

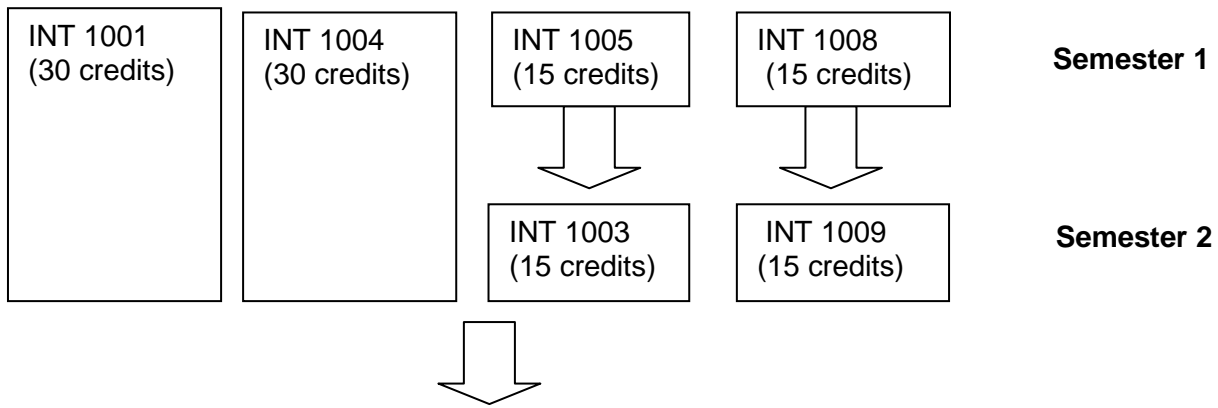
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|----------|---|-------------------|----------|
| 1 | Programme Title | | |
| | Programme Title: International Diploma in Business Management, Accounting and Economics | NQF Level: | 4 |

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| 2 | Description of the Programme (as in the Business Approval Form) |
| | <p>This is a full-time learner-centred academic programme that offers you the opportunity to increase your knowledge of academic theory and practice to enable advanced entry to year two of an undergraduate degree programme at the University of Exeter Business School. You will be helped to develop the necessary research and study skills and to improve your language skills in preparation for second year and third year undergraduate study.</p> <p>You will experience a favourable learning environment designed to meet your specific needs, both from the point of view of English language and study skills development and the delivery of academic subject teaching, which is appropriately paced and supported, with a generous allocation of teaching time (on average 22 hours each week).</p> <p>Entry to the second year at Exeter is through UCAS application and depending upon you achieving the required academic standards (55% average in academic subjects plus 70% in <i>English Language Skills for Undergraduate Study</i> plus, for students progressing to an accounting degree, 55% average in accounting modules) and meeting the general entry requirements for the University of Exeter.</p> |

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| 3 | Educational Aims of the Programme |
| | <p>This programme runs in parallel with the first-year undergraduate programme at the University of Exeter Business School and aims to help students progress seamlessly into their second and third years of undergraduate study. A broad range of learning & teaching methods is used, including lectures, seminars, tutorials, group work in small teams and online support. Students are treated as partners in the learning process and should expect to be active contributors in seminars, tutorials and virtual learning environments. The programme is validated by the University of Exeter and students are registered as undergraduates with the University, enjoying the same privileges and responsibilities as all other undergraduates including access to the library and to a wide range of sporting, cultural and social facilities and activities. The learning environment is modern, purpose-built and provided with up-to-date virtual learning facilities to support the student. INTO University of Exeter also provides the highest level of academic and pastoral support including (but not limited to) modern on-campus accommodation with residential mentors, professional support and help with university applications & visas. INTO University of Exeter provides a complete student experience with substantial one-on-one support, small class sizes and tailored learning.</p> |

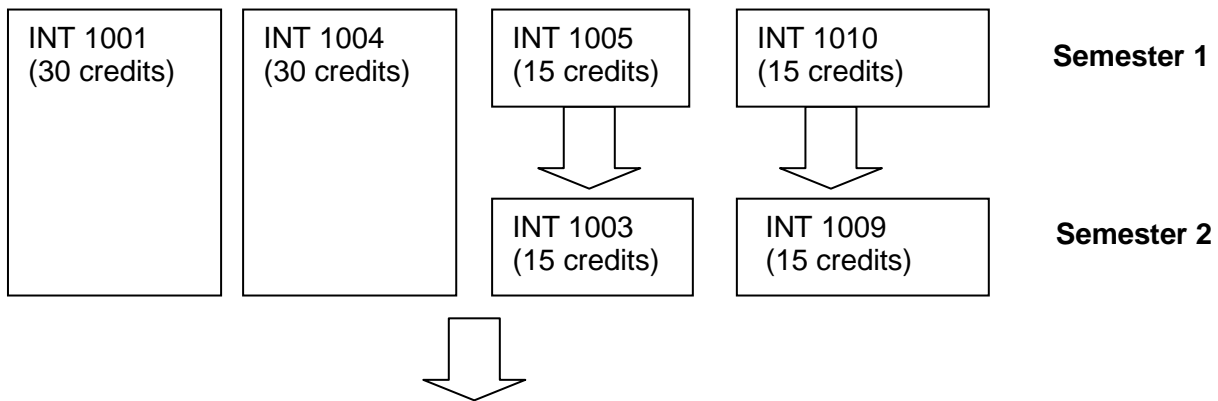
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| 4 | Programme Structure |
| | <p>Your International Diploma in Business Management, Accounting and Economics programme is a one year programme of study at National Qualification Framework (NQF) level 4 (as confirmed against the FHEQ). This programme is divided into 2 Semesters of 12 weeks each. The programme is also divided into units of study called 'modules' which are assigned a number of 'credits'. The credit rating of a module is proportional to the total workload, with 1 credit being nominally equivalent to 10 hours of work. Students elect to follow either the Accounting Route or the Economics & Management Route, depending upon their choice of degree at the University of Exeter Business School. There are no elective modules.</p> |

Programme and Module Structure – Accounting Route



Award of Certificate of Higher Education
 Progression to University of Exeter Business School: Year two of either BA Accounting & Finance or BA Business and Accounting

Programme and Module Structure – Economics & Management Route



Award of Certificate of Higher Education.
 Progression to University of Exeter Business School: Year two of either BA Business & Management or BA Business Economics

The following tables describe the programme and constituent modules for each route. Constituent modules may be updated, deleted or replaced as a consequence of the annual programme review of this programme. Details of the modules currently offered may be obtained from the INTO web site: <http://www.intohigher.com/uk/en-gb/our-centres/into-university-of-exeter.aspx>

Accounting Route:

Semester 1:

| CODE | TITLE | CREDITS | COMPULSORY | NONCONDONABLE |
|----------|---|---------|------------|---------------|
| INT 1001 | English Language Skills for Undergraduate Study | 30 | Y | Y |
| INT 1004 | Principles of Economics | 30 | Y | N |
| INT 1005 | Management Concepts and Practice | 15 | Y | N |
| INT 1008 | Introduction to Financial Accounting | 15 | Y | N |

Semester 2:

| CODE | TITLE | CREDITS | COMPULSORY | NONCONDONABLE |
|----------|---|---------|------------|---------------|
| INT 1001 | English Language Skills for Undergraduate Study (continued from Semester 1) | 30 | Y | Y |
| INT 1004 | Principles of Economics (continued from Semester 1) | 30 | Y | N |
| INT 1003 | Introduction to Statistics | 15 | Y | N |
| INT 1009 | Introduction to Management Accounting | 15 | Y | N |

Economics & Management Route:

Semester 1:

| CODE | TITLE | CREDITS | COMPULSORY | NONCONDONABLE |
|----------|---|---------|------------|---------------|
| INT 1001 | English Language Skills for Undergraduate Study | 30 | Y | Y |
| INT 1004 | Principles of Economics | 30 | Y | N |
| INT 1005 | Management Concepts and Practice | 15 | Y | N |
| INT 1010 | Financial Accounting for the Business Manager | 15 | Y | N |

Semester 2:

| CODE | TITLE | CREDITS | COMPULSORY | NONCONDONABLE |
|----------|---|---------|------------|---------------|
| INT 1001 | English Language Skills for Undergraduate Study (continued from Semester 1) | 30 | Y | Y |
| INT 1004 | Principles of Economics (continued from Semester 1) | 30 | Y | N |
| INT 1003 | Introduction to Statistics | 15 | Y | N |
| INT 1009 | Introduction to Management Accounting | 15 | Y | N |

Note:

Modules may be condoned for pass/fail purposes only. Progression to the University of Exeter Business School is not possible with condoned modules.

On successfully completing the programme you will be able to:

A Specialised Subject Skills & Knowledge

1. Understand issues relating to the financial management of business, together with the legal and social environment within which accounting operates.
2. Appreciate discourse on markets, accounting, consumers and marketing, its importance to the management of changing environments and the technical language and practices of accounting.
3. Comprehend issues relating to organization studies and the management of people within organizations, both quantitatively and qualitatively.
4. Analyse the role of operations and information management within an organization.
5. Analyse an organization's macroeconomic environment and evidence an awareness of strategy.
6. Be aware of contemporary issues in management, such as the management of change, ethics and microeconomics.
7. Analyse, evaluate and summarise transactions and other economic events, including projections, performance measurement and management control.

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

Learning & Teaching activities (in/out of class)

ILOs 1-7 are developed through a mix of lectures, seminars, tutorials, workshops, assigned reading & guided research and formative assessment.

Assessment Methods

ILOs 1-7 are assessed through a mixture of individual/group assessed essays/reports and, where appropriate, presentations, multiple choice tests and written examinations.

B Academic Discipline Core skills & Knowledge

8. Apply a range of methodological skills, including statistical and research techniques that are used to carry out primary and secondary research. Locate, extract, analyse and evaluate data from multiple sources, including the acknowledgment of such sources.

9. Apply skills of academic writing appropriate for Business, including the relation of theory to practice and considered academic criticism. Develop and justify arguments, evidence critical thinking and contrast & evaluate different assumptions and perspectives.

10. Demonstrate an appropriate degree of proficiency in spoken and written English in the Business context.

Learning & Teaching activities (in/out of class)

ILOs 8 and 9 are developed throughout the programme via practical classes, lectures, seminars, tutorials and guided self-study.

ILO 10 will be supported by English language and study skills classes employing a variety of activities and teaching methods. These include teacher-led group work, student presentations, seminars, set tasks and online resources.

Assessment Methods

ILOs 8 & 9 are assessed by a combination of written examinations and continuous assessment, essays.

ILO 10 is assessed by a group presentation, listening and note-taking tasks, seminars and written tasks (including note-taking, summarising, paraphrasing and academic referencing)

C Personal/ Transferable/ Employment Skills & Knowledge

- 11. Think independently, critically and creatively.
- 12. Identify and solve complex problems confidently and flexibly.
- 13. Use electronic retrieval and management tools effectively; access information from a range of sources and evaluate its validity.
- 14. Interact effectively within a group.
- 15. Manage yourself effectively, including autonomous and guide self-study, time-management, self-teaching, insightful reflection and self-criticism, seeking and acting upon constructive feedback, personal responsibility.
- 16. Communicate effectively using a wide and developing range of media.

Learning & Teaching activities (in/out of class)

ILOs 11, 12 and 13 are developed through the process of acquiring subject knowledge and core academic skills (see A and B above).

ILO 14 is developed through group discussions and through working in groups in academic seminars and tutorials, including the planning and delivery of group presentations.

ILO 15 is developed as students progress through a programme that becomes gradually more self-managed, assisted by the Personal Tutorial and Personal Development Planning (PDP) system. Independent and guided self-study, supported by electronic resources, form a major part of our learning and teaching methods.

ILO 16 is incorporated into the English/Study Skills module.

Assessment Methods

ILOs 11, 12 and 13 are assessed primarily through continuous assessment essays, assignments are reports.

ILOs 14 and 15 are indirectly assessed: where modules require these skills it would be difficult to achieve a good mark and to progress without having developed them.

ILO 16 is explicitly assessed in the English/Study Skills module and is implicit in the continuous assessment of many other modular assessments.

Credit

The programme consists of 120 credits.

Progression

You can progress to Year 2 of a first degree at the University of Exeter Business School if you achieve 120 credits, with an overall average of 55% in all modules except INT 1001 *English Language Skills for Undergraduate Study*, plus 70% in INT 1001 *English Language Skills for Undergraduate Study* itself.

Students on the Accounting Pathway must also achieve a minimum of 55% (average) in INT 1010 *Introduction to Financial Accounting* and INT 1009 *Introduction to Management Accounting*.

Note: If progressing, assessment of this programme does not contribute to the overall classification of the final degree.

Condonement is the process that allows you to pass the programme should you fail to achieve the required number of credits. You are required to achieve 120 credits in the programme. You must have achieved an average mark of at least 40% across the 120 credits of assessment including the marks for any failed and condoned modules. You will not be allowed reassessment in the condoned credit. Up to 30 credits of failure can be condoned in a stage. However, you must pass the modules marked with a 'Yes' in the 'non-condonable' column in the tables above. The pass mark for these modules is 40%.

Note: Progression to the University of Exeter Business School is not possible with condoned modules.

Assessment and Awards

Passing the Programme will result in the award of a Certificate of Higher Education.

Classification

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

Distinction: 70% + Pass: 40-69%

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

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

Personal and Academic tutoring: It is University policy that all Colleges should have in place a system of academic and personal tutors. The role of academic tutors is to support you on individual modules; the role of personal tutors is to provide you with advice and support for the duration of the programme and extends to providing you with details of how to obtain support and guidance on personal difficulties such as accommodation, financial difficulties and sickness. You can also make an appointment to see individual teaching staff.

INTO University of Exeter will allocate a Personal Tutor to you on arrival, who will normally be your Personal Tutor throughout your time at INTO University of Exeter. There is also a Welfare Officer who will take a personal interest in your welfare, attendance and wellbeing. Students in INTO accommodation are also helped by Residential Mentors.

All teaching and learning materials will be posted on the INTO Electronic Learning Environment (ELE). As full members of the University, students have access to the University library and are expected to make extensive use of it for research. Open-access computers are available throughout the INTO building and are connected to appropriate printers for student use.

Student/Staff Liaison Committee (SSLC) enables students & staff to jointly participate in the management and review of the teaching and learning provision. Representatives to the SSLC will be selected democratically and from these a student chair will be selected.

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

- Its own computer suites, printing facilities and AccessAbility.
- One-to-one language tutorials to support subject assignments.
- Dedicated support for applications for further study.
- Dedicated on-line resources on the Exeter Learning Environment (ELE) for each module.
- Language counsellors who speak a range of languages, can communicate in the student's native language and provide pastoral care.
- Close monitoring of attendance, both to comply with visa requirements and to ensure that poor attendance is not symptomatic of a different problem.
- A social programme specifically for INTO University of Exeter students.

Specific Learning Differences: Depending upon individual need, we put in place a dedicated support package. We have a member of staff trained in dyslexia diagnosis and support. We also liaise with AccessAbility, who can provide information and resources. Support includes:

- One-to-one tuition for specific learning differences.
- Mentoring.
- Diagnostic testing.
- Guides, readers, note-takers or scribes.
- Extra time allowance or specific physical arrangement for exams and other forms of assessment.

9 University Support for Students and Students' Learning

Learning Resources The University Library maintains its principal collections in the main library buildings on the Streatham campus.

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

- [Student Counselling Service](#) - available free of charge, to provide confidential help and support.
- [Student Health Centre](#)
- [Study Skills Service](#) - can provide one-to-one guidance and information on all aspects of academic study and skills. Additionally INTO University of Exeter has its own staff members who specialize in this area of support.
- [Family Centre \(Streatham campus\)](#) provides high quality care and education for early-years children of students and staff.
- [Student Advice Centre](#) (the Forum) is your first port of call for free, impartial and confidential advice on a range of issues: housing, finance, and academic matters. INTO University of Exeter also has housing officers who can facilitate accommodation either in INTO rooms or through homestay arrangements.
- [Students' Guild](#) is the students' union of the University of Exeter.
- [Student complaints](#) procedure.
- [Chaplaincy](#) supports and encourages students from Christian and non-Christian faiths.
- [The International Student Support Office](#) supports non UK students across all University of Exeter campuses. INTO University of Exeter also supports students through a dedicated team of advisors and support workers.
- [AccessAbility](#) (Previously called the Disability Resource Centre [DRC]) aims to provide advice, guidance, signposting to other services and, in some cases, face-to-face assistance for those in need. The University is committed to supporting disabled students, staff and visitors on all its campuses. Additionally, INTO University of Exeter has professional advisors in the area of specific learning differences.
- [Employability and Graduate Development](#) has over 40 staff working to help you improve your chances of getting a great job after you graduate. They provide expert advice to enable you to plan your future through: guidance interviews, psychometric testing, employer presentations, skills events, practice job interviews and CV preparation.

10 Admission Criteria

(Standard entry) All applications are considered individually on merit. The University is committed to an equal opportunities policy with respect to gender, age, race, sexual orientation and/or disability when dealing with applications. It is also committed to widening access to higher education to students from a diverse range of backgrounds and experience.

Candidates must satisfy the [general admissions requirements](#) of the University of Exeter.

Because of the diverse backgrounds of overseas students coming to INTO University of Exeter, the detailed criteria are too complex to summarise effectively here. However, the principal requirements are that the applicant should have 300 UCAS points (or equivalent), which equates to Grades B/B/B at A-Level. Grade C Mathematics (or equivalent) is also required. In addition, applicants must have IELTS 6.0, with 5.5 in the writing sub-skill and 5.0 in all other sub-skills.

11 Regulation of Assessment and Academic Standards

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

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

External Examiner reports for all programmes are available to you on the University website.

12 Indicators of Quality and Standards

INTO University of Exeter is required to comply with all of the University of Exeter's Quality Assurance standards.

13 Methods for Evaluating and Improving Quality and Standards

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

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

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

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| 14 | Awarding Institution | University of Exeter | |
| 15 | Lead College/Teaching Institution | University of Exeter Business School | |
| 16 | Partner College(s)/ institution | INTO University of Exeter | |
| 17 | Programme accredited/validated by | University of Exeter Business School | |
| 18 | Final Award(s) | Certificate of Higher Education | |
| 19 | UCAS Code (UG programmes) | | |
| 20 | NQF Level of Final Award(s): | Level 4 | |
| 21 | Credit (CATS and ECTS) | 120 | |
| 22 | QAA Subject Benchmarking Group | General Business and Management | |
| 23 | Origin Date: | June 2013 | Last Date of Revision: June 2013 |