International Foundation Programme for Management, Economics and Finance

Course information
2018-19

Semester 1
In the first semester, all students will study the same content. There are three modules, the key content of which is shown below.

Academic Skills for MEF (Module 1)
This module focuses on developing the core reading and writing skills required for success in an academic context. Topics, texts and tasks will be closely related to aspects of your Academic Core subjects, especially relating to Business. Acquiring strength and confidence in these skills will prepare you for using them in more effective and integrated ways, which will support you in the increased challenge of Integrated Skills for MEF in Semester Two and beyond.

Critical Thinking and Research Skills for MEF (Module 2)
This module is designed to develop greater familiarity with a wide range of primarily business related topics as well as others relating to the subjects studied in the Academic Core module. This forms the core content of the English for MEF, Listening and Speaking components of the module. You will be required to undertake research and to develop a critical approach to dealing with concepts, sources and the work that you produce. In addition, you will also study Academic Vocabulary and Micro-Writing in order to help you develop a greater understanding of and ability to use a richer and more accurate lexical and grammatical range throughout your spoken and written work.

Academic Core (Module 3)
In this module, you will attend a one-hour lecture in each subject every week throughout the first semester where you will listen and take notes on the content. Lectures are held at the beginning of the week so that there is time to reflect on the content and undertake additional research on the weekly topic. Towards the end of the week there will be a one-hour tutorial for each subject, for which you will be expected to prepare a specific research task and/or questions on the lecture content.

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<tr>
<th>Module 1</th>
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<td>• Academic Writing, Academic Reading</td>
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<th>Module 2</th>
<th>Critical Thinking and Research Skills for MEF</th>
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<tr>
<td></td>
<td>• English for MEF, Speaking and Listening, Project Skills, Vocabulary Expansion, Micro-Writing</td>
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<table>
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<tr>
<th>Module 3</th>
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<td>• Introduction to Business, Psychology, Introduction to Social Sciences and Humanities</td>
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Semester 2
In the second semester, all students will study the same subjects in Modules 4 and 5, but will be given the opportunity to choose themes or topics related to their own specific academic subjects. These academic subjects are contained within Module 6 as either compulsory or optional subjects. Students will agree their own options in consultation with the Programme Director.

Integrated Academic Skills for MEF (Module 4)
This module aims to further develop the skills studied in the Semester One Academic Skills for MEF module though with an increasing emphasis on using these skills in a more fully integrated way.

Researching and Presenting for MEF (Module 5)
This module builds on the key academic subject knowledge, skills and strategies covered in Academic Skills I, but with increased focus on learner independence. Speaking will be replaced by the more demanding challenges of Oral Presentations and Seminar Skills, and Project Skills becomes the more in-depth study of Research Skills culminating in the production of an assessed research report. There will be a stronger emphasis on engagement with sources and working with materials from different genres. A higher level of critical analysis in students’ work will be expected, as will attention to detail regarding the referencing of sources. Classes will be both teacher-led and student-led and workshops will be held when coursework submission deadlines are approaching.

Academic Electives (Module 6)
In the second semester, students will study a combination of three compulsory and optional subjects. There will be a tutor-led lecture and related tutorials/seminars for each subject each week. Students will be expected to prepare for classes in similar ways to the Academic Core Module I.
Teaching format

Lectures, seminars, tutorials and classes.

Assessment

There are two semesters in the programme. You will have regular coursework assignments throughout each term, and some of these will contribute towards your final grade. In addition, you will have two sets of examinations, one set at the end of each semester.

We use a variety of types of assessment, to give you experience of different ways of being examined - essays, multiple choice tests, short paragraphs, interviews, presentations and so on.