



LTC15D151

Title: *HUM Minor course changes*
Author: Lorraine Newark
Circulation: LTC – 11 May 2016
Agenda: LTC15A005
Version: Final
Status: Open

Recommendation

Recipients are invited to endorse the minor course changes for:

BA Film Studies and English Literature (replacing BA Film and English)

BA History and Film Studies (replacing BA Film and History)

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

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
BA Film Studies and English Literature (replacing BA Film and English)	Y	N✓	U1QW36302
School(s) of study & Faculty			
AMA, HUM			
Proposer & proposer's school			
Dr Rayna Denison (FTM) and Dr Sarah Monks (ART), AMA			
Proposed start date (of new course or of changes)			<i>note 2</i>
2016-17			
I can confirm that this proposal meets the criteria for using the Minor Changes Course Proposal Form <i>note 3</i>			Y✓
			N

This form is in 5 parts:

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

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

Course One				
S1	a	SCHOOL(S) OF STUDY	AMA	
<i>note S1c</i>	b	FACULTY or FACULTIES	HUM	
	c	JOINT COURSE? (ie owned/taught by more than one School)	YES	✓
			NO	
	d	NAME OF COURSE DIRECTOR (Home School)	Dr Rayna Denison	
	e	NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only)	Dr Jo Poppleton	
S2 <i>note S2a</i>	a	COURSE TITLE	BA Film Studies and English Literature (replacing Film and English)	
<i>note S2b</i>	b	COURSE CODE	U1QW36302	
<i>note S2c & S2d</i>	c	AWARD	BA (Hons)	
	d	EXIT AWARD(S) AND TITLE(S)	BA (Hons)	
	e	FULL/PART-TIME (please specify)	Full-time	
	f	LOCATION (UEA Norwich, UEA London, Distance Learning)	UEA Norwich	
	g	AVAILABLE FROM:	September 2016	
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)	https://www.uea.ac.uk/study/undergraduate/degree/detail/ba-film-and-english-studies	
		Date when accreditation/validation may take place	N/A	
S4 <i>note S4</i>	LEVE L	Sub-degree (e.g. Cert. Dip.)		
		Undergraduate	✓ Level 6: Honours Degree	
		Integrated Masters		
		Masters		
		Other postgraduate (please specify)		

S5 <i>note</i> S5a	a	DURATION (years or months)	3 years			
<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	✓
			If YES, does this conform with the UEA's code of practice on placements?			
S7 <i>note</i> S7	RELEVANT SUBJECT BENCHMARK STATEMENT(S)		<p>The BA in Film and English Studies enables its students to develop specialised knowledge of two distinct yet inter-related academic disciplines and creative forms. Within Film modules, the programme explores the history, theory and practice of Film Studies, and entails both multidisciplinary and interdisciplinary approaches, offering detailed study of wide-ranging visual texts. Within Literature modules, students develop specialised knowledge of literary texts, engaging with the complex intersections between national cultures and histories and the production of literature, and assessing the ways in which different social, cultural and ethnic groups and represented within literary writing. Students are encouraged to think and work independently, and to engage with debates at the forefront of humanities research. Students take a wide range of modules engaging with Film and English Studies, and are taught discipline specific skills and methodologies via a variety of formative exercises and summative written assessment. Employability is built into the curriculum at every level via core and/or discipline specific modules, and employability events are also held.</p> <p>http://www.qaa.ac.uk/en/Publications/Documents/Subject-benchmark-statement-Communication-media-film-and-cultural-studies.pdf</p> <p>http://www.qaa.ac.uk/en/Publications/Documents/Subject-benchmark-statement-English.pdf</p>			
S8 <i>note</i> S8	ENTRY REQUIREMENTS		ABB 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...	https://www.uea.ac.uk/study/undergraduate/degree/detail/ba-film-and-english-studies
S12	COURSE HIGHLIGHTS (for publication in University Prospectus / Website / other publicity) NB Please include employability prospects/career possibilities	
<i>note</i> S12	<p>The BA Film Studies and English Literature programme brings together approaches from both subjects, drawing on a range of critical tools vital for the analysis of texts, histories and institutions relevant to both disciplines, whilst placing them within broader social and cultural contexts.</p> <p>There is a strong emphasis on history in the Film Studies component, from silent cinema to contemporary Hollywood and its cross-media storytelling. There is also the opportunity to consider how British film and television production has been strongly influenced by issues of adaptation, while other optional modules allow students to investigate the theory and practice of adaptation from a wide range of perspectives including sound and digital production, franchising, genre and authorship. Alongside these concerns, the English Literature component offers considerable choice, drawing on modules led by expert scholars in literature, history, creative writing and drama. A number of modules have been designed to bring the disciplines together in productive dialogue, such as Shakespeare on Stage to Screen, and British Cinema and the Past. Television and media studies modules are also available to you, including some creative practice modules and others that offer the chance to study important topics like gender, nation and film consumption.</p> <p style="text-align: center;"><i>Course Structure</i></p> <p>Academic study skills, key concepts, issues and ideas will be introduced in lectures and seminars throughout your first year where you will study a series of compulsory modules. In the second and third years you will have a mixture of compulsory and optional modules. You will be able to choose from a wide range of optional modules, within Film, Television and Media Studies and English Literature, enabling you to build your degree according to your interests, learning needs and career goals.</p> <p>We use a variety of teaching methods, including screenings, lectures, seminars, workshop sessions, and tutorials to generate different modes of learning, to help you in exercising a range of skills and in being responsive to particular needs at different stages of the degree programme. During your degree you will be assigned a personal advisor who will monitor your academic progress, give you specific advice in one-to-one and group meetings, guide your options for each academic year, offer support if personal problems affect your studies, and help you with careers advice and write references when you apply for jobs or courses of further study.</p> <p>Year 1</p> <p>The first year covers a range of theoretical and historical approaches to film and literature, providing students with the foundation needed to explore film and literature as academic subjects. Modules also introduce you to the critical analysis of audiovisual and literary texts. Modules also incorporate study skills development, helping your progress as an undergraduate.</p> <p>Year 2</p> <p>Compulsory modules on theory and research in your second year prepare you for advanced work in your final year. In addition, a wide range of optional modules are</p>	

	<p>available for both strands. In film studies, modules explore areas such as film genres, Hollywood filmmaking and gender and film. In English Literature, modules cover topics such as creative writing, English literature and history, post-colonialism, and literary theory. We also offer opportunities to apply for internships within the creative industries, which are also assessed as part of your degree. In addition, there are opportunities for you to engage in practical work, and you can also take part in a Semester Abroad. We also encourage our students to take language modules during their second year.</p> <p>Year 3</p> <p>In your final year you will undertake a Dissertation that brings together your studies in Film and English Literature. You will also take modules covering topics in greater depth, allowing you to extend and develop your knowledge and skills, and to draw on the specialist expertise of teaching staff. In Film Studies, modules range in type and content and include an opportunity to undertake more independent creative work, or to delve into topics like national cinema, film audiences or feminism and film in more depth. In English Literature, modules explore a range of topics, individual writers, historical periods, and genres, including Children’s Literature and the Gothic.</p> <p style="text-align: center;"><i>Study Abroad</i></p> <p>You have the opportunity to spend a semester studying abroad in your second year at a university in – amongst other places – USA, Canada, Europe, Australia and Japan. For further details please see our Study Abroad pages.</p>
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****Please copy and paste the above table for additional (related) courses****

S13	RATIONALE FOR PROPOSAL
<i>note S13</i>	Please explain why you are proposing this/these new course(s) or these course amendments, and why this proposal is being offered at this time. See guidance notes for further indication of what to include in this section.
	It is proposed to make a minor change to the title in order to make the course content and subject matter more clearly apparent to potential applicants. The previous title ‘Film and English Studies’ was imprecise and did not make clear enough reference to the key disciplines involved, ie Film Studies and English Literature. The proposed change will make that explicitly apparent.

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	✓
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.)		
	The curriculum has been designed to engage with issues of gender, race, class and sexuality, and fostering inclusivity on the level of the curriculum is central to the ethos of the programme. All learning, teaching and assessment is conducted in accordance with University equal opportunities regulations.		
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	
	<p>Krystal Brown (level 4), represents her personal views. Alyssa Girvan (level 5), represents the views of herself and her peer group with whom she consulted.</p> <p>Krystal Brown (level 4): I just read about the AMA degree name changes. As the first year to graduate as a Film and History student, i have to say the change to History and Film Studies bothers me as it seems to put the emphasis on History, rather than film. This might seem like a little thing, but the course for me is run by FTM even if there is a strong emphasis on historical understanding and uses of film and memory. History is a big part of the course, but it is not the main object, and in all honesty if the course had been named History and Film Studies when I first applied, i do not think I would have chosen the course. I chose the course because I wanted to learn about historical uses of film, its history and the events that helped shape what film is today, and Film and History perfectly encapsulated that, even Film Studies and History encapsulates that. Overall, I guess my argument is that it has been a hard fight to keep the course focussed on film studies about history themes and uses, and not history, with a few film classes. I would hate to see that meaning get lost by emphasising History over film. It is the little details that matter.</p> <p>Alyssa Girvan (level 5): I am the second year Film and History course rep and I was recently contacted about the proposed name change for my degree. I just wanted to say that I consulted my peers about it and they have no problems with the name change, and we actually got some very positive feedback on the idea from a student who said:</p> <p>'I think this is a good idea. It would avoid confusion when telling people what you are studying. People always ask me to clarify what exactly my degree is. Where as if it was History and Film Studies it is self explanatory'</p>		
b	Will any current students or applicants be affected by this proposal?	YES	
		NO (go to 5.3)	✓
	The title change will affect only new entrants from 2016 onwards.		
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 reps have been contacted via email and asked for their responses.		
d	Informing applicants What arrangements have been made (for informing applicants who may be affected by any change(s)? Written notification, including advice about any		

	alternative options that may be given, must be sent to applicants holding unconditional/ conditional firm or conditional insurance offers.	
	No current applicants are affected.	
BC5.3 <i>note</i> <i>BC5.3</i>	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 ✓
c	Are new appointments required to meet any additional hours?	YES
		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?	
	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?	
	N/A	
g	Are any other teaching adjustments required? For example, will new modules be introduced, other modules withdrawn or combined?	
	N/A	
BC5.4 <i>note</i> <i>BC5.4</i>	COURSE RATIONALISATION	Consult with HOS, Dean of relevant Faculties, PLN
a	DO ANY SIMILAR COURSES ALREADY EXIST AT UEA?	YES
		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 ✓
	If YES, please specify Course name, UCAS Code(s) / Course codes and date from which course(s) is to be withdrawn?	
	This new title directly replaces the existing BA Film and English degree course.	
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

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				
	Graduate Diplomas				
	PGCE				
AC1.2a	Is the course as a whole assessed on a pass/fail basis?	YES		NO	✓
AC1.2b	Are any modules assessed on a pass/fail basis?	YES		NO	✓
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	N/A			
Stage 1	Level 4	Year 1	BIM 0%	Yes	Certificate
Stage 2	Level 5	Year 2	BIM 40%	Yes	Diploma
Year Abroad / in Industry		B/A			
Stage 3	Level 6	Year 4	BIM 60%	Yes	BA Hons.
Stage M	Level 7	N/A			

AC3	BOARD OF EXAMINERS				
AC3.1	Is there an existing Board of Examiners?	YES	✓	NO	
AC3.2a	If YES, which existing board will be responsible for the course?	AMA (FTM representatives)			
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</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?	<table border="1"> <tr> <td>YES</td> <td>✓</td> </tr> <tr> <td>NO</td> <td></td> </tr> </table>	YES	✓	NO	
YES	✓					
NO						
	If YES, how will the student experience be managed?					
	There will be a Course Director in FTM with responsibility for managing the processes around Course running and review, with a Deputy Course Director in Literature, Drama and Creative Writing. Together, they ensure the smooth running of the Course and its management. This is an existing Course, we are only proposing to change the title slightly.					

AC9	COMMENTS/FEEDBACK FROM EXTERNAL PROFESSIONALS/ BODIES					
	Is this course accredited or validated by a Professional, Statutory or Regulatory Body (PSRB)?	<table border="1"> <tr> <td>YES</td> <td></td> </tr> <tr> <td>NO</td> <td>✓</td> </tr> </table>	YES		NO	✓
YES						
NO	✓					

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

AC10	COMMENTS ON ACADEMIC CASE AND PROGRAMME SPECIFICATION	
	COMPLETION OF THIS SECTION TO BE COORDINATED BY LEARNING AND TEACHING SERVICE (LTS) COORDINATOR	
<i>note</i> AC10	Please circulate Parts 1, 3 & 4 to the following for their additional comments (if any). Comments to be returned to proposer within 10 working days.	
	NB these comments should focus on the <i>ACADEMIC CONTENT</i> of the proposal	
Date of circulation:	1.3.16	
AC10.1	Careers Manager (CCEN)	
	No response received.	
AC10.2	Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate)	
	Michele Pavey 4.3.16 - I have no comments to make on either proposal. The academic rationale for both is sound.	
AC10.2	Equality & Diversity Manager (PPE)	
	No response received.	

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

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 0	Year 1	Year 2	Year 3	Year 4	Year 5	
1.1	Percentage of assessment by written exams		8	50	38			
1.2	Percentage of assessment by practical exams		0	0	0			
1.3	Percentage of assessment by coursework		92	50	62			
1.4	Percentage of time in scheduled learning and teaching activities		20	14	13			
1.5	Percentage of time in guided independent study		80	86	87			
1.6	Percentage of time on placements		0	0	0			
KIS2		Professional Accreditation						<i>Note KIS2</i>
2.1		Name of accrediting body (if applicable)						
		N/A						
2.2		Please give details, including any memberships, exemptions etc that the award confers. Please also give accrediting body website URL.						
		N/A						
2.3		Is the accreditation dependent on specific module choices? If so, please include URL of web pages where these details are outlined.						
		N/A						

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	Bex Tillett	Bex Tillett	17.3.16
AP1.2	Head of School (on behalf of School Board)	Mark Jancovich	Mark Jancovich	17.3.16
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:	Mark Jancovich	Mark Jancovich	17.3.16
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

AP2.2	Faculty Associate Dean (for Faculty LTQC)	Name	Signature	Date
	Approved:	Clive Matthews	Clive Matthews	23.03.16
	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			AMA	
NEW COURSE?			Y	N	If NO, please enter existing course code			U1QW36302	
DEGREE AWARD (e.g. BSc/MA)					BA (Hons)				
TITLE OF PROGRAMME					BA Film Studies and English Literature				
START DATE		Sept 16			LENGTH OF COURSE			3 years	
Course Approved by:			Name of Committee Chair			Date of approval			
Faculty Learning and Teaching Quality Committee (FLTQC)			Clive Matthews			23/03/16			
Learning and Teaching Committee (LTC)									
RELEVANT OFFICE INFORMED? *insert date									
Planning Office		Admissions and Marketing			Learning and Teaching Service		Union of UEA Students		
23/03/16		23/03/16			23/03/16		23/03/16		
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

MINOR CHANGES COURSE PROPOSAL FORM

(taught programmes only)

for **NEW COURSES** and
MINOR AMENDMENTS
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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.

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School(s) of study & Faculty			
AMA, HUM			
Proposer & proposer's school			
Dr Rayna Denison (FTM) and Dr Sarah Monks (ART), AMA			
Proposed start date (of new course or of changes)			<i>note 2</i>
2016			
I can confirm that this proposal meets the criteria for using the Minor Changes Course Proposal Form <i>note 3</i>			Y✓
			N

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- 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

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Course One				
S1	a	SCHOOL(S) OF STUDY	AMA	
<i>note S1c</i>	b	FACULTY or FACULTIES	HUM	
	c	JOINT COURSE? (ie owned/taught by more than one School)	YES <input checked="" type="checkbox"/>	
			NO <input type="checkbox"/>	
	d	NAME OF COURSE DIRECTOR (Home School)	Dr Rayna Denison	
	e	NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only)	Dr Matthias Neumann	
S2 <i>note S2a</i>	a	COURSE TITLE	BA History and Film Studies (replacing Film and History)	
<i>note S2b</i>	b	COURSE CODE	WV61	
<i>note S2c & S2d</i>	c	AWARD	BA (Hons)	
	d	EXIT AWARD(S) AND TITLE(S)	BA (Hons)	
	e	FULL/PART-TIME (please specify)	Full-time	
	f	LOCATION (UEA Norwich, UEA London, Distance Learning)	UEA Norwich	
	g	AVAILABLE FROM:	September 2016	
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)	https://www.uea.ac.uk/study/undergraduate/degree/detail/ba-film-and-history	
		Date when accreditation/validation may take place	N/A	
S4 <i>note S4</i>	LEVEL	Sub-degree (e.g. Cert. Dip.)		
		Undergraduate	<input checked="" type="checkbox"/> Level 6: Honours Degree	
		Integrated Masters		
		Masters		
		Other postgraduate (please specify)		

S5 <i>note</i> S5a	a	DURATION (years or months)	3 years			
<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	✓
			If YES, does this conform with the UEA's code of practice on placements?			
S7 <i>note</i> S7	RELEVANT SUBJECT BENCHMARK STATEMENT(S)		<p>The programme reflects the latest QAA subject benchmarking statement for Communication, Media, Film and Cultural studies, and for History. The BA in Film and History demonstrates the rich diversity of multidisciplinary and interdisciplinary studies, which is evident in the variety of critical and theoretical approaches to which students are introduced. The benchmarking statement for Film emphasises the “increasingly central role” played by “the cultural and communications industries” by which “forms of social and political organisation and creative expression are touched at every point by media forms and practices”. Accordingly, our programme explores the ways in which Film Studies addresses the key questions identified by the benchmark statement concerning “questions of political economy”, “representation”, “aesthetics”, “discourse”, “production and distribution”, “consumption”, “identity”, and “ideology”. Our History modules equip students with the key critical skills identified by the benchmarking statement, namely the ability to read primary and other sources “both critically and empathetically”. The programme allows students to develop “the ability to ask and answer cogent and focused questions about the past and to pursue these questions through structured enquiry, selecting and interrogating an appropriate range of materials, including archival and historiographical sources of evidence” whose importance is outlined by the benchmarking statement.</p> <p>http://www.qaa.ac.uk/en/Publications/Documents/Subject-benchmark-statement-Communication-media-film-and-cultural-studies.pdf</p> <p>http://www.qaa.ac.uk/en/Publications/Documents/SBS-history-14.pdf</p>			
S8	ENTRY REQUIREMENTS		ABB or equivalent			

<i>note</i> S8		
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/film-television-media/undergraduate-degrees
S12	COURSE HIGHLIGHTS (for publication in University Prospectus / Website / other publicity) NB Please include employability prospects/career possibilities	
<i>note</i> S12	<p>This pioneering, interdisciplinary degree unites the teaching expertise and world-leading research of both a long-established prestigious film and media studies department and one of the largest and most respected history departments in the country. Learn about the history and theory of film and television, as well as the ways in which these media have represented, recorded and reconstructed history.</p> <p>Explore these questions in your projects and essays or by making your own historical documentaries in our fully-equipped television studio, using footage you have sourced first hand from archives. Throughout your studies you will choose from a range of film studies modules and history options, including specially designed modules on documentary history, theory and practice; propaganda and European history on film; historical representation and memory; and the practice and ethics of archival research.</p> <p>You will be taught by experts from the disciplines of history and film, television and media studies, including film archivists and practitioners with years of experience in their fields.</p> <p>The unique experience offered by this degree will provide a great foundation for a range of future careers, among them work in the heritage industry, film and television documentary making, writing and researching for historical programming, journalism, marketing, education, or archiving.</p> <p>The research and teaching in the Department of Film, Television and Media is focused upon the relationships between film, television and other media, and the creative and cultural contexts in which they are produced and consumed. We are recognised as a leading centre for the study of British, Hollywood and Asian cinemas, popular film and television genres, and feminist approaches to media. Major assets to the programme are the East Anglian Film Archive, a unique resource utilised by our students, and our close links with the British Film Institute in London.</p> <p>In the School of History, you will be taught by academics who are active researchers, publishing books related to the subjects they teach. With some of the country's finest teaching staff, we have one of the highest concentrations of eminent historians outside of Oxford, Cambridge and London.</p>	

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

S13	RATIONALE FOR PROPOSAL
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<i>note</i> <i>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.
	It is proposed to make a minor change to the title in order to make the course content and subject matter more clearly apparent to potential applicants. The previous title 'Film and History' did not make clear reference to one of the key disciplines involved, ie Film Studies. The proposed change will make that explicitly apparent.

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	✓
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.)		
	The curriculum has been designed to engage with issues of gender, race, class and sexuality, and fostering inclusivity on the level of the curriculum is central to the ethos of the programme. All learning, teaching and assessment is conducted in accordance with University equal opportunities regulations.		
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	
<p>Krystal Brown (level 4), represents her personal views. Alyssa Girvan (level 5), represents the views of herself and her peer group with whom she consulted.</p> <p>Krystal Brown (level 4): I just read about the AMA degree name changes. As the first year to graduate as a Film and History student, i have to say the change to History and Film Studies bothers me as it seems to put the emphasis on History, rather than film. This might seem like a little thing, but the course for me is run by FTM even if there is a strong emphasis on historical understanding and uses of film and memory. History is a big part of the course, but it is not the main object, and in all honesty if the course had been named History and Film Studies when I first applied, i do not think I would have chosen the course. I chose the course because I wanted to learn about historical uses of film, its history and the events that helped shape what film is today, and Film and History perfectly encapsulated that, even Film Studies and History encapsulates that. Overall, I guess my argument is that it has been a hard fight to keep the course focussed on film studies about history themes and uses, and not history, with a few film classes. I would hate to see that meaning get lost by emphasising History over film. It is the little details that matter.</p> <p>Alyssa Girvan (level 5): I am the second year Film and History course rep and I was recently contacted about the proposed name change for my degree. I just wanted to say that I consulted my peers about it and they have no problems with the name change, and we actually got some very positive feedback on the idea from a student who said:</p> <p>'I think this is a good idea. It would avoid confusion when telling people what you are studying. People always ask me to clarify what exactly my degree is. Where as if it was History and Film Studies it is self explanatory'</p>			
b	Will any current students or applicants be affected by this proposal?	YES	
		NO (go to 5.3)	✓
The title change will affect only new entrants from 2016 onwards.			
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 reps have been contacted via email and asked for their responses.			
d	Informing applicants What arrangements have been made (for informing applicants who may be affected by any change(s)? Written notification, including advice about any		

	alternative options that may be given, must be sent to applicants holding unconditional/ conditional firm or conditional insurance offers.	
	No current applicants are affected.	
BC5.3 <i>note</i> <i>BC5.3</i>	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 ✓
c	Are new appointments required to meet any additional hours?	YES
		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?	
	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?	
	N/A	
g	Are any other teaching adjustments required? For example, will new modules be introduced, other modules withdrawn or combined?	
	N/A	
BC5.4 <i>note</i> <i>BC5.4</i>	COURSE RATIONALISATION	Consult with HOS, Dean of relevant Faculties, PLN
a	DO ANY SIMILAR COURSES ALREADY EXIST AT UEA?	YES
		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 ✓
	If YES, please specify Course name, UCAS Code(s) / Course codes and date from which course(s) is to be withdrawn?	
	This new title directly replaces the existing BA Film and History degree course.	
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

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				
	Graduate Diplomas				
	PGCE				
AC1.2a	Is the course as a whole assessed on a pass/fail basis?	YES		NO	✓
AC1.2b	Are any modules assessed on a pass/fail basis?	YES		NO	✓
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	N/A			
Stage 1	Level 4	Year 1	BIM 0%	Yes	Certificate
Stage 2	Level 5	Year 2	BIM 40%	Yes	Diploma
Year Abroad / in Industry		B/A			
Stage 3	Level 6	Year 4	BIM 60%	Yes	BA Hons.
Stage M	Level 7	N/A			

AC3	BOARD OF EXAMINERS				
AC3.1	Is there an existing Board of Examiners?	YES	✓	NO	
AC3.2a	If YES, which existing board will be responsible for the course?	AMA (FTM representatives)			
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</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?	<table border="1"> <tr> <td>YES</td> <td>✓</td> </tr> <tr> <td>NO</td> <td></td> </tr> </table>	YES	✓	NO	
YES	✓					
NO						
	If YES, how will the student experience be managed?					
	There will be a Course Director in FTM with responsibility for managing the processes around Course running and review, with a Deputy Course Director in History. Together, they ensure the smooth running of the Course and its management. This is an existing Course, we are only proposing to change the title slightly.					

AC9	COMMENTS/FEEDBACK FROM EXTERNAL PROFESSIONALS/ BODIES					
	Is this course accredited or validated by a Professional, Statutory or Regulatory Body (PSRB)?	<table border="1"> <tr> <td>YES</td> <td></td> </tr> <tr> <td>NO</td> <td>✓</td> </tr> </table>	YES		NO	✓
YES						
NO	✓					

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

AC10	COMMENTS ON ACADEMIC CASE AND PROGRAMME SPECIFICATION	
	COMPLETION OF THIS SECTION TO BE COORDINATED BY LEARNING AND TEACHING SERVICE (LTS) COORDINATOR	
<i>note</i> AC10	Please circulate Parts 1, 3 & 4 to the following for their additional comments (if any). Comments to be returned to proposer within 10 working days.	
	NB these comments should focus on the <i>ACADEMIC CONTENT</i> of the proposal	
Date of circulation:	1.3.16	
AC10.1	Careers Manager (CCEN)	
	No response received.	
AC10.2	Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate)	
	Michele Pavey 4.3.16 - I have no comments to make on either proposal. The academic rationale for both is sound.	
AC10.2	Equality & Diversity Manager (PPE)	
	No response received.	

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

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 0	Year 1	Year 2	Year 3	Year 4	Year 5	
1.1	Percentage of assessment by written exams		8	50	38			
1.2	Percentage of assessment by practical exams		0	0	0			
1.3	Percentage of assessment by coursework		92	50	62			
1.4	Percentage of time in scheduled learning and teaching activities		20	14	13			
1.5	Percentage of time in guided independent study		80	86	87			
1.6	Percentage of time on placements		0	0	0			
KIS2		Professional Accreditation						<i>Note KIS2</i>
2.1		Name of accrediting body (if applicable)						
		N/A						
2.2		Please give details, including any memberships, exemptions etc that the award confers. Please also give accrediting body website URL.						
		N/A						
2.3		Is the accreditation dependent on specific module choices? If so, please include URL of web pages where these details are outlined.						
		N/A						

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	Bex Tillett	Bex Tillett	17.3.16
AP1.2	Head of School (on behalf of School Board)	Mark Jancovich	Mark Jancovich	17.3.16
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:	Mark Jancovich	Mark Jancovich	17.3.16
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

AP2.2	Faculty Associate Dean (for Faculty LTQC)	Name	Signature	Date
	Approved:	Clive Matthews	Clive Matthews	23.03.16
	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			AMA	
NEW COURSE?			Y	N	If NO, please enter existing course code			WV61	
DEGREE AWARD (e.g. BSc/MA)					BA (Hons)				
TITLE OF PROGRAMME					BA History and Film Studies (replacing BA Film and History)				
START DATE		Sept 16			LENGTH OF COURSE			3 years	
Course Approved by:			Name of Committee Chair			Date of approval			
Faculty Learning and Teaching Quality Committee (FLTQC)			Clive Matthews			23/03/16			
Learning and Teaching Committee (LTC)									
RELEVANT OFFICE INFORMED? *insert date									
Planning Office		Admissions and Marketing			Learning and Teaching Service		Union of UEA Students		
23/03/16		23/03/16			23/03/16		23/03/16		
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)			

