

LTC17D179

**Title:** *SSF LTQC Course Closures*  
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**Issue**

To receive course closure request for **Employment Law LLM (full-time), Employment Law LLM (part-time), Employment Law PG-CERT (part-time)** from the Faculty of Social Sciences Learning, Teaching and Quality Committee.

**Recommendation**

Approval.

**Resource Implications**

None.

**Risk Implications**

Low Risk Level.

**Equality and Diversity**

Please see application.

**Timing of decisions**

SSF LTQC 25 April 2018

**Further Information**

Contact details: Sally Doe, Learning and Teaching Coordinator, telephone 01603 597791, email: [sally.doe@uea.ac.uk](mailto:sally.doe@uea.ac.uk) for any queries/further information relating to this document.

**Background**

N/A

**Discussion**

N/A

**Attachments**

Course Closure Form

## COURSE CLOSURE

1. COURSE INFORMATION OF COURSE(S) TO BE CLOSED				
Faculty	SSF	School	LAW	
Course Title (incl. award)	Route Code	Admissions Code	UCAS Code	
Employment Law LLM (full-time) Employment Law LLM (part-time) Employment Law PG-CERT (part-time)	T1M292101 T2M292201 T2M299201			
Are the above courses currently advertised? Yes	In a prospectus or UEA website		In a prospectus	
	With UCAS		No	
	Not currently being advertised		No	
Are there applicants for the above course(s) currently in the system?		Yes	Yes	
		No		
Academic year students will be / were last admitted to the above course(s)		2017/18		
Will there be students continuing on the course after it ceases to recruit?		Yes	Yes	
		No		
If yes, how many?		Yr2	1	
		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)		2019		

<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.


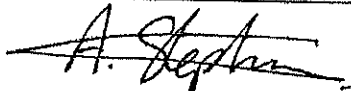

2. RATIONALE & CONSULTATION		
Reasons for discontinuation of course (where closure is linked to the creation of new replacement courses, give title of new course and attach this form to the CP forms)		
<p>These programmes have been struggling for some years with very low numbers (6-8 students across all three) and with the retirement of the Programme Director there is no business case for seeking to replace this academic with another Employment Lawyer. The decision was taken by the Head of School and is supported by the programmes' other Director (Prof Gareth Thomas), by the Office of the Pro-Vice Chancellor for Social Sciences (Eve Dewsnap, on behalf of Jacqueline Collier), by the Faculty AD for Admissions (Kevan Williams) and has the full support of the Law Executive Committee.</p>		
Have continuing students affected by the closure of the course been consulted?	Yes	Yes
	No	
Has an Equality Impact Assessment been carried out? (Refer to procedure for requirements; attach form if carried out)	Yes	
	No (not required)	No
What are the implications for students currently on the course(s)?		
<p>Students currently enrolled on the full-time LLM will be unaffected.</p> <p>There is one student on the first year of the part-time LLM. As he previously completed the PG-Cert (which allows a certain amount of credits to be carried over), he will only need to complete two 20 credit modules and his Dissertation in Year 2 in order to complete the course.</p> <p>There are two students completing the PG-Cert who had expressed a wish to continue to LLM Employment Law, but will no longer be able to do this. Students completing the PG-Cert could carry credits over to the LLM and were eligible for a 30% discount in fees. This will no longer be available to them.</p> <p>The HoS, Prof Andreas Stephan, provided all affected students with an opportunity to meet with him, to discuss their options, provide support, and suggest comparable LLM courses at other institutions. None of the PG-Cert students took up this offer.</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? <i>None</i></li> <li>• Has the School Teaching Director and Faculty AD Admissions been consulted? <i>Yes</i></li> <li>• Will any other Schools be affected? <i>No</i></li> <li>• Have Admissions, Recruitment and Marketing (ARM) been consulted? <i>Yes</i></li> <li>• Has the Faculty Finance Manager commented on the financial implications of the proposed closure? <i>Yes</i></li> <li>• Has the Faculty Dean been consulted? <i>Yes</i></li> </ul>		

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

All current students will be supported in the completion of their course. The two modules needed by the part-time LLM student to complete his studies, will be run in 2018/19 and be open to general enrolment for LLM students across our programmes. These modules are:

- LAW-7030B – Work-Life Balance
- LAW-7028A – Equality and Discrimination in Employment

### 3. APPROVALS

Signature of Teaching Director	Date
	9/3/18
Signature of Head of School	Date
	16 Feb 2018
Signature of Associate Dean, Admissions	Date
	13 Mar 18
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	via email, 01 May 2018

#### 4. ACTIONS REQUIRED AND NOTIFICATION OF ACTION TAKEN

Following approval by AD, LTC, 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	<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	<a href="mailto:Ustl.lib@uea.ac.uk">Ustl.lib@uea.ac.uk</a>		
	Dean of Students	<a href="mailto:dos@uea.ac.uk">dos@uea.ac.uk</a>		
	Union of UEA Students	<a href="mailto:union.academic@uea.ac.uk">union.academic@uea.ac.uk</a>		
		Retain completed file copy		
Planning Office		Close course on system when closure date reached		