

LTC09D007

Learning, Teaching and Quality Committee

**PROGRAMME SPECIFICATION FOR
AWARDS MADE BY UNIVERSITY OF EAST ANGLIA**

SECTION A: SESSION: 2009 to 2010		
A1	Course Name	Business and Economics
A2	Final Award <i>(e.g. BA/BSc(Hons)/ MA/MSc etc)</i>	Graduate Diploma
A3	UNIVERSITY OF EAST ANGLIA Course Code(s)	n/a`
A4	UCAS Course Code(s)	n/a
A5	Professional Award <i>(if any)</i>	n/a
A6	School of Studies	INTO University of East Anglia, London

SECTION B: SUMMARY OF COURSE STRUCTURE AND FEATURES

<p>B1 Summary</p> <p>The INTO UNIVERSITY OF EAST ANGLIA Graduate Diploma is a 9 month course that aims to prepare international students from various disciplines for specific postgraduate courses at the Business School and the School of Economics. The Graduate Diploma has been designed to target international students:</p> <ul style="list-style-type: none"> • Who want to build up the study skills required for postgraduate study in the UK. • Who want to convert disciplines. • Who want to further their training in a specialised discipline. <p>Two pathways are offered on the Graduate Diploma Programme in London. The first is a Business pathway and prepares students for any of the following postgraduate courses at Norwich Business School: MSc in Marketing, MSc in Business Management, MSc in International HRM, MSc in Strategic Supply Chain Management, MSc in Strategic Information Systems, MBA, MBA in Financial Services, MBA in Science and Technology, MBA in Strategic Carbon Management.</p> <p>Applicants interested in the Business Pathway will require approval from NBS Admissions prior to entry on the Graduate Diploma Programme:</p> <ul style="list-style-type: none"> • Applicants with a Business degree aiming for an MSc conversion programme.
--

- Applicants aiming for an MBA Programme.

The second is an Economics pathway and prepares students for any of the following postgraduate courses at the School of Economics: MA in International Business Economics, MA in International Business Finance and Economics, MA in Media Economics, MA in Economics and International Relations, Diploma in Economics and Diploma in Economics with English Language. The MA in Development Economics which is run at the School of Development Studies would also be available.

The programme provides the following features:

- The programme is divided into the following three parts: English Language and Study Skills, Academic Subject-Based Modules and a Research Project.
- There is a greater degree of support given through additional tutorials, both scheduled and “bookable”. These may be given individually or in “learning groups” formed for the purpose of monitoring and encouraging learning.
- The courses will be structured in such a way as to demand a level of independent learning which will sustain the students in personally demanding routines.

Outline of Subject Content

For students to pass the Graduate Diploma Programme, 120 UCU are required in total.

Module 1: English Language and Communication Skills (GD-01):
UCU: 30

The aim of this module is to bring the English up to a level required to follow postgraduate courses at UNIVERSITY OF EAST ANGLIA (generally IELTS 6.5). The course will develop students’ General English skills such as grammar, vocabulary and pronunciation. The course will also develop students EAP skills such as written work, presentations and discussion.

Module 2: Research Skills (GD-02):
UCU:15

This module provides a basic understanding of the nature of enquiry, developing the students’ ability to access and analyse data. A large part of the module will involve analysing and interpreting existing data from various fields of research. Students will also be introduced to the theoretical and practical differences between quantitative and qualitative research methods.

Module 3: Foundation in Business (GD-03):
UCU: 15

The aim of this module is to provide a basic understanding of Business Management. The module provides an outline of the business world, introducing students to a range of topics related to Business Management, and introducing students to concepts and vocabulary underlying the study of business in general. Though a content-based module, a large part of the module will involve analysing and interpreting case studies with the purpose of developing the students’ skills of analysis and interpretation.

Module 4: Foundation in Economics (GD-04):
UCU:15

The aim of this module is to provide a basic understanding of economics. The course will assess the wider economic environment and apply economic thinking to current issues and problems. Students will be introduced to concepts and vocabulary underlying economics in general.

Module 5: Statistics for Quantitative Research (GD-11):

UCU:15

The module provides students with grounding in the usage of statistics in quantitative research. Students will be encouraged to develop their quantitative skills further and gain an insight into inferential statistics. Students will be introduced to statistical concepts and methods of data analysis, which are commonly applied in Business and the Social Sciences. There will be a strong practical element with students developing their literacy of numbers and engaging in statistical analysis of a range of problems.

Module 6 Research Project (GD-10):

UCU: 30

The research project/dissertation brings together the skills and understanding from the academic modules as well as English and Study Skills. It is designed for students to make relevant enquiries in topics of interest, and follow up the enquiry with independent research. The research can be based on primary or secondary research, and will allow the student to practice core skills which will enable the student to study effectively at postgraduate level. The student will have Language Support as well as an advisor who will offer guidance on content and structure. The research project will be approximately 5,000 words long.

Course Assessment:

Assessment is both formal and informal, designed to help students build on their successes and meet the requirements for entry to postgraduate study. Marks do not count towards the postgraduate qualification at the relevant departments, but they help departments access the students' abilities for their chosen field of study.

- Assessment of English Language and Communication Skills will be based on written assignments, oral presentations, interview and written examinations.
- Assessment of academic subjects will be based on written assignments, group project work, oral presentations and written examinations.
- Assessment of the research project will be based on the final written version of the project.

Business Pathway

	<i>Language</i>	<i>Subject Content</i>	<i>Research</i>
<i>Terms 1 and 2</i>	Core Module: English Language and Communication Skills	Core Module: <ul style="list-style-type: none">• Foundation in Business• Statistics for Quantitative Research• Foundation in Economics	Core Module: <ul style="list-style-type: none">• Research Skills
<i>Term 3</i>	Language Support relating to research project		Core Module: <ul style="list-style-type: none">• Research Project in Business

Economics Pathway

	<i>Language</i>	<i>Subject Content</i>	<i>Research</i>
<i>Terms 1 and 2</i>	Core Module: English Language and Communication Skills	Core Module: <ul style="list-style-type: none"> • Foundation in Economics • Statistics for Quantitative Research • Foundation in Business 	Core Module: <ul style="list-style-type: none"> • Research Skills
<i>Term 3</i>	Language Support relating to research project		Core Module: <ul style="list-style-type: none"> • Research Project in Economics

SECTION C: EDUCATIONAL AIMS AND OUTCOMES

C1 Educational Aims of the Programme

The INTO University of East Anglia Graduate Diploma in Business and Economics provides students with the necessary knowledge and skills for specific postgraduate courses in related disciplines. The pathway will generate the equivalent of 120 University credit modules.

The specific objectives of the programme are to:

- Create opportunities for international students to progress to postgraduate study at University of East Anglia.
- Provide a qualification that is of a quality to secure progression elsewhere for those students who wish to follow their postgraduate course at another university.
- Develop in learners the intellectual, practical and linguistic skills and confidence necessary to demonstrate the successful achievement of the stated learning outcomes of the modules with which they engage.
- Develop students' English language ability to a level that will enable them to communicate and study effectively at postgraduate level.
- Allow students to meet the defining IELTS criteria for entry with advanced standing to the appropriate postgraduate degree programmes at University of East Anglia.
- Develop students' academic skills and provide an understanding of what is required for successful study at postgraduate level.
- Provide an awareness of the consequences of plagiarism.
- Develop the appropriate knowledge and understanding for postgraduate study in the relevant fields.
- Develop the necessary research skills for postgraduate study in the relevant fields.

- Conduct and write up a research project.

C2 Course Outcomes	
<p>C2(i) Knowledge and understanding of</p> <p>FOR BUSINESS STUDENTS:</p> <ul style="list-style-type: none"> a) The external environment in which businesses operate. b) How businesses are managed. c) How to plan, manage and control a business. d) The concepts of information and information systems. e) Understand and apply the hardware, software and networks and communications technologies employed in business. f) Referencing techniques g) Quantitative methods for summarising and analysing data h) Descriptive Statistics involving both graphical and numerical methods i) Data tabulation and the reporting of results j) The principles of probability and probability distributions <p>FOR ECONOMICS STUDENTS:</p> <ul style="list-style-type: none"> k) How economists analyse human behaviour. l) How economic theory explains social problems. m) Referencing techniques n) Quantitative methods for summarising and analysing data o) Descriptive Statistics involving both graphical and numerical methods p) Data tabulation and the reporting of results q) The principles of probability and probability distributions r) The structure of a statistical test. 	<p>Teaching/learning methods and strategies</p> <p>The acquisition of knowledge and understanding is facilitated through lectures, seminars and ICT workshops. Lectures are made as interactive as possible, and seminars will include presentations, discussions of cases and other exercises. Students are encouraged towards independence.</p> <p>→</p> <p>Assessment</p> <p>A variety of assessment methods is used to ensure knowledge and understanding. Most important, assessment of Subject Content will be based on written assignments, group project work, oral presentations and written examinations. Students are also required to write a dissertation relating to learned material.</p>
<p>C2(ii) Cognitive Skills</p> <p>FOR BUSINESS STUDENTS:</p> <ul style="list-style-type: none"> a) Effectively communicate through a written piece of work and develop oral communication. b) Be more effective at self management. 	<p>Teaching/learning methods and strategies</p> <p>Intellectual skills are developed throughout the programme by teaching staff working with students posing problems aimed at exercising and developing knowledge in</p>

<p>c) Develop a learning style as individuals and in groups.</p> <p>d) Work effectively with others in a team.</p> <p>e) Conduct research into business/management issues.</p> <p>f) Research skills through synthesis of information from several sources.</p> <p>g) Be able to apply analytical skills through the application of key principles.</p> <p>h) Analyse organizational based problems and provide relevant solutions.</p> <p>i) Use numerical methods to summarize and analyse data.</p> <p>j) Carry out a variety of statistical analysis with and without the aid of computer software.</p> <p>k) Identify and solve problems.</p> <p>l) Report findings to specialists and non-specialists.</p> <p>m) Use IT resources effectively at University of East Anglia.</p> <p>n) Make effective use of Communication and IT for business applications.</p> <p>FOR ECONOMICS STUDENTS:</p> <p>o) Effectively communicate through a written piece of work and develop oral communication.</p> <p>p) Be more effective at self management.</p> <p>q) Develop a learning style as individuals and in groups.</p> <p>r) Work effectively with others in a team.</p> <p>s) Conduct research into economic issues.</p> <p>t) Research skills through synthesis of information from several sources.</p> <p>u) Be able to apply analytical skills through the application of key principles.</p> <p>v) Developed capacity to critically assess issues through a theoretical economic framework.</p> <p>w) Apply economic theory to social problems.</p> <p>x) Use numerical methods to summarize and analyse data.</p> <p>y) Carry out a variety of statistical analysis with and without the aid of computer software.</p> <p>z) Be reasonably competent in SPSS.</p> <p>aa) Identify and solve problems.</p> <p>bb) Report findings to specialists and non-specialists.</p> <p>cc) Use IT resources effectively at</p>	<p>→</p> <p>each module. Throughout the programme, elements of applied work form a focus for the development of cognitive skills.</p> <p>Assessment</p> <p>A variety of assessment methods is used to ensure the cognitive skills are achieved. Language and Communication is assessed through written assignments, oral presentations, interview and written examinations. Also, cognitive skills in the subjects are assessed through written assignments, group project work, oral presentations and written examinations. Finally, a written dissertation is required, which combines the language and communication skills with analytical skills built up in the subjects.</p>
--	---

C2(iii) Subject Specific Practical Skills	Teaching/Learning methods and strategies
FOR BUSINESS STUDENTS:	These skills are developed through practical application to real and simulated situations.
<ul style="list-style-type: none"> a) Develop a comprehension of the key principles in business. b) Acquire an understanding of how to solve contemporary business issues. c) Demonstrate relevant knowledge and understanding of organisations. d) Acquire the basic numerical methods used in Business. e) Use Descriptive Statistics involving both graphical and numerical methods. f) Apply the basic principles of probability and probability distributions. g) Be able to apply correlation and regression. h) Evaluate and select BIS solutions for deployment within different functional parts of a business. 	<p>Assessment</p> <p>→ A variety of assessment methods is used to ensure the development of subject specific practical skills. In addition to the written assignments, oral presentations, interview and written examinations, a written dissertation is required, in which students practice their research skills in chosen fields of interest.</p>
FOR ECONOMICS STUDENTS:	
<ul style="list-style-type: none"> i) Develop a comprehension of the key principles in economics. j) Acquire an understanding of how to solve contemporary economic issues. k) Acquire the basic numerical methods used in Economics. l) Use Descriptive Statistics involving both graphical and numerical methods. m) Apply the basic principles of probability and probability distributions. n) Be able to apply correlation and regression. 	

<p>C2(iv) Key Skills and Attributes</p> <ul style="list-style-type: none"> a. Communicate both orally and in writing to specialists and non-specialists b. Manage time and work to deadlines c. Work independently d. Work in groups e. Develop research related skills including: searching; locating; extracting; analysing; acknowledging and referencing. f. Conduct a piece of independent research. 	<p>Teaching/Learning methods and strategies</p> <p>These skills form an essential part of the course since many of the students come from a learning culture with less focus on independent study. Communication and study skills are developed both through the modules devoted to them and through the use of English language in content modules. Students are guided through their dissertation by an individual advisor.</p> <p>→</p> <p>Assessment</p> <p>These skills are assessed mainly by coursework, for example in class tests, essays and shorter pieces of written work and presentations. They are also essential for successful completion of coursework, examinations and the final dissertation.</p>
--	--

SECTION D1: COURSE PROFILE AND AWARD REQUIREMENTS

Please insert (i.e. cut and paste) the course profile here or complete the following boxes, as appropriate. If you insert the course profile, please ensure that the NOTICE below about changes to modules is retained.

Each box relates to a year of study. If the programme is part-time or offers a part-time option, please extend the number of years as appropriate (maximum = 9).

NOTICE: Whilst the University will make every effort to offer the modules listed, changes may sometimes have to be made for reasons outside the University’s control (e.g. illness of a member of staff) or because of low enrolment numbers or sabbatical leave. Where this is the case, the University will endeavour to inform students.

Core, Compulsory and Optional Modules

Students require 120 credits.

Core Modules:

- English Language and Communication Skills (GD-01)
- Research Skills (GD-02)
- Foundation in Business (GD-03)
- Foundation in Economics (GD-04)
- Statistics for Quantitative Research (GD-11)
- Research Project (GD-10)

Students must acquire 120 credits over the academic year.

List pre- and/or co-requisites and any professional body requirements

n/a

Award

Students receive the award of Graduate Diploma on successful completion of each module with a minimum pass of 40% in the subjects.

Progression Requirements

Students who complete the INTO Graduate Diploma in Business are guaranteed a place on a related Masters Programme at Norwich Business School subject to a minimum of 50% in all modules plus IELTS 6.5 with a minimum of IELTS 6.0 in all IELTS components.

Students who complete the INTO Graduate Diploma in Economics are guaranteed a place on an MA Programme at the School of Economics subject to passing all modules with an average of 50% or higher plus IELTS 6.5.

Year 2	<p>Core, Compulsory and Optional Modules</p> <p>N/A</p>	<p style="text-align: center;">↓</p> <p>List pre- and/or co-requisites and any professional body requirements</p> <p>Progression Requirements or Award</p> <p style="text-align: center;">↓</p>
---------------	--	---

SECTION D2: REGULATORY FRAMEWORK FOR AWARDS

D2a Regulatory Framework: <i>(please tick against the relevant framework)</i>	
INTO University of East Anglia Regulations (CCS)	
NAM Common Course Structure (NAM-CCS)	
Common Regulatory Framework for Postgraduate Programmes (CPG)	
It is expected that all new degree courses will conform to the common University regulations (either to CCS, NAM-CCS or CPG, and the associated Instructions to Examiners).	
D2b Degree Classifications <u>For First degree programmes</u>	
N/A	
i) Weighting (in percentage terms) which each year of the course contributes to the calculation of the degree classification.	
(Part-time Programmes)	
Year 1	n/a
Year 2	
Year 3	
Year 4	
Year 5	
Year 6	
Year 7	
Year 8	
Year 9	
ii) Please indicate whether an aggregate mark and/or the University marks profile is taken into consideration for the purpose of determining degree class.	
No	
D2c Postgraduate Awards	
i) Are (any) modules assessed on a pass/fail (instead of numerical) basis?	YES
	NO
If so how many credits are assessed on a pass/fail basis	
ii) Can the award be conferred with distinction?	YES
	n/a

	NO	
iii) On what criteria is the distinction awarded? (See also the Regulations for the Common Postgraduate Regulatory Framework.)		

Please note:

This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in the study module guide and course handbook. The accuracy of the information contained in this document is reviewed by the University and may be checked by the Quality Assurance Agency for Higher Education.

Note: Sections E, F, G and H are for internal approval purposes and should NOT be placed on the intranet

SECTION E: EQUAL OPPORTUNITIES (including students with disabilities and students from ethnic minority groups)

Please indicate

a) How the admissions policy will aim to preserve and promote equality of opportunity for all applicants.

INTO is committed to equality of opportunity for all Staff and Students. Our policies reflect those of the University; <http://www.University of East Anglia.ac.uk/ltq/EqualOpps.htm>

The INTO International Graduate Diploma Programme is designed for Overseas Students who are non-native speakers of English. It is open to all nationalities, with key selection criteria for admission being the academic ability and potential of the applicant. INTO welcomes applications from people with disabilities and will undertake reasonable adjustments to enable academically qualified applicants to access the full range of educational provision offered. No applicant will be treated less favourably on grounds of sex, age, marital status, race, colour, ethnic origin, sexual orientation, disability, political or religious belief or any other criterion accepted as irrelevant by INTO

b) How the course will aim to preserve and promote equality of opportunity for all students.

INTO aims to create an atmosphere of learning that is tolerant and respectful of differences, and encourages all Staff and Students to value diversity. The course is designed to give every Student the same opportunity to achieve the learning outcomes and to acquire the subject specific practical skills. Through both the design of the programme and the added support provided, INTO will ensure full equality of opportunity for all Students to progress and learn. Course materials and documentation may be reproduced in a variety of formats

c) How teaching and learning and assessment methods will aim to preserve and promote equality of opportunity.

INTO adopts a wide variety of teaching, learning and assessment methods to meet the needs of a diverse Student population. Information about teaching sessions and assessment methods will be readily available, and the learning environment and learning materials will be considered and adapted where possible to meet individual needs.

INTO embraces the University's continued development of its quality assurance systems to monitor and identify any differential impact on any Student arising from policy or practice in admissions, teaching or assessment.

[For any resource implications, please see Section G4c).]

SECTION F: STRATEGY, MARKET DEMAND, ADMISSIONS AND COURSE MANAGEMENT DETAILS *(for all new course proposals)*

F1 Academic Strategy	
a)	<p>How does the course fit in with:</p> <ul style="list-style-type: none"> • your School's academic plan? INTO University of East Anglia wishes to expand the existing Graduate Diploma Programme to include London. • the Faculty's academic plan? The London programme would help the Norwich Business School and the School of Economics meet faculty and university admission objectives. • University of East Anglia's corporate plan? <i>(Please refer to University of East Anglia intranet http://www.University of East Anglia.ac.uk/University of East Anglianetwk/vco/welcome.html)</i>
b)	<p>Does the course contain any overlap of material with existing courses at the University of East Anglia? If so, please give details, naming the School of Studies concerned, identifying the course code and title, and summarising the outcome of prior consultations with that School(s) and the appropriate Faculty on the overlap issue.</p> <p>n/a</p>
c)	<p>Are there any related dormant course(s) that the School proposes permanently to discontinue? (Please give award, title of course, University of East Anglia course code and effective date of discontinuation and indicate Faculty support.)</p> <p>n/a</p>
d)	<p>Are there any related course(s) that the School wishes to make dormant? (Please give award, title of course, University of East Anglia course code and effective date of dormancy and indicate Faculty support.)</p> <p>n/a</p>
e)	<p>Are there existing students on any courses affected by actions in d) above? If so, please state how the School will manage the 'exit' strategy?</p> <p>n/a</p>

F2 Market Demand	
a)	<p>Are identical or similar courses offered elsewhere in the UK? If so, please give details of the number, title(s), institution(s) etc and indicate why you think your course has a comparative advantage over its competitors:</p> <p>n/a</p>
b)	<p>i) What is the evidence of current and future demand for the course from employers (industry, commerce, government agencies, the professions etc.), broadly defined national needs, students, developments in the subject area?</p> <p>n/a</p>

ii)	What are the career opportunities for students successfully completing the course? n/a
c)	<i>(For UG proposals only)</i> : What is the annual number of applicants currently applying nationally for similar courses (details available from Access and Admissions Office, ext. 3728)? n/a
d)	Is there evidence that current and projected demand for such a course cannot be met from existing provision (a) nationally and (b) regionally? If so, please give details: n/a
e)	What external bodies (e.g. professional associations and relevant employers or employers' groups) have been consulted about the course and what views have they expressed? n/a
f)	How will the School/Faculty ensure that the views and/or requirements of professional bodies and of employers are taken into account during the lifetime of the course? n/a
g)	Does the course require/imply any external accreditation? If so, by whom and when might this occur? n/a

F3 Admissions	
a)	<u>Admissions Criteria</u> (please specify)
Subject qualifications	<ul style="list-style-type: none"> - Pass in a university degree in any discipline. <li style="text-align: center;">or - A high average grade (targeting top 30%) in a 3 to 5 year HND equivalent from a recognised educational institution in any subject. <li style="text-align: center;">or - Pass in a 3 to 5 year HND equivalent from a recognised educational institution in any subject AND 3 years relevant work experience.
English qualifications	<ul style="list-style-type: none"> - English language at a level equivalent to IELTS 5.5 (+ 5.5 in writing) <li style="text-align: center;">or - TOEFL 71 ibt
<p>Applicants interested in the Business Pathway will require approval from NBS Admissions prior to entry on the Graduate Diploma Programme:</p> <ul style="list-style-type: none"> • Applicants with a Business degree aiming for an MSc conversion programme. • Applicants aiming for an MBA Programme. NBS will only approve applicants for an MBA Programme if the applicant has at least 3 years relevant managerial work experience. 	

b) <u>Proposed student intake target</u>		
FT Home/EU.....FT INTL.....PT(heads).....DL(heads).....		
c) <u>Minimum viable intake (FTEs)</u>...10		
d) <u>Maximum viable intake (FTEs)</u>...50		
e) <u>(For UG proposals only):</u> Are any particular Access programmes relevant to this course (and if so which)? n/a		
f) <u>Student Targets</u>		
i) Are the intake targets given in Section E3 additional to the currently approved student targets of the sponsoring School(s) of Studies or will the course involve a redistribution of current targets between courses? Please give details: Targets for INTO are not thought to impinge on current targets for the sponsoring Schools of Study, save insofar as they will come to generate additional full fee revenue.		
ii) If the intake targets are additional, have the additional numbers been authorised by the Planning Office (Deputy Academic Registrar)?	YES	
	NO	

F4 Course Management Details			
1. Faculty			
2. i)	Teaching Institution	INTO University of East Anglia, London	
ii)	Placement(s)/Work-based Practice required	YES	
		NO	X
iii)	Please indicate type (e.g. year in industry)		
3. i)	Exit Awards below final award	YES	
		NO	X
ii)	If YES, please specify (e.g. Diploma of Higher Education, Certificate of Higher Education)		
4.	Length of Programme	For entry point A: 3 x 12 week terms For entry point B: 2 x 12 week terms	
5.	Mode(s) of Attendance (Please tick as appropriate)	Full-time	X
		Part-time	
		Distance Learning	

6.	Course Director (s) in Norwich Dr Richard Samuels (Director of Studies) Dr Jeremy Ginifer (Programme Manager)	Course Code	
		Course Code	
7.	Relevant Subject Benchmarking Statements		
8.	Start date (for new course proposals) September 2009	Course Code	Date
		Course Code	Date
9. i) Accreditation/Professional Body (where applicable) n/a			
ii) Date of original accreditation/recognition by Profession Body (if relevant) n/a			
iii) Most Recent Accreditation Date (if relevant) n/a			
10. Board of Examiners			
i) Is a new Board of Examiners to be responsible for the programme(s)/course (<i>please tick</i>)		YES	
		NO	X
ii) If NO, please specify which Board of Examiners will be responsible for the programme(s)/course. The existing Norwich Board of Examiners will be responsible for the London programme.			
iii) Is (are) any additional external examiner(s) required?		YES	
		NO	X
If YES, how many?			
11. (For existing programmes)			
i) Date of most recent University periodic review			
ii) Date of next University periodic review			

SECTION G: RESOURCES

Preamble

The introduction of new courses/programmes involves the commitment of additional resources and/or the redistribution of existing resources. The full resource implications of a new course are sometimes not immediately obvious: some costs (e.g. the additional demands on teaching accommodation) are "hidden" and are not always recognised by course proposers. This section of the approval form is therefore designed to address the full range of resource issues associated with a new course.

G1 Tuition Fees

Please specify whether the income to be generated by the course is to be from:

- a) tuition fees at the standard home/EU rate plus any HEFCE recurrent grant for teaching that the student numbers may generate
- b) some other source (e.g. full cost fees, teaching contract) The programme will not attract HEFCE funding and all income will be generated from full cost fees.

c) Has the Fees Officer in the Planning Office of the Academic Division (ext 3498 been consulted?	Financial matters are being dealt with by the University Council, through the VC and Registrar	YES	
		NO	X

G2 Modules of Teaching

- a) Does the course require the provision of additional modules of teaching not currently available (if so, please complete the section below)?

In the longer term this will be the case, but with staff being employed and salaries funded directly from INTO, rather than from University funds. The impact on University teaching costs will be, if anything, cash positive.

For new programmes involving new modules:
Please complete as far as possible the section below for each new module

Module Code	
-------------	--

	Module Title	
	Credit	
	Semester (Autumn/Spring)	
	Pre-requisite(s)	
	Co-requisites(s)	
	Convenor	
	Date of Approval	
	Brief description (<i>aims, objectives, content, teaching and learning method(s), learning outcomes</i>)	
	Method(s) of assessment	
<p>b) Please specify which/whether any existing modules are to be withdrawn from the Course Management System.</p> <p>The Modules which make up the Diploma pathways are currently on the CMS, but will be amended to be taught and assessed over three terms rather than two semesters.</p>		

<p>G3 Staffing</p> <p>a) Are new teaching appointments required and if so how many, at what level and how does the School(s)/Faculty intend to fund these?</p> <p>See response to G2 a) above. Appointments will be made. The number of appointments will depend on demand for the programme in London. INTO will cover the costs.</p> <p>b) If no new teaching appointments are required, what teaching adjustments for existing faculty are proposed if</p> <ul style="list-style-type: none"> i) new modules of teaching are required? ii) certain existing modules of teaching are to be withdrawn? <p>N/A. Staffing provision will be self contained.</p>	
---	--

c) What are the resource implications for Schools of Studies outside the sponsoring School(s) (e.g. service teaching, overseas exchange links)? Please give below the outcome of consultations that have taken place on this matter (including with the relevant Faculty/Faculties) and attach relevant documentation.

None. A full business plan has been submitted to the University Council for discussion and approval.

G4 Other resources	
a)	Is any other additional recurrent or non-recurrent expenditure envisaged in the sponsoring School(s)? If so, please give details, indicating how the School(s)/Faculty intends to fund these:
	<p>i) equipment, including computers</p> <p>Hardware will be provided as part of the capital spends on INTO. However, there may need to be transactions with the University of East Anglia and City University in respect of software licensing (<i>e.g.</i> Blackboard), network access and technical support, where resources are not fully self contained.</p>
	<p>ii) consumables</p> <p>Purchased from INTO's self contained expenditure budget.</p>
	<p>iii) non-teaching staff</p> <p>Considerable need for cross resourcing in marketing, admissions, accommodation and, initially, in Student welfare. Possible requirement for technical support as outlined in Section G4 a)i above.</p>
b)	What are the resource implications for the following central services of the course:
	<p>i) academic administration</p> <p>None in addition to current support.</p>
	<p>ii) the Audio Visual Service</p> <p>No increase from current light usage.</p>
	<p>iii) Centre for English Language and British Studies</p> <p>n/a</p>
	<p>iv) Dean of Students' Office</p> <p>Provision will be shared with City University (To be confirmed)</p>
	<p>v) IT and Computing Services</p> <p>Technical support on software provision and VL. The ICT provision will be linked to Norwich.</p>
	<p>vi) Library and Learning Resources</p>

a) Resources:

- What resources (books, journals, other media) are already available in the Library to support this programme?

Students will have access to City University library (To be confirmed).

- What resources (books, journals, other media) other than those already available will be required (a) immediately (b) as the programme numbers increase? *The answer should include comments on the need for additional copies as well as for new stock and on the degree of reliance on inter-lending which may be necessary to support the programme.*

A Resource Centre will be provided in the INTO London building.

b) Services

- What Library services are likely to be used by student taking this programme (a) during the daytime (b) in the evening and at weekends? *Please comment on the likely use of Restricted Loan, and the Audio-Visual Services and on the need for evening/weekend access to borrowing facilities, particularly by part-time or distance learning Students. Will there be regular teaching in the evening? Will any teaching take place away from the campus? Will professional placement form part of the programme?*

Limited use due to location.

c) Usage

- Are there other, similar programmes which the Library could use as indicators of likely demand for stock and services if the programme is approved and introduced?

None

- What level of bibliographic instruction is likely to be required in order that the Students taking the programme are able to use the Library fully and effectively? Will this be given by faculty or by Library staff?

None

vii) teaching accommodation

Not applicable due to location.

viii) University Counselling Service

Provision will be shared with City University (To be confirmed).

ix) University Careers Service

Provision will be shared with City University (To be confirmed).

c) **Equal Opportunities**

i) Is any special provision (e.g. equipment) or alteration (e.g. to facilitate access, to ensure health and safety is maintained) required to preserve and enhance equality of opportunity.

n/a

ii) Has the Dean of Students' Office been consulted and if so, what is their advice?

n/a

It is important that the Schools discuss with the Information Services Directorate any resource implications and that any additional needs can be met from within their routine resource allocation unless otherwise indicated in the comment above.

SECTION H: APPROVAL SHEET

TITLE OF PROGRAMME: INTO University of East Anglia Graduate Diploma in Business and the Social Sciences

1. CENTRAL SERVICES
a) Director of Careers Centre: Date: (Section F2 refers)
b) Access and Admissions Office: Date: (Section F3 refers)
c) Deputy Academic Registrar (Planning Office): Date: (Section F3 refers if the proposal is for additional intake numbers)
d) Director of Library, Learning and IT Services: Date: (Section G4b refers if the proposal has resource implications)

2.	School of Economics
	Date of School Board (or equivalent) approval:
	Signature of Chair:
	Norwich Business School
	Date of School Board (or equivalent) approval:
	Signature of Chair:

After signatures have been obtained, please forward this form to Sue Koria, Room 3.30, Learning, Teaching and Quality Office, Academic Division, Floor 3, The Registry

3. LEARNING, TEACHING AND QUALITY COMMITTEE APPROVAL	
3.1	<i>(for new course proposals with resource implications)</i>
	Date of LTQC Approval in principle:
	Signature of Chair:
3.2	<i>(for new course proposals without resource implications/major modifications to existing courses)</i>
i)	Signature of Director of Undergraduate Studies or Director of Graduate Studies (as appropriate):
	Date:
ii)	
	Signature of Academic Registrar:
	Date:
iii)	
	Signature of Director of Admissions (or nominee):
	Date:

4. FACULTY APPROVAL	
<i>(for new course proposals remitted to the Faculty for detailed consideration)</i>	
	Date of Faculty approval:
	Signature of Associate Dean: