven academic ability to date and potential;
- the course structure;
- course requirements;
- entry requirements in terms of subjects required and accepted grades.

In the case of an applicant being given an offer to his/her chosen course they will be informed of the decision in the same way as any other student. In the case of a student who is not offered a place on that course, their application will be passed to a second course. The second choice may have been indicated on the application form. The student will be invited to tell their tutor at the Westminster International University in Tashkent of their second choice who will communicate this to the admissions office. Where the student has made no indication of a second choice then the application form will be passed to that course which best fits the aspirations of the student as expressed on the application form and interpreted by the admissions staff of their first choice.

## **How will you be supported in your studies?**

### **Course Management**

The Course Leader, Alisher Ismailov, is responsible for the overall academic management and organisation of the course.

### **Academic Support**

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the Library and IT facilities and any additional support available. You will have access to the Course Handbook, which provides detailed information about the course. Each course has a Course Leader. Course Leader provides advice and guidance on academic matters. The University uses a Virtual Support Environment called Intranet where students access their course materials, find out necessary information and can communicate and collaborate with staff and other students.

### **Learning Support**

The University supports students in developing the skills required for higher education. As well as online resources on Intranet, students have the opportunity to attend Study Skills workshops, and one to one appointments with the tutors and a Course Leader within their office hours.

Among other departments learning support is provided by Learning Resource Centre, which is an open access library holding a collection of resources related to the subjects taught at WIUT. Students can search the entire library collection online through On-line Public Access Catalogue (OPAC and web OPAC) to find and reserve printed books, and access extensive electronic resources (databases, e-journals, e-books). Learning support includes the Library,

which holds printed collections of books and journal subscriptions. Access to electronic resources such as WestLaw, SpringerLink, JSTOR, EBSCO, and BLACKWELL is also available.

Students can choose to study in the library, which has areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. There are over 100 computers spread over four computer labs available for students use. They can also choose from several computer labs where desktop computers are available with the general and specialist software that supports the courses taught. Students can also securely connect their own laptops and mobile devices to the University wireless network.

### **Support Services**

The Social Department provides advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers, and advice for international students. This gives students a chance to look at a variety of opportunities, starting from an advice and assistance on building plans for the future career, and ending with getting a part-time employment to cover their own living expenses. Additionally, for those who are required to undertake military service the Social Development Team can make necessary arrangements.

The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University.

Social Development department of WIUT plays an important role in developing University's spiritual, cultural and social life.

"Ask.WIUT", internal inquiries service provides students with such important information as who to approach when they have a query, get directions to find a particular place at the university or any other information. Ask WIUT Information Service is located on the ground floor, in the lobby of the Amir Temur building.

### **CIFS Student Mentoring Scheme**

The Student Mentoring Scheme has been set up to help support students on CIFS. The scheme aims to provide support at key stages of the students' course to help them to settle in, make progress and to achieve their potential within the university. Mentors provide support to groups of students at the start of the course (during Induction week) and throughout the first year of study. They are selected and trained to ensure that they have the skills and knowledge necessary to support new entrants who face obstacles during their transition from school to university and to new educational system.

Mentors are existing Level 5 and 6 students. They are selected from among students with high academic performance, and who demonstrate responsibility and dedication. Prior to the commencement of the new academic year, the group of newly selected mentors receives intensive one-week training. This is to ensure that the Mentor can offer guidance on the regulations and resources of the University during the induction, as well as support and encouragement with course work and issues such as exams, assignments, etc., throughout the year.

During the induction week, mentors help students break the ice, conduct team-building activities, assist with personal development planning, guide students on the university

resources and procedures such as the opportunities for students to voice their concerns (Course Committee Meetings), refer students to online documents on academic and assessment regulations, introduce the Intranet and SRS systems.

Throughout the academic year sessions are organised to help students improve their coursework and exam writing skills, review their academic performance, and help with the selection of optional modules and courses of undergraduate study.

The mentoring system was piloted and replaced the old personal tutoring system which has demonstrated limited effectiveness in the past. It has received positive feedback from CIFS students and has generally been positively evaluated indicating closer relationship formed between peer students from upper levels and the new entrants aiding to their smoother transition into the new educational system.

### **Student Housing Services**

The University offers accommodation for regional and international students. In addition to all the necessary facilities, the dormitory has a Gym. There is also a computer lab with an access to Internet which provides students with a chance to continue their academic assignments off-campus.

### **Student Health Service**

A Health Department is available on Campus and provides students an immediate point of help should there be a need for this. Professional staff of this department also offers medical advice. The department offers students and staff of the university vaccinations on an annual basis free of charge.

### **Students' Union**

The aim of the WIUT Students Union is to provide a range of essential services as well as assisting students in their social life. The Union gives help and advice on academic and personal matters and represents students on all University Committees and organizes sport events, language and other courses and entertainment.

### **Support through office hours**

Given the favourable ratio of teacher to student, an advantage of studying at WIUT is that students have many opportunities to work with the academic staff of university in one to one basis during office hours of Faculty staff. Office hours of each faculty staff involved in the academic delivery process are normally announced on the module web site in the WIUT intranet and information boards as well as within in-course assessment instructions.

### **How do we ensure the quality of our courses and continuous improvement?**

The course was first re-validated by a University Validation Panel in 2003. The panel included internal peers from the University, and representatives from University of Westminster as well as external experts. This helps to ensure the comparability of the course to those offered in other universities and the relevance to employers.

The course is also monitored each year by the Faculty to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. This process is called Annual Monitoring. Staff will consider evidence about the course,

including the outcomes from Course Committees, evidence of student progression and achievement and the reports from external examiners, to evaluate the effectiveness of the course. Each Faculty puts in to place an action plan. This may for example include making changes on the way the module is taught, assessed or even how the course is structured in order to improve the course, in such cases an approval process is in place.

A Course review takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with review panels to provide feedback on their experience. Student feedback from previous years e.g. from Course Committees is also part of the evidence used to assess how the course has been running.

### **Student Involvement in Quality Assurance processes**

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through Course Committees students have the opportunity to express their voice in the running of their course. Student representatives are elected to Committee to expressly represent the views of their peer. The University and the WIUT Students' Union work together to provide a full induction to the role of the student representatives.
- All students are invited to complete a Module Evaluation Questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced.

The University also has an annual Course Evaluation Questionnaire survey which seeks the opinions of students about their course and University experience.

**Please note:** This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. This specification should be read in conjunction with the Course Handbook provided to students and Module Handbooks, which provide more detailed information on the specific learning outcomes, content, teaching, learning and assessment methods for each module.

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