

COURSE CLOSURE

1. COURSE INFORMATION OF COURSE(S) TO BE CLOSED			
Faculty	SSF	School	EDU
Course Title (incl. award)	Route Code	Admissions Code	UCAS Code
PGCert Person Centred Counselling Skills	T2B940102		
PGCert Cognitive Behavioural Therapy Skills	T2B990103		
PGCert Focusing-Oriented Psychotherapy	T2C844201		
PGDip in Counselling	T1L594101		
MA in Counselling (FT and PT)	T1L598201 T2L598201		
Are the above courses currently advertised?	In a prospectus or UEA website		Y
	With UCAS		N
	Not currently being advertised		
Are there applicants for the above course(s) currently in the system?	Yes	Y	
	No		
Academic year students will be / were last admitted to the above course(s)	2016/17		
Will there be students continuing on the course after it ceases to recruit?	Yes	Y	
	No		
If yes, how many? Year 2 of the MA in Counselling will be delivered to students currently on Year 1 or who transfer from the PGDip in Counselling. All other courses are 1 year only and will be completed by autumn 2017	Yr2	<18	
	Yr3	0	
	Year Out (Industry/ Abroad)	0	
	Yr4	0	
¹ Expected date course will cease to be delivered (i.e. academic year in which final student(s) are expected to complete / completed)			
PGCert Person Centred Counselling Skills PGCert CBT Skills PGCert Focusing Oriented Psychotherapy PGDip Counselling	October 2017 October 2017 Not running 2016/17 October 2017		

¹ This may be subject to change, due to commitments to intercalating students



The following sections are only required to be completed should the course closure not be linked to a new course proposal, or change in existing course, where a CP1 (Course Outline) form is completed. Please refer to new course proposal and approval process for further information on this.

2. RATIONALE & CONSULTATION		
Reasons for discontinuation of course (where closure is linked to the creation of new, replacement courses, give title of new course and attach this form to the CP forms).		
<p>The decision reflects the School's need for greater alignment of its courses and a more coherent portfolio of activity.</p> <p>The decision follows a review of courses, which looked at their financial viability, student numbers, contribution to research profile / engagement activity of the School and relationship to other teaching within EDU.</p>		
Have continuing students affected by the closure of the course been consulted?	Yes	Y
	No	
Has an Equality Impact Assessment been carried out? (Refer to procedure for requirements; attach form if carried out).	Yes	
	No (not required)	
What are the implications for students currently on the course(s)?		
<p>Students currently on all the courses will be able to complete their courses as planned.</p> <p>Staffing for year 2 of the MA in Counselling (research methods and skills training plus dissertation supervision) is being secured.</p>		
Implications for, and consultations with, affected parties		
<p>Please consider the following:</p> <ul style="list-style-type: none"> • What are the implications, if any, for academic staff? • Has the School Teaching Director and Faculty AD Admissions been consulted? • Will any other Schools be affected? • Have Admissions, Recruitment and Marketing (ARM) been consulted? • Has the Faculty Finance Manager commented on the financial implications of the proposed closure? • Has the Faculty Dean been consulted? 		
<p>The review process has been conducted with the full involvement of the HR Manager, ensuring that implications for academic staff have been taken into consideration at all stages and due process followed.</p> <p>The School's Director of Learning and Teaching has been consulted as part of the process within EDU. The proposal to close the courses is a strategic one by the Head of School and the review process has not flagged any issues that would need to be drawn to the attention of the AD Admissions.</p>		

No other Schools will be affected by the decision.
 ARM has been involved in the decision making process at appropriate points where relevant. The Head of Admissions has been asked for expert advice in respect of the position of applicants.
 The Faculty Finance Manager is aware of the review and financial plans have been adjusted to take account of the withdrawal of these courses. EDU's plans for student growth compensate for the lost numbers.
 The Executive Dean has been consulted and has agreed to the proposal to close the courses as set out above and below.

Plans for phasing out (including when all students should complete, modules to be offered during the phase-out period)

The PGCert courses are 1 year in duration. Teaching on these courses ends in June, with assessment taking place across the summer and being marked in early autumn. Students will be able to complete their courses as planned.
 The PGDip in Counselling is 1 year in duration. Teaching ends in June, with assessment being completed across the summer and submitted in the autumn. Students will complete their course as planned.
 The MA in Counselling is a 2 year course. Year 1 of the course is full time and is co-taught with the PGDip in Counselling. Year 2 of the course comprises research methods teaching and the completion of a 60 credit dissertation. Students will be able to complete their course as planned, with research methods teaching being delivered in the autumn and dissertation supervision taking place across 2017/8 ready for submission in September 2018.

3. APPROVALS	
Signature of Teaching Director	Date
	26/04/17
Signature of Head of School	Date
	28/04/17
Signature of Associate Dean, Admissions	Date
Signature of partner Head of School (for Joint Degrees only)	Date
Signature of Associate Dean, LTQ, on behalf of Faculty Learning, Teaching and Quality Committee	Date
Ratula Chakraborty- SSF LTQC	14 June 2017

4. ACTIONS REQUIRED AND NOTIFICATION OF ACTION TAKEN

Following approval by AD, LTQ, complete your section, confirming action taken, and forward electronically to next recipient for their action

Service	Responsible individual	Action Required	Date of Completion	Name/ Signature
Learning and Teaching Service	Secretary to FLTQC	Inform LTS coordinator responsible for the course		
		Inform LTS Manager (Course Review) to record on Course Review Schedule		
		Inform LTS Manager (LTC Secretary) for reporting to LTC		
		Date of LTC meeting reported to:	(LTC meeting date)	
		Forward form to ARM		
Admissions, Recruitment and Marketing	Arm.operations@uea.ac.uk	Admissions Code made out of use		
		Removal from web/UCAS/other publicity as required		
		Forward form to Student Records		
Planning Office	cams.records@uea.ac.uk	Note closure date on system		
		Forward for info to:		
	Library	Ustl.lib@uea.ac.uk		
	Dean of Students	dos@uea.ac.uk		
	Union of UEA Students	union.academic@uea.ac.uk		
		Retain completed file copy		
Planning Office		Close course on system when closure date reached		