Programme Specification – Collaborative Provision

INTERNATIONAL YEAR ONE (CERTHE) BUSINESS AND MANAGEMENT

Institute of Business, Industry and Leadership

Academic Level:	4	Credits:	120
UCAS Code:	N/A		
Awarding Body:	University of Cumbria		
Delivered by:	Malvern International		
Delivery Site:	International College – Lancaster Campus		
Programme Length:	1-year (IYO) + 2 years of core programme		
Mode of Delivery:	Face-to-face		
Pattern of Delivery:	Full-Time		
	Total weeks of study:		24 weeks
	Delivery pattern:		2x 12-week semesters
	Standard semester dates:		Yes
Programme Webpage:	https://internationalcollege.cumbria.ac.uk/programmes/international-year-one/		

Entry Criteria
The University's standard criteria for admissions apply. Please refer to the Applicant Information pages of the University website for more information. APL, is not accepted for these programmes. Detailed criteria for admission to this programme can be found on the above programme webpage.

PROGRAMME AIMS AND OUTCOMES

Programme Aims

By the end of this programme, you will be able to:

1. Develop essential business knowledge and academic skills required for successful progression into higher education in the fields of Business and Management, with a focus on enhancing interdisciplinary understanding and practical application.
2. Enhance English language proficiency and academic communication skills, enabling you to effectively participate in discussions, presentations, and written assignments within business and management contexts.
3. Apply critical thinking and problem-solving techniques to real-world business scenarios, fostering the ability to analyse issues, propose solutions, and make informed decisions that align with ethical and sustainable business practices.
4. Develop an awareness of the cultural, social, and economic factors that influence international business environments, and the relevance of adapting to diverse markets and organisational structures.
5. Strengthen digital literacy and technological skills, using relevant tools and platforms to support business analysis, research, and communication, preparing you for the modern workplace and ongoing developments in business technologies.
6. Develop self-reflective and independent learning skills, promoting personal initiative, time management, and self-discipline to meet academic goals, while fostering personal growth and professional development.

Programme Outcomes – Knowledge and Understanding

The programme provides opportunities for you to develop and demonstrate the following:

After 120 credits of study (CertHE) you will be able to demonstrate:

K1. Knowledge of key business and management theories, models, and principles.

K2. Apply business theories to contemporary global challenges, demonstrating critical thinking and problem-solving skills in areas such as sustainability, digital transformation, and ethical business practices.

K3. Demonstrate an awareness of how businesses operate within various economic, social, cultural, political and legal contexts.

K4. Knowledge of the role of digital technology in modern business, including how advancements in digital platforms impact business processes, communication, and customer engagement, with a focus on improving digital literacy and the language required to navigate these platforms.

K5. An awareness of key research methodologies used in business and management studies, and the ability to critically evaluate and apply these methods.

K6. Develop academic writing, research, and communication skills in an English-speaking academic environment.

Programme Outcomes – Skills and Other Attributes

The programme provides opportunities for you to:

After 120 credits of study (CertHE) you will be able to:

S1. Develop effective communication skills in both written and spoken English, tailored to academic and business contexts, including the ability to present information clearly, participate in discussions, and write structured reports.

S2. Apply logical reasoning, analytical tools, and ethical-decision frameworks to real-world business scenarios and make informed decisions.

S3. Work collaboratively in diverse, multicultural groups, demonstrating leadership through adaptability and conflict resolution, to achieve business objectives.

S4. Improve digital literacy and technological competence, using relevant software and digital platforms for business research, analysis, and communication.

S5. Manage time effectively and work independently to meet academic deadlines and business project requirements, while developing self-discipline and the academic language skills required for self-directed learning and reflection.

S6. Demonstrate an awareness of ethical and sustainable business practices, incorporating global perspectives and cultural sensitivity in business decisions.

PROGRAMME FEATURES

Programme Overview

The International Year One (Level 4) Business and Management programme is designed specifically for international students who:

- Have completed their secondary education but do not yet meet the academic and English language requirements for direct entry into undergraduate studies at university.
- Need to strengthen their understanding of core business and management concepts and develop the academic and communication skills necessary for higher-level study.
- Require enhanced proficiency in English to effectively participate in academic discussions, presentations, and written assignments within a business context.

By joining this programme, students will have access to the same facilities as any other student in the University, with the added advantage of being taught in smaller groups, ensuring greater individual support. This personalised approach helps students build the foundational skills required to succeed in both their academic studies and future business careers. Upon successful completion of the programme, students are guaranteed a place in a suitable business or management undergraduate degree programme.

Malvern International – International College

Our programme is designed specifically for international students, blending the development of English language and academic skills with core business and management topics. This unique programme supports students in their transition to higher education in the UK by providing a comprehensive foundation in business while enhancing proficiency in English, critical thinking, and academic research skills. Key features include a student-centred approach to learning, opportunities to apply business theory to real-world scenarios, and the integration of global business perspectives. The programme also emphasises the development of digital literacy, teamwork, and ethical business practices, ensuring students are prepared for both academic progression and future professional careers.

Our programme also provides tailored support to help students confidently transition into higher education programmes in Business and Management, ensuring they meet the academic standards required for progression into undergraduate study.

Throughout this one-year programme, students will explore a wide range of business topics that form the foundation of management and organisational theory. Students will also engage in activities designed to strengthen their communication skills, critical thinking, and the ability to work collaboratively in diverse environments. The programme fosters an understanding of the global business landscape, encouraging students to apply knowledge of cultural and social influences to

contemporary business challenges. Additionally, emphasis will be placed on improving academic writing, presentation skills, and the ability to conduct and analyse business research.

The programme is firmly rooted in business and management academic disciplines providing a strong theoretical base for students who plan to continue their studies in business-related undergraduate programmes. Simultaneously, it incorporates real-world business case studies and problem-solving activities that mirror industry challenges. By engaging with contemporary business issues, students will develop skills that are directly applicable to the workplace, such as project management, leadership, and ethical decision-making. This integration of academic rigor and practical application ensures that graduates are well-prepared to enter the next phase of their academic journey or to transition into the global business environment with confidence.

Programme Structure

The duration of the programme is one academic year. The students will need to complete 120 credits to successfully pass the programme. Each module will have 72 hours of contact time and 128 hours of independent student learning, totalling 200 hours per module.

At admissions, you have selected one of the following pathway programmes:

- BSc (Hons) International Business Management (Level 5)
- BSc (Hons) Business Management (Level 5)

Regardless of the follow-on course all students will complete the same modules at Level 4.

The structure of the programme is as follows:

- Introduction to Business Management
- Academic and Professional Communication for Business
- Analytical Skills for Business
- Methods for Market Research
- Introduction to Marketing
- People and Organisations

Learning and Teaching

Teaching

A variety of blended learning teaching methods will be embedded in the programme to enable students to achieve the learning outcomes and to facilitate their personal and professional development. Methods of teaching and learning will include formal lectures, seminars, group work and discussions, tutorials and self-directed study. The teaching and learning will be supported by online asynchronous learning activities accessed via the Virtual Learning Environment. Underpinning the learning and teaching methods will be an enquiry-based learning approach where an exploration of scenarios and real-world problems will be utilised to discuss and develop the students understanding thereby integrating theory into practice.

At Level 4 you typically have around 6 contact hours per week per module, typically consisting of:

- 2 hours of lectures
- 2 hours of seminars
- 2 hours of workshop

Independent Learning

When not attending scheduled learning activities you will be expected to continue learning independently through self-study.

Teaching Staff

Teaching staff for this programme will typically have a blend of academic qualifications in the subject area and practical experience. In our pathway programmes, we ensure English language development is integrated with core subject knowledge. Our English for academic purposes and research skills team are applied linguistics professionals with academic experience in teaching English and research skills to international students. Our core subject specialists possess at least a Masters in the field of study and have extensive teaching experience in higher education. Often our subject leads also have extensive professional experience and/or are engaged in active research.

Assessment

Year 1

The programme makes use of both summative and formative assessments to meet the overall learning outcomes at the programme level and the individual learning outcomes at the modular level. The assessment strategy will enable students to integrate their learning and apply it to the academic environment. The assessments will also enable students to demonstrate a variety of skills required for academic autonomy and decision-making within the higher education setting.

Students will be assessed using a variety of methods including portfolios, reflective accounts, case studies, verbal presentations, reports and essays. Formative assessment will be embedded in all modules to allow for monitoring and progression of student learning.

Feedback

Feedback is provided within 20 working-days in either written or oral form.

Graduate Prospects

Upon successful completion of the International Year One in Business and Management, you will be eligible to progress to the second year of your chosen undergraduate degree. This programme is designed to build the core academic, communication, and subject-specific skills needed to succeed at higher levels of business education. Through modules such as Analytical Skills for Business, Introduction to Business Management, and Academic and Professional Communication for Business, you will begin developing your ability to engage with key management concepts, apply research techniques, and work effectively in diverse academic and professional contexts.

The programme also encourages reflective and independent learning, ethical awareness, and digital literacy, all essential for successful progression in undergraduate business programmes. While your primary focus at Level 4 is on preparing for Level 5 academic study, the programme also helps you begin building transferable skills that support your long-term career aspirations. These include:

- Analytical and problem-solving skills for business decision-making
- Teamwork and leadership within diverse, multicultural environments
- Communication and presentation skills suited to academic and business contexts
- Business research, report writing, and data interpretation
- Confidence in using digital tools and platforms for business communication and analysis

As part of your development, you will be introduced to the [Career Ahead Award](#), the University of Cumbria's flexible online employability programme. You are encouraged to begin working on the award during your International Year One, focusing on:

1. Skills – identifying and reflecting on academic and personal skills you're building
2. Experience – recording your learning and development activities
3. Career Planning – beginning to explore your academic and professional interests

You will also have access to the [University's Careers and Employability Service](#), which offers tailored support through workshops, online resources, and 1:1 guidance to help you grow in confidence as a future business professional.

MODULES

Year 1			
Code	**Title**	**Credits**	**Status**
UCIC4001	Introduction to Business Management	20	Compulsory
UCIC4002	Academic and Professional Communication for Business	20	Compulsory
UCIC4003	Analytical Skills for Business	20	Compulsory
UCIC4004	Methods for Market Research	20	Compulsory
UCIC4005	Introduction to Marketing	20	Compulsory
UCIC4006	People and Organisations	20	Compulsory
Students exiting at this point with 120 credits would receive a CertHE in Business and Management			

Additional Module Information
− Students must pass 120 credits in order to progress to the next level of studies.   − Students must complete all the modules relevant to the selected pathway at the point of admission. There are no optional modules available to students at this level.

Key to Module Statuses	
Compulsory modules	Must be taken although it may be possible to compensate as a marginal fail (within the limits set out in the Academic Regulations and provided that all core or pass/fail elements of module assessment have been passed).

Timetables
Timetables are normally available during Welcome Week. Please note that while we make every effort to ensure timetables are as student-friendly as possible, scheduled learning can take place on any day of the week.   Our Timetabling team work hard to ensure that timetables are available to students as far in advance as possible, however there may be occasional exceptions such as in the case of teaching which falls outside of the usual academic calendar. The University of Cumbria academic calendar runs from July to July, so timetabling information for programmes which include teaching sessions in August may not be published until closer to the August delivery.

All classes will be delivered in the centre with face-to-face teaching. There is no possibility for online delivery mode with this programme.

ADDITIONAL INFORMATION

Student Support

Student Support Services

The Student Enquiry Point is a simple way to contact Student Services. Using the Student Enquiry Point tile on the Student Hub you can submit an enquiry to any of the Student Services teams, which includes:

- Careers and Employability
- Chaplaincy for faith and spiritual wellbeing
- Mental Health and Wellbeing
- Digital Skills
- Disability and Specific Learning Difficulty (SpLD)
- International Student Support
- Library
- Money Matters
- Safeguarding
- Skills@Cumbria
- Sports and Fitness Facilities
- University Student Accommodation

As a student at the University of Cumbria you automatically become a member of the Students' Union. The Students' Union represents the views and interests of students within the University.

The Students' Union is led by a group of Student Representatives who are elected by students in annual elections. They also support approximately 400 Student Academic Reps within each cohort across the entire University. The Students' Union represent the views of their cohort and work with academic staff to continuously develop and improve the experience for all University of Cumbria students. You can find out more about who represents you at www.ucsu.me.

You can email at any time on studentvoice@cumbria.ac.uk.

Induction

Induction takes place during Welcome Week, prior to the official start of teaching. All international year one students will participate in a shared induction programme with international college and University events, giving you the opportunity to meet students from your subject area as well as those from other foundation pathways. In addition, you will also take part in programme-specific induction activities, where you'll be introduced to your academic team, learn more about your modules and assessment types, and get to know the expectation of your chosen programme.

Throughout Welcome Week, you will take part in a range of activities designed to:

- Build a strong sense of community with your classmates

- Help you navigate life at the University

- Introduce you to the academic support and wellbeing services available

- Prepare you for the transition into UK higher education

You will be shown how to access and use our Virtual Learning Environment (VLE), Blackboard, and how to submit your assessments using Turnitin.

During your first week of teaching, you will be assigned a Personal Tutor (PT). Your PT will support you throughout the Foundation Year, providing academic guidance and helping you settle into university study. In addition, UCIC students benefit from dedicated support from the Student Services Team. This enhanced induction and support structure is specifically designed to ensure a successful transition to your follow-on course at the University of Cumbria.

Transitioning to Level 5: A series of coordinated activities will be organised by the International College and the academic department you are progressing into. These are designed to help you meet your future cohort, understand the structure and expectations of your undergraduate programme, and feel fully integrated into the wider university community.

Personal Tutor

All students on this programme are assigned a Personal Tutor (PT) from the International College academic team at the beginning of their International Year One programme. The Personal Tutor provides structured academic and pastoral support, helping students to engage with their studies, reflect on their progress, and access appropriate services when needed.

Personal Tutors:

- Offer one-to-one academic guidance
- Monitor student engagement and progress using tools such as the Student Progress Tracker (SPT)
- Support students in managing challenges that may impact their academic performance
- Refer students to relevant support services when necessary

The International College's Academic Development Policy underpins the delivery of personal tutoring through regular progress reviews, Individual Learning Plans (ILPs) where appropriate, and coordinated support from student services.

Upon successful completion of the Foundation Year, students progressing to Level 5 will be assigned a new Personal Tutor within their academic department at the University of Cumbria, in line with the University's Personal Tutoring Policy. This tutor will support students through the remainder of their undergraduate studies, offering discipline-specific academic advice and ongoing developmental support.

Library Services and Academic Skills

The Library home page can be accessed here: https://my.cumbria.ac.uk/Student-Life/Learning. Module leaders will collaborate with Library Services to ensure that your online reading and resource lists are current and items are available via the library discovery tool OneSearch. In order to maximise access, availability and usefulness, ebooks and electronic journal titles will, in most cases,

be prioritised. You can access a wide range of electronic and print content using OneSearch and you can find out more about key texts, databases and journals for your subject by accessing the library's subject resources webpages. Where appropriate, module reading and resource lists will be made available to you electronically on Blackboard.

Each campus library has a dedicated webpage. Check out local information about opening hours, reserving books, using self-service kiosks, printing and photocopying, booking study spaces and more. https://my.cumbria.ac.uk/Student-Life/Learning/Libraries/
An Ask a Librarian service runs from 17:00 - 09:00 weekdays and round the clock on weekends and holidays. This means you can get professional help using about library services, finding information, referencing and searching, even when the library is closed. https://my.cumbria.ac.uk/Student-Life/Learning/Libraries/Ask/

The Skills@Cumbria service can help support your academic, library and digital skills and success throughout your programme. It includes a suite of online self-help resources accessible 24/7 via the University's website and Blackboard site.

The Student Enquiry Point is a simple way to contact Library and Skills@Cumbria Services. Additional skills support for students is offered via:
- Appointments
- Learn Well at Cumbria
- Study from Home Webpage
- Digital Capabilities and LinkedIn Learning Pathways

Further support and guidance, including EDI and Safeguarding: We are an inclusive community, committed to supporting and learning from each other, find out more about Equality, Diversity and Inclusion (EDI). Depending on the nature of your course, you may well already know about or be learning about safeguarding in a professional context and to find out about the University of Cumbria's safeguarding policy and procedures visit: Safeguarding.

Student Voice
As a student at the University of Cumbria you automatically become a member of the Students' Union. The Students' Union represents the views and interests of students within the University. The Students' Union is led by a group of Student Representatives who are elected by students in annual elections. They also support approximately 400 Student Academic Reps within each cohort across the entire University. The Students' Union represent the views of their cohort and work with academic staff to continuously develop and improve the experience for all University of Cumbria students. You can find out more about who represents you at www.ucsu.me.
You can email at any time on studentvoice@cumbria.ac.uk.

IT and Technical Support

Technology is an invaluable asset when it comes to studying, so it's important you know how to make the most out of the excellent IT facilities we have available. Our aim is to ensure you can access university electronic resources from anywhere or any device, whether on or off campus. The Student Hub is your one-stop gateway to all University systems, Outlook email, and OneDrive. Whether you consider yourself a computer expert or you're not confident about your IT skills, we're always around to ensure you get the level of support you need. We have a wealth of information and support available on the IT Services website and have a dedicated IT Service Desk where you can talk to someone by phone or log your question online from anywhere, at any time.

University Cumbria Students' Union (UCSU) Student Support
UCSU offers a free, independent and confidential advice service to all students. They can help with things like academic appeals, extenuating circumstances or if you're considering a formal complaint. UCSU are also on hand to represent you in any formal meetings, for example in malpractice panels or fitness to practice meetings. Appointments are telephone based and can be booked at www.ucsu.me/support.

Course Costs

Tuition Fees

Course fees can be found at https://internationalcollege.cumbria.ac.uk/programmes/international-year-one/

Additional Costs

The following course-related costs are not included in the fees:

- Laptop equipped with Microsoft Office package

Exceptions to the Academic Regulations

This programme operates in accordance with the University's Academic Regulations and Academic Procedures and Processes.

External and Internal Benchmarks

All programme and assessment regulations, policies and procedures are aligned with The Framework for Higher Education Qualifications (FHEQ): The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (qaa.ac.uk)

The programme considered the Subject Benchmark statements in QAA Subject Benchmark: Business and Management (2022) in the development of this level 4 course.

Quality Assurance Mechanisms:

Quality assurance is undertaken as close as possible to the point of delivery. There is a route from the module level to course levels so that issues can be addressed and delivery enhanced in the appropriate arena.

Externality is guaranteed via external examiner reports who make judgements on the quality and standards of its provision.

Students can comment on their modules and courses in various ways including module evaluations, and course committees.

- Student evaluations and feedback

- Annual programme monitoring reports

- External examiners' reports and responses to reports

- Periodic teaching and learning review

- Moderation and standardisation processes

- Internal boards

- Internal and external stakeholder feedback

- Continuous evaluation of recruitment and retention data, progression and achievement data, student destination data, and data relating to student support.

- UoC Learning, Teaching and Assessment Strategy

- [UoC Academic Regulations and Academic Procedures and Processes](#)

Disclaimer
This programme has been approved (validated) by the University of Cumbria as suitable for a range of delivery modes, delivery patterns, and delivery sites. This level of potential flexibility does not reflect a commitment on behalf of the University or Malvern International to offer the programme by all modes/patterns and at all locations in every academic cycle. The details of the programme offered for a particular intake year will be as detailed on the programme webpage.

Date of Programme Specification Production	09/04/2025
Date Programme Specification was last updated	