

**LTC17D019**

**Title:** *SSF LTQC Course Closures*  
**Author:** Heather Reynolds  
**Date:** 10.8.17  
**Circulation:** LTC – 18 October 2017  
**Agenda:** LTC17A001  
**Version:** Final Version  
**Status:** Open

**Issue**

To receive course closures for the following courses from the Faculty of Social Sciences Learning, Teaching and Quality Committee:

DEV

Development Economics (MA)	T2LL19201
Development Studies (MA)	T2L720201
Globalisation and International Development	T2L900201

EDU

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
PGCE (ART) SECONDARY YEARS - SCHOOLS DIRECT	T1X1W9101SD
PGCE (BIO) SECONDARY YEARS	T1X1C1101SY
PGCE (BIO) SECONDARY YEARS - SCHOOLS DIRECT	T1X1C1101SD
PGCE (CHE) SECONDARY YEARS	T1X1F1101SY
PGCE (CHE) SECONDARY YEARS - SCHOOLS DIRECT	T1X1F1101SD
PGCE (ENGLISH) SECONDARY YEARS	T1X1Q3101SY
PGCE (ENGLISH) SECONDARY YEARS - SCHOOLS DIRECT	T1X1Q3101SD
PGCE (GEOGRAPHY) SECONDARY YEARS	T1X1L7101SY
PGCE (GEOGRAPHY) SECONDARY YEARS - SCHOOLS DIRECT	T1X1L7101SD

PGCE (HISTORY) SECONDARY YEARS	T1X1V1101SY
PGCE (HISTORY) SECONDARY YEARS - SCHOOLS DIRECT	T1X1V1101SD
PGCE (MATHS) SECONDARY YEARS	T1X1G1101SY
PGCE (MATHS) SECONDARY YEARS - SCHOOLS DIRECT	T1X1G1101SD
PGCE (MOD LANG) SECONDARY YEARS	T1X1R9101SY
PGCE (MOD LANG) SECONDARY YEARS - SCHOOLS DIRECT	T1X1R9101SD
PGCE (PHYSICS AND MATHEMATICS) SECONDARY YEARS	T12DXM101SY
PGCE (PHYSICS) SECONDARY YEARS	T1X1F3101SY
PGCE (PHYSICS) SECONDARY YEARS - SCHOOLS DIRECT	T1X1F3101SD
PGCE (R E) SECONDARY YEARS - SCHOOLS DIRECT	T1X1V6101SD
PGCE (SECONDARY YEARS PHYSICAL EDUCATION)	T1X1C6101SY
PGCE (SECONDARY YEARS PHYSICAL EDUCATION) - SCHOOLS DIRECT	T1X1C6101SD
PGCE - PRIMARY YEARS	T1X120101P
PGCE - PRIMARY YEARS	T1X120101Q
PGCE - PRIMARY YEARS	T1X120101R
PGCE - PRIMARY YEARS	T1X120101S
PGCE PRIMARY SPECIALISING IN GERMAN	T1XR21101
PGCE PRIMARY SPECIALISING IN FRENCH	T1XR11101
PRIMARY LANGUAGES SPECIALISING IN SPANISH	T1XR41101

**Recommendation**

Approval.

**Resource Implications**

None.

**Risk Implications**

None.

**Equality and Diversity**

Please see EIA proforma relating to the following EDU courses:

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

**Timing of decisions**

SSF LTQC approved DEV 26.6.17, EDU 7.6.17 and 10.8.17.  
Courses to be permanently closed with immediate effect.

**Further Information**

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

**Background**

N/A

**Discussion**

N/A

**Attachments**

Course Closure Forms.

## COURSE CLOSURE

1. COURSE INFORMATION			
Faculty	SSF	School	DEV
Course Title (incl. award)	Route Code	Admissions Code	UCAS Code
Development Economics (MA)	T2LL19201		
Development Studies (MA)	T2L720201		
Globalisation and International Development	T2L900201		
Are the above courses currently advertised?	In a prospectus or UEA website		No
	With UCAS		No
	Not currently being advertised		Yes
Are there applicants for the above course(s) currently in the system?		Yes	
		No	No
Academic year students will be / were last admitted to the above course(s)		Various pre 2013 eg all completed several years ago.	
Will there be students continuing on the course after it ceases to recruit?		Yes	
		No	X
If yes, how many?		Yr2	
		Yr3	
		Year Out (Industry/ Abroad)	
		Yr4	
<sup>1</sup> Expected date course will cease to be delivered (i.e. academic year in which final student(s) are expected to complete / completed)		n/a	

<sup>1</sup> This may be subject to change, due to commitments to intercalating students

## 2. RATIONALE & CONSULTATION

### Reasons for discontinuation of course

In all three cases the courses were superseded by taught degrees in similar subject areas.

Development Economics (MA) was replaced by Development Economics (MSc)

Development Studies (MA) was replaced by International Development (MA)

Globalisation and International Development (MA) was replaced by Globalisation, Business and Sustainable Development (MA)

Have continuing students affected by the closure of the course been consulted?	Yes	
	No	X

Has an Equality Impact Assessment been carried out? (Refer to procedure for requirements; attach form if carried out).	Yes	
	No (not required)	X

### What are the implications for students currently on the course(s)?

None, no students are currently enrolled.


### Implications for, and consultations with, affected parties

Please consider the following:

- 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?

This was all carried out in the process of approving the successor courses in each case.

Plans for phasing out (including when all students should complete, modules to be offered during the phase-out period)
n/a, all three courses have not run already for several years.

3. APPROVALS	
Signature of Teaching Director	Date
Rob Grant	30/8/16
Signature of Head of School	Date
John McDonagh	2/9/16
Signature of Associate Dean, Admissions	Date
Kevan Williams	22.6.17
Signature of partner Head of School (for Joint Degrees only)	Date
	26.6.17
, on behalf of Faculty Learning, Teaching and Quality Committee	Date

#### 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	26.6.17	Heather Reynolds
		Inform LTS Manager (Course Review) to record on Course Review Schedule	4.8.17	Heather Reynolds
		Inform LTS Manager (LTC Secretary) for reporting to LTC	4.8.17	Heather Reynolds
		Date of LTC meeting reported to:	(LTC 18.10.17)	Heather Reynolds
		Forward form to ARM	4.8.17	Heather Reynolds
Admissions, Recruitment and Marketing	<a href="mailto:Arm.operations@uea.ac.uk">Arm.operations@uea.ac.uk</a>	Admissions Code made out of use		
		Removal from web/UCAS/other publicity as required		
		Forward form to Student Records		
Planning Office	<a href="mailto:cams.records@uea.ac.uk">cams.records@uea.ac.uk</a>	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		

## 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?  <span style="background-color: yellow;">Year 2 of the MA in Counselling will be delivered to students currently on Year 1 or who transfer from the PGDip in Counselling.</span> <span style="background-color: yellow;">All other courses are 1 year only and will be completed by autumn 2017</span>	Yr2	<18	
	Yr3	0	
	Year Out (Industry/ Abroad)	0	
	Yr4	0	
<sup>1</sup> 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 MA in Counselling	October 2017 October 2017 Not running 2016/17 October 2017 October 2018		

<sup>1</sup> 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.


<b>2. RATIONALE &amp; CONSULTATION</b>		
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"> <li>• What are the implications, if any, for academic staff?</li> <li>• Has the School Teaching Director and Faculty AD Admissions been consulted?</li> <li>• Will any other Schools be affected?</li> <li>• Have Admissions, Recruitment and Marketing (ARM) been consulted?</li> <li>• Has the Faculty Finance Manager commented on the financial implications of the proposed closure?</li> <li>• Has the Faculty Dean been consulted?</li> </ul>		
<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.

<b>3. APPROVALS</b>	
Signature of Teaching Director	Date
	26/04/17
Signature of Head of School	Date
	28/04/17
Signature of Associate Dean, Admissions	Date
	26Jun17
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
	10.8.17

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	10.8.17 Carole Bull	Heather Reynolds
		Inform LTS Manager (Course Review) to record on Course Review Schedule	10.8.17 Jean Whiting	Heather Reynolds
		Inform LTS Manager (LTC Secretary) for reporting to LTC	10.8.17 Michele Pavey	Heather Reynolds
		Date of LTC meeting reported to:	18.10.17 (LTC meeting date)	Heather Reynolds
		Forward form to ARM	10.8.17	Heather Reynolds
Admissions, Recruitment and Marketing	<a href="mailto:Arm.operations@uea.ac.uk">Arm.operations@uea.ac.uk</a>	Admissions Code made out of use		
		Removal from web/UCAS/other publicity as required		
		Forward form to Student Records		
Planning Office	<a href="mailto:cams.records@uea.ac.uk">cams.records@uea.ac.uk</a>	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		
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## 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
PGCE (ART) SECONDARY YEARS - SCHOOLS DIRECT		T1X1W9101SD		
PGCE (BIO) SECONDARY YEARS		T1X1C1101SY		
PGCE (BIO) SECONDARY YEARS - SCHOOLS DIRECT		T1X1C1101SD		
PGCE (CHE) SECONDARY YEARS		T1X1F1101SY		
PGCE (CHE) SECONDARY YEARS - SCHOOLS DIRECT		T1X1F1101SD		
PGCE (ENGLISH) SECONDARY YEARS		T1X1Q3101SY		
PGCE (ENGLISH) SECONDARY YEARS - SCHOOLS DIRECT		T1X1Q3101SD		
PGCE (GEOGRAPHY) SECONDARY YEARS		T1X1L7101SY		
PGCE (GEOGRAPHY) SECONDARY YEARS - SCHOOLS DIRECT		T1X1L7101SD		
PGCE (HISTORY) SECONDARY YEARS		T1X1V1101SY		
PGCE (HISTORY) SECONDARY YEARS - SCHOOLS DIRECT		T1X1V1101SD		
PGCE (MATHS) SECONDARY YEARS		T1X1G1101SY		
PGCE (MATHS) SECONDARY YEARS - SCHOOLS DIRECT		T1X1G1101SD		
PGCE (MOD LANG) SECONDARY YEARS		T1X1R9101SY		
PGCE (MOD LANG) SECONDARY YEARS - SCHOOLS DIRECT		T1X1R9101SD		
PGCE (PHYSICS AND MATHEMATICS) SECONDARY YEARS		T12DXM101SY		
PGCE (PHYSICS) SECONDARY YEARS		T1X1F3101SY		
PGCE (PHYSICS) SECONDARY YEARS - SCHOOLS DIRECT		T1X1F3101SD		

PGCE (R E) SECONDARY YEARS - SCHOOLS DIRECT	T1X1V6101SD		
PGCE (SECONDARY YEARS PHYSICAL EDUCATION)	T1X1C6101SY		
PGCE (SECONDARY YEARS PHYSICAL EDUCATION) - SCHOOLS DIRECT	T1X1C6101SD		
PGCE - PRIMARY YEARS	T1X120101P		
PGCE - PRIMARY YEARS	T1X120101Q		
PGCE - PRIMARY YEARS	T1X120101R		
PGCE - PRIMARY YEARS	T1X120101S		
PGCE PRIMARY SPECIALISING IN GERMAN	T1XR21101		
PGCE PRIMARY SPECIALISING IN FRENCH	T1XR11101		
PRIMARY LANGUAGES SPECIALISING IN SPANISH	T1XR41101		
Are the above courses currently advertised?	In a prospectus or UEA website		
	With UCAS		
	Not currently being advertised		X
Are there applicants for the above course(s) currently in the system?	Yes		
	No		X
Academic year students will be / were last admitted to the above course(s)	2015/6		
Will there be students continuing on the course after it ceases to recruit?	Yes		
	No		X
If yes, how many?	Yr2	0	
	Yr3	0	
	Year Out (Industry/ Abroad)	0	
	Yr4	0	
<sup>1</sup> Expected date course will cease to be delivered (i.e. academic year in which final student(s) are expected to complete / completed)	All courses have ceased. 2015/6 was final year.		

<sup>1</sup> 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).

These routes have all ceased to be used having been replaced by new versions or simply discontinued as the PGCE provision has evolved in recent years. They are all now historic and redundant routes.

Have continuing students affected by the closure of the course been consulted?

Yes	
No	X

Has an Equality Impact Assessment been carried out? (Refer to procedure for requirements; attach form if carried out).

Yes	
No (not required)	X

What are the implications for students currently on the course(s)?

There are no students on these courses. All existing PGCE trainees are on other current courses (which replaced many of these courses requested to be closed).




Implications for, and consultations with, affected parties

Please consider the following:

- 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?

There are no implications for staff or students. All courses replaced by new routes except where the School has chosen not to offer the course.

Plans for phasing out (including when all students should complete, modules to be offered during the phase-out period)
No plan required.

3. APPROVALS	
Signature of Teaching Director	Date
	27/06/17
Signature of Head of School	Date
Richard Andrews	28/6/17
Signature of Associate Dean, Admissions	Date
	7Jun16
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
	7/6/17



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	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		