

LTC15D101

Title: *Confirmation of Chair's Action*
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Issue

A report on Chair's Action taken on behalf of LTC since the meeting held on 27 January 2016.

Recommendation

Recipients are invited:

To note the following action taken by the Chair of LTC since the last meeting of the Committee:

1. Approval of the BA Physical Education with a Year Abroad when additional information requested by the Committee at the meeting on 27 January 2016 had been provided (Minute 77 of the meeting held on 27 January refers);
2. Approval of an additional route, the BEng (Hons) Engineering with a Year in Industry, from 2016/17. This route was omitted in error from the proposals approved by LTC at its meeting in October 2014 (LTC14D015 refers and the documentation can be found in the link below.

<https://portal.uea.ac.uk/documents/6207125/7745168/LTC14D015.pdf/71a8f1a6-d811-4c95-8d02-a20f6965d971>

Resource Implications

n/a

Risk Implications

n/a

Equality and Diversity

n/a

Further Information

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LEARNING & TEACHING SERVICE

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
	Y	N	
BA in Physical Education with a Year Abroad	Y	N	
School(s) of study & Faculty			
School of Education and Lifelong Study			
Proposer & proposer's school			
Jane Freeman, School of Education and Lifelong Study			
Proposed start date (of new course or of changes)			<i>note 2</i>
September 2016 (option for current year 1 BA Education students to transfer to Year Abroad, undertaking study abroad in year 3 2016/17)			
I can confirm that this proposal meets the criteria for using the Minor Changes Course Proposal Form <i>note 3</i>			Y N

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

UEA LEARNING & TEACHING SERVICE

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

Course One				
S1	a	SCHOOL(S) OF STUDY	EDU	
<i>note S1c</i>	b	FACULTY or FACULTIES	SSF	
	c	JOINT COURSE? (ie owned/taught by more than one School)	YES	
			NO N	
	d	NAME OF COURSE DIRECTOR (Home School)	Jane Freeman	
	e	NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only)	N/A	
S2 <i>note S2a</i>	a	COURSE TITLE	BA in Physical Education with a Year Abroad	
<i>note S2b</i>	b	COURSE CODE	TBC	
<i>note S2c & S2d</i>	c	AWARD	BA	
	d	EXIT AWARD(S) AND TITLE(S)	CertHE / DipHE BA (Hons) in Education where fail year abroad	
	e	FULL/PART-TIME (please specify)	Full Time	
	f	LOCATION (UEA Norwich, UEA London, Distance Learning)	Norwich	
	g	AVAILABLE FROM:	September 2016	
S3 <i>note S3a</i> <i>note S3b</i>	a	PROFESSIONAL AWARD (if any)	n/a	
		ACCREDITING/VALIDATING BODY (if relevant)	n/a	
	b	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	Y	
		Integrated Masters		
		Masters		
		Other postgraduate (please specify)		
S5 <i>note</i>	a	DURATION (years or months)	4 years	

S5a			
note S5b	b	MODE OF ATTENDANCE (full-time, part-time, distance, other)	Full time
S6 note S6	PLACEMENT(S)/WORK-BASED LEARNING REQUIRED	YES	Y
		NO	
		If YES, does this conform with the UEA's code of practice on placements?	Y. Will be coordinated by S.A.O
S7 note S7	RELEVANT SUBJECT BENCHMARK STATEMENT(S)	n/a	
S8 note S8	ENTRY REQUIREMENTS	ABB excluding General Studies or BTEC equivalent: DDM	
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 note S11	FURTHER INFORMATION available via...	n/a	
S12	COURSE HIGHLIGHTS (for publication in University Prospectus / Website / other publicity) NB Please include employability prospects/career possibilities		
note S12	<p>If you are interested in a future career in physical education, sport, coaching, sport development, physical activity or health, the BA Physical Education degree provides you with a multidisciplinary applied degree that integrates theoretical and practical knowledge relevant to employment opportunities. The degree balances a compulsory core with optional modules giving scope for you to tailor your degree programme to your own personal and/or future employment interests.</p> <p>Our graduates from the degree programme have gone on to pursue a range of careers and further study options in the areas of sport, physical education, health and physical activity. In a recent survey 100% of BA Physical Education graduates, who were available for work, were in employment or further study six months after graduation.</p> <p>For those who wish to pursue a career in teaching our graduates have successfully applied to study on our Initial Teacher Education courses (Secondary and Primary) or for further training through School Direct. A large number of our graduates have also pursued postgraduate study at both Masters and Doctoral level across a broad range of disciplines in sport, physical education and physical activity, e.g., in Physiotherapy, Nutrition, Physical Activity and Public Health, Sport and Exercise Psychology, Sport Coaching and Performance Analysis. Other graduates have also pursued postgraduate study in the areas of Social Science Research Methods, and Business Management; as well as finding employment in a variety of roles in the physical activity, sport development and health and fitness sector. Our teaching programme draws on contemporary research, alongside giving you the opportunity to experience a range of physical education, sport and physical activity settings. These include schools, health and fitness settings, coaching, and the youth and voluntary sectors. Placement experiences are integrated into modules to provide you with first-hand experience of the application of theory to practice and the opportunity to explore different career options.</p> <p>We have a strong emphasis on you as the facilitator of your own learning, promoting ownership of your development during your degree programme. We use an interdisciplinary approach to teaching, allowing you to explore the context and application</p>		

	<p>of various key disciplines and how they relate to physical education, sport and physical activity, from psychology through to sociology, physiology, fitness and training, pedagogy, performance analysis, sport development and health promotion. The degree also gives you the opportunity to pursue a range of nationally accredited coaching and officiating awards alongside the set curriculum to enhance your employability and explore different career options.</p> <p>There will be the opportunity to study abroad for the third year before returning to complete the B.A. (Hons.) P.E. at the university, making the degree four years in total. The year abroad will be taken at one of UEA's partner universities in either the U.S.A., Canada or Australia. It is expected that students will follow a similar programme of study whilst abroad and enjoy the challenges of living in a different environment. This can be both a rewarding and exciting experience as students are introduced to a variety of new sports activities and develop their skills within another culture.</p>
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****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>During recent discussions concerning the broadening of the recruitment pool of students who choose to enrol on a degree in Physical Education, of an opportunity to study abroad for a year enhances its attractiveness. The option offers students exciting possibilities to learn a range of sporting activities not always available here in the UK. There will be also be opportunities to observe and engage with a variety of sports development areas within a number of activities.</p> <p>It will also provide insight into the teaching and learning taking place in Physical Education and related fields in other countries. This will allow the students to consider different methodologies used in teaching and coaching as well as different approaches and contexts to learning.</p> <p>A number of competitor institutions already offer study abroad options. As well as enhancing recruitment onto the B.A. Physical Education programme it will also increase the promotion of UEA and especially its educational programmes to a wider international audience. This could result in European and international applications, especially for Masters level programmes.</p> <p>Evidence suggests that employers look favourably upon students with some experience of studying abroad due to the development of independent living skills, of problem solving skills and because of the widening of life experience.</p> <p>From an academic perspective, the year abroad allows the students to experience teaching and learning in different situations and to engage in another educational environment. The academic benefits gained will provide them with greater appreciation of physical education and sport and how they impact societies.</p> <p>It is unclear how many numbers might undertake the opportunity to study abroad. I the market research undertaken last year, it was clear there was a demand. The Study Abroad Office has stated that, interest in studying abroad is increasing every year. Taking into account the discussions with the students and the Study Abroad Office we would envisage approximately 5 students a year.</p> <p>Any UEA student studying abroad will have full access to all resources they would need to study and do course work at the partner university. That is part of the agreements we set up. Inbound students are treated equally to home students both here and at our partner universities. There may be modules that are restricted to</p>

home students only (both at our partners and here at UEA) but that is normal and happens everywhere.

As UEA students remain UEA students during their year abroad, they will continue to have access to all UEA resources as well when they are abroad (electronic library etc). They pay tuition fees here (15% of £9000) and they keep their campus cards and email addresses and IT accounts (access to evision etc).

Inbound students to UEA, even though they don't pay any tuition fees, also receive all these resources when they arrive at UEA, and if the school of Education will host incoming students, the HUB will enrol the incoming students onto EDU modules that are available to visiting / exchange students. I can put you in touch with our "incoming team" to discuss how the modules are marked as available to incoming visiting / exchange students to UEA. For EDU to participate in the exchange programme, we will indeed need to be able to offer EDU modules to incoming exchange students.

UEA LEARNING & TEACHING SERVICE

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 <input type="checkbox"/> NO <input type="checkbox"/> N <input type="checkbox"/>
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.)	
	In order to increase the diversity of students enrolling onto the P.E programme the year abroad is seen as a way of encouraging more students from outside of the Eastern Region as well as attracting more of our local recruitment.	
c	Will students undertake placements/ come into direct contact with vulnerable groups as part of their study? If so, will a CRB be required?	
	N/A	

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	Y
		NO	
	Please see Appendix A, students were happy for the change to take place.		
b	Will any current students or applicants be affected by this proposal?	YES	Y
		NO (go to 5.3)	
	<p>The plan is to work with the Study Abroad Office to offer the semester abroad option to current Year 1 students in the spring semester 2015/16 (their second year) and to new entrants in September 2015 in their second year.</p> <p>The plan is to work with the Study Abroad Office to offer the year abroad option to current year 1 students in their third year (2016/17) and for new entrants.</p> <p>Should this course change be accepted, students whose third year will take place in 2016/17 could potentially undertake a year abroad.</p>		
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)?		
	An email was sent round to students. Appendix A shows their responses.		
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.		
	The study abroad options will be advertised to applicants, who will be able to transfer between routes.		
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		Study abroad Coordinator required with associated WLA
b	Is a new discipline or specialism being introduced that requires a new appointment?	YES	
		NO	N
c	Are new appointments required to meet any additional hours?	YES	
		NO	N
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?		

	N/A		
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?		
	No		
g	Are any other teaching adjustments required? For example, will new modules be introduced, other modules withdrawn or combined?		
	No		
BC5.4 <i>note</i> BC5.4	COURSE RATIONALISATION	Consult with HOS, Dean of relevant Faculties, PLN	
a	DO ANY SIMILAR COURSES ALREADY EXIST AT UEA?	YES	Y
		NO	
	If YES, please specify Course name, UCAS Code(s) / Course codes		
b	IS/ARE ANY COURSE(S) TO BE CLOSED TO NEW APPLICANTS AS PART OF THIS PROPOSAL?	YES	
		NO	N
	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		

BC6	PHYSICAL RESOURCES
	NOT REQUIRED

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

BC8	ADDITIONAL COMMENTS
	NOT REQUIRED

BC9	PROPOSER'S RESPONSE TO COMMENTS IN BC7 & BC8 ABOVE
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	NOT REQUIRED
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UEA LEARNING & TEACHING SERVICE

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)			Y	
	Postgraduate Taught Regulations				
	Graduate Diplomas				
	PGCE				
AC1.2a	Is the course as a whole assessed on a pass/fail basis?	YES		NO	N
AC1.2b	Are any modules assessed on a pass/fail basis?	YES	Y	NO	
AC1.2c	If so, how many modules and what is the credit volume for each module?				
	The Year abroad will be assessed on a pass / fail basis. The module will have a zero credit rating. The consequence of failing the module would be that the student would be transferred to the BA Physical Education route.				

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 1	Level 4	1	0%	As per BIM regulations	Certificate in Higher Education
Stage 2	Level 5	2	40%	As per BIM regulations	Diploma in Higher Education
Year Abroad / in Industry		3	0%	As per BIM regulations	
Stage 3	Level 6	4	60%	As per BIM regulations	BA in Physical Education with a year abroad
Stage M	Level 7				

AC3	BOARD OF EXAMINERS				
AC3.1	Is there an existing Board of Examiners?	YES	Y	NO	

AC3.2a	If YES, which existing board will be responsible for the course?	EDU-ES			
AC3.2b	If NO, please enter details for new board of examiners				
	Are any new external examiner(s) required?	YES		NO	N
AC3.3b	If yes, how many?				

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	No
	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	No
	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 ACADEMIC CONTENT of the proposal		
Date of circulation:			
AC10.1	Careers Manager (CCEN)		
AC10.2	Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate)		
AC10.2	Equality & Diversity Manager (PPE)		

AC11		PROPOSER'S RESPONSE TO COMMENTS IN AC9 & AC10 ABOVE	

note
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						
1.2	Percentage of assessment by practical exams						
1.3	Percentage of assessment by coursework						
1.4	Percentage of time in scheduled learning and teaching activities						
1.5	Percentage of time in guided independent study						
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			
AP1.2	Head of School (on behalf of School Board)			
AP1.3	Dean of Faculty (on behalf of Faculty Executive)			
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:			
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

AP2.2	Faculty Associate Dean (for Faculty LTQC)	Name	Signature	Date
	Approved:			
	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						SCHOOL				
NEW COURSE?		Y	N	If NO, please enter existing course code						
DEGREE AWARD (e.g. BSc/MA)										
TITLE OF PROGRAMME										
START DATE						LENGTH OF COURSE				
Course Approved by:			Name of Committee Chair			Date of approval				
Faculty Learning and Teaching Quality Committee (FLTQC)										
Learning and Teaching Committee (LTC)										
RELEVANT OFFICE INFORMED? *insert date										
Planning Office		Admissions and Marketing			Learning and Teaching Service			Union of UEA Students		

*	*	*	*
sis.records@uea.ac.uk	arm.operations@uea.ac.uk	Email the LTS coordinator responsible for the course	union.academic@uea.ac.uk

<i>Note N1</i>		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)			

Appendix A

YEAR ABROAD STUDENT FEEDBACK

2015 – 2016 Year 3 students

- Reading the email sent about the year abroad I feel this would have been a fantastic opportunity for myself (from the perspective it was available for me). I think this be a fantastic opportunity for future students to enhance their CV, and stand out from others when going for jobs (not just to enjoy the sun).

I also believe it would enable pupils to understand differences and similarities between how different cultures teach PE, and give vast experience and confidence of teaching PE prior to applying for PGCE's in third year.

- It's something a lot of students would definitely be interested in and for me it was a selling point of going to a different university. It's something I've always wanted to do and now looking at doing it before a masters or PGCE so to tie it in with the course would work from an educational view and a more social view.

I'm gutted this is only being mentioned now and I won't have the chance to look at this further!!

- I think it would be an excellent addition to the course. I was disappointed that I didn't have the option to do so when I arrived at UEA in September 2013 and I have spoken to others on the course who felt the same. I hope it happens for future PE students!

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2015 – 2106 Year 2 students

- I think the year abroad would be a brilliant opportunity for students and I think a lot of students would take this offer on! However I was wondering if a semester abroad would also be an option? The only trepidation I would have of going is that a year is a very long time and I think a semester would be more ideal? Obviously that's just my opinion but I think having the option for both a semester and a year would be such a great option to have!
- I think the year abroad idea would be a fantastic addition to the course.

Perhaps being involved in different camps would be useful and fun for students.

- I think it would be a welcome addition and a really good idea to be able to better everyone's life skills.
- This would be a fantastic opportunity for all students studying Pe that would wish to participate. I know a few that are interested in setting up camps abroad after they have finished their degree and this would help to further their knowledge about these areas and explore different curriculums.
- I would be very much interested if this goes ahead, is it possible to have some more information about it?
- I think it would be a great idea to offer a year abroad to study. I'm sure many others would agree. An option of Europe would also be a welcome addition. It would be interesting to see which institutions in the USA offer placements for students on a PE related course. This is somewhere I've always been fascinated with.