Tertiary Foundation Certificate 2018

THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

Contents

Welcome

The Tertiary Foundation Certificate (TFC) programme aims to prepare you for study at tertiary level. You'll have the opportunity to gain the confidence and skills necessary to enter degree programmes and achieve success.

Who is the programme for?

This programme is for people who want to study at tertiary level but have left school with few or no qualifications. It's also for people who've gained their University Entrance qualification but not attained the required rank score to be admitted into the University of Auckland.

You'll be given preference if you're from a group that's under-represented in tertiary education. For example:

- Māori people
- Pacific people
- People who've been away from school for one year or more
- People who lack sufficient NCEA credits or an adequate rank score to gain entrance to the University of Auckland
- People with disabilities

Your application will also be subject to:

- Your results from the University of Auckland Tertiary Foundation Certificate diagnostic tests in English and mathematics
- Your personal interview
- Your academic merit and your general attitude

To be eligible for the programme, you must be a New Zealand citizen or hold permanent residency status. The Selection Committee will decide which applicants to accept. The Committee includes the Programme Coordinator and Assistant Coordinator.

What you can expect

The Tertiary Foundation Certificate is a full-time, one-year study programme.

The application process

You must sit a two-hour diagnostic test to demonstrate your English and mathematics abilities. The English test consists of multi-choice grammar and vocabulary questions and a writing task. The level of the mathematics test is approximately New Zealand Secondary School Years 11–12. Please bring your own pen and a passport photo to attach to your test papers. Calculators and dictionaries are not permitted.

The academic year

The programme begins in late February with an Orientation morning and ends with an evening graduation ceremony in late November or early December.

The programme is divided into the two semesters of the University of Auckland academic year.

Mid-semester breaks occur in April and September, and an inter-semester break occurs in July. Official University of Auckland examinations are held at the end of Semesters One and Two.

In Semester Two, after discussion with our coordinators, certain students may be invited to drop one course and enrol in ARTSGEN 92F (page 5).

Your course load

You'll study four subjects throughout the year. English and Mathematics are compulsory. In addition, you'll choose two subjects from Biology, Chemistry, Geography, History and Physics.

Each subject consists of two courses: one taken in Semester One and one taken in Semester Two. That means you'll complete four courses in each of the two semesters.

Your weekly timetable will consist of lectures, tutorials and laboratories. You'll also need to study in your own time.

Attendance hours are generally 9am–5pm, Monday to Friday. That's approximately 20 hours class time and 20 hours on research and assignments each week.

Paid work during the programme isn't recommended. If you do choose to work, you should minimise your employment commitments.

Access to facilities and services

As a University of Auckland student, you'll be entitled to apply for a University ID card. This will allow you to access:

- All the campus Library facilities
- Pay photocopying facilities
- Subsidised medical and welfare services
- Crèche facilities (Fees will apply, and early application is recommended.)
- The University Recreation Centre and other sports clubs and facilities (Recreation Centre and some other fees apply.)

Graduation from the programme

You must pass all eight courses to receive your University of Auckland Tertiary Foundation Certificate.

Costs

In 2017, the tuition fees were $716.40 for the eight required courses ($89.55 per course). For 2018 fees, please check the website: **www.askauckland.ac.nz**
or email: **studentinfo@auckland.ac.nz**

You can pay annual tuition fees in full at the start of Semester One or make part payments at the start of each semester. If using Studylink or WINZ financial support, please be aware that the TFC year counts towards borrowing for study.

Note that some courses may have additional charges for course materials.

Tertiary Foundation Certificate courses

Arts General

Semester Two

ARTSGEN 92F Introduction to Arts and Humanities

ARTSGEN 92F is an interdisciplinary, skills-based course that takes students through a special research topic, with input from various disciplines within Arts and Arts-related faculties. A broad theme is examined from different angles by a number of guest lecturers. The course focuses on research skills and the introduction of different disciplinary approaches from the Arts and Humanities.

Credit for coursework: 60%

(Participation 5%, two in-class essays 10% each, group presentation 15%, research essay 20%)

Final two-hour examination: 40%

Timetable

Lectures: Two one-hour lectures per week

Workshop/Tutorial: One two-hour workshop per week

Prescribed text

There are no prescribed texts. Core readings are provided through the Library or electronically through CANVAS. Other readings are recommended by tutors throughout the semester.

Teaching staff

Dr Sara Buttsworth
PhD (Western Australia)
(And a range of guest lecturers from across the Faculty of Arts)
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Biology

Semester One

BIOSCI 94F Foundation Biology 1

This introduction to biological sciences emphasises organism diversity among the bacteria, plants, fungi and animals. Fundamentals of classification, ecology and evolution are introduced, and the study of a current topic in biology is used to develop research and critical thinking skills. Practical classes are both laboratory-based and field-based.

Credit for coursework: 50%

(20% theory, 30% practical)

Final two-hour examination: 50%

Semester Two

BIOSCI 95F Foundation Biology 2

Concepts introduced in BIOSCI 94F are further developed with an emphasis on the structures and processes of living organisms at cellular and molecular levels. Cell biology, genetic principles and biochemistry are explored and further developed in a human biological context. Laboratories focus on students developing key practical skills.

Credit for coursework: 50%

(20% theory, 30% practical)

Final two-hour examination: 50%

Timetable

Lectures: Three one-hour lectures per week

Laboratories: One three-hour practical class per fortnight

Prescribed text

Simon, Reece and Dickey, *Essential Biology with Physiology* 5th Global Edition (Copies may be available secondhand.)

This text is recommended for both semesters and will be referred to in lectures.

The tutors will provide biology resources and activity manuals for each student.

Teaching staff

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Chemistry

Semester One

CHEM 91F Foundation Chemistry 1

This course introduces elements, the periodic table, atomic structure, compounds, covalent bonding, molecular shape and polarity; quantitative chemistry, including balancing equations, calculating moles and particles present, calculating concentration in mol L-1; energy and thermo-chemistry. Laboratories include practical skills, qualitative analysis, and simple modelling.

Credit for coursework: 50%

(Practical reports 17%, clicker questions 3%, assignments 5%, two tests 25%)

Final two-hour examination: 50%

Passes in both theory and practical are required.

Semester Two

CHEM 92F Foundation Chemistry 2

This course is intended for students who have completed CHEM 91F. It introduces further principles of chemistry: physical chemistry and qualitative inorganic analysis, including chemical kinetics and chemical equilibrium; organic chemistry, including hydrocarbons, oxygen-containing functional groups, isomerism and reaction classifications, acids, bases, buffer solutions and titrations.

Laboratory sessions explore reactions of hydrocarbons and oxygen-containing organic compounds, chromatography, testing for anions and cations in solution and acid-base titrations.

Credit for coursework: 50%

(Practical reports 17%, clicker questions 3%, assignments 5%, two tests 25%)

Final two-hour examination: 50%

Passes in both theory and practical are required.

Timetable

Lectures: Three one-hour lectures per week

Laboratories: One two-hour lab per fortnight

Prescribed text

There is no prescribed textbook for this course. Comprehensive course notes are provided.

Teaching staff

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English

Semester One

ENGLISH 91F Foundation English 1

This course establishes the foundations of spoken and written English for academic purposes. You'll learn the basics of writing for university, drawing on a variety of literary forms. The development of oral presentation and written skills is a primary focus, and we aim to increase your confidence in handling English as a powerful communication tool.

Credit for coursework: 50%

(Weekly assessments, one essay)

Final two-hour examination: 50%

Semester Two

ENGLISH 92F Foundation English 2

This course further develops critical reading skills, which are essential for undergraduate study. You'll learn how to discuss literary texts and write a convincing critical essay. The short story, short films, and a play will be examined in detail.

Credit for coursework: 50%

(Weekly assessments, one essay, drama presentation)

Final two-hour examination: 50%

Timetable

Lectures: One one-hour lecture per week

Tutorials: Three one-hour tutorials per week

Prescribed text

Punc Rocks: Foundation Stones for Precise Punctuation by Jenny Buxton, Susan Carter and Sean Sturm. This book is available at the University Book Shop.

Most other material will be supplied and/or available at the University Library.

Teaching staff

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Geography

What on Earth is going on? Geography is concerned with many aspects of the world in which we live. Geographers study the physical and social processes that shape our world, and places within it. Geography fits well with many other subjects in the physical sciences, social sciences and humanities.

Foundation Geography introduces a selection of key geographical ideas, encourages you to explore, interpret and think critically about the world, and assists you to develop appropriate strategies and academic skills to prepare you for degree study.

Semester One

GEOG 91F Foundation Geography 1

This course introduces the themes of population and development. We explore topics such as global and regional patterns of population growth, overpopulation, migration, urbanisation and problems facing cities, development inequality and sustainable development.

Credit for coursework: 60%

Final two-hour examination: 40%

Semester Two

GEOG 92F Foundation Geography 2

This course focuses on the relationship between humans and our environment. We investigate long-term trends in resource use, human impacts on the environment, approaches to sustainable resource management, and the challenges of understanding and living with environmental hazards.

Credit for coursework: 60%

Final two-hour examination: 40%

Timetable

Lectures: Two one-hour lectures per week

Laboratories: One two-hour practical class per week

Prescribed text

There is no prescribed textbook.
A variety of readings will be recommended.

Teaching staff

Lyndsay Blue (Geography Coordinator)
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History

Semester One

HISTORY 91F Foundation History 1: People, Places, Voices, Traces

An introduction to New Zealand history and the skills and tools of the historian.

In this course, you'll gain experience in reading for meaning, critical analysis, essay writing and computer word-processing.

Credit for coursework: 100%

(Two in-class essays 10% each, one oral history assignment 20%, one critical analysis 20%, reading/tutorial assignments 20%, final test 20%)

Teaching staff

Dr Sara Buttsworth
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Mathematics

In the Mathematics programme, you'll work with fundamental concepts, beginning at a level suitable for students with a limited or "rusty" mathematical background.

Semester One

MATHS 91F Foundation Mathematics 1

The semester begins with study skills, including an introduction to tutorials, an introduction to collaborative learning, problem-solving techniques and investigation.

Skills will be introduced and reinforced first in the context of number sense, including a study of number sets, large and small numbers, percentages and measurement. The investigation of patterns lays a foundation for the algebra that follows. Algebra covers manipulation of expressions and formulae, solving equations and inequalities, and the application of these skills to problem solving.

Credit for coursework: 100%

(Four assignments, two mastery tests, three collaborative problem-solving tasks, one semester test, one final two-hour test)

Semester Two

MATHS 92F Foundation Mathematics 2

The skills and concepts from Semester One are consolidated, especially in the areas of technology and collaborative learning. The main focus of this semester is functions and their graphs, particularly the graphs of straight lines and parabolas. Trigonometry is also studied, mainly in relation to right-angled triangles, and some statistical thinking is introduced through investigations. This course is intended for students who have completed MATHS 91F.

Credit for coursework: 50%

(Four assignments, two mastery tests, three collaborative problem-solving tasks, one semester test)

Final two-hour examination: 50%

Timetable

Tutorials: Four one-hour tutorials per week

Prescribed text

There is no prescribed textbook. Your tutor will provide texts and notes.

Additional requirements

In addition to time spent on assignments, you should plan to spend at least one hour reading and working out problems for every hour you spend in lectures.

You can work in groups on methods of solving problems but mustn't copy each other's assignments.

You'll need a calculator with scientific functions. Choose one that has a fraction function. Your tutor can advise you.

You'll also need graph paper, particularly for Maths 92F, and refill paper or an exercise book for note taking and problem solving.

Teaching staff

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Mathematics for the Sciences

Semester One

MATHS 93F Foundation Mathematics 3

This course is recommended for students who wish to go on to pursue a Science degree and have a good mathematical background. It assumes knowledge of the material described in MATHS 91F and 92F.

The course will begin with a review of basic number skills. Problem solving in real-world contexts will be a focus.

Algebra will be introduced, with a particular focus on algebraic manipulation methods. In addition, co-ordinate geometry and linear algebra will be covered.

Credit for coursework: 100%

(Four assignments, two tests, three collaborative problem-solving tasks, one mid-semester test, three online quizzes, one final two-hour test)

Semester Two

MATHS 94F Foundation Mathematics 4

The course includes geometric reasoning, trigonometric graphs/equations, non-linear graphs, functions and an introduction to calculus.

This course is intended for students who have completed MATHS 93F.

Credit for coursework: 50%

(Four assignments, two tests, three collaborative problem-solving tasks, four online quizzes, one mid-semester test)

Final two-hour examination: 50%

Timetable

Tutorials: Four one-hour tutorials per week

Prescribed text

There's no prescribed textbook, but a handbook will be provided for a small cost.

Additional requirements

You'll need a calculator with scientific and fractions functions. Graphics calculators are useful, particularly for MATHS 94F, but aren't essential.

You'll also need graph paper and refill paper or an exercise book for note taking and problem solving.

Selection for this course

Selection for Mathematics for the Sciences is based on your results from the Mathematics diagnostic test, conducted when you apply for the programme. You'll also attend a selection interview.

Teaching staff

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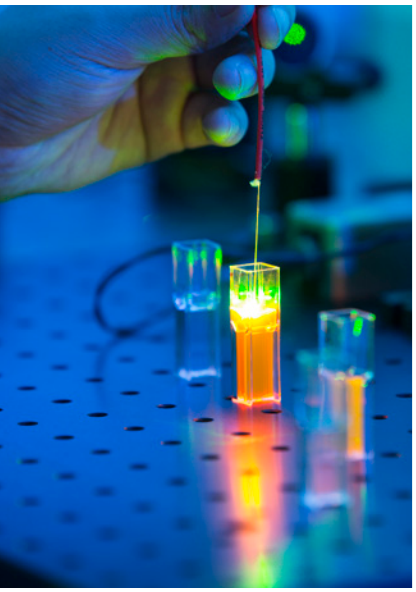

Physics

Semester One

PHYSICS 91F S Foundation Physics 1

This course introduces you to the study of Physics. Topics include the nature of light, wave motion, basic mechanics of motion in a straight line, including the concepts of momentum and energy, and an introduction to heat.

Credit for coursework: 60%

(Laboratories 24%, assignments 20%, tests 16%)

Final two-hour examination: 40%

Semester Two

PHYSICS 92F S Foundation Physics 2

The second foundation course builds on the knowledge acquired in Semester One. You'll study mechanics further, including equilibrium, projectile motion, rotational motion, and gravitation. The course will cover electromagnetism, including electrostatics, elementary circuits, the effects of magnetic fields, as well as a brief introduction to the photoelectric effect and nuclear physics.

Credit for coursework: 50%

(Laboratories 15%, assignments 15%, tests 20%)

Final two-hour examination: 50%

Timetable

Lectures/tutorials: Three one-hour lectures/ tutorials per week

Laboratories: One two-hour lab per week

Prescribed text

There is no prescribed or recommended textbook, although Year 12 school textbooks may be useful. A detailed workbook will be provided for each course.

Teaching staff

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What is expected of you

Student conduct

All University of Auckland students are expected to adhere to departmental rules and regulations. (The University of Auckland Calendar also outlines the regulations for application, enrolment, examinations, transfer and withdrawal from courses.)

Attendance

You will be expected to:

- Attend all of your lectures, tutorials and laboratories.
- Be punctual.
- Participate fully in the programme.
- Behave appropriately to everyone in a courteous and respectful manner.

Behaviour

You must behave in a considerate way towards the teaching and administrative staff and other students.

Cell phones must be turned off in lectures and tutorials. No electronic recording devices are to be used during lecture, tutorial or laboratory times.

Absence

If you are absent for any reason, you must contact your relevant tutors and lecturers.

Any illness that lasts longer than three days must be accounted for with a medical certificate.

Cheating and plagiarism

Cheating in coursework is a serious academic offence. The University of Auckland will not tolerate cheating or assisting others to cheat.

The work that you submit for grading must be your own. Where work from other sources is used, you must properly acknowledge it. This requirement also applies to material from the internet. Your assessed work may be reviewed against electronic source material using computerised detection mechanisms.

Upon reasonable request, you may be required to provide an electronic version of your work for computerised review.

Unacknowledged copying or plagiarism in completing coursework can be treated as an examination offence. For guidance and advice, talk to your lecturer or tutor.

For further information and advice on how to avoid plagiarism, refer to the web page on plagiarism and cheating on the University website. **www.auckland.ac.nz/honesty**

Programme updates

For up-to-date information about this programme, visit the website.
www.auckland.ac.nz/tfc

Alternatively, you can contact the Programme Secretary:

Gill Stringer
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Level 5, 14A Symonds Street
City Campus
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DDI: +64 9 923 4145
Email: tfc@auckland.ac.nz

After graduation

Once you've attained the Tertiary Foundation Certificate, you'll have a University Entrance qualification on which you can base your application for undergraduate studies at the University of Auckland and other tertiary institutions. Some faculties may require you to achieve specific grades.

Find out more

If you'd like more information or the opportunity to discuss this programme with us, the following staff members are available to assist you. For all general enquiries, please contact the Programme Secretary.

Programme Secretary

Gill Stringer

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Programme Coordinator

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Assistant Coordinator

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Next steps

Enquire

Visit **www.auckland.ac.nz/tfc** or contact our Programme Secretary: **tfc@auckland.ac.nz**

Phone: +64 9 373 7599 ext **84145**

You can also go to the Student Information Centre:

Room 112, the ClockTower, 22 Princes Street, Auckland or call them on **0800 61 62 63**

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Apply for a place in the Tertiary Foundation Certificate programme

Do you have internet access, or can you come onto campus to our help labs?

↓ ↓

Yes	No
• Log on to **www.apply.auckland.ac.nz** • Complete the online application for a place in your programme(s) of choice. • You'll receive an acknowledgement email asking you to provide specific supporting documents (and in some cases to complete other requirements) before your application can be assessed. The email will also tell you how to access the University's Student Services Online system to complete the next steps. • You'll be contacted by email with information regarding the need to sit diagnostic tests in English and Mathematics. Dates for these tests will be available on our website. **www.auckland.ac.nz/tfc**	**Phone:** 0800 61 62 63 (outside Auckland) 09 923 1969 (in Auckland) +64 9 923 1969 (overseas)

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Offer

After you sit the tests, we'll assess the results. You may then be offered a personal interview, after which we'll soon notify you about the outcome of your application.

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Accept

Accept your offer of a place in the programme.

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You're now a student at the University of Auckland. Congratulations!

THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

Student Information Centre

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auckland.ac.nz