



LTC15D023

Title: *SSF LTQC Course Approvals*
Author: Heather Reynolds
Date: 23.9.15
Circulation: Learning and Teaching Committee – 21 October 2015
Agenda: LTC15A001
Version: Final Version
Status: Open

Issue

To receive minor changes course proposal for **SSF MRes** from the Faculty of Social Sciences Learning, Teaching and Quality Committee.

Recommendation

None.

Resource Implications

None.

Risk Implications

None.

Equality and Diversity

None.

Timing of decisions

SSF LTQC approved 17.8.15
SSF EXEC approved 17.9.15

Further Information

Contact details: Heather Reynolds, Learning and Teaching Coordinator, telephone 01603 592517, email: h.reynolds@uea.ac.uk, for any queries/further information relating to this document.

Background

N/A

Discussion

N/A

Attachments

Minor Changes Course Proposal.



MINOR CHANGES COURSE PROPOSAL FORM

(taught programmes only)

for **NEW COURSES** and
MINOR AMENDMENTS
with **NO RESOURCE IMPLICATIONS**

Please refer to the course proposal Procedure and Guidance CP-2013 to complete this or any other course proposal form: to ensure the correct form is being used; for information on early considerations and timescales; for general guidance on the course approval process; and for notes on completing the form.

Course Title(s)	new course? <i>note 1</i>		If no, please give existing course code
MRes in Social Sciences		N	T1L9X2103 and T2L9X2203
School(s) of study & Faculty			
School of Psychology, Social Sciences Faculty			
Proposer & proposer's school			
Dr Laura Biggart, PSY			
Proposed start date (of new course or of changes)			<i>note 2</i>
As soon as agreed			
I can confirm that this proposal meets the criteria for using the Minor Changes Course Proposal Form <i>note 3</i>			Y

This form is in 5 parts:

- Part 1 Summary and Rationale
- Part 2 Impact Assessment
- Part 3 Academic Case including Programme Specification
- Part 4 Key Information Set (KIS) data
- Part 5 Approvals and Notification

The initiator is responsible for completing parts 1-4

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MINOR CHANGES COURSE PROPOSAL**Part 1 SUMMARY AND RATIONALE**

Course One				
S1	a	SCHOOL(S) OF STUDY	School of Psychology	
<i>note S1c</i>	b	FACULTY or FACULTIES	Social Sciences Faculty	
	c	JOINT COURSE? (ie owned/taught by more than one School)	YES	
			NO NO	
	d	NAME OF COURSE DIRECTOR (Home School)	Laura Biggart	
	e	NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only)	n/a	
S2 <i>note S2a</i>	a	COURSE TITLE	MRes in Social Science Research Methods	
<i>note S2b</i>	b	COURSE CODE	T1L9X2103 and T2L9X2203	
<i>note S2c & S2d</i>	c	AWARD	MRes in Social Science Research Methods	
	d	EXIT AWARD(S) AND TITLE(S)	MRes in Social Sciences Research Methods	
	e	FULL/PART-TIME (please specify)	Available both full and part time	
	f	LOCATION (UEA Norwich, UEA London, Distance Learning)	UEA	
	g	AVAILABLE FROM:	The MRes SS began in DEV in 2011 and changed to PSY and is well established.	
S3 <i>note S3a</i> <i>note S3b</i>	a	PROFESSIONAL AWARD (if any)	n/a	
	b	ACCREDITING/VALIDATING BODY (if relevant)	n/a	
		Website (URL)	n/a	
		Date when accreditation/validation may take place	n/a	
S4 <i>note S4</i>	LEVEL	Sub-degree (e.g. Cert. Dip.)		
		Undergraduate		
		Integrated Masters		
		Masters	X	
		Other postgraduate (please specify)		

S5 <i>note</i> S5a	a	DURATION (years or months)	12 months f/t or 24 months p/t			
<i>note</i> S5b	b	MODE OF ATTENDANCE (full-time, part-time, distance, other)	Full time or part time			
S6 <i>note</i> S6	PLACEMENT(S)/WORK-BASED LEARNING REQUIRED		YES		NO	x
			If YES, does this conform with the UEA's code of practice on placements?			
S7 <i>note</i> S7	RELEVANT SUBJECT BENCHMARK STATEMENT(S)		ESRC, QAA			
S8 <i>note</i> S8	ENTRY REQUIREMENTS		British 2:1 social science degree of equivalent. International candidates are also required to provide evidence of a good command of English if this is not their first language			
S9	JACS Subject Level Code(s) To be completed by the Planning Office following approval of the Business Case					
S10	UCAS ADMISSION CODE / COURSE CODE To be completed by the Planning Office following approval of the Business Case					
S11 <i>note</i> S11	FURTHER INFORMATION available via...					
S12	COURSE HIGHLIGHTS (for publication in University Prospectus / Website / other publicity) NB Please include employability prospects/career possibilities					
<i>note</i> S12	This pathway is for people training for careers in social sciences research and for those progressing to a research degree in social sciences. It is also relevant for those working towards careers in related areas of policy and practice and management. The pathway provides an opportunity for students to get a good grounding in social sciences, including working closely with students following pathways in education, law, business studies, social work, international development and psychology, whilst simultaneously deepening specific research capabilities in social sciences. The pathway combines training in social science research and methods, with advanced training in research methods across six social science disciplines, and support to pursue independent research with a specialist supervisor. This course attracts high-achievers who benefit from the foundation it offer for smooth progression into doctoral studies and subsequently research careers.					

****Please copy and paste the above table for additional (related) courses****

S13	RATIONALE FOR PROPOSAL																																																		
<i>note S13</i>	Please explain why you are proposing this/these new course(s) or these course amendments, and why this proposal is being offered at this time. See guidance notes for further indication of what to include in this section.																																																		
	<p>The proposal is for the MRes in Social Sciences Social Work Pathway to make a minor change to their module choice within the Social Work pathway, (see Course profile attached).</p> <p>Currently MRes in Social Sciences Social Work Pathway students take the following core modules:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0b0ff;"> <td colspan="4">SWK</td> </tr> <tr style="background-color: #d9e1f2;"> <td>Dissertation SWK-M60X</td> <td></td> <td></td> <td style="text-align: right;">80 credits</td> </tr> <tr> <td>Conceptualising Social Science Research DEV-M087</td> <td style="text-align: center;">20 credits</td> <td>Further Quantitative Research Methods PSY-M424</td> <td style="text-align: center;">20 credits</td> </tr> <tr> <td>Research Methods 1: Design and professional skills PSY –M417</td> <td style="text-align: center;">20 credits</td> <td>Further Qualitative Research Methods PSY-M418</td> <td style="text-align: center;">20 credits</td> </tr> <tr style="background-color: #f4cccc;"> <td>Option : PSY or SWK M-level module</td> <td style="text-align: center;">20 credits</td> <td></td> <td></td> </tr> <tr style="background-color: #cccccc;"> <td>Total credits</td> <td></td> <td></td> <td style="text-align: right;">180 credits</td> </tr> </table> <p>With the proposed change MRes in Social Sciences Social Work Pathway students would take the following core modules and additional choice module rather than a compulsory method module, bringing the SWK pathway into line with that of other disciplines:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0b0ff;"> <td colspan="4">SWK</td> </tr> <tr style="background-color: #d9e1f2;"> <td>Dissertation SWK-M60X</td> <td></td> <td></td> <td style="text-align: right;">80 credits</td> </tr> <tr> <td>Conceptualising Social Science Research DEV-M087</td> <td style="text-align: center;">20 credits</td> <td>Further Quantitative Research Methods PSY-M424 OR Further Qualitative Research Methods PSY-M418</td> <td style="text-align: center;">20 credits</td> </tr> <tr> <td>Research Methods 1: Design and professional skills PSY –M417</td> <td style="text-align: center;">20 credits</td> <td>Option : PSY or SWK M-level module</td> <td style="text-align: center;">20 credits</td> </tr> <tr style="background-color: #f4cccc;"> <td>Option : PSY or SWK M-level module</td> <td style="text-align: center;">20 credits</td> <td></td> <td></td> </tr> <tr style="background-color: #cccccc;"> <td>Total credits</td> <td></td> <td></td> <td style="text-align: right;">180 credits</td> </tr> </table>			SWK				Dissertation SWK-M60X			80 credits	Conceptualising Social Science Research DEV-M087	20 credits	Further Quantitative Research Methods PSY-M424	20 credits	Research Methods 1: Design and professional skills PSY –M417	20 credits	Further Qualitative Research Methods PSY-M418	20 credits	Option : PSY or SWK M-level module	20 credits			Total credits			180 credits	SWK				Dissertation SWK-M60X			80 credits	Conceptualising Social Science Research DEV-M087	20 credits	Further Quantitative Research Methods PSY-M424 OR Further Qualitative Research Methods PSY-M418	20 credits	Research Methods 1: Design and professional skills PSY –M417	20 credits	Option : PSY or SWK M-level module	20 credits	Option : PSY or SWK M-level module	20 credits			Total credits			180 credits
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MINOR CHANGES COURSE PROPOSAL

Part 2 BUSINESS CASE

note BC

BC1	ACADEMIC AND RECRUITMENT STRATEGY	Consult with HOS, Faculty Dean, PLN, ARM (including Admissions)
	NOT REQUIRED	

BC2 <i>note BC2</i>	MARKET RESEARCH	Consult with Market Research team
	NOT REQUIRED	

BC3 <i>note BC3</i>	MARKET DEMAND AND RECRUITMENT	Consult with Careers and Employability team
	NOT REQUIRED	

BC4 <i>note BC4</i>	STUDENT NUMBERS AND TUITION FEES	Consult with HOS, PLN, Faculty Dean, FFM
	NOT REQUIRED	

BC5	IMPACT		
BC5.1 <i>note BC5.1</i>	EQUALITY AND DIVERSITY	Consult with Equality & Diversity Manager and Widening Participation team	
a	Does the course and/or School cover a subject area(s) which traditionally attract(s) a very specific or narrow student profile?	YES	
		NO	X
b	If yes, what steps will be taken to attract non-traditional students to the course/School? (Aspects to consider include: age, disability, ethnicity (home and international), gender, sexual orientation, religion and belief, and socio-economic group.)		
c	Will students undertake placements/ come into direct contact with vulnerable groups as part of their study? If so, will a CRB be required?		

BC 5.2 <i>note</i> BC5.2	CURRENT STUDENTS AND/OR APPLICANTS		
a	Have School SSLCs been consulted regarding this proposal? If YES, what has been their input/response?	YES	
		NO	x
b	Will any current students or applicants be affected by this proposal?	YES	
		NO (go to 5.3)	x
c	Evidence of consultation of current students and written consent obtained Please briefly describe what consultation has taken place and what responses there have been. Is there full support from all members of the relevant student cohort(s)?		
	This proposed change to the modules taken by the Social Work pathway students has been requested from student feedback and Social Work faculty.		
d	Informing applicants What arrangements have been made (for informing applicants who may be affected by any change(s)? Written notification, including advice about any alternative options that may be given, must be sent to applicants holding unconditional/ conditional firm or conditional insurance offers.		
	This proposed change does not prevent students from taking the current suite of Social Work pathway modules, but gives students more flexibility in the module choices available to them.		
BC5.3 <i>note</i> BC5.3	ACADEMIC STAFF	Consult with HOS, Dean of Faculty	
	What is the impact / what are the resource implications of the proposal on academic staff?		
a	Please give an indicative number of <u>additional</u> teaching hours required within the school to deliver the new course/changes to the course in any one year		possibly
b	Is a new discipline or specialism being introduced that requires a new appointment?	YES	
		NO	X
c	Are new appointments required to meet any additional hours?	YES	
		NO	X
d	If yes to either b or c above, how many of what type (eg Teaching and Scholarship, Teaching and Research) and at what level?		
	MRes Social Work pathway students will be offered a choice of taking an additional 20 credit Master's level module in Social Work or Psychology or to take two methods modules (PSY-M424 Quantitative analysis or PSY-M418 Qualitative analysis)		
e	What is the source of funding for new academic staff?		
	n/a		
f	Are there any implications outside the sponsoring School/s e.g. service teaching, by other Schools of Studies?		
	n/a		

g	Are any other teaching adjustments required? For example, will new modules be introduced, other modules withdrawn or combined?		
	n/a		
BC5.4 <i>note</i> <i>BC5.4</i>	COURSE RATIONALISATION	Consult with HOS, Dean of relevant Faculties, PLN	
a	DO ANY SIMILAR COURSES ALREADY EXIST AT UEA?	YES	x
		NO	
	If YES, please specify Course name, UCAS Code(s) / Course codes		
	Clinical MRes https://www.uea.ac.uk/study/postgraduate/taught-degree/detail/mres-in-clinical-science#course-overview		
b	IS/ARE ANY COURSE(S) TO BE CLOSED TO NEW APPLICANTS AS PART OF THIS PROPOSAL?	YES	
		NO	x
	If YES, please specify Course name, UCAS Code(s) / Course codes and date from which course(s) is to be withdrawn?		
c	Please give an indicative number of teaching hours <u>released</u> within the school in any one year by the closure of the courses listed above	0	

BC6	PHYSICAL RESOURCES
	NOT REQUIRED

BC7 <i>note</i> <i>BC7</i>	IMPACT / RESOURCE IMPLICATIONS FOR OTHER UNIVERSITY SERVICES
	NOT REQUIRED

BC8	ADDITIONAL COMMENTS
	NOT REQUIRED

BC9	PROPOSER'S RESPONSE TO COMMENTS IN BC7 & BC8 ABOVE
	NOT REQUIRED

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MINOR CHANGES COURSE PROPOSAL

Part 3 ACADEMIC CASE (including Programme Specification)

AC1	COURSE MANAGEMENT INFORMATION				
AC1.1	REGULATORY FRAMEWORK (please tick all that apply)				
	Undergraduate Regulations (including Integrated Masters)				
	Postgraduate Taught Regulations				x
	Graduate Diplomas				
	PGCE				
AC1.2a	Is the course as a whole assessed on a pass/fail basis?	YES		NO	x
AC1.2b	Are any modules assessed on a pass/fail basis?	YES		NO	x
AC1.2c	If so, how many modules and what is the credit volume for each module?				

AC2 <i>note AC2.1</i>	YEAR WEIGHTINGS AND PROGRESSION REQUIREMENTS (For undergraduate or integrated masters courses only)				
Please select only from the permitted options - see UG/PGT regulations					
Stage <i>Note AC2.2</i>	Level	Year of course	Weightings	Progression requirement	Exit Award <i>Note AC2.3</i>
Stage 0	Level 3				
Stage 1	Level 4				
Stage 2	Level 5				
Year Abroad / in Industry					
Stage 3	Level 6				
Stage M	Level 7				

AC3	BOARD OF EXAMINERS				
AC3.1	Is there an existing Board of Examiners?	YES	X	NO	
AC3.2a	If YES, which existing board will be responsible for the course?	School of Psychology			
AC3.2b	If NO, please enter details for new board of examiners				
	Are any new external examiner(s) required?	YES		NO	X
AC3.3b	If yes, how many?	n/a			

PS	PROGRAMME SPECIFICATION
<i>note</i> <i>PS</i>	This part of the form will serve a dual purpose. Please read the guidance note carefully before completing
PLEASE ATTACH AN UPDATED PROGRAMME SPECIFICATION WITH TRACKED CHANGES SHOWING AMENDMENTS TO THE COURSE	

AC4	MODULE OUTLINES FOR EXISTING COMPULSORY MODULES
	NOT REQUIRED

AC5	MINOR CHANGES TO EXISTING MODULES
	NOT REQUIRED

AC6	NEW MODULES
	NOT REQUIRED

AC 7 <i>note</i> <i>AC7</i>	DEFINED CHOICE
	NOT REQUIRED

AC8 <i>note</i> <i>AC8</i>	JOINT COURSES		
	Is the proposed course is a joint course?	YES	
		NO	x
	If YES, how will the student experience be managed?		

AC9	COMMENTS/FEEDBACK FROM EXTERNAL PROFESSIONALS/ BODIES		
	Is this course accredited or validated by a Professional, Statutory or Regulatory Body (PSRB)?	YES	
		NO	x

	If NO, go to AC10
<i>note</i> AC9	If YES, please provide a summary of Professional, Statutory or Regulatory Body (PSRB) approval, if appropriate. Append any relevant documents as Appendix 3

AC10	COMMENTS ON ACADEMIC CASE AND PROGRAMME SPECIFICATION	
COMPLETION OF THIS SECTION TO BE COORDINATED BY LEARNING AND TEACHING SERVICE (LTS) COORDINATOR		
<i>note</i> AC10	Please circulate Parts 1, 3 & 4 to the following for their additional comments (if any). Comments to be returned to proposer within 10 working days.	
	NB these comments should focus on the <i>ACADEMIC CONTENT</i> of the proposal	
Date of circulation:		
AC10.1	Careers Manager (CCEN)	
No comments received		
AC10.2	Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate)	
No comments on the academic case (email 9/9/15)		
AC10.2	Equality & Diversity Manager (PPE)	
No comments received		

AC11	PROPOSER'S RESPONSE TO COMMENTS IN AC9 & AC10 ABOVE	
<i>note</i> AC11		

MINOR CHANGES COURSE PROPOSAL**Part 4 KEY INFORMATION SET (KIS) DATA**

KIS	KEY INFORMATION SET data (undergraduate courses only)						<i>Note KIS</i>
KIS1	Quantitative KIS data						<i>Note KIS1</i>
		Year 1	Year 2	Year 3	Year 4	Year 5	
1.1	Percentage of assessment by written exams	0					
1.2	Percentage of assessment by practical exams	0					
1.3	Percentage of assessment by coursework	100%					
1.4	Percentage of time in scheduled learning and teaching activities	40%					
1.5	Percentage of time in guided independent study	60%					
1.6	Percentage of time on placements						
KIS2	Professional Accreditation						<i>Note KIS2</i>
2.1	Name of accrediting body (if applicable)						
2.2	Please give details, including any memberships, exemptions etc that the award confers. Please also give accrediting body website URL.						
2.3	Is the accreditation dependent on specific module choices? If so, please include URL of web pages where these details are outlined.						

MINOR CHANGES COURSE PROPOSAL**Part 5 APPROVALS AND NOTIFICATION****APPROVALS***Note AP*

THIS SECTION WILL BE COORDINATED BY THE SECRETARY TO YOUR FACULTY TEACHING AND LEARNING QUALITY COMMITTEE (FLTQC)				
AP1	APPROVAL OF THE BUSINESS CASE			
	APPROVAL/SIGNATURES	Name	Signature/ evidence of approval	Date
AP1.1	School Director of Learning, Teaching and Quality	Neil Cooper		13.8.15
AP1.2	Head of School (on behalf of School Board)	Kenny Coventry	Kenny Coventry	13.8.15
AP1.3	Dean of Faculty (on behalf of Faculty Executive)	Jacqueline Collier	Jacqueline Collier	17.9.15
AP1.4	LTC (if relevant)			
AP1.5	Council (if relevant)			
AP1.6	Reasons for approval being withheld (and by whom)			

AP2	APPROVAL OF THE ACADEMIC CASE			
AP2.1	Head of School	Name	Signature	Date
	Approved:	Kenny Coventry	Kenny Coventry	13.8.15
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

AP2.2	Faculty Associate Dean (for Faculty LTQC)	Name	Signature	Date
	Approved:	Ratula Chakraborty	Ratula Chakraborty	17.8.15
	Approved with amendments:			
	Rejected:			
	Comments (if any):			
AP2.3	PVC Academic (for LTC)	Name	Signature	Date
	Approved:			
	Approved with amendments:			
	Rejected:			
	Comments (if any):			
Where applicable:				
AP2.4	Secretary to Council	Name	Signature	Date
	Approved:			
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

MINOR CHANGES COURSE PROPOSAL

Note N1 NOTIFICATION OF APPROVAL				
This section should be completed by Faculty FLTQC Secretary once a course proposal has been approved. Its purpose is to ensure that relevant Offices are informed of the approval of course proposals (new courses and course amendments), in accordance with the procedures for course approval.				
FACULTY	SSF		SCHOOL	PSY
NEW COURSE?	Y	N	If NO, please enter existing course code	T1L9X2103 and T2L9X2203
DEGREE AWARD (e.g. BSc/MA)			MRES	
TITLE OF PROGRAMME			MRes in Social Science Research Methods	
START DATE	September 2015		LENGTH OF COURSE	12/24 months
Course Approved by:		Name of Committee Chair	Date of approval	
Faculty Learning and Teaching Quality Committee (FLTQC)		Ratula Chakraborty	17.8.15	
Learning and Teaching Committee (LTC)		To be reported	21.10.15	
RELEVANT OFFICE INFORMED? *insert date				
Planning Office	Admissions and Marketing		Learning and Teaching Service	Union of UEA Students
23.9.15	23.9.15		23.9.15	23.9.15
sis.records@uea.ac.uk	arm.operations@uea.ac.uk		Email the LTS coordinator responsible for the course	union.academic@uea.ac.uk

Note N1 IMPLEMENTATION ACTIONS	
COURSE NAME	NEW ROUTE CODE
ACTION	DATE
COURSE INFORMATION LIVE IN ADMISSIONS	
PROGRAMME SPECIFICATION UPLOADED ONTO WEBSITE	
COURSE PROFILE UPLOADED ONTO SITS	

COURSE CLOSURES COMMENCED (where appropriate)	
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