

LTC17D088

Title: *SSF LTQC Course Approvals*
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Issue

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

BA Geography and International Development with Overseas Placement
BA International Development with Overseas Placement
BSc International Development and the Environment with Overseas Placement
BA International Development with Anthropology with Overseas Placement
BA International Development with Economics with Overseas Placement
BA International Development with Politics with Overseas Placement
BA Media and International Development

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

BA Geography and International Development with Overseas Experience U1LL7V302
BA International Development with Overseas Experience
U1L922304
BSc International Development and the Environment with Overseas Experience
U1L2FR304
BA International Development with Anthropology with Overseas Experience
U1L8LP301
BA International Development with Economics with Overseas Experience
U1L2LC304
BA International Development with Politics with Overseas Experience
U1L2LP305
BA Media and International Development with Overseas Experience U1L9PO301

Recommendation

Approval.

Resource Implications

None.

Risk Implications

N/A

Equality and Diversity

N/A

Timing of decisions

SSF LTQC approved 7/12/17

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

Proposal and Closure Forms.

UEA Course Approval Process
Course Proposal Outline guidance notes
for Taught programmes only



Stage 1

Summary and outline of process

The **Course Proposal Outline (CP1)** is designed to articulate the initial proposition in a standard format. The Academic Lead should complete the form, summarising the idea underpinning the proposal and identifying potential resource implications.

Once approved by the Head of School, the completed, signed form (using an electronic signature) should be forwarded electronically (in Word Format) to the **Senior Faculty Manager (SFM)** to take forward for consideration by the relevant Associate Dean(s), copying in LTS coordinator for the School(s).

The Associate Dean (L&T) will consider the outline proposal and assign a level of risk. Once done, the **Senior Faculty Manager (SFM)** will forward the **Associate Dean for Admissions** for consideration and approval in consultation with ARM, before the **Associate Dean for L&T** either approves or declines the proposal (using an electronic signature)

All proposals categorised as level 1 (low risk) will progress straight to stage 3 before being actioned by LTS. The SFM will notify the Secretary to FLTQC, and LTS Coordinator for the School of the outcome. The relevant LTS coordinator will work with the academic lead to complete the **Academic Design (CP4)** (as required), before reporting the approved case to FLTQC, via the FLTQC secretary.

All proposals categorised as level 2 (standard risk) require both a **Business Case (CP2)** and a **Financial Plan (CP3)** to be completed, before being returned to the SFM. The SFM will forward the full proposal to **ARM Executive**, via the **ARM PA** for comments and recommendations to be recorded and reported to Faculty Executive(s).

Once considered and approved by the relevant Faculty Executive(s), the SFM will notify the Secretary to FLTQC, the LTS coordinator for the School of the outcome. The relevant LTS coordinator will work with the Academic Lead to complete the **Academic Design (CP4)** (as required), before progressing to FLTQC (via the FLTQC secretary) and finally UEA LTC for consideration, recommendations and/or approval.

These guidance notes have been designed as an aide memoire for the Academic Lead in completion of the **Course Proposal Outline (CP1)**. All boxes must be fully completed in Part 1 by the proposer, to enable business case to be developed.

Course Proposal Outline Form (CP1) for Taught programmes only



Course proposal reference number	
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Please fully complete and forward electronically to SFF Senior Faculty Manager, Eve Dewsnap cc the LTS coordinator for the School

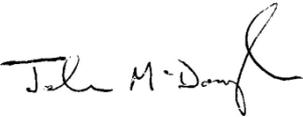
Title of course (including award)	BA Geography and International Development with Overseas Placement BA International Development with Overseas Placement BSc International Development and the Environment with Overseas Placement BA International Development with Anthropology with Overseas Placement BA International Development with Economics with Overseas Placement BA International Development with Politics with Overseas Placement BA Media and International Development
Date of first student intake/year of implementation	2019-20
Duration of degree	3 years
School(s) of Study	International Development
Proposer (Lead Academic)	David Girling
Joint School of Study (where relevant)	

Part 1 – Description of proposal

1.1.1	Provide a brief description of the proposal	The School currently offers seven degrees each with three course title options. One of the options is for students to take a 8-12 week module entitled “Development Work Experience” which is taken either during the summer period after the 2 nd Year of study, or in the Autumn Semester of the 3 rd Year. Students who opt to take this module with a placement overseas have “With Overseas Experience” added to their degree title. Having looked at competitor’s offerings and also courses across UEA it is felt that changing the word “experience” to “placement” would be more attractive to potential applicants.
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		Therefore the module would change from “Development Work Experience” to “Development Work Placement” and the degree title from “With Overseas Experience” to “With Overseas Placement.”
1.1.2	What are the unique selling points of the course?	In 2017-18 the School started offering a study abroad option which has been very popular. One of the USPs that we promote at Open Days is that students are able to apply for a one year study abroad AND take a 20 credit module which allows them to potentially work overseas for 2-3 months. Again, this has proved very popular. Changing the title from “experience” to “placement” ensures our degrees will show up when students search on Google or third party websites such as UCAS and the Student Room for degrees with work placement options
1.1.3	How does the course complement the existing School/Faculty/University portfolio of courses?	N/A
1.1.4	How does the course join up with the School Plan (including Admissions, Teaching, Employability and Research)?	Course already running.
1.1.5	Please provide an estimate of additional student numbers to be included in the School student numbers targets (up to and including steady state)	The School has recently set targets for the next 5 years which sees a gradual increase in UG numbers. Although this proposal is for a small tweak to the degree title and one module title, it is hoped that it will help achieve these targets.
1.1.6	Please include details of market intelligence/market	Over the past two years at SSF Open days, two questions have dominated: can I study abroad and can I do a year in industry? ‘Year in industry’ has been market short-hand for a year

	scanning to support the proposal	(typically) working in industry or business but in the market the term 'industry' is beginning to look a dated and perhaps with too narrow an opportunity. The word 'placement' or 'professional placement' is now more commonly used in the market reflecting a greater diversity of opportunities for placements in business, in government, in NGOs, etc. It is now noticeable that a number of key competitors are using the term 'placement' eg Surrey, Loughborough, Sussex and Leeds. It is therefore likely that students will be searching for 'placement' and it is important that we also use placement to ensure that we are being considered at the same time as our competitors
1.1.7	Does the proposal involve collaboration with another school within the University, or another provider external to the UEA?	No
1.1.8	Will the programme require accreditation from a professional, statutory or regulatory body?	No.
1.1.9	Will there be any impact on existing teaching patterns, and will any new modules be required or existing modules changed. If so please detail?	No
1.1.10	Outline any key features of the programme e.g. Year Abroad, Year in Industry, placement requirements (including requirement for DBS), off campus delivery, eLearning, outline how this will be delivered and what resource implications are anticipated?	Key features of the programme will remain the same.
1.1.11	Will any existing degree programmes be affected by this course proposal e.g. change in title, pathways changed, merged or closed? If so please detail.	No

Head of School Support/Authorisation	
	9/11/17

On completion of the above, please forward to **Senior Faculty Manager**

Office Use Only – For completion by Associate Dean L&T in consultation LTS Coordinator (who supports the school) and Associate Dean -Admissions Please refer to UEA course proposal and approval process guidance notes to assign a risk category. Risk category agreed, please tick the			
Risk category 1 (low risk) ✓	The proposal sits between 1 and 2.	Risk category 2 (standard risk)	
For risk category 1 only CP4 (Academic Design) required Y/N. If Y, please details <u>which sections</u> . If N, proceed direct to completion of CP5 (Notification of Approval and set up – <u>for LTS</u>			
Associate Dean (Learning & Teaching) to decide if a completed CP4 form is required, and if so, what sections require completion.			
Associate Dean (Admissions) Support/Authorisation			
			
Additional comments from Associate Dean (Admissions) in consultation with ARM.			
- Makes a great deal of sense to me as ‘placement’ is increasing being adopted by our competitors as the ‘standard’ language of the market and will therefore drive ‘search’			
Associate Dean (Learning & Teaching) Support/Authorisation			
Ratula Chakraborty		15.11.17	

For risk categories 2 only. Upon completion of Business Plan (CP2) and Financial Plan (CP3):

Office Use Only – For completion by Senior Faculty Manager, in consultation with ARM Executive and Faculty Executive	
Comments and recommendations from ARM Executive , made to Faculty Executives upon full proposal made.	
Comments and recommendations from SFM, made to Faculty Executives upon proposal made.	
Senior Faculty Manager name and signature	Date
Where applicable, comments made by the Faculty Executive on the proposal	
Approved by Faculty Executive (Yes, No, N/A)	Date

COURSE CLOSURE

1. COURSE INFORMATION OF COURSE(S) TO BE CLOSED				
Faculty	SSF	School	DEV	
Course Title (incl. award)	Route Code	Admissions Code	UCAS Code	
BA Geography and International Development with Overseas Experience	U1LL7V302		LL7V	
BA International Development with Overseas Experience	U1L922304		L922	
BSc International Development and the Environment with Overseas Experience	U1L2FR304		L2FR	
BA International Development with Anthropology with Overseas Experience	U1L8LP301		L8LP	
BA International Development with Economics with Overseas Experience	U1L2LC304		L2LC	
BA International Development with Politics with Overseas Experience	U1L2LP305		L2LP	
BA Media and International Development with Overseas Experience	U1L9PO301		L9PO	
Are the above courses currently advertised?	In a prospectus or UEA website			✓ (recruiting 2018/19)
	With UCAS			
	Not currently being advertised			
Are there applicants for the above course(s) currently in the system?			Yes	✓
			No	

Academic year students will be / were last admitted to the above course(s)	2018/19	
Will there be students continuing on the course after it ceases to recruit?	Yes	✓
	No	
If yes, how many? (this doesn't take into account number of students recruited in 2018/19)	Yr2	Please see attached annex
	Yr3	Please see attached annex
	Year Out (Industry/ Abroad)	Please see attached annex
	Yr4	
¹ Expected date course will cease to be delivered (i.e. academic year in which final student(s) are expected to complete / completed)	2020/21	

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>These courses will cease to admit students as they have been renamed from ‘..with overseas experience’ courses to ‘with overseas placement.’ Details can be found on the attached CP1</p>		
Have continuing students affected by the closure of the course been consulted?	Yes	
	No	X
	Yes	

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

Has an Equality Impact Assessment been carried out? (Refer to procedure for requirements; attach form if carried out).	No (not required)	✓
What are the implications for students currently on the course(s)?		
There are no implications for students currently on the course.		
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? 		
ARM have been consulted and are supportive of the change. There are no implications for other Schools or University departments. There are no financial implications, therefore it was not felt necessary to consult with the Faculty Finance Manager. The Dean of the Faculty is supportive of the change.		
Plans for phasing out (including when all students should complete, modules to be offered during the phase-out period)		
Modules on the new variant remain unchanged.		

3. APPROVALS

Signature of Teaching Director	Date
Rob Grant	6.12.17
Signature of Head of School	Date
John McDonagh	6.12.17
Signature of Associate Dean, Admissions	Date
Kevan Williams	1/12/17
Signature of partner Head of School (for Joint Degrees only)	Date
N/A	
Signature of Associate Dean, LTQ, on behalf of Faculty Learning, Teaching and Quality Committee	Date
Ratula Chakraborty	7/12/17

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	7.12.17	Heather Reynolds
		Inform LTS Manager (Course Review) to record on Course Review Schedule	7.12.17	Heather Reynolds
		Inform LTS Manager (LTC Secretary) for reporting to LTC	7.12.17	Heather Reynolds
		Date of LTC meeting reported to:	24.1.18	
		Forward form to ARM	7.12.17	
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		

Course Closure Annex

DEV 'With Overseas Experience' courses (the calculations do not take into consideration students registering 2018/19):

2018/9

U1LL7V302	Yr 2	0 students
	Yr 3	0 students
	Y	0 students
U1L922304	Yr 2	12 students
	Yr 3	11 students
	Y	0 students
U1L2FR304	Yr 2	1 student
	Yr 3	13 students
	Y	0 students
U1L8LP301	Yr 2	8 students
	Yr 3	9 students
	Y	0 students
U1L2LC304	Yr 2	7 students
	Yr 3	11 students
	Y	0 students
U1L2LP305	Yr 2	3 students
	Yr 3	11 students
	Y	0 students
U1L9PO301	Yr 2	3 students
	Yr 3	11 students
	Y	0 students

2019/20

U1LL7V302 Yr 3 0 students
Y 0 students

U1L922304 Yr 3 12 students
Y 0 students

U1L2FR304 Yr 3 1 student
Y 0 students

U1L8LP301 Yr 3 8 students
Y 0 students

U1L2LC304 Yr 3 7 students
Y 0 students

U1L2LP305 Yr 3 3 students
Y 0 students

U1L9PO301 Yr 3 students
Y 0 students