UNIVERSITY OF Southampton

Programme Specification

Academic Year: 2020
6129: Pre-sessional A – Business C1
8388: Pre-sessional A – Business B2

Awarding Institution	University of Southampton
Teaching Institution	University of Southampton [full-time]
Mode of study	11 weeks of full-time study
Duration in years	Not applicable
Accreditation details	Not applicable
Final award	Not applicable
Name of award	Not applicable
Interim Exit awards	Not applicable
FHEQ level of final award	Not applicable
UCAS code	Not applicable
QAA Subject Benchmark or other external reference	Not applicable
Programme Leads	Nick Barratt, Director of Pre-sessional Programmes Elwyn Edwards, Deputy Director of Pre-sessional Programmes
Date specification was written	30/11/2018
Date Programme was validated	January 2019
Date specification last updated	January 2019

Programme Overview

Pre-sessional A - Business (11 weeks) is designed for International students who:

- need to improve their language skills as a condition of entry to the University of Southampton

or

- have already met the English language conditions for entry to the University, but who want to find out more about the use of English in academic study and expectations relating to academic life in the UK.

Online Boarding Pass

If you are a postgraduate Southampton Business School student, you also have the option of joining an Online Pre-sessional programme ('Boarding Pass') prior to Pre-sessional A – Business, as appropriate. **Online Boarding Pass** is designed for postgraduate Southampton Business School Pre-sessional students who do not meet Pre-sessional Course A - Business entry requirements.

If you are applying from Taiwan, you may complete the first 5 weeks of the Pre-sessional programme at the Language Testing and Training Centre (LTTC) at National Taiwan University. You then go on to join Pre-sessional B – Business (see separate specifications for LTTC Pre-sessional pathway and Pre-sessional B - Business).

Pre-sessional A - Business will:

- help you to develop the English language skills you will need to follow a taught degree programme or undertake research at a UK university

- help you to develop the necessary study skills for effective learning through the medium of English

- introduce you to life in the UK and to UK culture

- give you a chance to settle in to a UK academic environment before starting your degree programme at the University of Southampton.

Students who successfully complete Pre-sessional A - Business with the minimum English level requirements (stated in your conditional offer from your admitting Faculty Recruitment and Admissions Team), will have met the English language requirements of the University of Southampton.

Special Features of the programme

To aid your learning, Pre-sessional A - Business includes compulsory weekly independent learning sessions and academic advising sessions. This feature of the programme has been recognised as a particular strength by our external examiners. You will also attend weekly lectures on subjects of academic interest, which are delivered by guest speakers from across the University.

Learning and teaching

Pre-sessional A - Business consists of five core modules: Academic Reading, Academic Writing, Academic Listening, Academic Speaking and Independent Learning. You will have approximately 21 University contact hours per week (excluding the assessment period) and an academic advising session. You will also be expected to carry out further independent study and complete assessments outside the classroom.

You will attend weekly lectures, which are either subject specific or of general academic interest, and have tutorials with your tutors in which you receive feedback on your learning to help you further develop your language and academic skills.

Written, in-class and tutorial feedback will be provided to enable you to identify your strengths and weaknesses, and continue to develop your language and academic skills effectively. Tutors will give extensive guidance, especially through recommendations of reference and source materials. You will learn to take more responsibility for your own learning as the programme develops.

Learning activities include:

- academic writing tasks
- academic reading tasks e.g. identifying reliable sources
- academic oral interactions, including seminar work and presentations
- grammar and vocabulary work
- academic listening and note-taking activities e.g. from lectures or recorded sources
- information gathering activities i.e. research
- tutorials in which you will receive academic advice
- independent learning workshops.

Assessment

Your knowledge and understanding will be assessed in a variety of ways, which include examinations and coursework. Examinations assess your ability to apply your knowledge and understanding, often asking you to present an argument within a limited period.

Coursework may include tasks such as essays, portfolio records, class presentations, and seminars. Coursework tests your ability to apply your knowledge and understanding of academic language and study skills, to work independently, and to construct an in-depth argument over a much longer period.

Please note: As a research-led University, we undertake a continuous review of our programmes to ensure quality enhancement and to manage our resources. As a result, this programme may be revised during a student's period of registration; however, any revision will be balanced against the requirement that the student should receive the educational service expected. Please read our Disclaimer to see why, when and how changes may be made to a student's programme.

Programmes and major changes to programmes are approved through the University's programme validation process which is described in the University's Quality handbook.

Educational Aims of the Programme

The key aims of Pre-sessional – Business are to:

- consolidate and extend your existing English language knowledge and communication skills in order to facilitate under-graduate or post-graduate academic study
- develop the academic study skills required for study in higher education in the UK and familiarise yourself with the learning and teaching strategies used in higher education in the UK
- help you to adapt to life in the UK both within and beyond the academic environment.

Programme Learning Outcomes

Knowledge and Understanding

Having successfully completed this programme you will be able to demonstrate knowledge and understanding of:

A1. The relevant conventions followed in academic English (both written and spoken) e.g. referencing, appropriate formality

A2. What is expected of a student in UK higher education, especially in terms of approach to studying and learning e.g. active and independent learning

A3. How to efficiently identify and use reliable sources appropriate for your discipline e.g. use of library sources

A4. How to understand texts such as journal articles in which writers adopt particular attitudes or viewpoints

A5. How academic texts are coherently constructed e.g. abstracts

A6. How to read efficiently in order to complete necessary research e.g. skimming and scanning

A7. How to construct an academic essay, or similar piece of academic writing, which involves the use of sources

A8. How to write clear, detailed text supporting your points with academic evidence e.g. in text citation

A9. How to write essays of different styles e.g. compare and contrast

A10. How to identify the structure of lectures and produce well-organised presentations e.g. introduction

A11. How to identify the main and supporting points in lectures e.g. signposting language, discourse markers

A12. How to process extended speech and follow fairly complex lines of argument

A13. How to take an active part in discussions and to sustain a point of view e.g. seminars

A14. How to deliver academic presentations e.g. preparation, structure, flow.

Teaching and Learning Methods

Although there are five separate modules, Pre-sessional A – Business language and study skills teaching will be integrated as much as possible. For example, you will have one tutor who will teach Reading and Writing modules and one tutor who will teach Listening and Speaking modules.

We encourage the use of communicative teaching methods, and this means that any teaching session could include use of each of the four language skills. You further develop your study skills through independent learning workshops and academic advising sessions. You will also attend lectures of academic interest, and all modules use online material.

Depending on the assessment type, written, in-class and tutorial feedback will be provided to enable you to identify your strengths and weaknesses, and continue to develop your language and academic skills effectively. Tutors will give extensive guidance, especially through recommendations of reference and source materials. You will learn to take more responsibility for your own learning as you move through the programme.

Assessment methods

Your knowledge and understanding will be assessed in a variety of ways, which include examinations and coursework. Examinations assess your ability to apply your knowledge and understanding, often asking you to present an argument within a limited period. Coursework may include tasks such as essays, class presentations, and seminars. These tasks test your ability to apply your knowledge and understanding of academic language and study skills, and to construct an in-depth argument over a much longer period.

Skill (% of final mark)	**Pre-sessional Course A - Business**
Reading (25%)	**Total 2 tasks:** 1 formative task: RT1 Reading Portfolio (record of development) 1 summative task: RT2 Reading Portfolio: final report (100%)
Writing (25%)	**Total 5 tasks:** 3 formative tasks: WT1 (F): Initial writing task (in class, 1 hour) WT2 (F): Reworking of initial writing task (700 words) WT3 (F): Full draft of researched writing task (min. 1000 words) 2 summative tasks: WT4 (S): Researched writing task (1400 words, 70% of final writing mark) WT5 (S): Writing Portfolio: final report (30% of writing mark)
Listening (25%)	**Total 3 tasks** 2 formative tasks: LT1 (F): Listening practice paper 1 (in class, 1.5 hours) LT2 (F): Listening practice paper 2 (in class, 1.5 hours) 1 summative task: LT3 (S): Final listening exam (1.5 hours, 100% of final listening mark)
Speaking (25%)	**Total 4 tasks** 2 formative tasks:

	ST1 (F): Individual presentation ST2 (F): Small group discussion (approx. 20 minutes depending on group size) <u>2 summative tasks:</u> ST3 (S): Assessed discussion task (approx. 20 minutes depending on group size, 50% of speaking mark) ST4 (S): Assessed individual presentation task (50%)

Key: F = formative S = summative Q&A = Question and Answer

Subject Specific Intellectual and Research Skills

Having successfully completed this programme you will be able to:

B1. Recognise and understand academic vocabulary

B2. Identify appropriate sources of information for your subject area

B3. Locate resources for your subject area in the Hartley Library, Avenue LLC and online

B4. Interpret and analyse a range of information from different sources

B5. Extract, paraphrase and synthesise key information from written and spoken sources

B7. Express facts, concepts and arguments clearly using appropriate language

B8. Understand and present detailed reasoning.

Teaching and Learning Methods

The structure and content of Pre-sessional A - Business gives you the opportunity to develop a range of cognitive skills as you are introduced to the academic rigours of higher education in the UK. From the outset of the programme, cognitive skills are developed in communicative learning activities such as seminars, presentations, and discussions. Lectures develop the skills of processing and summarising information (internally and through note-taking and discussion). Critical thinking skills will be developed as you learn how to recognise subjectivity, analyse arguments objectively and to apply these skills in your own work. You further develop cognitive skills through researching and writing essays throughout the programme.

Depending on the assessment type, written feedback, oral in-class feedback and tutorial feedback is given to help you to identify any gaps in your cognitive skills. This allows you to develop your skills effectively by building on your strengths and/or addressing weaknesses or gaps in conveying subject specific knowledge, or processing relevant research.

Assessment methods

Assessment methods include examinations and coursework. Examinations, whether written or oral, test your overall thinking skills in conditions where time and support for reflection are limited, as often in real life. Coursework assessment provides formative and summative testing against the intended learning outcomes of the module concerned.

Assessment tasks are directly related to learning outcomes of modules and usually integrate thinking skills with language knowledge outcomes. For example, a class presentation and discussion on a specialist topic tests your ability to think through and organise your material in preparation, and to 'think on your feet' in discussion, as well as testing your topic knowledge, interactive skills, strategic competence, and your linguistic accuracy and fluency.

Transferable and Generic Skills

Having successfully completed this programme you will be able to:

C1. Produce writing in appropriate academic genres and follow required conventions, including referencing

C2. Employ a range of general and academic vocabulary appropriately

C3. Apply a range of reading strategies to help you to read efficiently

C4. Listen to, understand and take notes in lectures

C5. Actively participate in discussions and tutorials

C6. Prepare and deliver oral presentations, both individually and as part of a group

C7. Work as a member of a team by cooperating with others, negotiating, listening to others in a group, sharing responsibilities & tasks and meeting deadlines

C8. Adhere to guidelines and meet relevant deadlines

C9. Set and monitor individual goals, reflect on your own learning and feedback, and have the confidence to seek help when needed

C10. Use ICT to produce documents and other material using a computer.

Teaching and Learning Methods

Each Pre-sessional A – Business module (Academic Reading, Academic Writing, Academic Listening, Academic Speaking, Independent Learning) identifies specific linguistic and study / learning skills to be achieved. As the skills are rarely used in isolation, reading and writing modules are integrated within the Pre-sessional A – Business syllabus as are the speaking and listening modules.

The Reading and Writing modules are structured to ensure the development of important transferable academic skills for both reading and writing, with tasks set to provide you with practice of the skills being covered in class. To aid you in your future studies, you will attend a library induction at the start of the programme.

The first part of the Reading and Writing modules focuses on how to find information, how to read efficiently and to take notes, how to write structured paragraphs and essays, how to incorporate information from outside sources in the form of paraphrase, summary and quotation and how to recognise different academic genres. The second part of the reading and writing modules aims to develop and refine those skills already learnt and focuses on critical thinking skills, improving accuracy and increasing awareness of academic demands and expectations. These skills are essential for study on future university programmes.

The Listening and Speaking modules are also integrated and are structured so that you focus on developing your listening and speaking skills simultaneously. Activities include preparing for and attending a weekly lecture in which you learn to listen effectively and to take appropriate and useful notes while listening; these notes are used later in classroom discussions. Your speaking skills are further enhanced through the development of your presentation and seminar skills. You will also focus on improving your pronunciation. All these skills are highly transferable.

The Independent Learning module supports the academic reading, academic writing, academic listening and academic speaking modules and is designed to equip you with the transferable study skills that you need to be successful in your future studies. The module is designed to work in partnership with the reading and writing, and listening and speaking syllabi.

In short, all the skills you develop on Pre-sessional A – Business are transferable to your future studies and employment if you are in an English-speaking environment.

Assessment methods
The effectiveness of your communication, learning and research skills is tested through both assessed coursework and examinations, which involve writing of different kinds, group and individual projects, oral presentations and other interactive tasks.

Your use of ICT implicitly contributes to your assessment since it is a necessary condition for presenting much of your work.

Programme Structure

Module Title	Module Code
Academic Listening (Pre-sessional A - Business)	**PRES0026**
Academic Reading (Pre-sessional A - Business)	**PRES0028**
Academic Speaking (Pre-sessional A - Business)	**PRES0030**
Academic Writing (Pre-sessional A - Business)	**PRES0032**
Independent Learning (Pre-sessional A - Business)	**PRES0043**

Typical course content

Pre-sessional A – Business consists of five modules: Academic Reading, Writing, Listening, Speaking and Independent Learning. You will attend weekly lectures, which are either subject-specific or of general academic interest, and have separate individual tutorials with your Reading and Writing tutor and your Listening and Speaking tutor to receive feedback on your learning and to help you further develop your skills.

Progression Requirements
The Programme follows the University's regulations for Progression, Determination and Classification of Results: Pre-sessional Programmes as set out in the University Calendar.

If you complete the Pre-sessional Programme with the minimum English level requirements as set out in your conditional offer from your admitting Faculty Recruitment and Admissions Team, you will have met the English language requirements of the University of Southampton.

Support for student learning

There are facilities and services to support your learning some of which are accessible to students across the University and some of which will be geared more particularly to students in your particular Faculty or discipline area.

The University provides:

- library resources, including e-books, on-line journals and databases, which are comprehensive and up-to-date; together with assistance from Library staff to enable you to make the best use of these resources
- high speed access to online electronic learning resources on the Internet from dedicated PC Workstations onsite and from your own devices; laptops, smartphones and tablet PCs via the Eduroam wireless network. There is a wide range of application software available from the Student Public Workstations.
- computer accounts which will connect you to a number of learning technologies for example, the Blackboard virtual learning environment (which facilitates online learning and access to specific learning resources)
- standard ICT tools such as Email, secure filestore and calendars.
- access to key information through the MySouthampton Student Mobile Portal which delivers timetables, Module information, Locations, Tutor details, Library account, bus timetables etc. while you are on the move.

- IT support through a comprehensive website, telephone and online ticketed support and a dedicated helpdesk in the Hartley Library.
- Enabling Services offering support services and resources via a triage model to access crisis management, mental health support and counselling.
- assessment and support (including specialist IT support) facilities if you have a disability, long term health problem or Specific Learning Difficulty (e.g. dyslexia)
- the Student Services Centre (SSC) to assist you with a range of general enquiries including financial matters, accommodation, exams, graduation, student visas, ID cards
- Career Destinations, advising on job search, applications, interviews, paid work, volunteering and internship opportunities and getting the most out of your extra-curricular activities alongside your degree programme when writing your CV
- Other support that includes health services (GPs), chaplaincy (for all faiths) and 'out of hours' support for students in Halls (18.00-08.00)and in-sessional courses providing assistance in the development of English language and study skills for non-native speakers.

The Students' Union provides

- an academic student representation system, consisting of Course Representatives, Academic Presidents, Faculty Officers and the Vice-President Education; SUSU provides training and support for all these representatives, whose role is to represent students' views to the University.
- opportunities for extracurricular activities and volunteering
- an Advice Centre offering free and confidential advice including support if you need to make an academic appeal
- support for student peer-to-peer groups, such as Nightline.

Methods for evaluating the quality of teaching and learning

You will have the opportunity to have your say on the quality of the programme in the following ways:

- completing online student evaluation questionnaires at the end of the programme
- completing a feedback questionnaire sent by the Students' Union

The ways in which the quality of your programme is checked, both inside and outside the University, are:

- regular module and programme reports which are monitored by the Faculty
- Programme validation, normally every five years.
- external examiners, who produce an annual report
- a national Research Assessment Exercise (our research activity contributes directly to the quality of your learning experience)
- Institutional Review by the Quality Assurance Agency

Criteria for Admission

The minimum English level requirements for Pre-sessional A will depend on the entry requirements for your chosen degree programme stated in your conditional offer from your admitting Faculty Recruitment and Admissions Team. For Pre-sessional A this will typically be 1.0 IELTS band below entry for your chosen degree programme.

Career Opportunities

The communication and research skills you will develop on Pre-sessional A - Business are highly transferable. The increased ability to work with peers, express ideas and understand complex language should mean that future career opportunities will be enhanced.

External Examiner(s) for the programme

Name: Mr Richard Hitchcock **Institution**. University of Portsmouth	**Name:** Ms Norlene Conway **Institution**: University of London

Students must not contact External Examiner(s) directly, and external examiners have been advised to refer any such communications back to the University. Students should raise any general queries about the assessment and examination process for the programme with their Course Representative, for consideration through Staff: Student Liaison Committee in the first instance, and Student representatives on Staff: Student Liaison Committees will have the opportunity to consider external examiners' reports as part of the University's quality assurance process.

External examiners do not have a direct role in determining results for individual students, and students wishing to discuss their own performance in assessment should contact their personal tutor in the first instance.

Please note: This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. More detailed information can be found in the programme handbook (or other appropriate guide) or online at:

https://www.southampton.ac.uk/studentservices/academic-life/faculty-handbooks.page

Appendix:

Additional Costs

Students are responsible for meeting the cost of essential textbooks, and of producing such essays, assignments, laboratory reports and dissertations as are required to fulfil the academic requirements for each programme of study. In addition to this, students registered for this programme typically also have to pay for the items listed in the table below.

Please also ensure you read the section on additional costs in the University's Fees, Charges and Expenses Regulations in the University Calendar available at www.calendar.soton.ac.uk.

Main Item	Sub-section	PROGRAMME SPECIFIC COSTS
Stationery		*Suggested generic statements:* You will be expected to provide your own day-to-day stationery items, e.g. pens, pencils, notebooks, etc). Any specialist stationery items will be specified under the Additional Costs tab of the relevant module profile.
Textbooks		*Suggested generic statement:* Where a module specifies core texts these should generally be available on the reserve list in the library. However due to demand, students may prefer to buy their own copies. These can be purchased from any source. Some modules suggest reading texts as **optional** background reading. The library may hold copies of such texts, or alternatively you may wish to purchase your own copies. Although not essential reading, you may benefit from the additional reading materials for the module.
Printing and Photocopying Costs		In the majority of cases, coursework such as essays; projects; dissertations is likely to be submitted on line. However, there are some items where it is not possible to submit on line and students will be asked to provide a printed copy. A list of the University printing costs can be found here: https://www.southampton.ac.uk/isolutions/students/printing-for-students.page
Parking Costs		Parking for students is extremely limited and permit applications are restricted. You may apply for a permit for an academic campus if: • You are registered as a student. • You have a University computing account. If you do not yet have an account you can apply for one on Subscribe. Once you have applied your account is normally active within 15 minutes. • You are disabled, have medical reasons or have extenuating circumstances which make it necessary to bring a car to campus. https://www.southampton.ac.uk/transport/parking/student-parking-permits.page