

PRINCIPLES FOR THE MANAGEMENT OF TWO-YEAR THREE-SEMESTER PART-TIME FOUNDATION DEGREES

1. In all cases, the University's preferred mode of delivery is the normal three-year, two-semester part-time model. A clear rationale for the adoption of the alternative model must be articulated.
2. The two-year, three-semester part-time course entry requirements must be the same as, or no less than one grade below, those for normal year 1 undergraduate entry.
3. No two-year, three-semester part-time Foundation Degree should be put forward for approval without a corresponding three-year, two-semester part-time mode being offered for consideration by the University.
4. A specific separate business case must be presented at evaluation/ revalidation for the two-year, three-semester part-time mode where this particular mode of delivery is a requirement of the funding model.
5. Where existing two-year, three-semester courses are presented for revalidation, proposers must provide evidence that they have complied with the agreed benchmarks set by the University for retention and progression.
6. No level 4 module should be greater than 20 credit points, given the less flexible progression requirements.
7. Two-year, three-semester Foundation Degrees must present for approval a weekly timetable setting out expectations for on-the-job and off-the-job training for *each* semester for *each* year, in order for the University to assess whether this aligns with reasonable working time regulations.
8. The maximum timetabled contact hours in any one day must not exceed 7 (based on an 8-hour day with breaks).
9. Where required contact hours are in excess of 7 per week, the University will require two-day release delivery of the programme.
10. A teaching and resource plan for semester three in both years must be presented for approval. The College will be required to complete a template addressing these resources as part of the proposal (appended).

11. An assessment exemplar focussing on the project element of the work-based learning module must be presented at evaluation/ revalidation.
12. Mechanisms for the mentoring and training of employers/ work-based learning supervisors, as well as ongoing monitoring, must be explicitly addressed in the course documentation at approval stage.

APPENDIX

TWO-YEAR, THREE-SEMESTER PART-TIME FOUNDATION DEGREE TEACHING AND RESOURCE PLAN FOR SEMESTER 3

Semester 3, Year 1	
Start date semester 3:	
End date semester 3:	
Module titles:	
Teaching staff:	
Access to Course Director:	
Access to Studies Advisor:	
Mechanism for approval of EC1 forms:	
Staff/ student consultative committee:	
Access to library resources:	
IT support on site:	

Semester 3, Year 2	
Start date semester 3:	
End date semester 3:	
Module titles:	
Teaching staff:	
Access to Course Director:	
Access to Studies Advisor:	
Mechanism for approval of EC1 forms:	
Staff/ student consultative committee:	
Access to library resources:	
IT support on site:	