

SCHOOL OF COMPUTING, INFORMATION TECHNOLOGY & ENGINEERING

International Foundation Programme

**PROGRAMME HANDBOOK FOR STUDENTS STARTING IN MAY
(FAST TRACK)**

2011/2012

www.uel.ac.uk/cite



ACADEMIC CALENDER 2011/2012

Week Commencing	Academic Calendar Weeks	Academic Events
16/05/2011	1	Induction\Teaching
23/05/2011	2	Teaching
30/05/2011	3	Teaching
06/06/2011	4	Teaching
13/06/2011	5	Teaching
20/06/2011	6	Teaching
27/06/2011	7	Teaching
04/07/2011	8	Teaching
11/07/2011	9	Teaching
18/07/2011	10	Teaching
25/07/2011	11	Teaching
01/08/2011	12	Teaching
08/08/2011	13	Revision
15/08/2011	14	Semester C Examinations
22/08/2011	15	Semester C Examinations
29/08/2011	16	MARKING
05/09/2011	17	STUD VAC/FB/AB

All information correct at time of publication (TBC).

An updated version of this handbook will be available to view on UEL Plus, if applicable.

WELCOME FROM THE PROGRAMME LEADER

This handbook is intended for all students taking the International Foundation Programme. You will find it a useful source of information at the start of your programme but you should also keep it for reference purposes throughout your time here. It is, however, not intended to provide all you need to know, so you should also read the 'Essential Guide For Students' booklet, 'The Student Charter', and the School of Computing, IT & Engineering Guide For Students handbook.

The University is staffed by a team of enthusiastic and caring professionals, both teaching and support staff, and we will work hard to make your educational experience a successful one. If you can match this by participating fully and giving your best, then I am sure that your time at the University of East London and within the School of Computing, IT & Engineering will be both enjoyable and rewarding.

Gaurav Malik
Programme Leader

POLITE REQUEST

As a matter of common courtesy, during all lectures and other classes, please:

- Arrive on time
- Have your own materials and all equipment required for the class
- Turn off your mobile phone
- Remove Bluetooth and other ear pieces
- Remove your hat or baseball cap
- Do not chat
- Do not wander around or in and out of the room
- Speak English at all times

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CONTACT DETAILS

General Enquiries

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School Reception/Helpdesk


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YOUR COMMITMENT TO YOUR STUDIES

As a student you are expected to:

- Enrol with the University and register your modules with the School by the deadline

If you don't you may have problems with your assessment

- Pay all outstanding debts to the University

If you don't you may have information withheld

- Present your ID card when requested

If you don't, information may not be passed on to you by the School. You may even be asked to vacate UEL premises

- Read your Handbooks from cover to cover!

They have ALL the information you require

- Attend regularly - all lectures, tutorials and seminars/workshops

If you don't you may be withdrawn from the module, and it's unlikely you'll pass if you haven't attended!

- Keep the School informed of changes to your data

If you don't, letters may go astray and you may, for example, not be assessed in modules you've been studying.

- Keep the School informed of breaks in attendance

If you don't we may withdraw you in error or give wrong information.

- Be familiar with the University and School assessment regulations

If you aren't you won't realise that some may have changed.

- Notify the School if you have been assessed by the Disability and Dyslexia Unit and require additional arrangements

If you don't you may not receive the special arrangement you are entitled to.

- Read and take note of all correspondence sent to you

If you don't you won't know all the updates we have to tell you!

- Check UEL-Direct regularly

It has regular updates and allows you to update your personal record.

International Foundation Programme

Field and Module Scheme Information

This programme falls into the area of Undergraduate studies operated by Computing and Electrical Engineering and is made up of modules dedicated to this programme only. The modules comply with the University's Academic Framework and are administered by the School of Computing, Information Technology & Engineering at the University of East London.

All the modules within the International Foundation Programme adhere to the published guidelines for all modular degrees run by the University.

Rationale for the Programme

The International Foundation Programme in Computing, IT and Engineering is designed to prepare international students, who have successfully completed 12 years of schooling in their home country, for undergraduate BSc(Hons) or BEng(Hons) programmes within CITE at the University of East London and other UK universities (subject to their admissions' criteria). It is a two-semester, full-time and taught programme, with direct entry to the second semester for those able to demonstrate the required level of competence in English.

The programme is offered in full-time mode and leads to an Undergraduate Certificate International Foundation Programme The programme structure is of 120 credits at Level 0 for the 2 semester long programme (Route A) and 60 credits at level 0 for the 1 semester long programme (Route B).

Aims of the Programme

The University of East London's International Foundation Programme in Computing, IT and Engineering provides alternative routes into our University BSc(Hons)/BEng(Hons) programmes.

In addition, students will gain an appreciation of the UK education system and an understanding of UK educational cultural norms and expectations. Students on route A will also develop their English Language skills.

STRUCTURE OF THE PROGRAMME

The programme will consist of five taught modules, one 40 credit module and four 20 credit rated modules which will depend on their chosen specialism. This structure is consistent with UEL's Academic Framework.

First Semester

- English Language Development (double module) [core]
- ICT [core]

Second Semester

- Communication and Study Skills [core]
- COMPUTING specialism options:
 - Mathematics for Computing
 - Introduction to Computer Security and Networks
- ENGINEERING specialism options:
 - Mathematics for Engineering
 - Applied Physics

Successful completion of the programme will lead to the award of a University Certificate.

Modules

Code	Module Title	Sem	Module Leader	Extn	Email
ED0001	English Language Development	A/B/C	Markus Davis	2402	m.davis4@uel.ac.uk
ED0002	Communication and Study Skills	A/B/C	Markus Davis	2402	m.davis4@uel.ac.uk
CE0104	Mathematics B	A/B/C	Bryan Pearce	2469	b.pearce@uel.ac.uk
CE0102	Applied Physics	A/B/C	Dr John Walsh	2572	j.walsh@uel.ac.uk
CN0003	Introduction to Computer Security and Networks	A/B/C	Gaurav Malik	2073	g.malik@uel.ac.uk
CN0001	Information and Communications Technology (ICT)	A/B/C	Cedrick Nosa	6452	c.nosa@uel.ac.uk
SD0001	Mathematics	A/B/C	Dr Hossein Jahankhani	2594	h.jahankhani@uel.ac.uk

A full module schedule can be found by checking the 'Guide to Undergraduate Modular Programmes' available at www.uel.ac.uk/combined/guide.htm

Programme Structure

Programme Code: CM0337

The English Language Development module and the Communication and Study Skills module will be delivered by the University's English Language Centre. The remaining modules will all be delivered by CITE. The modules will be delivered in the following sequence.

Table 1 Programme Delivery

Semester	Modules	
1	English Language Development (double module: 40 credits)	ICT - Information and Communications Technology: (20 Credits)
2	Communication and Study Skills (20 Credits)	Computing Specialism Mathematics for Computing: (20 Credits) Introduction to Computer Security and Networks : (20 Credits)
		Engineering Specialism Mathematics for Engineering (20 Credits) Applied Physics (20 Credits)

Attendance Modes

You can follow your chosen programme in any of the modes noted below. With the permission of the Programme Leader, you may change between attendance modes if it is felt that your studies would benefit as a result. Please note that the part time mode is only available to international students in exceptional circumstances. International students are expected to study on a full time basis.

Change of Programme

Students are permitted to request a change of programme up until the end of the second week of the semester only. In order to change programme students must complete a 'Module & Programme Amendment Form' which is available from the Helpdesk, and have it signed by the Programme Leader of the current programme and requested programme. The form should then be submitted to the CITE Helpdesk for processing.

Health and Safety

It is our policy to do all that is reasonably practicable to ensure the health, safety and welfare of all students. As such, we comply with all relevant health and safety legislation.

On the programme, so far as is reasonably practical, we will provide safe systems for working, a safe environment for teaching and learning, and the elimination of risks associated with health and safety.

The School has its own Health and Safety Policy which all staff and students must adhere to. Full details can be found on UEL Plus.

PROGRAMME OPERATION

Programme Delivery

At levels 0 there will be a reliance on traditional methods of delivery consisting of a lecture programme with tutorial support. In addition, other methods of delivery, such as Computer Underpinned Learning or research-based tasks, may be used; these styles are more student-centred and put more responsibility onto the students to achieve the intended learning outcomes.

Certain modules lend themselves to group working and assessment or operate in a mode where written examinations are inappropriate. The programme team is very experienced in group assessment via its successful workshop modules.

Specialist Facilities/Resources

The School of Computing, Information Technology and Engineering provides specialist laboratories for the purposes of networking and internetworking configuration, security analysis and integrity testing. There is also an availability of electronic surveillance equipment use to understand the process of electronic and visual surveillance techniques.

Both Civil Engineering and Surveying and Electrical Engineering Fields have excellent purpose built laboratory facilities located on the ground, first and second floor of the Knowledge Dock at the western end of the campus. The design office with computing facilities for CAD and design packages is located on the first floor.

The computing clusters on the Trading Floor are general purpose and teaching facilities with open access to any current student. Students on the Extended year will be availing use of the trading floor labs more than the specialist labs outlined above, as the necessary software and applications are available on the UEL Desktop.

IT Technicians are generally on duty when the labs are open

Timetable Information

The academic year is split into three semesters. – A, B & C. Please refer to the calendar at the beginning of the handbook. Modules on your programme will run during a specific Semester only and can be taken only during that Semester. Some modules such as skills and project modules may run in both semesters, but you will be advised when you register of when you will be taking them.

Modules run in specific timetable slots. This means that each module will have the lecture and at least one tutorial/practical group within that slot. For example, Monday morning. Full details of each slot can be found in the Guide to Undergraduate Modular Programmes on the web at <http://www.uel.ac.uk/combined/guide.htm>

At the beginning of each semester, the timetable is published on the CITE noticeboard, on UEL Plus and UEL Direct. The timetable is displayed by module, with details of the type of class, tutorial group, day and time for each class, room locations and staffing.

All students registered on a module will attend the same lecture session. Due to large numbers of students, modules which also contain tutorial and/or practical classes usually

need to be split into smaller groups for those sessions. At the start of the Semester, you will be randomly placed into a tutorial group for each of your modules. These groups determine when you attend your practical and tutorial sessions, and can be viewed via UEL Direct.

Assessment Regulations

The module specifications will give a detailed breakdown of the weighting and volume of assessment. For a formal description of the assessment process you should refer to the Academic Framework Module Regulations on the web, or refer to details in the CITE Guide For Students.

Moderation of Assessment

Examinations and other assessments undergo a rigorous quality assurance process as follows:

- Module lecturers write the questions and produce solutions with marking schemes.
- Another lecturer checks the assessment questions, solutions and marking scheme.
- Copies of the assessment questions, solutions and marking scheme are sent to one of the External Examiners for checking and approval.
- Student's answers are marked by the module lecturers.
- Student's answers are second marked by another lecturer.
- The External Examiners visit the University and check the student's work and the lecturer's marking.
- The results are considered at assessment boards.

Assessment Criteria

Assessment varies from module to module but will include examinations, coursework, project work, laboratory reports, time constrained and open book assignments and tests on competence in practical sessions.

To pass the programme and progress on to your chosen degree pathway, the following requirements must be met:

For students wishing to progress on to a named degree you must successfully complete the IFP programme.

Wide variety of assessment methods are used including

- Written examinations
- Time constrained assessment.
- Practical reports
- Essays
- Data analysis
- Poster presentations
- Oral presentations
- Portfolios
- Final year research project and dissertation
- MCQ tests
- Database searches
- Library exercises

Knowledge and Thinking Skills are assessed by

- Evidence of reading and comprehension of the topics covered in the module being assessed. This will be particularly apparent in essay work and examinations.
- Ability to describe, explain and discuss various aspects of the programme material in the context of class tutorials, group work, presentations and other pieces of assessed coursework for the module.
- In the final year particularly, thinking skills will be assessed by the ability to take information presented in any module out of its original context and to utilise this information in the construction of arguments, comparisons, hypotheses etc as required to address the specific assessments in each module.

Practical skills are assessed by

- The ability to carry out laboratory practical work effectively, within the timeframe allocated.
- The ability to interpret and report on work carried out in the laboratory.
- The ability to complete assignments using appropriate resources.
- Evidence of logical planning and management of time in the preparation of materials for assessment.

Skills for life and work (general skills) are assessed by

- The ability to work to strict deadlines
- The ability to select and utilise appropriate problem solving skills
- Demonstration of effective oral and written communication skills
- Evidence of interpersonal skills such as teamwork and /or team leadership

Evidence of general numeracy skills

Project work

Project work is an important feature of this programme. Throughout your studies you will undertake a number of small projects as part of the module assessment.

Programme Organisation

The organisation and administration of the programme will be carried out through the following:

The Programme Leader

The role of the programme leader is to guide each student registered on the programme through the three year duration of the programme and is the first port of contact when programme level issues occur. The programme leader is responsible in conjunction with the academic support team with the day to day running of the programme. The programme leader is there to resolve any issues that may arise at the programme level and will mediate between module leaders & the academic support team to resolve any programme level issues.

The Programme Management Team

The Programme Management Team consists of the Programme Leaders, Admissions Tutor, Combined Honours Tutor and Administrator, and is responsible for day-to-day running of the programme.

The Module Leader

The module leader is responsible for the delivery of an individual module and is tasked with providing the students with the necessary lecture and tutorial material and assessing the work submitted. Module leaders organise the teaching staff on a module and is responsible in determining whether a student has met the necessary attendance rate expected by CITE.

External Examiners

External Examiners are responsible for providing an independent check that proper standards are being maintained and are allocated to modules by Field. They review each piece of assessment before it is available to students, will review samples of work each semester, and view student feedback and results.

ATTENDANCE

The Importance of Attendance

You have made a commitment to work towards achieving academic success by enrolling on your programme and registering on your modules. We know, as you do, that in order to achieve ultimate success in your studies it is important that you participate in, and engage fully with, all your scheduled activities such as lectures, workshops and seminars. We therefore regard attendance as essential, as we are sure you will.

Punctuality is also crucial (if you turn up late you may find you will not be allowed to enter – late attendance causes disruption for others). Other aspects of behaviour are important as well – for instance, no food or drink should be consumed in lectures or classes and all mobile phones should be turned off.

Recording Attendance

We are obliged to keep records of your attendance. For all teaching activities specified by your School (lectures, tutorials, workshops, seminars, practicals etc.) a record will be kept. You must ensure that you can demonstrate your attendance through this recording process.

It is your responsibility to ensure that your presence at each seminar/tutorial/workshop is noted on the register.

If you cannot attend

If you cannot attend you should let us know, either beforehand or as soon as possible afterwards. You should notify your Programme Administrator. You should give your name, student number and the class for which you were unable to attend.

If you do not attend regularly

If you do not attend regularly or do not keep us informed of occasional non attendance you will find that the School will contact you to discuss the matter with you. It is important that you take this communication seriously and make contact immediately.

Students who are unable to attend classes or other prescribed activities for any reason must inform the School as soon as practicable, and in any case within seven working days. Students who are absent without permission from classes or other prescribed activities on three consecutive occasions and/or whose attendance falls below 75% at any time will be de-registered from the module to which the classes or other prescribed activities apply. Students who are de-registered from two or more modules in one semester may be withdrawn from our University. We will also inform the Student Loans Company and any other sponsors about the situation.

If you attend regularly

If you attend regularly you will get the most out of your studies, you will maximise your chances of success, and you will find the relationships you build up in classes support you in your achievements.

ADVICE AND SUPPORT AVAILABLE

Support While You Study

Following a higher education programme inevitably takes a number of years and many things will happen to you during the time you are studying. Some events are predictable, but others are unexpected. Some are relatively insignificant, but others can seriously affect your studies.

The School of Computing, Information Technology and Engineering strives for excellence in supporting students in many ways. You will always be able to find a sympathetic person who will try to help you if at all possible.

Obviously it would take a very special kind of person to be able to sort out every different type of problem that might arise. The most important thing is to find the RIGHT person to help you. The first person to contact in many cases will be your Programme Leader. Even if they are not the “best” person to solve your problem they will know someone who is!

Programme Leader

Your Programme Leader will be able to advise you on general matters about the programme you are following. They can help you if you are unsure about which programme to select, or which combination of modules to take. If you have a problem with a particular module, and have not been able to resolve it by talking to the Module Leader, you should bring the matter to the Programme Leader.

Programme Leaders are responsible for liaison with Programme Representatives for the year. They also have other duties, which vary from year-to-year and are often connected with quality improvement projects.

Module Leader

Module Leaders are responsible for the delivery of their module. They co-ordinate the team of tutors who are available to you during tutorials and practical sessions. They usually take some if not all of the lectures for their module.

As far as possible any problems or questions concerning individual modules should be addressed to the Module Leader. In most cases this can be done within seminars, workshops or practical sessions. Occasionally, it may be necessary to speak to the tutor outside these times. General academic advice can also be obtained from Personal Tutors.

Personal Tutor

UEL ensures the pastoral care of its students through a system of Personal Tutors. Therefore, if you have a problem of any kind your Personal Tutor is the person to whom you should go in the first instance. Your Personal Tutor may be able to help you or will be able to point you in the right direction.

Every student is allocated a Personal Tutor within the first two weeks of their arrival at the University. This is a member of academic staff who you can go to, individually, for general guidance and advice. Personal Tutors may discuss key choices (e.g. option choices) and review your progress.

You will be notified of the identity of your Personal Tutor via UEL Direct and during your First Week sessions, when you will meet them.

Personal Tutors will arrange meetings with their tutees; no less than three meetings should be scheduled in the first year of study:

- the first week session meeting (which may take the form of a group meeting)
- no later than week seven of the first semester (to review progress)
- within three weeks of the start of the second semester

For continuing students at least one meeting will be arranged per semester, taking place no later than week seven on each occasion.

Technical Staff (if applicable)

There are technical support provisions in both the CITE specialist laboratories and the 500+ PC trading floor in the library.

General Enquiries

For general enquiries concerning enrolment, tuition fees and student loans you should go to the Information and Enquiries Team helpdesk in the North Building. Full details of the support available can be found in the School of Computing, Information Technology and Engineering Guide For Students or at www.uel.ac.uk/student-services/index.htm.

Programme Enquiries

Most enquiries and administrative matters concerning your registration for programmes and modules, programme regulations, placements, and other issues relating to student support can be dealt with at the CITE Helpdesk in room EB.G.29 on the ground floor of the East Building. If in doubt about where to go – go there. If necessary, you will be referred to others who can help you. If your enquiry cannot be dealt with immediately, or if you wish certain issues to be discussed in confidence, an appointment may be made for an individual interview.

UEL Plus

UEL Plus is a Virtual Learning Environment (VLE) and contains an area of the web specific to your programme. You will find you have access to information through your programme pages such as timetables, past exam papers and an electronic copy of this handbook. Each module on your programme will also be available and UEL Plus will be used as a teaching tool. You will be able to access lecture notes, module guides and chat rooms etc.

You can access UEL Plus from any internet connected computer as follows:

- On the UEL home page www.uel.ac.uk select UEL Direct log on
- Enter your user name and password when prompted
- Select UEL Plus from the menu bar

You will see a link to CITE Home Page – All CITE Students which will then take you to the link for Programme Information. Each module will have its own link.

HOW YOU CAN HAVE YOUR SAY AND MAKE SUGGESTIONS

Students can and do make a vital contribution to the development of the programme. They do this through informal discussion with various members of staff and through the following formal mechanisms.

Programme Representatives

Students are elected to represent each 'year' of the programme (4 - 8 reps per year). Programme Representatives meet with Programme Leaders and other teaching staff at least once a semester to give feedback and comments and may raise specific issues at any time. While Programme Representatives are a channel for airing grievances we also see them as partners in the process of programme development. As such they make suggestions for improvements, may undertake some project work and participate in a number of activities (e.g. helping out with open days and First Week).

What Do Programme Representatives Do?

It is the responsibility of the Programme Representative to:

- Identify students' issues and needs.
- Raise these at Programme Committee meetings.
- Report back to other students the results of the Programme Committee meetings.
- Liaise with other Programme Representatives from different programmes and different years.
- Liaise with the Education Unit within the Students' Union.

What are the Benefits of being a Programme Representative?

- You get to influence the running of your programme.
- Through this work you will have the opportunity to develop skills such as committee meeting skills, problem solving, negotiation and disseminating information. These skills are highly attractive to employers.
- Evidence that you can take on responsibility and that you have done something in addition to studying.

What Support is Available to Programme Representatives?

Training: Representatives are offered training by the Students' Union in the skills needed to effectively fulfil their role.

Advice: The Students' Union offers advice on specific issues and general problems.

Information: The Students' Union produces a Programme Representative Handbook and regular newsletter. The Students' Union also produces a number of Education and Welfare advice leaflets. You will be given space on a noticeboard/UEL Plus to collect and disseminate information to other students.

Further information is available on the web at www.uelunion.org/representation.

Programme Committee

The Programme Committee shall meet at least once per academic semester and shall have the following terms of reference:

- to ensure a regular and formal exchange of views between students and staff on the progress of the programme;
- to highlight any operational difficulties affecting the programme and to monitor progress in overcoming such difficulties;

- to receive the annual Review and Enhancement Process report prior to its submission to the University;
- to recommend modifications to the programme structure for inclusion in future proposals for revision of the scheme.

The Programme Committee consists of staff teaching on the programme, Programme Leader, Programme Administrator, a Technician, Library Representative and the Programme Representatives. It provides a forum for discussing operational and policy issues and meets at least once a semester.

The Programme Committees for 2011/2012 are scheduled for:

Semester A	-	TBC
Semester B	-	TBC

Student Feedback Surveys

There are regular surveys to gauge student attitudes and obtain feedback and suggestions from as wide a cross-section of students in the programmes as possible.

If you do have a comment or complaint about a particular module it is usually best to discuss it immediately with the module leader for that module. Do not feel you have to wait to go through the formal mechanisms. Remember that a considerate and constructive approach is likely to be most effective.

It is, of course, just as important to offer praise and support where this is warranted - through formal and informal mechanisms. We are always on the lookout to generalise 'best-practice' and students can often be in the best position to point out something that could usefully be disseminated.

Student Representation at School Level

Student Representatives who are willing to sit on the School Board, School Teaching and Learning Committee or the School Quality Committee are also sought. If you are interested in any of these posts or would like further information, please speak to your Programme Leader.

National Student Survey

The National Student Survey (NSS) is targeted mostly at final year undergraduate students in England, Wales, Northern Ireland and participating Higher Education Institutions in Scotland.

The Survey provides students with an opportunity to make their opinions on their higher education student experience count at a national level. The results are analysed and used to compile a year on year comparison of data which;

- Helps prospective students make informed choices of where and what to study
- Enable the participating institutions to identify and improve areas where they may have let their students down

The survey has been commissioned by the **Higher Education Funding Council for England (HEFCE)** on behalf of the Higher Education Funding Council for Wales (HEFCW) and the Department for Employment and Learning, Northern Ireland (DELNI). Ipsos MORI, an independent market research agency, administers the survey.

Further details can be found on the web at www.thestudentsurvey.com/.

FREQUENTLY ASKED QUESTIONS

When do I get my timetable?

Your timetable will be available before the semester starts, and it will be available in a variety of ways. The main method for viewing your timetable will be electronically via UEL Direct. A copy will also be placed on the noticeboard outside the Helpdesk in room EB.G.29.

When will I get assignments?

Assignments will be distributed by the module leader; who will inform students of the handout / submission dates of the assignments, at the beginning of the module.

How will I be assessed?

At the start of each module, the lecturer will explain what the module is about and what you will learn. They will also tell you which assignments you will do, when they will be given to you and when you need to submit them.

Where do I submit my assignments?

All written assignments must be submitted via the CITE Helpdesk (Room EB.G.29). An assignment front sheet must be completed and attached to your work. These are available to download from the CITE Helpdesk area on UEL Plus (CITE Home Page - All CITE Students → CITE Information → CITE Helpdesk → Assignment Front Sheets). You will need to check UEL Direct to confirm submission. A paper receipt can be stamped by Helpdesk staff if a second assignment front sheet is printed off and provided upon submission of work.

Do not give or send your work directly to a member of the academic staff.

Assignment deadlines are strictly enforced. Please check the regulations governing late submission of work.

How will I know how well I am doing?

Assessment grades are published on a student's personal account on UEL plus, so that students have a consistent and current record of their individual achievements.

Will I have a Personal Tutor?

Yes, all students are allocated a Personal Tutor within the first two weeks of their first semester. You will be able to view their name via UEL Direct. You can log on to UEL Direct via the University website using your network logon and password. The name and contact details is also available via the Helpdesk but only on presentation of your student ID card.

When will I have exams?

Exams are held at the end of each semester. The timetable is published on the web at http://www.uel.ac.uk/conferences/timetable/exam_timetable.htm and will show the date, time and location of each exam via School.

How do I get my results?

All results are published via UEL Direct. You can log on to UEL Direct via the University website using your network logon and password. Results can also be obtained via the Helpdesk but only on presentation of your student ID card. Results will not be available

via email or telephone, and results will not be published for any student with a debt to the University.

What are the Health and Safety Regulations?

You can find this information at <http://www.uel.ac.uk/hs/index.htm>

Can we recommend any changes?

Yes, we always welcome helpful comments and suggestions. There is a Programme Committee composed of staff and student representatives which meets once per semester. If we want to change any part of the programme, we will ask the Programme Committee first.

The School of Computing, Information Technology and Engineering also has a School Board whose membership includes student representatives. This meets five times per year and considers matters relevant to the whole School.

How will my award be worked out?

The specific regulations governing awards can be found in the School of Computing, Information Technology and Engineering Guide For Students, or on the web. You can also discuss this with your Programme Leader or Personal Tutor.

Is there anything I should tell the University?

Yes, the information flow should be a two-way process! Please let us know if you:

- change your address
- are off sick
- are travelling abroad
- have problems which may prevent you from continuing
- intend to leave the programme or transfer to another programme

What should I do if I have a problem?

Talk to someone! It is essential that you make contact with a member of staff if you are experiencing any problem that is bothering you. The difficulty could be a family concern, a health problem, a financial or academic worry. Whatever it is, you should let someone know. You should first see your Personal Tutor who will be available to see you to talk over your difficulties and may direct you to someone else such as Student Services or the Student Union where specialist advisors are available. If your Personal Tutor is unavailable, then go and speak to anyone else you feel comfortable with. If your problem is with an academic subject then you should speak to the lecturer concerned. Try to ensure that your lecturers know of any difficulties you are having in a subject.

MODULE SPECIFICATIONS

Module Title: English Language Development	Module Code: ED0001 Level: 0 Credit: 40 ECTS credit: 20	Module Leader: Markus Davis Tel: ext. 2402 m.davis4@uel.ac.uk
Pre-requisite:	Pre-cursor:	
Co-requisite:	Excluded combinations e.g. skills modules: N/A	
Skills module:	University-wide option: No	
Location of delivery: Royal Docks Business School		
Main Aims of the Module		
<p>To enable students to reach a minimum 5.5 IELTS language proficiency level required to undertake undergraduate degree studies.</p> <p>To develop students' knowledge of academic lexis and the language functions required for the subject area.</p> <p>To raise student awareness of the conventions of undergraduate academic writing and speaking at undergraduate level.</p> <p>To introduce students to undergraduate Level 1 research activities and the use of online resources such as the Virtual learning Environment (UEL Plus).</p>		

Main Topics of Study

Grammatical Accuracy. The reinforcement and extension of grammar work to enhance the understanding and active use of spoken and written English language, enabling the students to reach a sufficient level of proficiency in English for undergraduate study; tenses review and development; focus on more complex verb forms i.e. the passive, conditionals, gerunds; common grammar trouble spots.

Vocabulary. The extension of the range of general and academic vocabulary resource, to include areas such as collocations, word building, multi-word verbs, prefixes, compound nouns and noun phrases, the language comparison and contrast; modality; subject specific lexis.

Listening Skills. The improvement of existing listening skills to enable understanding of lectures and more complex discourse in a variety of contexts.

Speaking Skills. The improvement of pronunciation and formal speaking skills for confident interaction in undergraduate study situations. Speaking practice through presentations, role-play and group discussions.

Reading Skills. The understanding of gist, structure, details of meaning and implication in a variety of undergraduate-level texts relating to academic and cross-cultural issues.

Writing Skills. The improvement of cohesion and clear layout together with the production of a range of writing tasks other than essay writing i.e. formal letters, emails, memos, and reports.

Learning Outcomes for the Module

At the end of this Module, you will be able to

Knowledge

1. Revise knowledge of more complex grammatical structures and use them accurately and appropriately in a wide range of academic contexts.
2. Analyse the linguistic features used in a range of communicative situations and select appropriate language functions and lexis.
3. Interpret more complex discourse in English spoken in a variety of accents in a range of academic situations.
4. Summarise and analyse key information from academic texts and extract details of meaning and implication.

Thinking Skills

5. Analyse and construct a range of well-formed formal texts, which have an appropriate structure and show both coherence and cohesion to undergraduate level.
6. Engage effectively in a variety of interactive situations, justify and elaborate on points individually and collaboratively in group work.

Subject-Based Practical Skills

7. Implement the language knowledge in your academic subject work.

Skills for Life

8. Demonstrate awareness of cross-cultural issues and the conventions of studying at university in the UK.

Teaching/ learning methods/strategies used to enable the achievement of learning outcomes

- Practical workshops, which engage students in individual and interactive group tasks and discussion.
- Guided reading and directed study enabling participants to prepare for and to reinforce the class input and address individual needs.
- Supported self-study using relevant materials, promoting independent learning.
- Student use of the Virtual Learning Environment (UEL Plus) to engage in individual self-study activities and group activities such as online discussions.

Assessment methods which enable student to demonstrate the learning outcomes for the Module:	Weighting	L.O.s
English Language Test 2 hours. Test of linguistic competence, grammar and vocabulary.	40%	1, 2, 7.
Individual Interview 10 minutes. Questions based on Written Project.	20%	1, 2, 3, 6, 7.
Written Project Students choose one aspect of life in their home country to compare with the same aspect in the UK. 1000 words.	40%	1, 2, 4, 5, 7, 8.

Core Reading for this Module

Cox, K. and Hill, D. (2004) *EAP Now!* Australia: Longman

Falvey, D. et al (2008) *Language Leader Intermediate*. London: Longman

Murphy, R. (2005) *English Grammar in Use*. Cambridge: CUP

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Indicative Teaching and Learning Time: 400 hours.	
1. Student/tutor interaction, some of which may be online: 144 hours	<ul style="list-style-type: none">• 12 x 12 hour weekly sessions.
2. Student learning time: includes tutor-directed learning and self-directed learning, with guided reading, directed study tasks, preparation for taught sessions and assignment work 256 hours	
Total hours (1 and 2): 400	

Module Title: Communication and Study Skills	Module Code: ED0002 Level: 0 Credit: 20 ECTS credit: 10	Module Leader: Markus Davis Tel: ext. 2402 m.davis4@uel.ac.uk
Pre-requisite:	Pre-cursor:	
Co-requisite:	Excluded combinations e.g. skills modules: N/A	
Skills module:	University-wide option: No	
Location of delivery: UEL Business School / Cass Education ?		
Main Aims of the Module		
To bring students to a level of competence to be able to comfortably and successfully undertake undergraduate degree studies. To introduce students to the intellectual skills of critical thinking and analysis. To introduce students to the conventions of academic research and sourcing of materials.		

Main Topics of Study
<u>Academic Listening and Note-Taking.</u> Listening to and understanding lectures; identifying main and subsidiary points; taking notes quickly and briefly and organising them; summarising and evaluating the evidence /argument.
<u>Reading for Academic Purposes.</u> Improving reading speed and developing strategies; prediction of content, skimming, scanning, vocabulary deduction to promote more efficient and effective reading; analysing, interpreting, evaluating and selecting ideas from the reading texts.
<u>Critical Thinking.</u> Identifying the writer's opinion, questioning the validity of statements and identifying supporting evidence; applying some critical analysis to own writing; reflecting on own standpoint and relative strength of argument. Reflecting on learning with the online community of the IFP.
<u>Academic Writing.</u> Question analysis and planning an essay as an answer; extensive work on building an argument with supporting and counter-arguments; signalling/signposting; constructing paragraphs with coherence and cohesion, writing effective introductions and conclusions; using appropriate academic register and developing a formal writing style; differences with report writing; understanding exam essay questions and instruction words; time management for assignments.
<u>Academic Integrity.</u> Awareness of cultural differences and British academic conventions; understanding plagiarism and collusion; referencing and quoting skills; summarising and paraphrasing skills.
<u>Seminar and Presentation Skills:</u> Structured oral presentation skills for individual presentations: introducing a topic, giving statement of intention, developing points, giving support and concluding. Skills for participating in academic discussion: initiating discussion, developing simple arguments, offering opinions, disagreeing appropriately, interrupting effectively and referring to others/or other sources.
<u>Research at University.</u> Library skills; choosing texts; using the internet ethically.

Learning Outcomes for the Module

At the end of this module, you will be able to:

Knowledge

1. Identify and summarise the main and subsidiary points of a lecture or reading text and apply some critical evaluation of the texts/lectures.
2. Produce an essay which demonstrates awareness of the appropriate academic conventions and appropriate register and style for an undergraduate level work.
3. Adapt to different academic expectations and know how to paraphrase and summarise points and ideas from sources to avoid plagiarism.
4. Choose a topic and produce an essay in response, which has a logical structure and develops a cohesive argument.

Thinking Skills

5. Plan and deliver an oral presentation which has a clear structure, be able to elaborate on your points, and offer some evidence in support of your ideas.

Subject-Based Practical Skills

6. Implement the academic language and skills knowledge in your subject module tasks.
7. Use the Virtual Learning Environment (UEL Plus) to participate in online reflection.

Skills for Life

8. Plan and research your work effectively, reflect on your own learning and implement time management.

Teaching/learning methods/strategies used to enable achievement of learning outcomes.

- Practical workshops, engaging students in interactive group tasks and discussions.
- Guided reading and directed study, to prepare for and reinforce class input and address individual needs.
- Supported self-study using relevant materials, promoting independent learning.
- Individual tutorials, providing guidance with the assignments and supporting independent learning.
- Online discussions using UEL Plus.

Assessment methods which enable student to demonstrate the learning outcomes for the Module:	Weighting	L.O.s
Test 90 minutes. Test of skills taught, such as summarising.	40%	1, 3, 6.
Individual Oral Presentation 10 minutes including brief Q&A section. Topic as Written Assignment.	30%	1, 3, 5, 6, 7 and 8.
Written Assignment. Students choose an introductory topic connected to their chosen undergraduate studies. 800 words.	30%	1, 2, 3, 4, 6, 8.

Core Reading for this Module

Cottrell, S. (2008) *The Study Skills Handbook* (3rd ed.) UK: Palgrave Macmillan
 Cox, K. and Hill, D. (2004) *EAP Now !* Australia :Longman

Jordan, R. (1999) *Academic Writing Course* (3rd ed.) London: Longman

Indicative Teaching and Learning Time: 200 hours.

1. Student/tutor interaction, some of which may be online:

72 hours

- 12 x 6 hour weekly sessions.

2. Student learning time: includes tutor-directed learning and self-directed learning, with guided reading, directed study tasks, preparation for taught sessions and assignment work

128 hours

Total hours (1 and 2): 200

Module Title: Mathematics B	Module Code: CE0104 Level: 0 Credit: 20 ECTS credit:	Module Leader: Bryan Pearce
Pre-requisite: None	Pre-cursor: None	
Co-requisite: None	Excluded combinations : None	
Is this module part of the Skills Curriculum? No	University-wide option: No	
Location of delivery: UEL		
Main aim(s) of the module:		
The main aims of this module are to further develop the mathematical abilities required for understanding engineering and be able to apply mathematical techniques to solve engineering problems.		
Main topics of study:		
<ul style="list-style-type: none"> • Differential Calculus • Integral Calculus • Elementary Vector Methods • Elementary Statistics • Series and Expansions • Complex Numbers 		
Learning Outcomes for the module		
At the end of this module, students will be able to:		
<i>Knowledge</i>		
<ol style="list-style-type: none"> 1. Understand basic differential and interal calculus 2. Understand Taylor's and Maclaurin's series 3. Understand complex numbers and polar notation 		
<i>Thinking skills</i>		
<ol style="list-style-type: none"> 4. Manipulate mathematical formulae and equations for use in engineering analysis 5. Differentiate and integrate mathematical functions 6. Manipulate, analyse and present statistical data 7. Add, subtract and resolve vectors 8. Carry out expansion of series 9. Carry out algebraic operations and use De Moivre's theorem 		

Teaching/ learning methods/strategies used to enable the achievement of learning outcomes: Lectures Tutorials Self learning/reading		
Assessment methods which enable students to demonstrate the learning outcomes for the module: Exam (3 hours)	Weighting: 100%	Learning Outcomes demonstrated 1 - 9
Reading and resources for the module: Core Lecture notes Handouts and tutorial sheets Recommended CROFT A., DAVIDSON R. & HARGREAVES M., (1995), "Introduction to Engineering Mathematics", Prentice Hall. ISBN 978-0-201-62442-7 STROUD, K.A. & BOOTH, D.J. (2009) "Foundation Mathematics", Palgrave Macmillan. ISBN: 978-0-230-57907-1 Any GCE 'A' level mathematics text books		
Indicative learning and teaching time (10 hrs per credit):	Activity	
Student/tutor interaction, some of which may be online: 24 hours 48 hours	Lectures Tutorials	
Student learning time: 128 hours	Examination, assignments, coursework Essential and background reading and independent study	
Total hours:	200 hours	

Module Title: Applied Physics	Module Code: CE0102 Level: 0 Credit: 20 ECTS credit:	Module Leader: Dr John Walsh
Pre-requisite: None	Pre-cursor: None	
Co-requisite: None	Excluded combinations : None	
Is this module part of the Skills Curriculum? No	University-wide option: No	
Location of delivery: UEL		
Main aim(s) of the module:		
The aim of this module is to provide you with an elementary knowledge and understanding of the physical concepts related to materials, fluids and simple structures used in engineering.		
Main topics of study:		
<ul style="list-style-type: none"> • Introduction to Fluids • Introduction to SI systems of units • The structure of matter • Introduction to electricity • Geometric Properties of simple sections • Introductions to heat conductance, transmittance and dew point. • Introduction the sound • The Laws of motion and momentum • Resolution of force vectors • Work and energy • Circular motion and static friction • Introduction to Light 		
Learning Outcomes for the module		
At the end of this module, students will be able to:		
<i>Knowledge</i>		
1. Use the units and their standard notation specified in the SI system		
2. Understand the structure of various basic atomic elements and the bonds which can form between them		
3. Identify the different types of electrical sources commonly found		
4. Understand the concepts of mass, weight, force, pressure, stress/strain, density, un weight, work, energy, power and elasticity		
5. Understand the concepts of light reflection and refraction, critical angle and parallax		
6. Understand the concepts of sound waves, pitch, frequency, intensity, loudness quality of sound, vibrations, resonance and Doppler effect		
7. Understand basic fluid properties of pressure, hydrostatic forces and buoyancy.		
<i>Thinking skills</i>		
8. Solve elementary problems using standard equations		
9. Calculate the Area, centroid position and 2 nd Movement of Area for various shapes		
10. Solve simple problems involving friction		
11. Solve elementary heat loss problems and construct graphs to plot losses through a given structure		
12. Solve simple problems in linear and circular motion.		

13. Solve simple electrical problems involving current, voltage and resistance including the simple application of Ohms and Kirchoff's Law.		
Teaching/ learning methods/strategies used to enable the achievement of learning outcomes:		
Lectures Class Tutorials Individual and Group Tutorials Laboratory/Practical exercises		
Assessment methods which enable students to demonstrate the learning outcomes for the module:	Weighting:	Learning Outcomes demonstrated
Coursework - equivalent to 35 hours work	25%	1 - 13
Exam – 2 hours 15 mins	75%	1 - 13
Threshold mark: a pass mark of 30% is required for each component of assessment.		
Reading and resources for the module:		
Recommended AS and A Level Physics Through Diagrams (Oxford Revision Guides) (2005) Oxford University Press. ISBN: 0199150788 Adams and Allday (2000) "Advanced Physics (Advanced Science)", Oxford University Press. ISBN: 0199146802		
Indicative learning and teaching time (10 hrs per credit):	Activity	
Student/tutor interaction, some of which may be online:		
24 hours 36 hours	Lectures Tutorials & laboratory work	
Student learning time:		
140 hours	Examination, assignments, coursework, analysing laboratory data Essential and background reading and independent study	
Total hours:	200 hours	

Module Title: Introduction to Computer Security and Networks	Module Code: CN0003 Level: 0 Credit: 20 ECTS credit:	Module Leader: Gaurav Malik
Pre-requisite: None	Pre-cursor: None	
Co-requisite: None	Excluded combinations : None	
Is this module part of the Skills Curriculum? No	University-wide option: No	
Location of delivery: UEL		
<p style="text-align: center;">Main aim(s) of the module:</p> <p>To provide fundamental knowledge and practical skills in the principals of Computer Security and Networks. The module will help students gain a sound foundation to build upon.</p>		
<p style="text-align: center;">Main topics of study:</p> <ul style="list-style-type: none"> • Explore the main elements in a data communications system • Describe hardware and software used in data communications • Investigate computer networks and their development • Introduction to computer security • Role of computer security in a workplace 		

Learning Outcomes for the module

At the end of this module, students will be able to:

Knowledge

- 1) Identify the various parts (software and hardware) of a network system
- 2) Differentiate between different kinds of network, network topologies and network operating systems
- 3) Provide an overview of computer security and its application

Thinking skills

- 4) Produce a coherent argument as to the advantages and disadvantages of using networks within an organisation

Subject-based practical skills

- 5) Install and configure a network card and client software
- 6) Use test equipment to troubleshoot network connectivity
- 7) Configure and test a firewall

Skills for life and work (general skills)

- 8) Efficiently plan their work, demonstrate good time management

Teaching/ learning methods/strategies used to enable the achievement of learning outcomes:

This will consist of a mixture of lectures, supported by tutorials and practical sessions where students get the opportunity to put theory into practice.

Assessment methods which enable students to demonstrate the learning outcomes for the module:	Weighting:	Learning Outcomes demonstrated
TCA (multiple choice and short answer) (45 mins)	40%	1 – 4
Practical Laboratory Based (45 mins)	60%	5 – 8

Reading and resources for the module:

Core

Pastore, M & Dulaney, E (2006). Security+ Study Guide. Indiana: Wiley Publishing Inc.
Blundell, B (2007), Computer Systems and Networks, London, Middlesex University Press
Heathcote, P.M & Langfield, S (2004). 'A' Level Computing . 5th ed. London: Payne-Galloway Publishers

Indicative learning and teaching time (10 hrs per credit):	Activity
Student/tutor interaction, some of which may be online:	

48 Hrs	Lectures , Tutorials/Practicals/Seminars
Student learning time:	Essential and background reading, tutorial preparation, assignment planning and preparation, examination revision.
Total hours:	200 hours

Module Title: Information and Communications Technology (ICT)	Module Code: CN0001 Level: 0 Credit: 20	Module Leader: TBA Additional Tutor: Cedrick Nosa
Pre-requisite: None	Pre-cursor: None	
Co-requisite: None	Excluded combinations : None	
Is this module part of the Skills Curriculum? No	University-wide option: No	
Location of delivery: UEL		
<p style="text-align: center;">Main aim(s) of the module:</p> <p>To introduce and develop the range of computing application skills required to complete academic studies successfully and to enhance employment prospects.</p> <p>With additional and further learning students will also be able to sit the ECDL professional examination, which is available at the Library and Learning Service (ECDL) at no extra cost.</p>		
<p style="text-align: center;">Main topics of study:</p> <p><u>Word processing Software</u> Creating a document by entering and editing text, block editing, help menu and tutorials. Menus, toolbars & styles. Using files. Printing documents. Improving the presentation, Page layout, formatting, tools. Enhancing the document with columns, borders, lists and tables, graphics and objects. Drawing and editing figures, using the clipboard to copy between documents and packages. Inserting objects - files, text and charts</p> <p><u>Spreadsheet Software</u> Using a Spreadsheet (such as Microsoft Excel) to design a calculation. Understanding cells, rows and columns. Data entry and editing, numbers, labels, formulae and functions. Producing charts. Formatting the spreadsheet. Sorting data. Enhancing the spreadsheet. Importing from other packages. Printing spreadsheets and graphs. Managing files. Using the spreadsheet to program a scientific calculation.</p> <p><u>Presentation Software and Graphics</u> Using presentation graphics software (such as Microsoft PowerPoint) to design a computer based slide show. Adding text, drawings, graphs, pictures and clip art. Editing slides. Inserting pictures, word art, graphs, tables, equations. File handling. Transfer items from one package to another, integrate Excel charts into Word and PowerPoint, and insert tables and text blocks from one package into another</p> <p><u>Improving Productivity using IT</u> The ability to plan, evaluate and improve procedures involving the use of IT tools and systems in order to improve productivity and efficiency of work activities. Student can plan and review their use of predefined or commonly used IT tools for work activities that are at times non-routine or unfamiliar. As a result of reviewing their work, they will be able to devise solutions in the use of IT tools in order to improve work productivity.</p>		

Learning Outcomes for the module

At the end of this module, students will be able to:

Knowledge

1. Demonstrate IT skills in using basic Office Applications

Thinking skills

2. Perform calculations using spreadsheets, and understand the importance of spreadsheets in scientific studies.

Subject-based practical skills

3. Demonstrate a thorough working knowledge of a presentation creation package.
4. Demonstrate a thorough working knowledge of a word processing package.

Skills for life and work (general skills)

5. Demonstrate relevant skills and knowledge to develop a specified outcome, product or solution.
6. Independently determine, select and apply the necessary IT tools and techniques to achieve their goal.

Teaching/ learning methods/strategies used to enable the achievement of learning outcomes:

Tutorials/workshops: small group tutorials and workshops will be held weekly.

Individual learning: directed learning, self-organised learning, computer laboratory practice and group work

- ECDL is embedded in the module which *per se* depends on Individual learning. This will be supplemented with constructed tutorial sessions dedicated to specific sections.

E-learning

- Teaching and learning materials are provided online and includes relevant support documents, references, and web links
- Tutor and peer support: UELPlus, email, discussion forums are also available

Assessment methods which enable students to demonstrate the learning outcomes for the module:	Weighting:	Learning Outcomes demonstrated
TCA – (50 MC questions)		:
Scenario (Case study) based assessment	40%	2, 3
	60%	1, 4,5,6

Reading and resources for the module:

Core

- Heathcote & Richards (2007). European Computer Driving Licence, Payne-Gallway
- CD-Roms on loan from UEL libraries
- On-line access for ECDL learning materials to registered students
<http://www.uel.ac.uk/ecdl/index.htm>

Indicative learning and teaching time (10 hrs per credit):	Activity
Student/tutor interaction, some of which may be online:	Activity (e.g. lectures/seminars/tutorials/workshops/studio work/moderated online discussions, online chat etc):
24 hrs	Lecturers
24 hrs	Tutorials
24 hrs	Workshops
Student learning time:	Activity (e.g. seminar reading and preparation/assignment preparation/ background reading/ on-line activities/group work/portfolio/diary, studio work etc):
78 hrs	
50 hrs	Personal/ background reading

	Computing practice
Total hours :	200 hrs

Module Title: Mathematics	Module Code: SD0002 Level: 0 Credit: 20 ECTS credit:	Module Leader: Dr Hossein Jahankhani
Pre-requisite: None	Pre-cursor: None	
Co-requisite: None	Excluded combinations : None	
Is this module part of the Skills Curriculum? No	University-wide option: No	
Location of delivery: UEL		
Main aim(s) of the module:		
To provide fundamental knowledge and practical skills in the principals of mathematics suitable for further study in science, computing, psychology and sports science		
Main topics of study:		
<p>1. Working with numbers Number bases (base 10, 2 and 16), Addition, subtraction, multiplication and division, Order of arithmetic operations, Using negative numbers, Fractions and percentages, Powers (indices) and logarithms, Linear equations</p> <p>2. Practical applied maths Areas and volumes, Compound interest, Accuracy, precision and significant figures, The Système Internationale Units, Concentrations (converting between units, molarity, dilutions), Graphs (types and conventions), Regression (derive the line of best fit and Pearson's correlation coefficient)</p> <p>3. Statistics The mean, median, mode and the standard deviation Testing for a difference between two parametric samples (t-test) Testing for a difference between two non-parametric samples (Mann-Whitney U test)</p>		
Learning Outcomes for the module		
At the end of this module, students will be able to:		
<i>Knowledge</i>		
1) Demonstrate knowledge of working with numbers, of practical applied maths, and of statistics.		
<i>Thinking skills</i>		
2) Solve problems requiring a numerate approach at approximately A/S level		
<i>Subject-based practical skills</i>		
3) Use scientific calculators, and the statistical and graphical functions of Microsoft Excel, effectively and reliably		
<i>Skills for life and work (general skills)</i>		
4) Demonstrate confidence in using maths to solve practical problems		
Teaching/ learning methods/strategies used to enable the achievement of learning outcomes:		

Lectures: 2 h/week (all available for revision and printing on UELPLus) Tutorials: 2 h/week Extra revision material on UELPLus and single-user software Self-organised learning		
Assessment methods which enable students to demonstrate the learning outcomes for the module: Coursework (2000 words) TCA (1 hour)	Weighting: 50% 50%	Learning Outcomes demonstrated 1, 2, 3, 4 1, 2, 3, 4
Reading and resources for the module: Core textbooks: Croft, A. and Davison, R. (1997) Foundation Maths. Prentice Hall. Hinton, P. (1995) Statistics Explained. Routledge. Supporting textbooks: Bancroft, G & Fletcher, M. (1998) Improve your Maths! Addison Wesley Longman. Slavin, S. (1999) All the Math You'll Ever Need. John Wiley and Sons. Phoenix, D. (1997) Introductory Mathematics for the Life Sciences. Taylor & Francis. Phillips, J. (2000) How to Think About Statistics. W.H. Freeman and Co. Chinn, S. (1998) Sum Hope: Breaking the Numbers Barrier. Souvenir Press. Graham, A. (2001) Basic Mathematics. Teach Yourself Books.		
Indicative learning and teaching time (10 hrs per credit):	Activity	
Student/tutor interaction, some of which may be online: 24 24	Lectures Tutorials	
Student learning time: 20 30 40 62	Background reading Assignment preparation Assessment revision Maths practice	
Total hours :	200 hours	

PROGRAMME SPECIFICATION

UNIVERSITY OF EAST LONDON

UNDERGRADUATE PROGRAMME SPECIFICATION *International Foundation Programme*

Final award	<i>Undergraduate Certificate</i>
Intermediate awards available	<i>Undergraduate Associate Certificate</i>
UCAS code	<i>N/A</i>
Details of professional body accreditation	<i>N/A</i>
Relevant QAA Benchmark statements	<i>N/A</i>
Date specification last updated	<i>September 2010</i>

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The summary - UCAS programme profile-

BANNER BOX:

The University of East London's International Foundation Programme in Computing, IT and Engineering is designed to prepare international students who have successfully completed 12 years of schooling in their home country for undergraduate BSc(Hons) or BEng(Hons) study at the University of East London and other UK universities (subject to their own admissions criteria).

ENTRY REQUIREMENTS

All applicants **MUST** have attained a minimum standard of GCSE grade C in English Language and Mathematics or their equivalents. All applicants will be required to have a recognised English Language qualification. For the year long programme this would be IELTS 4.5 or an equivalent level qualification, with no component below 4.0. International qualifications will be checked for appropriate matriculation to UK Higher Education undergraduate programmes.

Entry requirements will normally be either:

- i. Relevant A2 level (or equivalent) qualifications in Mathematics and a science subject, preferably Physics. A minimum of 120 UCAS tariff points are required for the Engineering specialism.
- ii. Relevant A2 level (or equivalent) qualifications. A minimum of 100 UCAS tariff points are required for the Computing specialism.

Students with other qualifications and/or work experience who can demonstrate that they can benefit from and have the potential to succeed on the programme course will be considered on an individual basis.

In order to enter the programme directly into the second semester, applicants will be required to have obtained IELTS 5.5 or an equivalent level qualification or demonstrate that the language of instruction for previous qualifications was English. No component should be below 5.0.

ABOUT THE PROGRAMME

What is the International Foundation Programme?

The University of East London's International Foundation Programme in Computing, IT and Engineering provides alternative routes into our University BSc(Hons)/BEng(Hons) programmes.

In addition, students will gain an appreciation of the UK education system and an understanding of UK educational cultural norms and expectations. Students on route A will also develop their English Language skills.

Programme structure

The programme is offered in full-time mode and leads to an Undergraduate Certificate

International Foundation Programme The programme structure is of 120 credits at Level 0 for the 2 semester long programme (Route A) and 60 credits at level 0 for the 1 semester long programme (Route B).

Computing and Engineering Specialisms

Depending on participating students' level of English language competence and knowledge of Information & Communications Technology (ICT), there are two routes through the Computing and Engineering specialisms. Successful completion of either route leads to the award of Undergraduate Certificate International Foundation Programme.

Route A

This route is two semesters long. You will take 3 core modules, including one double module, plus 2 options which will depend on your chosen specialism. You will develop your English language and communication skills as well as developing your appropriate knowledge of ICT and Mathematics plus, depending on your chosen specialism, either Computer Security or Applied Physics. The modules you will study are:

First Semester

- English Language Development (double module) [core]
- ICT [core]

Second Semester

- Communication and Study Skills [core]
- COMPUTING specialism options:
 - Mathematics for Computing
 - Introduction to Computer Security
- ENGINEERING specialism options:
 - Mathematics for Engineering
 - Applied Physics

Route B

This route is one semester long. Students admitted to this route will have been awarded Accredited Certificate Learning (ACL) and/or Accredited Prior Experiential learning (APEL) prior to admission, so covering the modules delivered in semester 1 of the programme. This means you will be admitted directly to semester 2. You will study one core module plus 2 optional ones. Your study will focus on the acquisition of good communication skills and the development of the appropriate Mathematics knowledge plus, depending on your chosen specialism, either Computer Security or Applied Physics. The modules you will study are:

Semester 2 – Direct Entry

- Communication and Study Skills [core]
- COMPUTING specialism options:
 - Mathematics for Computing
 - Introduction to Computer Security
- ENGINEERING specialism options:
 - Mathematics for Engineering
 - Applied Physics

Learning environment

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes within the context of the UK education in their chosen subject

The programme will utilise various teaching and learning strategies, including:

- Formal lectures to understand the relevant theory so enabling comprehension of the basics of Information & Communications Technology, as well as of the appropriate level of Mathematics and – depending on the chosen specialism – either Computer Security or Applied Physics.
- Seminars, tutorials and workshops where you will have the opportunity to investigate specific areas of interest within the Computing or the Engineering fields
- Practical laboratory sessions where you will have the opportunity to develop the necessary skills.

Assessment

The assessment strategy takes into account the different focus of each individual module on the programme and employs a range of assessment methods such as individual coursework (reports and literature reviews), group projects (reports, presentations and laboratory reports), and formal examinations. The range of assessment is designed to reflect the learning outcomes of each module. More detailed assessment criteria will be made available in each Module Handbook.

Added value

Successful completion of the International Foundation Programme will equip you with the appropriate communication and language skills to enable you to undertake study on an Undergraduate UK honours programme. It will also familiarise you with the subject knowledge and skills relevant to your chosen specialism.

IS THIS THE PROGRAMME FOR ME?

If you are interested in:

(Computing specialism)

- Computers;
- Information & Communications Technology;
- The internet and world wide web;
- Managing information
- Computer Security

Or...

(Engineering specialism)

- Electronics and electrical systems;
- Modern Communications Technology, such as mobile phones and satellite systems;
- The built environment;
- The application of science
- The design of useful, appealing and safe structures, products and services.

and want to progress to an undergraduate programme and enjoy...

- being challenged,
- working in groups,
- using computers,
- becoming a more effective communicator

then the International Foundation Programme in Computing, IT and Engineering is for you

If you want....

- to gain entry onto a UK BSc(Hons)/BEng(Hons) programme at the University of East London (subject to admissions criteria) so enhancing your employability prospects, improve your communication skills and enhance your analytical and practical skills within a Computing or Engineering context, then the International Foundation Programme is for you.

Your future career

Successful completion of the International Foundation Programme will allow you direct entry to any of the School of Computing, Information Technology and Engineering (CITE) Programmes at our university subject to the below criteria, so enhancing your career and employment prospects in the full range of computing and engineering activities, including computer networks programming & management, computer & information security, electronics products design, large structures analysis & design plus surveying & geographical information systems . Students graduating from our University go on to work in a broad range of organisations including private sector SMEs and Blue-chip companies as well as the public services and not-for-profit organisations.

To progress to our BEng(Hons) programme you must pass the Mathematics for Engineering and the Applied Physics modules and achieve an overall average for all 6 modules of at least 55%.

Students who pass all 6 modules but do not achieve the overall average of 55% may be eligible to progress to an alternative programme if available. In the first instance these students should discuss this with the programme leader.

How we support you

As a student on the International Foundation Programme, you will have a personal tutor. Each module is allocated a module leader and the programme itself is led by a member of the School's faculty.

Bonus factors

You will also be offered the opportunity to take part in both the induction activities and social activities programme organised by our University's International Office. You will have the opportunity to gain ECDL qualifications alongside.

Aims and learning outcomes

What is this programme designed to achieve?

This programme aims to provide international students with basic Senior High School qualifications the opportunity to develop:

- English language competence
- Academic study skills
- Specialist knowledge appropriate for their chosen degree programme subject area
- Communication skills using a variety of means
- Skills required for continued self-managed academic development
- Effective use of a range of information sources
- Organisation and presentation skills required for intellectual argument commensurate with the level of award
- The ability to work effectively both individually and as part of a team
- Experience of studying in UKHE
- Mathematics skills appropriate to the subjects chosen

What will you learn?

The International Foundation Programme will provide you with the opportunity to develop and demonstrate knowledge and understanding, skills as well as accommodate and understand other attributes such as cultural difference. It will also equip and prepare you for studying within a UK university.

Knowledge

You will learn

- A1 how to use a variety of relevant software applications.
- A2 subject specific theory and practice underpinning your chosen degree programme
- A3 a range of specialist vocabulary
- A4 relevant conventions of academic English (both written and oral) including the difference between formal and informal registers

Thinking skills

- B1 Employ a range of academic vocabulary, both general and subject specific
- B2 Use study skills effectively as required for undergraduate study in a UK university
- B3 Use and apply relevant problem solving techniques

Subject-Based Practical skills

- C1 Use a variety of information sources, both print-based and electronic
- C2 Prepare individual reports and projects

- C3 Prepare Group reports and projects
- C4 Handle, interpret and analyse data

Skills for life and work (general skills)

- D1 Communicate effectively, both orally and in writing, formally and informally
- D2 Work effectively within a team
- D3 Use information technology

The programme structure

Introduction

All programmes are credit-rated to help you to understand the amount and level of study that is needed.

One credit is equal to 10 hours of directed study time (this includes everything you do e.g. lecture, seminar and private study).

Credits are assigned to one of 5 levels:

- 0 equivalent in standard to GCE 'A' level and is intended to prepare students for year one of an undergraduate degree programme
- 1 equivalent in standard to the first year of a full-time undergraduate degree programme
- 2 equivalent in standard to the second year of a full-time undergraduate degree programme
- 3 equivalent in standard to the third year of a full-time undergraduate degree programme
- M equivalent in standard to a Masters degree

Credit rating

The overall credit-rating of this programme is 120 credits.

Typical duration

The expected duration of this programme is 1 year when attended in full-time mode. Students may acquire, prior to admission, accredited certificated and/or accredited experiential learning credits, in which case the programme can be 1 semester long.

How the teaching year is divided

The International Foundation Programme has 3 start dates per year. These are September, February and May. The undergraduate BSc(Hons)/BEng(Hons) programmes' teaching year begins in September and ends in June but some programmes also allow students to join at the start of Semester B, in February.

A typical student, in full-time attendance mode of study, will register for 120 credits in an academic year.

What you will study when

This programme is part of a modular degree scheme. A student registered in a full-time attendance mode will take six 20 credit modules (or fewer, if any are 40 credit modules)

Modules are defined as:

Core	Must be taken
Option	Select from a range of identified module within the field
University Wide Option	Select from a wide range of university wide options

The International Foundation Programme consists of the following modules:

Semester 1

- English Language Development (double module) 40 Credits Level 0 Core
- ICT 20 Credits Level 0 Core

Semester 2

- Communication and Study Skills 20 Credits Level 0 Core
- COMPUTING specialism:
 - Mathematics for Computing 20 Credits Level 0 Option
 - Introduction to Computer Security 20 Credits Level 0 Option
- ENGINEERING specialism:
 - Mathematics for Engineering 20 Credits Level 0 Option
 - Applied Physics 20 Credits Level 0 Option

Requirements for gaining an award

Students will normally be awarded an 'Undergraduate Certificate International Foundation Programme' on successful completion of the programme.

In order to progress to a BSc(Hons)/BEng(Hons) programme at the University of East London, you must have passed all your modules on the IFP programme in the relevant specialism.

Teaching, learning and assessment

Teaching and learning

A range of teaching and learning methods will be used including lectures, small group tutorials, coursework and practical assignments.

Knowledge is developed through the range of teaching/learning methods indicated above as well as through your independent learning. You will be encouraged to begin to undertake independent study both to supplement and consolidate what is being taught/learnt and to broaden your individual knowledge and understanding of the subject material.

You will acquire the Knowledge learning outcomes A1-A4 on successful completion of the programme

Thinking skills are developed throughout the programme by the same methods outlined above. On successful completion of the programme you will have acquired learning outcomes B1 – B3.

Practical skills are developed throughout the programme by you undertaking individual and group coursework, as well as carrying out experiments under laboratory supervision. On successful completion of the programme you will have acquired learning outcomes C1-C4.

Skills for life and work (general skills) are developed throughout the programme by tutorials, group work and individual coursework. On successful completion of the programme you will have acquired learning outcomes D1-D3

Assessment

A variety of assessment methods will be used throughout the programme including, essay and report writing, examinations, oral presentations, mini projects. The assessment strategy will include both individual and group work.

Knowledge is assessed by a combination of examinations (L.O. A1-A4), practical assignments and a mini project (L.O.A1-A4), report writing (LO A2-A4) and oral presentations (LO A1-A4). The assessment strategy will involve both individual and group work.

Thinking skills are assessed through group work, individual mini project, report assignments and through oral presentations. (LO B1-B3)

Practical skills are assessed through group work, individual mini project, report assignments, oral presentations and supervised laboratory work. (L.O. C1-C4)

Skills for life and work (general skills) are assessed by individual and group presentations as well as through the preparation and delivery of assessed written assignments.

How we assure the quality of this programme

Before this programme started

Before this programme started, the following was checked:

- there would be enough qualified staff to teach the programme;
- adequate resources would be in place;
- the overall aims and objectives were appropriate;
- the content of the programme met national benchmark requirements;
- the programme met any professional/statutory body requirements;

- the proposal met other internal quality criteria covering a range of issues such as admissions policy, teaching, learning and assessment strategy and student support mechanisms.

This is done through a process of programme approval which involves consulting academic experts including some subject specialists from other institutions.

How we monitor the quality of this programme

The quality of this programme is monitored each year through evaluating:

- external examiner reports (considering quality and standards);
- statistical information (considering issues such as the pass rate);
- student feedback.

Drawing on this and other information, programme teams undertake the annual Review and Enhancement Process which is co-ordinated at School level and includes student participation. The process is monitored by the Quality and Standards Committee.

Once every six years an in-depth review of the whole field is undertaken by a panel that includes at least two external subject specialists. The panel considers documents, looks at student work, speaks to current and former students and speaks to staff before drawing its conclusions. The result is a report highlighting good practice and identifying areas where action is needed.

The role of the programme committee

This programme has a programme committee comprising all relevant teaching staff, student representatives and others who make a contribution towards the effective operation of the programme (e.g. library/technician staff). The committee has responsibilities for the quality of the programme. It provides input into the operation of the Review and Enhancement Process and proposes changes to improve quality. The programme committee plays a critical role in the quality assurance procedures.

The role of external examiners

The standard of this programme is monitored by at least one external examiner. External examiners have two primary responsibilities:

- To ensure the standard of the programme;
- To ensure that justice is done to individual students.

External examiners fulfil these responsibilities in a variety of ways including:

- Approving exam papers/assignments;
- Attending assessment boards;
- Reviewing samples of student work and moderating marks;
- Ensuring that regulations are followed;
- Providing feedback through an annual report that enables us to make improvements for the future.

Listening to the views of students

The following methods for gaining student feedback are used on this programme include:

Mid semester feedback

- Module evaluations
- Student representation on programme committees (2 times a year)
- Examination reports
- Student/Staff consultative committee (meeting 3 times a year)

Students are notified of the action taken through:

- circulating the minutes of the programme committee
- a newsletter published three times a year
- providing details on the programme notice board

Listening to the views of others

The following methods are used for gaining the views of other interested parties:

- Annual student satisfaction questionnaire
- Questionnaires to existing and former students
- School Business Advisory Board

Where you can find further information

Further information about this programme is available from:

- The UEL web site (<http://www.uel.ac.uk>)
- The programme handbook
- Module study guides
- UEL Manual of General Regulations <http://www.uel.ac.uk/qa/>
- UEL Quality Manual <http://www.uel.ac.uk/qa/>
- Regulations for the Academic Framework <http://www.uel.ac.uk/academicframework/>
- UEL Guide to Undergraduate Programme

	9-10	10-11	11-12	12-1	1-2	2-4	3-4	4-5	5-6	EVE
MON										
TUE										
WED										
THU										
FRI										

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