



LTC15D120

Title: *SSF LTQC Course Approvals*
Author: Heather Reynolds
Date: 21/1/16
Circulation: Learning and Teaching Committee – 16 March 2016
Agenda: LTC15A004
Version: Final Version
Status: Open

Issue

To receive minor changes course proposal for **PSY Masters Credit Only, NBS MSc Operations and Logistics Management, NBS MSc Management**, from SSF LTQC.

Recommendation

None.

Resource Implications

None.

Risk Implications

None.

Equality and Diversity

None.

Timing of decisions

SSF LTQC approved 20.1.16 (PSY) and 13.1.16 (NBS)

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 Proposals.



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 |
|--|------------------------------|---|---|
| MSc Operations and Logistics Management (previously MSc Advanced Operations and Logistics Management) | | N | T1N290103 |
| School(s) of study & Faculty | | | |
| Norwich Business School, Faculty of Social Sciences | | | |
| Proposer & proposer's school | | | |
| Ratula Chakraborty, Norwich business School | | | |
| Proposed start date (of new course or of changes) | | | <i>note 2</i> |
| September/October 2016 | | | |
| 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

UEA LEARNING & TEACHING SERVICE

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

| Course One | | | | |
|---|--------------|---|---|--|
| S1 | a | SCHOOL(S) OF STUDY | Norwich Business School | |
| <i>note S1c</i> | b | FACULTY or FACULTIES | Faculty of Social Sciences | |
| | c | JOINT COURSE? (ie owned/taught by more than one School) | YES | |
| | | | NO X | |
| | d | NAME OF COURSE DIRECTOR (Home School) | Min Zhang | |
| | e | NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only) | | |
| S2 <i>note S2a</i> | a | COURSE TITLE | MSc Operations and Logistics Management | |
| <i>note S2b</i> | b | COURSE CODE | T1N290103 | |
| <i>note S2c & S2d</i> | c | AWARD | MSc | |
| | d | EXIT AWARD(S) AND TITLE(S) | PG Diploma PG Cert | |
| | e | FULL/PART-TIME (please specify) | Full | |
| | f | LOCATION (UEA Norwich, UEA London, Distance Learning) | UEA Norwich | |
| | g | AVAILABLE FROM: | September/October 2016 | |
| S3 <i>note S3a</i> <i>note S3b</i> | a | PROFESSIONAL AWARD (if any) | | |
| | b | ACCREDITING/VALIDATING BODY (if relevant) | | |
| | | Website (URL) | | |
| | | Date when accreditation/validation may take place | | |
| 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 | | | |
| <i>note</i> S5b | b | MODE OF ATTENDANCE (full-time, part-time, distance, other) | Full 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) | | Master's degrees in Business and Management 2007. http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/BusinessManagementMasters.pdf | | | |
| S8 <i>note</i> S8 | ENTRY REQUIREMENTS | | <p>BSc/BA/ BEng Degree in Operations/Logistics Management or variants (2:1 or equivalent) from a recognised institution for Home and EU applicants and overseas applicants who have done a full undergraduate degree in the UK or a top up in the UK.</p> <p>Overseas applicants will require a 2:1 or equivalent - in a BSc/BA/ BEng Degree in Operations/Logistics Management or variants from a recognised institution with an IELTS 6.5. The school will review the entry criteria in respect of languages after the initial intake to ensure the entry standard is optimal for the courses and the market.</p> | | | |
| 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... | | http://business.uea.ac.uk/ | | | |
| S12 <i>note</i> S12 | COURSE HIGHLIGHTS (for publication in University Prospectus / Website / other publicity) NB Please include employability prospects/career possibilities | | | | | |
| | <p>This course will be a "Type 1" Career entry Master's Degrees (QAA Masters Benchmarking Statement in Business and Management, 2007). It will build upon prior knowledge and skills gained from a relevant first degree in the operations and logistics management field and prior experience if appropriate. Masters graduates from this course will be able to demonstrate deep knowledge and understanding of operations and logistics management while placing those subjects within a wider organisational and contextual framework. It is expected that they will develop techniques and skills to understand and research current issues and thinking in the subject areas. Graduates will gain a sound theoretical grounding in specific areas of operations, purchasing, logistics and supply chain management and will have developed a range of analytical and personal skills.</p> | | | | | |

The MSc Operations and Logistics Management is designed around a common structure requiring students to take six 20-credit modules in the first two semesters plus a rigorous 60 credit dissertation in the summer for the 12-month programme.

Semester 1, students are required to take three compulsory modules, worth a total of 60 credits that cover different core aspects of operation, logistics, and supply chain management: Strategic purchasing and supply management; marketing theory and practice, and global logistics management, respectively.

Semester 2, students are required to take three compulsory modules, each worth 20 credits that cover areas to further develop students' knowledge and understanding of key aspects of operations and logistics management and research methods: innovation and technology management, critical issues in operations and supply chain management, and business research methods, respectively.

Semester 3, the students are required to complete a 60 credit dissertation.

The course will provide opportunities for students to develop and demonstrate knowledge, understanding, cognitive, subject specific and key skills and other attributes in the following areas:

- **Functions:** The operations, purchasing, and logistics, functions and processes; their diverse nature, purposes, structures, governance, strategy and management, together with the supply chain management strategies and practices, and their influences on the external context.
- **External context:** A wide range of factors including economic, environmental, ethical, legal, political, sociological and technological, together with their effects at local, national and international levels upon the strategy, behaviour and management of organisations.
- **Management:** The various processes, procedures and practices for effective leadership and management of organisations. It includes theories, models, frameworks, tasks and roles of management together with rational analysis and other processes of decision making within organisations and in relation to the external context. It also includes the critical application of theory to the advancement of management practice.

Main highlights:

- a) **Advanced!** Building on first degree in an operations and logistics field to take students to an advanced level
- b) **NBS themed** - opportunity for NBS to provide a distinctive MSc drawing on its expertise and research base
- c) **Academically rigorous** - generating highly employable graduates and a potential pool for PhD recruitment
- d) **Advanced and specialist modules** - research-led and research-based teaching
- e) **Team delivered** to reflect research and scholarship interests in the School
- f) **Broad scope** - in terms of range of operations and logistics management topics covered

| | |
|--|--|
| | <p>g) Contemporary – leading-edge emphasis with focus on topical issues and subject matter</p> <p>h) Core focus - emphasis on compulsory modules from a widely drawn set of business/management modules to provide students with a broad yet in-depth knowledge and skills base.</p> <p>i) Traditional MSc structure - two semesters of taught modules completed by extended dissertation in Semester 3 for 12-month total duration</p> <p>Through developing advanced operations, purchasing, logistics and supply chain management subject knowledge and understanding, along with developing relevant transferable skills, the programme could open up graduate-level management career opportunities with large corporations or small and mid-size companies, as well as within the public sector and third sector (e.g. charities and non-governmental organisations). It could allow for the prospect of further study, such as to PhD level, to open up further specialist career opportunities in Higher Education, general management in national and international businesses and entry into other professional institutes, consulting firms and Government and Regulatory agencies.</p> |
|--|--|

****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. |
| | We propose to change the title from MSc Advanced Operations and Logistics Management to MSc Operations and Logistics Management to be consistent with the MSc portfolio, to have a better market positioning and to reflect the actual content of this programme. The contents of the program will remain the same. |

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 | |
| | | 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 | |
| | It does not affect current students but students currently involved in the course have been spoken to regarding the change of name. | | |
| 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)? | | |
| | | | |
| 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. | | |
| | Applicants who perhaps have applied to the course will be informed of the change in title of the course and provided the opportunity to switch to another course should they wish to do so or stay with the | | |
| 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 | | |
| 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? | | |
| | | | |
| e | What is the source of funding for new academic staff? | | |
| | | | |
| f | Are there any implications outside the sponsoring School/s e.g. service teaching, by other Schools of Studies? | | |
| | | | |

| | | | |
|---|--|---|-----|
| g | Are any other teaching adjustments required? For example, will new modules be introduced, other modules withdrawn or combined? | | |
| | | | |
| 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 | |
| | | NO | X |
| | 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 | 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 | | 120 |

| | |
|------------|---------------------------|
| 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 |

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) | | | | |
| | 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 | Year 1 | 100% | n/a | PG Diploma PG Cert |

| | | | | | |
|------------|--|---|---|----|--|
| 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? | Existing external examiners on MSc Advanced Operations and Logistics Management | | | |

| | | | | | |
|--------|--|-----|--------------------------|----|---|
| AC3.2b | If NO, please enter details for new board of examiners | | | | |
| | Are any new external examiner(s) required? | YES | <input type="checkbox"/> | NO | X |
| 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 | <input type="checkbox"/> |
| | | 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 AC9</i> | 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 AC10</i> | 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 received | | | |
| AC10.2 | Equality & Diversity Manager (PPE) | | |
| No comments received | | | |

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

note
AC11

| | |
|----------------------------|--|
| <i>note</i> <i>AC11</i> | |
|----------------------------|--|

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) | | | | | | |
| | Chartered Institute of Transport and Logistics | | | | | | |
| 2.2 | Please give details, including any memberships, exemptions etc that the award confers. Please also give accrediting body website URL. | | | | | | |
| | Students who graduate from an accredited degree will receive an exemption from the academic requirements for membership level of the CILT. https://www.ciltuk.org.uk/ | | | | | | |
| 2.3 | Is the accreditation dependent on specific module choices? If so, please include URL of web pages where these details are outlined. | | | | | | |
| | No | | | | | | |

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 | Naresh Pandit | Naresh Pandit | 21.1.16 |
| AP1.2 | Head of School (on behalf of School Board) | Paul Dobson | Paul Dobson | 21.1.16 |
| AP1.3 | Dean of Faculty (on behalf of Faculty Executive) | Jacqueline Collier | Jacqueline Collier | 7.1.16 |
| 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: | Paul Dobson | Paul Dobson | 21.1.16 |
| | Approved with amendments: | | | |
| | Rejected: | | | |
| | Comments (if any): | | | |

| AP2.2 | Faculty Associate Dean (for Faculty LTQC) | Name | Signature | Date |
|-------------------|--|--------------------|-----------------------|---------|
| | Approved: | Ratula Chakraborty | Ratula Chakraborty | 13.1.16 |
| | 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 | |
| NEW COURSE? | | | N | If NO, please enter existing course code | |
| DEGREE AWARD (e.g. BSc/MA) | | MSC | | | |
| TITLE OF PROGRAMME | | MSc Operations and Logistics Management | | | |
| START DATE | Sept 2016 | | LENGTH OF COURSE | | 12 months |
| Course Approved by: | | Name of Committee Chair | | Date of approval | |
| Faculty Learning and Teaching Quality Committee (FLTQC) | | Ratula Chakraborty | | 13.1.16 | |
| Learning and Teaching Committee (LTC) | | Reported to 16.3.16 meeting | | | |
| RELEVANT OFFICE INFORMED? *insert date | | | | | |
| Planning Office | Admissions and Marketing | | Learning and Teaching Service | | Union of UEA Students |
| 21.1.16 | 21.1.16 | | 21.1.16 | | 21.1.16 |
| 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) | | | |



LEARNING & TEACHING SERVICE

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|--|------------------------------|---|---|
| MSc Management (previously MSc in Advanced Business Management) | | N | T1N1N2101 |
| School(s) of study & Faculty | | | |
| Norwich Business School | | | |
| Proposer & proposer's school | | | |
| Ratula Chakraborty, Norwich Business School | | | |
| Proposed start date (of new course or of changes) | | | <i>note 2</i> |
| September/October 2016 | | | |
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MINOR CHANGES COURSE PROPOSAL

Part 1 SUMMARY AND RATIONALE

| Course One | | | | |
|---|--------------|---|----------------------------|--|
| S1 | a | SCHOOL(S) OF STUDY | Norwich Business School | |
| <i>note S1c</i> | b | FACULTY or FACULTIES | Faculty of Social Sciences | |
| | c | JOINT COURSE? (ie owned/taught by more than one School) | YES | |
| | | | NO X | |
| | d | NAME OF COURSE DIRECTOR (Home School) | Ratula Chakraborty | |
| | e | NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only) | | |
| S2 <i>note S2a</i> | a | COURSE TITLE | MSc Management | |
| <i>note S2b</i> | b | COURSE CODE | T1N1N2101 | |
| <i>note S2c & S2d</i> | c | AWARD | MSc | |
| | d | EXIT AWARD(S) AND TITLE(S) | PG Diploma PG Cert | |
| | e | FULL/PART-TIME (please specify) | Full time | |
| | f | LOCATION (UEA Norwich, UEA London, Distance Learning) | UEA Norwich | |
| | g | AVAILABLE FROM: | | |
| S3 <i>note S3a</i> <i>note S3b</i> | a | PROFESSIONAL AWARD (if any) | | |
| | b | ACCREDITING/VALIDATING BODY (if relevant) | | |
| | | Website (URL) | | |
| | | Date when accreditation/validation may take place | | |
| S4 <i>note S4</i> | LEVEL | Sub-degree (e.g. Cert. Dip.) | | |
| | | Undergraduate | | |
| | | Integrated Masters | | |
| | | Masters | X | |
| | | Other postgraduate (please specify) | | |

| | | | | | | |
|-------------------------------|--|---|--|--|----|---|
| S5 <i>note S5a</i> | a | DURATION (years or months) | 12 months | | | |
| <i>note S5b</i> | b | MODE OF ATTENDANCE (full-time, part-time, distance, other) | Full time | | | |
| S6 <i>note S6</i> | 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 S7</i> | RELEVANT SUBJECT BENCHMARK STATEMENT(S) | | Master's degrees in Business and Management 2007. http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/BusinessManagementMasters.pdf | | | |
| S8 <i>note S8</i> | ENTRY REQUIREMENTS | | <p>BSc/BA/ BEng Degree (2:1 or equivalent) from a recognised institution for Home and EU applicants and overseas applicants who have done a full undergraduate degree in the UK or a top up in the UK.</p> <p>Overseas applicants will require a 2:1 or equivalent - in a BSc/BA/ BEng or variants from a recognised institution with an IELTS 6.5. The school will review the entry criteria in respect of languages after the initial intake to ensure the entry standard is optimal for the courses and the market.</p> | | | |
| 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 S11</i> | FURTHER INFORMATION available via... | | http://business.uea.ac.uk/ | | | |
| S12 | COURSE HIGHLIGHTS (for publication in University Prospectus / Website / other publicity) NB Please include employability prospects/career possibilities | | | | | |
| <i>note S12</i> | <p>The master in Advanced Business Management offers a great opportunity to acquire subject-specific knowledge which will enable you to apply it in a work context, or in an academic context. This means you gain both research skills and transferable skills for the work place.</p> <p>Research lead</p> <ul style="list-style-type: none"> •As the MSc includes a dissertation, you can use this master as a bridge to do your PhD •You will have one year to discover which topics related to business management you like the most •You will know the latest theories on business management •You will identify gaps in a specific research field and will fill this gap by doing your thesis after finishing this master. <p>Employability lead</p> <p>If you decide to look for a job when finishing the master you will have advanced skills to work in a company, as you will be able to:</p> | | | | | |

| | |
|--|--|
| | <ul style="list-style-type: none"> •Analyse the work context from an evidence-based perspective •Identify problems and needs: What has to be done? •Plan organisational interventions to improve processes and results. <p>Modules and assessment</p> <p>A wide range of topics: 6 modules and one dissertation will provide you with a wide range of skills that will make you more employable. You get advanced knowledge not on one specific area of management but on different areas (i.e., finance, corporate governance, marketing, innovation, organisational behaviour, research methods). It increases the chances to get a job and gives you more ideas to do a PhD.</p> <p>A team of experts: The lecturers are experts in the area and do research on those topics. It is a great opportunity for you to get in contact with research groups at Norwich Business School. You will know the ground breaking literature on business management and will learn how to do research on business management in a safe environment, supported by high quality researchers with international recognition.</p> <p>Strong support network: We have an “active learning” approach, which means that you are the protagonist of your learning process. For that reason, you will mainly have coursework where you will critically analyse different aspects of business management. Do not worry, you will have our support, and in the dissertation module, your supervisor will be an expert in the topic and will guide you during the whole process.</p> |
|--|--|

****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. |
| | I am proposing to change the title from MSc in Advanced Business Management to MSc Management to be consistent with the MSc portfolio, to have a better market positioning and reflect the actual content of this programme. The contents of the program will remain the same. |

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 | |
| | | 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? | | |
| | No | | |

| | | | |
|---------------------------------------|---|-----------------------------------|---|
| 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 |
| | It does not affect current students but students currently involved in the course have been spoken to regarding the change of name. | | |
| 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)? | | |
| | | | |
| 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. | | |
| | Applicants who perhaps have applied to the course will be informed of the change in title of the course and provided the opportunity to switch to another course should they wish to do so or stay with the same. | | |
| 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 | | 0 |
| 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? | | |
| | | | |
| e | What is the source of funding for new academic staff? | | |
| | | | |
| 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> <i>BC5.4</i> | COURSE RATIONALISATION | Consult with HOS, Dean of relevant Faculties, PLN | |
| a | DO ANY SIMILAR COURSES ALREADY EXIST AT UEA? | YES | |
| | | NO | X |
| | 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 | 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 | | 120 |

| | |
|------------|---------------------------|
| 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 |

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) | | | | |
| | 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 | Year 1 | 100% | n/a | PG Diploma |

| | | | | | |
|------------|--|--|---|----|--|
| 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? | Existing external examiners on MSc Advanced Business Management (NBS-MABM) | | | |

| | | | | |
|--------|--|-----|--|----|
| AC3.2b | If NO, please enter details for new board of examiners | | | |
| | Are any new external examiner(s) required? | YES | | NO |
| AC3.3b | If yes, how many? | | | |

| | |
|--|--|
| PS | PROGRAMME SPECIFICATION |
| <i>note PS</i> | This part of the form will serve a dual purpose. Please read the guidance note carefully before completing |
| <p>PLEASE ATTACH AN UPDATED PROGRAMME SPECIFICATION WITH TRACKED CHANGES SHOWING AMENDMENTS TO THE COURSE</p> <p>PLEASE NOTE THAT THE PROGRAMME SPECIFICATION WILL BE EXACTLY THE SAME. ONLY THE TITLE WILL CHANGE</p> | |

| | |
|------------|--|
| 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 AC7</i> | DEFINED CHOICE |
| | NOT REQUIRED |

| | | | |
|-------------------------------|---|-----|---|
| AC8 <i>note 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 ACADEMIC CONTENT 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 received | | | |
| AC10.2 | Equality & Diversity Manager (PPE) | | |
| No comments received | | | |

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

| | |
|----------------------------|--|
| <i>note</i> <i>AC11</i> | |
|----------------------------|--|

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 | Naresh Pandit | Naresh Pandit | 21.1.16 |
| AP1.2 | Head of School (on behalf of School Board) | Paul Dobson | Paul Dobson | 21.1.16 |
| AP1.3 | Dean of Faculty (on behalf of Faculty Executive) | Jacqueline Collier | Jacqueline Collier | 7.1.16 |
| 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: | Paul Dobson | Paul Dobson | 21.1.16 |
| | Approved with amendments: | | | |
| | Rejected: | | | |
| | Comments (if any): | | | |

| AP2.2 | Faculty Associate Dean (for Faculty LTQC) | Name | Signature | Date |
|-------------------|--|--------------------|-----------------------|---------|
| | Approved: | Ratula Chakraborty | Ratula Chakraborty | 13.1.16 |
| | 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

| <i>Note N1</i> | | | | 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 | NBS | |
| NEW COURSE? | | N | If NO, please enter existing course code | T1N1N2101 | |
| DEGREE AWARD (e.g. BSc/MA) | | | MSC | | |
| TITLE OF PROGRAMME | | | MSc Management | | |
| START DATE | Sept 2016 | | LENGTH OF COURSE | 12 months | |
| Course Approved by: | | Name of Committee Chair | | Date of approval | |
| Faculty Learning and Teaching Quality Committee (FLTQC) | | Ratula Chakraborty | | 13.1.16 | |
| Learning and Teaching Committee (LTC) | | Reported to 16.3.16 meeting | | | |
| RELEVANT OFFICE INFORMED? *insert date | | | | | |
| Planning Office | Admissions and Marketing | | Learning and Teaching Service | Union of UEA Students | |
| 21.1.16 | 21.1.16 | | 21.1.16 | 21.1.16 | |
| 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 | | | |



LTC15D120 / LTC15A004

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 |
|--|------------------------------|---|---|
| Psychology Masters Credit only | Y | N | |
| School(s) of study & Faculty | | | |
| PSY | | | |
| Proposer & proposer's school | | | |
| Dr Laura Biggart | | | |
| Proposed start date (of new course or of changes) | | | <i>note 2</i> |
| AUTUMN 2015 | | | |
| 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

UEA LEARNING & TEACHING SERVICE

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

| Course One | | | | |
|---|--------------|---|--------------------------------|--|
| S1 | a | SCHOOL(S) OF STUDY | Psychology | |
| <i>note S1c</i> | b | FACULTY or FACULTIES | SSF | |
| | c | JOINT COURSE? (ie owned/taught by more than one School) | YES | |
| | | | NO X | |
| | d | NAME OF COURSE DIRECTOR (Home School) | Dr Laura Biggart | |
| | e | NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only) | | |
| S2 <i>note S2a</i> | a | COURSE TITLE | Psychology Masters Credit only | |
| <i>note S2b</i> | b | COURSE CODE | | |
| <i>note S2c & S2d</i> | c | AWARD | | |
| | d | EXIT AWARD(S) AND TITLE(S) | Masters Credit only | |
| | e | FULL/PART-TIME (please specify) | Part time | |
| | f | LOCATION (UEA Norwich, UEA London, Distance Learning) | uea | |
| | g | AVAILABLE FROM: | Autumn 2015 | |
| S3 <i>note S3a</i> <i>note S3b</i> | a | PROFESSIONAL AWARD (if any) | | |
| | b | ACCREDITING/VALIDATING BODY (if relevant) | | |
| | | Website (URL) | | |
| | | Date when accreditation/validation may take place | | |
| 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) | 3 months – one semester | | | |
| <i>note</i> S5b | b | MODE OF ATTENDANCE (full-time, part-time, distance, other) | Full-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) | | HEA 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 | Students may take Masters modules in Psychology on a credit only basis to gain Research Methods training. | | | | | |

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

| | |
|--------------------|--|
| S13 | RATIONALE FOR PROPOSAL |
| <i>note</i> S13 | 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 MRes in Social Science Research Methods provides research methods training in preparation for PhD and research careers. The programme has six pathways : Psychology, Social Work, International Development, Law, Education and Business. We occasionally receive requests from applicants in employment who wish to take one or two modules for their continuing professional development or from applicants who are studying a similar programme abroad who wish to study in the UK and build networks in the UK. We can meet this demand by providing credit only options for the MRes SSRM modules.</p> |
|--|--|

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 | |
| | | 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? | | |
| | 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 | |
| | | NO | x |
| | The School occasionally receives requests from applicants in employment who wish to take one or two modules for their continuing professional development or from applicants who are studying a similar programme abroad who wish to study in the UK and build networks in the UK. We can meet this demand by providing credit only options for the MRes SSRM modules. This suggests that there will be student demand for this credit only option. This does not affect any current students as they are on programmes. | | |
| b | Will any current students or applicants be affected by this proposal? | YES | x |
| | | NO (go to 5.3) | |
| | We have a visiting student from The University of Amsterdam taking four modules in the Autumn semester from the MRes SSRM in the place of his equivalent modules in his home university. He has agreement from his home university. | | |
| 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)? | | |
| | None thus far, we received this request during the summer break when students were not available. We can add this to this year's SSLC meetings for consultation. | | |
| 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. | | |
| | Not applicable | | |
| 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 | | none |
| 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? | | |
| | | | |
| e | What is the source of funding for new academic staff? | | |
| | | | |

| | | | |
|---|--|---|---|
| f | Are there any implications outside the sponsoring School/s e.g. service teaching, by other Schools of Studies? | | |
| | | | |
| g | Are any other teaching adjustments required? For example, will new modules be introduced, other modules withdrawn or combined? | | |
| | No teaching adjustments required | | |
| 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 | |
| | | 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 | 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 | | |

| | |
|------------|---------------------------|
| 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 |

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) | | | | |
| | Postgraduate Taught Regulations | | | | x |
| | Graduate Diplomas | | | | |
| | PGCE | | | | |
| AC1.2a | Is the course as a whole assessed on a pass/fail basis? | YES | x | NO | |
| 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? | 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? | | | | |

| | |
|---|--|
| 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 – No amendments – applicants can choose from existing modules on offer. | |

| | |
|------------|--|
| 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 comment | |
| AC10.2 | Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate) |
| If a student takes as 'credit only' then the School should be aware that should the student return to take an MSc or MRes they may request to APL these credits into the programme. At present under the Regulations for Higher Degrees Taught Programmes the M Level credit could be counted i) if the module is available under the current programme specification and ii) if it has been taken within 5 years. The Regulations for Higher Degrees Taught Programmes are due to be reviewed this academic year, 2015/16. There would be administrative resource implications if more than a few students chose to follow this route. Becky Fitt, ZICER Hub | |
| AC10.2 | Equality & Diversity Manager (PPE) |
| I welcome the flexibility brought by the changes which might benefit a range of non-traditional students and enable wider participation. Helen Murdoch | |
| AC11 | PROPOSER'S RESPONSE TO COMMENTS IN AC9 & AC10 ABOVE |

| | |
|----------------------------|---|
| <i>note</i> <i>AC11</i> | The comments made by LTS and PPE are useful and have been noted, it is not expected that many students will take this option, but provides mature students who are working in professional occupations to engage with Masters level modules in research methods without needing to complete the full programme. |
|----------------------------|---|

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 | 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 | Neil Cooper | 20.1.16 |
| AP1.2 | Head of School (on behalf of School Board) | Kenny Coventry | Kenny Coventry | 20.1.16 |
| AP1.3 | Dean of Faculty (on behalf of Faculty Executive) | Jacqueline Collier | Jacqueline Collier | 26.11.15 |
| AP1.4 | LTC (if relevant) | Reported to meeting 16.3.16 | | |
| 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 | 21.1.16 |
| | Approved with amendments: | | | |
| | Rejected: | | | |
| | Comments (if any): | | | |

| AP2.2 | Faculty Associate Dean (for Faculty LTQC) | Name | Signature | Date |
|-------------------|--|--------------------|-----------------------|---------|
| | Approved: | Ratula Chakraborty | Ratula Chakraborty | 20.1.16 |
| | 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

| <i>Note N1</i> | | | | 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 | |
| DEGREE AWARD (e.g. BSc/MA) | | | N/A | | |
| TITLE OF PROGRAMME | | | Psychology Masters Credit only | | |
| START DATE | | Sept 2015 | | LENGTH OF COURSE | |
| | | | | 3 months (1 semester) | |
| Course Approved by: | | Name of Committee Chair | | Date of approval | |
| Faculty Learning and Teaching Quality Committee (FLTQC) | | Ratula Chakraborty | | 20.1.16 | |
| Learning and Teaching Committee (LTC) | | Reporting to meeting 16.3.16 | | | |
| RELEVANT OFFICE INFORMED? *insert date | | | | | |
| Planning Office | | Admissions and Marketing | | Learning and Teaching Service | |
| | | | | Union of UEA Students | |
| 21.1.16 | | 21.1.16 | | 21.1.16 | |
| 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) | | | |



LTC15D120

Title: *SSF LTQC Course Approvals*
Author: Heather Reynolds
Date: 25.2.16
Circulation: Learning and Teaching Committee – 16 March 2016
Agenda: LTC15A004
Version: Final Version
Status: Open

Issue

To receive minor changes course proposal for **MSc in Developmental Science (change of title from MSc Developmental Psychology)** 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 24.2.16

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.



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 |
|---|------------------------------|--|---|
| MSc in Developmental Science (Changed from current MSc in Developmental Psychology*) | N | | *FT T1C8X2102 *PT T2C8X2202 |
| School(s) of study & Faculty | | | |
| School of Psychology | | | |
| Proposer & proposer's school | | | |
| School of Psychology | | | |
| Proposed start date (of new course or of changes) | | | <i>note 2</i> |
| September 2016 | | | |
| 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**

UEA LEARNING & TEACHING SERVICE

MINOR CHANGES COURSE PROPOSAL

Part 1 SUMMARY AND RATIONALE

| Course One | | | |
|--|-----------------|---|---|
| S1 | a | SCHOOL(S) OF STUDY | Psychology |
| <i>note S1c</i> | b | FACULTY or FACULTIES | Social Science |
| | c | JOINT COURSE? (ie owned/taught by more than one School) | NO |
| | d | NAME OF COURSE DIRECTOR (Home School) | Dr Martin Doherty |
| | e | NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only) | |
| S2 <i>note S2a</i> | a | COURSE TITLE | MSc in Developmental Science (full time) MSc in Developmental Science (part time) |
| <i>note S2b</i> | b | COURSE CODE | FT T1C8X2102 PT T2C8X2202 |
| <i>note S2c & S2d</i> | c | AWARD | MSc |
| | d | EXIT AWARD(S) AND TITLE(S) | Postgraduate Diploma (120 Credits at Level 7) Postgraduate Certificate (60 credits at Level 7) |
| | e | FULL/PART-TIME (please specify) | FT / PT |
| | f | LOCATION (UEA Norwich, UEA London, Distance Learning) | UEA Norwich |
| | g | AVAILABLE FROM: | |
| S3 <i>note S3a</i> | a | PROFESSIONAL AWARD (if any) | |
| | <i>note S3b</i> | b | ACCREDITING/VALIDATING BODY (if relevant) |
| Website (URL) | | | |
| Date when accreditation/validation may take place | | | |
| S4 <i>note S4</i> | LEVEL | Sub-degree (e.g. Cert. Dip.) | |
| | | Undergraduate | |
| | | Integrated Masters | |
| | | Masters | 7 |
| | | Other postgraduate (please specify) | |

| | | | | | | |
|----------------------------------|---|---|---|--|----|---|
| S5 <i>note</i> S5a | a | DURATION (years or months) | 1 year FT 2 years PT | | | |
| <i>note</i> S5b | b | MODE OF ATTENDANCE (full-time, part-time, distance, other) | Full time / 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) | | The structure and content of the degree has been informed by the ESRC subject and research training requirements. Although the appropriate QAA subject benchmark is unavailable, the course has also been developed mindful of the QAA Masters characteristics. | | | |
| S8 <i>note</i> S8 | ENTRY REQUIREMENTS | | British 2:1 Psychology degree or equivalent. For students with English as a foreign language IELTS: 7.0 (minimum 6.0 listening, 6.0 speaking, 6.5 writing, 6.5 reading) • TOEFL: Internet-based score of 98 (minimum 18 listening, 21 speaking, 21 writing and 21 reading) • PTE (Pearson): 70 (minimum 55 listening, 55 speaking, 62 writing and 62 reading) | | | |
| 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 | Already in the public domain. | | | | | |

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

| | |
|------------|-------------------------------|
| S13 | RATIONALE FOR PROPOSAL |
|------------|-------------------------------|

| | |
|--------------------|---|
| <i>note</i> S13 | 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>It is proposed to change the name of the MSc Developmental Psychology to MSc Developmental Science.</p> <p>The change is to reflect the range of staff expertise in the school, including 4 new members of staff. The disciplinary area linked with this research grouping of the School is better captured by the broader 'Developmental Science' label. This labelling also matches the expansion within the research field and therefore it is also anticipated this change will increase the number of applicants.</p> |

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 | |
| | | 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? | | |
| | NO | | |

| | | | |
|---------------------------------------|---|-----------------------------------|----------|
| 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 | X |
| | | NO | |
| | <p>All members of the SSLC were contacted by email on 23.10.15 and invited to comment. One response was received by 10.11.15. The commenters view was neutral:</p> <p>Also, I have thought about changing the name of the developmental concentration to "Developmental Science". I think that the advantage is that it sounds more interdisciplinary, and since our seminar is taught by faculty in the social work department as well as in the psychology department some students might find this useful. On the other hand, it may sound a little bit less hardcore than other psychology concentrations, and might make students feel a little bit pigeonholed into a totally developmental world compared with the rest of the department. I don't know that I would view it as a good thing or a bad thing; maybe as a change that has its potential pros and its cons. I hope that is helpful and sorry not to be more decisive!</p> <p>The external examiner, Sara Baker, was also consulted. She responded thus: Developmental science sounds very much in line with that is happening in other places (lots of 'learning sciences' for example!). I'd support this change and I think it would reflect the nature of the course very well, in addition to being attractive to students.</p> | | |
| 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)? | | |
| | There are only two current students, neither of whom would be affected by the change. | | |
| 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. | | |
| | It is early enough in the current cycle that no issues are anticipated arising from the change in course title. | | |
| 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 | | None |
| 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? | | |
| | | | |
| 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 | |
| | | NO | X |
| | 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 | 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 | | N/A |

| | |
|------------|---------------------------|
| BC6 | PHYSICAL RESOURCES |
| | NOT REQUIRED |

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

| | |
|------------|----------------------------|
| BC8 | ADDITIONAL COMMENTS |
| | NOT REQUIRED |

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

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) | | | | |
| | 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 note AC2.1 | 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 | | | | | |
| Stage 1 | | | | | |
| Stage 2 | | | | | |
| Stage 3 | | | | | |
| Stage M | | | | | |

| | | | | |
|------------|--|-------|---|------|
| 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? | PSY-M | | |
| 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? | | | |

| | |
|--|--|
| PS | PROGRAMME SPECIFICATION |
| <i>note PS</i> | This part of the form will serve a dual purpose. Please read the guidance note carefully before completing |
| <p>PLEASE ATTACH AN UPDATED PROGRAMME SPECIFICATION WITH TRACKED CHANGES SHOWING AMENDMENTS TO THE COURSE There are NO changes to the programme specification.</p> | |

| | |
|------------|--|
| 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 AC7</i> | DEFINED CHOICE |
| | NOT REQUIRED |

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

| | |
|--|--|
| | |
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| 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 AC9</i> | 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 AC10</i> | 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: | | 27/1/16 | |
| AC10.1 | Careers Manager (CCEN) | | |
| No comments received | | | |
| AC10.2 | Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate) | | |
| No comments re AC10. School has consulted students and an external examiner, which is good to see. Becky Fitt, LTS Hub Manager | | | |
| AC10.2 | Equality & Diversity Manager (PPE) | | |
| No comments received | | | |

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

MINOR CHANGES COURSE PROPOSAL**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 and on behalf of HoS | Neil Cooper | 18.11.15 |
| AP1.2 | Head of School (on behalf of School Board) | | | |
| AP1.3 | Dean of Faculty (on behalf of Faculty Executive) | Jacqueline Collier | Jacqueline Collier | 18.2.16 |
| AP1.4 | LTC (if relevant) | Reported to meeting 16.3.16 | | |
| 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: | Neil Cooper (on behalf of HoS) | Neil Cooper | 18.11.15 |
| | Approved with amendments: | | | |
| | Rejected: | | | |

| | | | | |
|--------------------------|--|--------------------|-----------------------|-------------|
| | | | | |
| | Comments (if any): | | | |
| AP2.2 | Faculty Associate Dean (for Faculty LTQC) | Name | Signature | Date |
| | Approved: | Ratula Chakraborty | Ratula Chakraborty | 24.2.16 |
| | 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

| <i>Note N1</i> 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 | T1C8X2102 and T2C8X2202 |
| DEGREE AWARD (e.g. BSc/MA) | | | MSc | |
| TITLE OF PROGRAMME | | | MSc in Developmental Science | |
| START DATE | Sept 2016 | | LENGTH OF COURSE | 1 year full time and 2 years part time |
| Course Approved by: | | Name of Committee Chair | | Date of approval |
| Faculty Learning and Teaching Quality Committee (FLTQC) | | Ratula Chakraborty | | 24.2.16 |
| Learning and Teaching Committee (LTC) | | Reported to meeting 16.3.16 | | |
| RELEVANT OFFICE INFORMED? *insert date | | | | |
| Planning Office | Admissions and Marketing | | Learning and Teaching Service | Union of UEA Students |
| 25.2.16 | 25.2.16 | | 25.2.16 | 25.2.16 |
| | | | | |

| <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) | |

**LTC15D120**

Title: *HUM Minor course changes*
Author: Lorraine Newark
Circulation: Learning and Teaching Committee – 16 March 2016
Agenda: LTC15A004
Version: Final
Status: Open

Issue**Recommendation**

Recipients are invited to endorse the minor course changes for:

PPL

Intercultural Communication and Media

Public Policy and Public Management

LDC

Modern and Contemporary Writing

Resource Implications

None

Risk Implications

None

Equality and Diversity

None

Timing of decisions

N/A

Further Information

Lorraine Newark, Coordinator and HUM LTQC Secretary, Arts Hub. Tel: 01603 592157, email: l.newark@uea.ac.uk

Background

The courses within PPL have been created as a result of a HUM Faculty strategy for its MA programmes. In both cases, two existing programmes are being closed to accommodate these new, more commercially attractive course. There are no resource implications.

The MA in Public Policy is due to commence September 2016. The Intercultural Communication and Media course is due to commence September 2017.

The LDC course will commence with its new title from September 2016.

Discussion

N/A

Attachments

Course minor change form



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 |
|---|--------------------------------------|---|
| Intercultural Communication and Media | Two existing courses merged into one | T1RQLO101 |
| | | T2RQLO201 |
| | | T1QL13103 |
| | | T2QL13103 |
| School(s) of study & Faculty | | |
| Politics, Philosophy, Language and Communication Studies | | |
| Proposer & proposer's school | | |
| Roger Baines, PPL | | |
| Proposed start date (of new course or of changes) | | <i>note 2</i> |
| September 2017 | | |
| 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

UEA LEARNING & TEACHING SERVICE

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

| Course One | | | | |
|---|---------------|---|--|--|
| S1 | a | SCHOOL(S) OF STUDY | PPL | |
| <i>note S1c</i> | b | FACULTY or FACULTIES | HUM | |
| | c | JOINT COURSE? (ie owned/taught by more than one School) | YES | |
| | | | NO x | |
| | d | NAME OF COURSE DIRECTOR (Home School) | LCS PGT course director | |
| | e | NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only) | PGT course director for PPL | |
| S2 <i>note S2a</i> | a | COURSE TITLE | Intercultural Communication and Media | |
| <i>note S2b</i> | b | COURSE CODE | TBA | |
| <i>note S2c & S2d</i> | c | AWARD | MA | |
| | d | EXIT AWARD(S) AND TITLE(S) | Postgraduate Certificate; Postgraduate Diploma | |
| | e | FULL/PART-TIME (please specify) | FULL AND PART-TIME | |
| | f | LOCATION (UEA Norwich, UEA London, Distance Learning) | UEA | |
| | g | AVAILABLE FROM: | September 2017 | |
| S3 <i>note S3a</i> <i>note S3b</i> | a | PROFESSIONAL AWARD (if any) | | |
| | b | ACCREDITING/VALIDATING BODY (if relevant) | | |
| | | Website (URL) | | |
| | | Date when accreditation/validation may take place | | |
| S4 <i>note S4</i> | LEVE L | 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 FT or 24 months PT | | | |
| <i>note</i> S5b | b | MODE OF ATTENDANCE (full-time, part-time, distance, other) | Full-time and part-time versions | | | |
| 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) | | Languages, Cultures and Societies | | | |
| S8 <i>note</i> S8 | ENTRY REQUIREMENTS | | Equivalent to BA upper second class degree and IELTS of 6.5 with at least 6 in all components (or equivalent) | | | |
| 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 | <p>Intercultural communication is a crucial key to comprehending the world today and participating in the world of tomorrow.</p> <p>Globalisation has broken down barriers of time and space and led to the ever greater centrality of knowledge and information. The increased contact between different linguistic communities, through migration, tourism, education, and information and media flows, has not, however, resolved the problem of linguistic and cultural barriers, quite the opposite.</p> <p>As language and cultural exchanges become ever more frequent and diverse, and the media that carry these exchanges proliferate, so does our need to comprehend the nature of intercultural communication and how it may best be promoted.</p> <p>You will benefit from a vibrant environment with a focus on issues relating to contemporary language and mediation. The work we undertake has successfully positioned us at the cutting edge of research, ensuring our graduates are well-informed and highly employable. Our research focuses on cross-cultural communication, with all staff sharing an interest in the cross-over of language, translation and media in a multilingual framework. The different standpoints from which they approach the interaction between language and forms of communication constitute complementary and mutually enriching perspectives. On this course, we are particularly interested in exploring today's increasingly complex and varied networks of communication and culture from different perspectives, and this makes what we offer very distinctive. Options dealing with communication in media and cultural products from the completely different standpoints of, for example, political, social and international studies, or film studies, provide opportunities to diversify and compare approaches, methodologically and interculturality. The course makes use of a variety of analytic approaches from discourse analysis, linguistic anthropology, psycholinguistics and cross-cultural pragmatics to media and cultural studies, and political theory, for example.</p> | | | | | |

| | |
|--|---|
| | <p>The course integrates English proficiency and skills training into the overall programme of study for those for whom such an option is beneficial.</p> <p>The MA in Intercultural Communication and Media is a one-year, full-time taught course but it can also be taken part-time over two years.</p> <p>The course provides students with a high level of theoretical and practical training, combined with the opportunity to focus on issues of particular individual interest in projects for formative or summative assessment. Teaching is mainly through the media of seminars and individual dissertation supervision.</p> <p>The course consists of six taught modules, three compulsory and three selected from a range of options from within Language and Communication Studies or the Faculty of Arts and Humanities. There is also a compulsory Research Methods module taken by all Language and Communication Studies MA students. Assessment is on the basis of coursework, (seminar papers, oral case studies, essays, for example), and the dissertation.</p> <p>Compulsory modules: Language, Culture, and Thought, Studying Media, English, Communication, Culture (or alternative for students who have native or near native levels of English).</p> <p>Optional modules: Intercultural Communication in Practice, Conflict and Conflict Resolution in Intercultural Communication, Language Issues in a Global Multilingual Context, Multiculturalism, The Power of Discourse: Representation and Interaction, Politics and Media, Asian Cinema, The Big Picture: Contemporary Hollywood Cinema, Media, Culture and Politics in East Asia.</p> <p>The wide range of linguistically diverse students enrolled on both this and other MA programmes within the School of Politics, Philosophy, Language and Communication Studies provides a rich environment in which to study intercultural communication.</p> <p>We provide a friendly and stimulating environment in which to study. The size of Language and Communication Studies at UEA allows for more personal staff-student contact and individual academic support than in many larger institutions.</p> <p>The James Platt Centre for Language Learning houses a media library, a large multi-media self-access resources room, including computer-assisted translation, and professional subtitling software (SDL Trados and MultiTerm 2014, MemoQ, WINcaps) as well as interpreting facilities. These materials complement the excellent holdings of the UEA library. High quality IT facilities are available throughout the University.</p> <p>The course will be of interest to students who are seeking to deepen their knowledge of intercultural communication across communicative contexts, media, and a range of professions or other contexts concerned with issues of interpersonal and intercultural communication across different fields. The understanding of intercultural communication and media will enable graduates of this MA to move into all kinds of professions where workplaces are multilingual, or where professional communication crosses linguistic and cultural boundaries.</p> |
|--|---|

*****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>Language and Communication Studies has been rationalising its PGT offering over the past few years to increase recruitment and efficiency. We currently have 3 MAs running (Applied Translation Studies, Communication and Language Studies, and Language and Intercultural Communication) having folded the MA in Forensic Linguistics into the MA in Applied Translation from 2016 entry.</p> <p>We are now proposing the merger of Communication and Language Studies, and Language and Intercultural Communication where some modules are currently shared into one new MA with a modified title: Intercultural Communication and Media.</p> <p>The introduction of Media into the title reflects PPL and AMA modules currently available on the MA in Communication and Language Studies. It also enables the LCS MA offering to explicitly reflect the new PPL environment and provide a platform for new PPL MA media modules to be included on the programme in the future.</p> <p>It is anticipated that the combination of the key words Intercultural Communication and Media will make the new course more visible to potential applicants, in particular to international and EU students.</p> |

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 | |
| | | 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? | | |
| | No | | |

| | | | |
|---------------------------------------|---|---|-----|
| 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 |
| | This is an MA course and so does not affect any current students | | |
| 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 is an MA course and so does not affect any current students. There are no part-time students currently on either merging course. | |
| 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. | | |
| | | Course is due to start in September 2017, appropriate publicity will be available from summer 2016. | |
| 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 | None | |
| 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 | N/A |
| | | NO | N/A |
| 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, the only adjustment is to include one compulsory module (Analysing Media) which did not previously feature on either of the existing MAs which are being folded together, and one optional module, Media, Culture and Politics in East Asia. These modules are already established. | | |
| 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 | x |
| | | NO | |
| | If YES, please specify Course name, UCAS Code(s) / Course codes | | |
| | Communication and Language Studies, and Language and Intercultural Communication T1QL13103, T2RQLO201, T1RQLO101, and T2QL13103 | | |
| b | IS/ARE ANY COURSE(S) TO BE CLOSED TO NEW APPLICANTS AS PART OF THIS PROPOSAL? | YES | x |
| | | NO | |
| | If YES, please specify Course name, UCAS Code(s) / Course codes and date from which course(s) is to be withdrawn? | | |
| | Communication and Language Studies, and Language and Intercultural Communication T1QL13103, T2RQLO201, T1RQLO101, and T2QL13103 | | |
| 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 | Teaching hours will remain the same | |

| | |
|------------|---------------------------|
| 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 |
| | NOT REQUIRED |

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) | | | | |
| | Postgraduate Taught Regulations | | | | x |
| | Graduate Diplomas | | | | x |
| | 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 | x | NO | |
| | If so, how many modules and what is the credit volume for each module? | | | | |
| AC1.2c | <p>PPLCMR2Y ACADEMIC AND RESEARCH SKILLS (10 credits) Year-long for full-time students</p> <p>PPLCMR04 ACADEMIC AND RESEARCH SKILLS (5 credits) Spring semester year 2 for part-time students.</p> | | | | |
| | | | | | |

| | | | | | |
|---------------------------------|--|----------------|------------|-------------------------|---------------------------------|
| 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 | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
| AC3.2a | If YES, which existing board will be responsible for the course? | PPL | | | |
| AC3.2b | If NO, please enter details for new board of examiners | | | | |
| | Are any new external examiner(s) required? | YES | <input type="checkbox"/> | NO | <input checked="" type="checkbox"/> |
| AC3.3b | If yes, how many? | | | | |

| | |
|---|--|
| PS | PROGRAMME SPECIFICATION |
| <i>note 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 AC7</i> | DEFINED CHOICE |
| | NOT REQUIRED |

| | | | |
|-------------------------------|---|-----|-------------------------------------|
| AC8 <i>note AC8</i> | JOINT COURSES | | |
| | Is the proposed course is a joint course? | YES | <input type="checkbox"/> |
| | | NO | <input checked="" type="checkbox"/> |
| | 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 AC9</i> | 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 AC10</i> | 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 comment received | | | |
| AC10.2 | Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate) | | |
| No comments to add | | | |
| AC10.2 | Equality & Diversity Manager (PPE) | | |
| No comments received | | | |

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

note
AC11

| | |
|----------------------------|--|
| <i>note</i> <i>AC11</i> | |
|----------------------------|--|

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 | | HUM | | SCHOOL | | PPL | |
| NEW COURSE? | | Y | | If NO, please enter existing course code | | | |
| DEGREE AWARD (e.g. BSc/MA) | | | | MA | | | |
| TITLE OF PROGRAMME | | | | Intercultural Communication and Media | | | |
| START DATE | | Sept 2017 | | LENGTH OF COURSE | | 1 year | |
| Course Approved by: | | | Name of Committee Chair | | | Date of approval | |
| Faculty Learning and Teaching Quality Committee (FLTQC) | | | Clive Matthews | | | 17/02/16 | |
| 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 | |

| 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) | | | |



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 |
|--|------------------------------|---|---|
| MA Public Policy and Public Management | | N | T1L430101 |
| School(s) of study & Faculty | | | |
| Politics, Philosophy, Language and Communication Studies, Faculty of Humanities | | | |
| Proposer & proposer's school | | | |
| Chris Hanretty, School of Politics, Philosophy, Language and Communication Studies | | | |
| Proposed start date (of new course or of changes) | | | <i>note 2</i> |
| 2016/2017 | | | |
| 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

UEA LEARNING & TEACHING SERVICE

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

| Course One | | | | |
|---|--------------|---|--|--|
| S1 | a | SCHOOL(S) OF STUDY | PPL | |
| <i>note S1c</i> | b | FACULTY or FACULTIES | HUM | |
| | c | JOINT COURSE? (ie owned/taught by more than one School) | YES | |
| | | | NO X | |
| | d | NAME OF COURSE DIRECTOR (Home School) | Chris Hanretty, PPL | |
| | e | NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only) | | |
| S2 <i>note S2a</i> | a | COURSE TITLE | MA Public Policy and Public Management | |
| <i>note S2b</i> | b | COURSE CODE | T1L430101 | |
| <i>note S2c & S2d</i> | c | AWARD | MA | |
| | d | EXIT AWARD(S) AND TITLE(S) | | |
| | e | FULL/PART-TIME (please specify) | FT and PT variants | |
| | f | LOCATION (UEA Norwich, UEA London, Distance Learning) | UEA Norwich | |
| | g | AVAILABLE FROM: | 2016/2017 | |
| S3 <i>note S3a</i> <i>note S3b</i> | a | PROFESSIONAL AWARD (if any) | None | |
| | b | ACCREDITING/VALIDATING BODY (if relevant) | N/A | |
| | | Website (URL) | N/A | |
| | | Date when accreditation/validation may take place | | |
| 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) | 1 year | | | |
| <i>note</i> S5b | b | MODE OF ATTENDANCE (full-time, part-time, distance, other) | Both full-time and 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? | | | N/A |
| S7 <i>note</i> S7 | RELEVANT SUBJECT BENCHMARK STATEMENT(S) | | No relevant QAA subject benchmark statements at this level | | | |
| S8 <i>note</i> S8 | ENTRY REQUIREMENTS | | 2:1 in undergraduate degree | | | |
| 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... | | https://www.uea.ac.uk/admissions/brochures/hum.pg.brochure.pdf | | | |
| S12 | COURSE HIGHLIGHTS (for publication in University Prospectus / Website / other publicity) NB Please include employability prospects/career possibilities | | | | | |
| <i>note</i> S12 | <p>Examine policymaking and change in a variety of settings, and develop an advanced understanding of the main theories, models and concepts applied in the study of public policy and public management.</p> <p>You can choose to focus on one of three pathways: Public Policy and the Environment; International Public Policy; and Regulation and Competition.</p> <p>Focus on Public Policy and the Environment and you will look at how the main theories, models, and concepts in public policy are applied, comparing environment policy with social policy and policy in other areas. This is complemented with modules examining decision making about the environment more widely, including individual and cultural framings and values, and societal changes.</p> <p>Focus on International Public Policy and you will consider the impact of international organisations, including the EU, on national governments, and develop an advanced understanding of the main theories applied in the study of public policy and public management.</p> <p>Focus on Regulation and Competition and you will build upon a political science understanding of public policy and public management and examine regulation, competition, international institutions and the legal aspects of the subject.</p> | | | | | |

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

| | |
|--------------------|--|
| S13 | RATIONALE FOR PROPOSAL |
| <i>note</i> S13 | 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>This course is being amended as a result of the closure of three related Masters programme in public policy. These courses were closed because they attracted too few students, and because the administrative burden of maintaining three separate courses was too great. The current MA can act as a new home for these courses, preserving much of what they taught through the creation of particular pathways reflected in the course specification.</p> |
|--|--|

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 | |
| | | 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.) | | |
| | N/A | | |
| c | Will students undertake placements/ come into direct contact with vulnerable groups as part of their study? If so, will a CRB be required? | | |
| | No. | | |

| | | | |
|---------------------------------------|---|-----------------------------------|----------|
| 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 | |
| | All students on the affected courses were written to and offered an opportunity to provide a response. No response was received. | | |
| 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)? | | |
| | SSLC have been consulted. | | |
| 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. | | |
| | There are no part time students currently on this course. | | |
| 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 | | 0 |
| 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? | | |
| | | | |
| 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? | | |

| | | | |
|---|---|---|---|
| | None. | | |
| 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 | |
| | | NO | X |
| | 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 | X |
| | | NO | |
| | If YES, please specify Course name, UCAS Code(s) / Course codes and date from which course(s) is to be withdrawn? | | |
| | INTERNATIONAL PUBLIC POLICY, REGULATION AND COMPETITION (FT: T1LL44103; PT: T2LL44203); Public Policy And The Environment (FT: T1LF47101; PT: T2LF47201); Withdrawn as of the present date. | | |
| 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 | Net 0. | |

| | |
|------------|---------------------------|
| 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 |
| | NOT REQUIRED |

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) | | | | |
| | 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? | | | | |
| | N/A | | | | |

| | | | | | |
|--|--|----------------|------------|-------------------------|---------------------------------|
| 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 | 1 | 100% | N/A | MA |

| | | | | | |
|------------|--|-----|---|----|---|
| 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? | PPL | | | |
| 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? | | | | |

| | |
|---|--|
| 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) | |
| Comments received and addressed. | | |
| 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 | | | | | | |
| 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 | M. Gough | | Feb 16 |
| AP1.2 | Head of School (on behalf of School Board) | L. Marsden | | Feb 16 |
| AP1.3 | Dean of Faculty (on behalf of Faculty Executive) | Y. Tasker | | Feb 16 |
| 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: | L. Marsden | | Feb 16 |
| | Approved with amendments: | | | |
| | Rejected: | | | |
| | Comments (if any): | | | |

| AP2.2 | Faculty Associate Dean (for Faculty LTQC) | Name | Signature | Date |
|-------------------|--|-------------|-----------|--------|
| | Approved: | C. Matthews | | Feb 16 |
| | 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 | | HUM | | SCHOOL | | PPL | |
| NEW COURSE? | | Y | | If NO, please enter existing course code | | | |
| DEGREE AWARD (e.g. BSc/MA) | | | | MA | | | |
| TITLE OF PROGRAMME | | | | Public Policy and Public Management | | | |
| START DATE | | Sept 2016 | | LENGTH OF COURSE | | 1 year | |
| Course Approved by: | | | Name of Committee Chair | | | Date of approval | |
| Faculty Learning and Teaching Quality Committee (FLTQC) | | | Clive Matthews | | | 17/02/16 | |
| 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 | |

| 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) | | | |



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 |
|--|------------------------------|---|---|
| MA Modern and Contemporary Writing | Y | | |
| School(s) of study & Faculty | | | |
| Literature, Drama, and Creative Writing, Faculty of Arts and Humanities | | | |
| Proposer & proposer's school | | | |
| Tom Rutledge, Literature, Drama, and Creative Writing | | | |
| Proposed start date (of new course or of changes) | | | <i>note 2</i> |
| September 2016 | | | |
| 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

UEA LEARNING & TEACHING SERVICE

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

| Course One | | | | |
|---|--------------|---|------------------------------------|--|
| S1 | a | SCHOOL(S) OF STUDY | LDC | |
| <i>note S1c</i> | b | FACULTY or FACULTIES | HUM | |
| | c | JOINT COURSE? (ie owned/taught by more than one School) | YES | |
| | | | NO No | |
| | d | NAME OF COURSE DIRECTOR (Home School) | Thomas Karshan | |
| | e | NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only) | | |
| S2 <i>note S2a</i> | a | COURSE TITLE | MA Modern and Contemporary Writing | |
| <i>note S2b</i> | b | COURSE CODE | TBA | |
| <i>note S2c & S2d</i> | c | AWARD | Masters MA | |
| | d | EXIT AWARD(S) AND TITLE(S) | P DIP P CERT | |
| | e | FULL/PART-TIME (please specify) | Full-time or Part-time | |
| | f | LOCATION (UEA Norwich, UEA London, Distance Learning) | UEA Campus | |
| | g | AVAILABLE FROM: | 2016-17 | |
| 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 | Level 7: Masters Degree | |
| | | Other postgraduate (please specify) | | |

| | | | | | | |
|----------------------------------|---|---|--|--|----|----|
| S5 <i>note</i> S5a | a | DURATION (years or months) | 1 year full-time; 2 years part-time | | | |
| <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 | No |
| | | | If YES, does this conform with the UEA's code of practice on placements? | | | |
| S7 <i>note</i> S7 | RELEVANT SUBJECT BENCHMARK STATEMENT(S) | | There is no specific QAA Benchmark statement for MA courses in English. However, Modern and Contemporary Writing will amply sustain the aspirations expressed in the 2015 QAA Benchmark Statement for English BA degrees, including the statement (Section 2.1), 'What characterises English as a subject is critical attention to the spoken and written word, to the relationship between thought and expression, and to the variety of social and cultural forms and contexts in which textual production, interpretation and communication occur.' The course will cover a wide range of literary history in the 20 th and 21 st centuries, combining this with inquiry into the philosophical and theoretical dimensions of the literature being studied and a distinctive 'creative-critical' approach, as articulated in Section 2.4 of the QAA Benchmark Statement: 'Creative writing helps students understand existing works of literature and explore their own creativity. Students learn to recognise the complex interactive relationship between writer, publisher, text and audience.' | | | |
| S8 <i>note</i> S8 | ENTRY REQUIREMENTS | | BA or equivalent* contact Admissions for clarification. (For UK students a good 2:1 would be required except in unusual circumstances.) Evidence of aptitude in literary critical skills and a capacity and appetite for wide reading. | | | |
| 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 | | | | | |

| | |
|-------------|---|
| note S12 | <p>The MA allows students to participate in an on-going dynamic of thinking, reading, and writing with 20th- and 21st-century texts, with particular emphasis placed on the interrelation of literary, critical, and theoretical texts. Modern and Contemporary Writing is an innovative MA programme which extends the School's long-established commitment to the critical and creative study of this literature.</p> <p>Students take two compulsory modules. Living Modernism is devoted to the radical experiments of early 20th-century writing and the ways such experiments continue to resonate in the 21st century. Archiving the Contemporary explores contemporary writing in its engagement with, and critical reassessment of, the literary conventions, cultural heritage, philosophical traditions, and political ideologies it so vigorously interrogates.</p> <p>Students pursue further philosophical, critical, and innovative creative-critical approaches through the choice of optional modules. These include</p> <ul style="list-style-type: none"> - Criticism and Critique - Fiction 'After' Modernism - Ludic Literature - Creative-Critical Writing <p>Students also benefit from access to the British Archive for Contemporary Writing, which is housed at UEA and includes correspondence and other literary material from Doris Lessing, J. D. Salinger, and Nadine Gordimer, amongst many others.</p> |
|-------------|---|

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

| | |
|-------------|--|
| S13 | RATIONALE FOR PROPOSAL |
| note S13 | <p>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> |
| | <p>The new programme is a development from the MA in Writing the Modern World. The change of programme title aims both to be more instantly legible to prospective candidates and to articulate the close relationship between the critical study of modern and contemporary writing and its <i>practice</i>, as fostered within the School's Creative Writing MA programmes. It is part, then, of the School's continuing development and consolidation of its offerings at MA (another of the immediate contexts is the closure of the MA in Culture and Modernity last year to allow strengthening consolidation of the School's offerings in this area). The MA will retain the strengths of the Writing the Modern World MA (which has attracted an excellent cohort of students for 2015-16) – which revolve around the innovative use of creative-critical modules and established strengths in the critical study of 20th-century and contemporary literature. At the same time it extends link-up with the School's Creative Writing MA programmes and, especially, with the Prose Fiction cohort (bringing together readers and writers of contemporary writing).</p> <p>The new MA will bring new possibilities for studying contemporary writing – something that has been asked for among the Prose Fiction students – with the new, core, Archiving the Contemporary module. It is hoped that it will also appeal to the many strong students who apply to that programme each year but are turned away because they are felt to be stronger critically than creatively. It will allow students to study Modern <i>and</i> Contemporary writing, but also to concentrate on one or other, thereby maintaining the School's traditional strengths in these areas, but consolidating the provision of its MA teaching. And it will participate in</p> |

| | |
|--|---|
| | <p>the School's suite of MA programmes which foster the reading and writing of contemporary work. It will sustain and strengthen Writing the Modern World's place at the heart of the School's creative-critical culture.</p> <p>The changes should carry no teaching resource implications for the School, as the new module will be matched by the withdrawal of one – and probably two – existing modules. The learning outcomes and assessment strategies will remain, in essence, those of Writing the Modern World.</p> |
|--|---|

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 | |
| | | NO | No |
| 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? | | |
| | No. | | |

| | | | |
|---------------------------------------|---|-----------------------------------|-------------|
| 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 | No. |
| | <p>SSLC has not been consulted only because considerable, more carefully targeted student consultation has taken place instead - led by Tommy Karshan, over the course of the past 18 months. This has taken the form of discussions both with graduate students on the Writing the Modern World programme and with third-year undergraduates (those looking to continue graduate work in the area and those enrolled in what might be termed 'feeder' modules for the MA). The proposed change has met with warm student support. Consultation has also been led by Henry Sutton with students on the Creative Writing, Prose programme, who have been very enthusiastic about the possibilities the new programme will allow for further cross-over between the critical and creative MA programmes and for further critical study of contemporary writing.</p> | | |
| b | Will any current students or applicants be affected by this proposal? | YES | |
| | | NO (go to 5.3) | No. |
| | <p>The proposed changes should not seriously affect any students currently enrolled on the Writing the Modern World programme. Any part-time students will have completed the two core Writing the Modern World modules this year and will be able to choose among the optional modules available next year as they should always have been able to do. The options range will change slightly, but only in keeping with the manner in which it does every year according to leave arrangements and the constant evolution of our teaching provision. Of the modules that will be withdrawn, for instance, Refugee Writing did not run last year when Lyndsey Stonebridge was on leave and Travel Writing is not running this year as Petra Rau is on leave.</p> | | |
| c | <p>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)?</p> | | |
| | | | |
| d | <p>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.</p> | | |
| | | | |
| 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 | | None |

| | | | |
|---|--|---|---------|
| b | Is a new discipline or specialism being introduced that requires a new appointment? | YES | |
| | | NO | No |
| c | Are new appointments required to meet any additional hours? | YES | |
| | | NO | No |
| 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? | | |
| | | | |
| 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? | | |
| | Yes. One new module will be added – Archiving the Contemporary. To sustain this, an existing module will, in turn, be withdrawn. This will be either the Travel Writing module or Refugee Writing – probably both. The new module <i>replaces</i> an existing one, though, so does not place additional strain on the School's teaching resources. | | |
| 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 | Yes |
| | | NO | |
| | If YES, please specify Course name, UCAS Code(s) / Course codes | | |
| | Writing the Modern World, T1Q324102 and T2Q324202. | | |
| b | IS/ARE ANY COURSE(S) TO BE CLOSED TO NEW APPLICANTS AS PART OF THIS PROPOSAL? | YES | Yes |
| | | NO | |
| | If YES, please specify Course name, UCAS Code(s) / Course codes and date from which course(s) is to be withdrawn? | | |
| | Writing the Modern World, T1Q324102 and T2Q324202, from 2016-17. Part-time students should be able to complete their second year without problems. | | |
| 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 or 36 |

| | |
|------------|---------------------------|
| 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 |
| | NOT REQUIRED |

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) | | | | |
| | 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 | x | NO | |
| | If so, how many modules and what is the credit volume for each module? | | | | |
| AC1.2c | The 10-credit Research Methodology module (LDCEM020) is a pass/fail 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? | LDC Critical Board | | | |
| 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? | | | | |

| | |
|---|--|
| PS | PROGRAMME SPECIFICATION |
| <i>note 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 AC7</i> | DEFINED CHOICE |
| | NOT REQUIRED |

| | | | |
|-------------------------------|---|------------|----|
| AC8 <i>note 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 | | |
| | | YES | |

| | | | |
|-----------------|--|-----------|-----------|
| | Is this course accredited or validated by a Professional, Statutory or Regulatory Body (PSRB)? | NO | No |
| | If NO, go to AC10 | | |
| <i>note AC9</i> | 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 AC10</i> | 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) | | |
| Comments received and addressed. Confirmed satisfied with amended form. | | | |
| AC10.2 | Equality & Diversity Manager (PPE) | | |
| No comments received. | | | |

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

| | |
|----------------------------|--|
| <i>note</i> <i>AC11</i> | |
|----------------------------|--|

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 | Thomas Rutledge | | 29/01/16 |
| AP1.2 | Head of School (on behalf of School Board) | Peter Womack | | 29/01/16 |
| AP1.3 | Dean of Faculty (on behalf of Faculty Executive) | Yvonne Tasker | | 01/02/16 |
| AP1.4 | LTC (if relevant) | Reported to March LTC | | |
| 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: | Peter Womack | | 29/01/16 |
| | Approved with amendments: | | | |
| | Rejected: | | | |
| | Comments (if any): | | | |

| AP2.2 | Faculty Associate Dean (for Faculty LTQC) | Name | Signature | Date |
|-------------------|--|----------------|-----------|----------|
| | Approved: | Clive Matthews | | 29/01/16 |
| | 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

| <i>Note N1</i> | | | | 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 | | HUM | | SCHOOL | | LDC | |
| NEW COURSE? | | Y | | If NO, please enter existing course code | | | |
| DEGREE AWARD (e.g. BSc/MA) | | | | MA | | | |
| TITLE OF PROGRAMME | | | | Modern and Contemporary Writing | | | |
| START DATE | | September 2016 | | LENGTH OF COURSE | | 1 year | |
| Course Approved by: | | | Name of Committee Chair | | Date of approval | | |
| Faculty Learning and Teaching Quality Committee (FLTQC) | | | Clive Matthews | | January 2016 | | |
| 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) | |
|--|--|