

**LTC09D010**

**Title:** Confirmation of Chair's Action  
**Author:** Head of the Learning, Teaching and Quality Office – Ms A. Rhodes  
**Date:** 19 October 2009  
**Circulation:** Learning and Teaching Committee – 28 October 2009  
**Agenda:** LTC09A002  
**Status:** Open  
**Version:** Final

---

The Committee is invited to confirm Chair's action in approving the following items since the last meeting of the Committee May, 2009:

**1. Partnerships: Guidance 'tariff' for involvement of the Partnerships Office**

A change has been made to the guidance issued to Faculties/Schools regarding types of agreements and agreements where the involvement of the Partnerships Office is required. The change relates to agreements for automatic progression to UEA on the basis of modules taught at a partner institution. The input of the Partnerships Office is still required and will be considered on a case by case basis for all proposals. For arrangements involving modest numbers from other UK Universities, approval of the institutional agreement will be by **concession** by the Director of Partnerships.

The revised schedule is attached as **Appendix A**.

**2. Prizes**

The new University website for University awards has been launched under the auspices of the Development and Campaigns Office. In view of the most welcome increase in the number and range of prizes and other awards available to students, the University Calendar no longer lists prize regulations in detail but directs readers to the new website which may be consulted at: [www.uea.ac.uk/prizesandscholarships](http://www.uea.ac.uk/prizesandscholarships).

Since the last meeting of the Committee, the following new/revised prize regulations have been approved\*:

**University-wide**

Jubilee Undergraduate Scholarships Fund  
Derek Bryan and Liao Hongying Memorial Fund (revisions)

## **Schools**

**BIO:** Undergraduate Microbiology Prize  
The Lovett Prizes

**CHE:** The Open University Press Prize  
CRC Press Prize

**ENV:** The Gardline Geophysical Sciences Prize

**LAW:** The Open University Press Prize for Law  
Various revisions relating to eligibility for a range of other LAW prizes

**MED:** The Arthritis and Rheumatism Council Prize  
The Association of Physicians Prize - Intercalated Degree  
The Association of Physicians Prize - Research Project  
The Peter Earl Foundation Elective Awards (revisions)

**NBS:** School Prize for best performance in each of the following courses: MSc Brand Leadership; MSc Business Management; MSc Marketing; MSc International Human Resources Management; MSc Strategic Supply Chain Management; MSc Strategic Information systems; MSc International Accounting and Financial management; MBA General: MBA Strategic Carbon Management; Executive MBA

School Prize for the over all performance by an MSc Student

School Prize for the est over all performance by an MBA Student

**PHA: Level 1 MPharm:**  
Mundipharma International Pharmaceuticals Life Sciences Prize  
Takeda Cambridge Prize for Life Sciences Chemistry  
The GlaxoSmithKline Prize

### **Level 2 MPharm**

Baxters Healthcare Prize  
Takeda Cambridge Prize for Drug Design and Mechanisms of Drug Action  
The Astra Zeneca Prize

### **Level 3 MPharm**

Lloyds Prize  
Takeda Cambridge Prize for Advanced Drug Discovery and Drug Delivery  
The Bob Shaw Prize  
The Merck, Sharp and Dohme Prize

### **Level 4 MPharm**

Alumni Prize  
The Andrew Thomson Prize sponsored by Takeda Cambridge  
The LPC Prizes  
The Rosemont Prize for Drug Delivery

The Rosemont Prize for Medicines Management  
The Rosemont Prize for Molecular Pharmacology  
Royal Pharmaceutical Society of Great Britain Prize

**PSI:** The Peter Earl Foundation Malcolm McFarlane Prize (revisions)

\*excluding minor amendments, including changes to value of prizes.

### **3. Regular review of programmes**

Members will be aware of the requirement that all programmes must undergo regular review every five years in accordance with the UEA Code of Practice: Assuring and Enhancing Teaching Quality. One aspect of reviews on which the University has been working is the provision of course statistics, following the implementation of the Student Information System. The Planning and Learning, Teaching and Quality Offices have been working with colleagues in the Marketing and Communications Division, with Schools and Faculties and the Equality and Diversity Manager to improve the provision of statistical data. This work is progressing although there are still some issues to resolve, particularly with regard to admissions data. The upshot of this is that for the 2009/10 cycle of Programme Reviews, only basic numbers, without reference to the equality monitoring groups or tariff points are reported for consideration.

The background to this is that:

- 1) Whilst the data to be provided was agreed with MAS (AAO) prior to inclusion in the Code, there are some operational problems in delivering the reports and MAS is not in a position to provide the full suite of data for all the Reviews running in 2009/10. Some of the time saved in not providing the full suite of data will be committed to developing Discoverer reporting tools from the Data Warehouse project, which will allow Faculties to access the data directly and comprehensively from 2010/11 (and potentially the latter end of 2009/10 depending upon how quickly the project progresses - noting that Programme Reviews tend to be loaded towards the spring semester);
- 2) There will continue to be top level, institution-wide review of equality monitoring data via RAMP, which should ensure that the University can identify any groups which are under-represented at the applications or offer stage;
- 3) Information on tariff points is included in Programme Review data in respect of students actually admitted to the course(s). This does not provide exactly the same information, but may be sufficient for the moment, noting that regular reviews of admissions will support Schools in identifying issues.

4. **Events and Timetabling**

A working group, led by the Pro-Vice-Chancellor (Academic) has been considering changes to the way in which scheduling might be improved to assist understanding of and speed of communication to students and to staff. The recommendations of the group have been accepted and are summarised in **Appendix B** attached.

5. **Advising System**

A further revision has been made to the Advising System which was reviewed last session. The revision concerns the addition of guidance on what to do if a student requests a change of Adviser. The website has been updated accordingly.

## APPENDIX A

<b>Guidance Tariff for Involvement of partnerships office Revised September 2009</b>			
<b>Type of proposed partnership]</b>	<b>Type of approval</b>	<b>Nature of agreement</b>	<b>Partnership Office Input</b>
automatic progression on basis of modules taught at an institution	Approval process required. Judged on case by case basis, Via concession for small arrangements with UK Universities	Institutional agreement required	YES
consider applications from another institution as a matter of course, but with no guaranteed progression accords		Letter of understanding setting parameters	No
UEA staff deliver service teaching at request of institution	Providing no use of UEA brand, no action required		No
UEA staff deliver UEA modules at institution	UEA will need to approve centre(s) of delivery and assure itself of student experience  Issues re staff approval if not all staff employed to deliver at UEA Norwich	Institutional agreement required	Yes
UEA staff deliver UEA programme in full at specified sites	UEA will need to approve centre(s) of delivery and assure itself of student experience.	Institutional agreement required for each site of delivery.  Need for modification of prog spec?	Yes
UEA offers courses in partnership with institution	UEA will need to approve centre(s) of delivery and assure itself of student experience.  Validation event required for course	Institutional agreement required for each site of delivery.  Need for modification of prog spec?	Yes
Institution Staff deliver UEA programme (franchise or validation model)	UEA will need to approve centre(s) of delivery and assure itself of student experience.  Validation event required for course	Institutional agreement required for each site of delivery.  Need for new programme spec	Yes

Revision as highlighted approved by LTC under Chair's action

\_\_\_\_\_ PVC Academic \_\_\_\_\_ date

## APPENDIX B

### UNIVERSITY OF EAST ANGLIA

#### TIMETABLE SYSTEM – A NOTE FOR MODULE ORGANISERS AND TIME-TABLERS

Timetable planning for the 2010/11 academic year and beyond will be undertaken in accordance with a new Basic scheme which will operate with a number of simple rules. Schools using their own timetable planning techniques should be able to apply these to fit with this Basic scheme. The University's timetable slotting scheme, which is used as a timetabling aid by a number of Schools, has been adjusted to enable it to also work with the new Basic scheme.

#### The Teaching Day

The Teaching day commences at 9:00am and runs into the evenings. Whilst rooms for teaching are booked by the hour, students and academic staff should note that teaching sessions should last no more than 50 minutes and are expected to commence and end at the following times:

- 1 Modules running in the mornings (Resource slot 1 and 2 – see below) will start on the hour and finish at 50 minutes past the hour.
- 2 Modules running in the afternoons and evenings (Resource slots 3, 4 and 5 – see below) will start at 10 minutes past the hour and finish on the hour.
- 3 These start and end times guarantee a minimum 20 minute break in the middle of the day for staff and students.

Undergraduate teaching must not be timetabled on Wednesday afternoons, i.e. after 13:00 hours, unless it is a repeated session such as a seminar which also occurs outside of this restricted time.

For simplicity the remainder of this paper will refer to room booking times.

#### Timetable Planning – The Basic scheme

In order to make the best use of the University's teaching accommodation, UEA's teaching day has been divided into five two-hour resource slots for room booking purposes. For similar reasons, three-hour teaching periods have been established in four resource slots. **Modules can be scheduled within these resource slots but teaching sessions with a duration of two and three hours will not be permitted to span resource slots.** The Basic scheme is illustrated in the following diagram with the two-hour slots numbered 1-5 and the three-hour slots identified by colours: yellow, orange, blue or purple, or held in the evening.

**Wherever possible timetable information for students should be presented in terms of days and times of teaching rather than in terms of codes or slots.**

For internal timetable planning, room bookings, and for recording purposes the following notation should be used:

- 1 Individual hour codes (B1, D4, A3 etc) are to be used to identify one-hour teaching sessions.
- 2 To signify combinations of teaching sessions, the hour codes should be used with
  - a comma “,” to separate different events
  - an asterisk “\*” to signify “and”
  - an oblique “/” to indicate “or” when for example a laboratory session or seminar is repeated at different times and students need only attend on one occasion

For example, if a communal lecture is followed up by one of a number of alternative groups, a comma is placed after the lecture and the alternative groups are divided by an oblique (e.g. **D5,A1/E1** indicates that a lecture for all students takes place on Tuesdays 13.00-14.00 with a follow-up group either on Fridays 9.00-10:00 or Thursdays 9.00- 10:00). Alternative group times may also be indicated at the end of the module description.

- 3 Two-hour or three-hour teaching sessions can be presented in either of two ways:
  - With reference to the resource slot, e.g. Mon slot 1, Wed slot 3 or Thu yellow; **or**
  - With reference to the hourly sequence codes, for example **D1\*D2** indicates that a two-hour teaching session will run from 9:00 through to 11:00 on Wednesdays. A Wednesday yellow three-hour session would be noted as **D1\*D2\*A3**.

As this notation can sometimes become overly complex some codes have been created as a shorthand means of recording some common combinations of timetabling and room booking information - see slotting system section below.

### **Timetable planning – University timetable slotting scheme**

In order to assist in timetable planning the University has a slotting system that fits with the above basic scheme. The teaching week is divided into five major slots of 11+ hours' duration (identified by the letters A-E) and this is reflected in the identifying codes for each hour of the teaching week. The evening slot commences at 17:10 and is left open-ended for longer evening activities. Slotting is helpful to staff in planning the timetable to ensure that it is feasible to study particular combinations of modules in the same semester. By allocating modules to the A-E slots Schools can plan their timetable in the knowledge that there will be no timetable clashes. Generally such module combinations would be scheduled in different slots though with careful planning two modules can be timetabled within the same slot.

Teaching may be held at any time within the full 11+ hour slot. The major slot letter is assigned to that module (A-E). The different hours within each major slot are numbered (e.g. **D1** is Wednesdays 09.00 – 10:00, **D5** is Tuesdays 13:00 – 14:00, etc). Timetable slots indicate the **range** of times within which a module may be scheduled. However, modules are unlikely to be taught in every available hour within its designated slot or sub-slot; for example, a module scheduled in a full 12 hour slot (e.g. AA) is unlikely to

entail 12 hours of teaching sessions for each student.

Most Schools work with sub-slot schemes, subdividing each of the five major slots into standardised patterns. The initial letter of each sub-slot specifies the parent 12-hour slot from which it is derived (e.g. the **AJL** sub-slot, containing 6 hours of classes a week, is a derivative of the basic **AA** slot). There is no timetable overlap among slots which begin with different letters. However, extensive timetable overlap is likely among sub-slots beginning with the same letter.

The ***Timetable Slotting and Room booking Chart*** below, gives precise hours of the week for each sub-slot, and is intended to help in timetable planning by identifying timetable overlaps. The Chart is divided into five panels, one for each of the major slots A – E. **In planning a timetable using the sub-slots care must be taken to check for incompatibilities among sub-slots within the same panel.** There are no timetable clashes among sub-slots which appear in different panels.

### **Summary**

#### **Slotting rules:**

1. All 2-hour events must conform to the resource slots 1, 2, 3, 4 or 5.
2. All 3-hour events must conform to the resource slots in yellow, orange, blue or purple, or be held in the evening (resource slot 5).
3. Modules running in resource slots 1 and 2 will start on the hour and finish at 50 minutes past the hour.
4. Modules running in resource slots 3 and 4 and in the evenings will start at 10 minutes past the hour and finish on the hour.

**Timetable Working Group  
Learning and Teaching Quality Committee  
October 2009**



**TIMETABLE SLOTTING SYSTEM : BASIC SCHEME**

Monday	Tuesday	Wednesday	Thursday	Friday		
B1	C1	D1	E1	A1	Yellow bar	0900
B2	C2	D2	E2	A2		1000
B3	C3	A3	E3	D3		1100
E4	D4	B4	A4	C4		1200
<hr/>						
C5	D5	E5	A5	B5	Cyan bar	1310
C6	D6	E6	A6	B6		1410
C7	D7	E7	A7	B7		1510
C8	D8	E8	A8	B8		1610
<hr/>						
A9	B9	C9	D9	E9	Purple bar	1710
A10	B10	C10	D10	E10		1810
EY	AY	BY	CY	DY		1910

### Timetable Slotting and Room Booking Chart

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
<b>SLOT AA AND ITS DERIVATIVES</b>						
<b>AA</b>	1700-1900	1900-2100	1100-1200	1200-1300, 1300-1400, 1400-1700	0900-1100	12
<b>AG</b>	1800-1900			1200-1300, 1300-1400, 1600-1700		4
<b>AJ</b>			1100-1200	1300-1500		3
<b>AK</b>			1100-1200	1500-1700		3
<b>AL</b>	1700-1800				0900-1100	3
<b>AQQ</b>				1400-1700		3
<b>AP</b>	1700-1900		1100-1200	1200-1300, 1300-1400		5
<b>AQ</b>				1400-1700	0900-1100	5
<b>AJL</b>	1700-1800		1100-1200	1300-1500	0900-1100	6
<b>AKL</b>	1700-1800		1100-1200	1500-1700	0900-1100	6
<b>AGL</b>	1700-1900			1200-1300, 1300-1400, 1600-1700	0900-1100	7
<b>AGJ</b>	1800-1900		1100-1200	1200-1300, 1300-1400, 1400-1700		7
<b>AR</b>	1800-1900			1200-1300, 1400-1500	0900-1100	5
<b>AS</b>	1700-1800		1100-1200	1300-1400, 1500-1700		5

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
<b>SLOT BB AND ITS DERIVATIVES</b>						
<b>BB</b>	0900-1200	1700-1900	1200-1300, 1900-2100		1300-1400, 1400-1700	12
<b>BG</b>		1700-1800			1300-1500	3
<b>BH</b>		1700-1800			1500-1700	3
<b>BJ</b>	1100-1200		1200-1300		1600-1700	3
<b>BL</b>	0900-1100	1800-1900			1300-1400	4
<b>BQQ</b>					1400-1700	3
<b>BP</b>	0900-1000	1700-1900	1200-1300		1300-1400	5

<b>BQ</b>	0900-1100				1400-1700	5
<b>BJL</b>	0900-1200	1800-1900	1200-1300		1300-1400, 1600-1700	7
<b>BGL</b>	0900-1100	1700-1900			1300-1400, 1500-1700	7
<b>BGJ</b>	1100-1200	1700-1800	1200-1300		1400-1700	6
<b>BR</b>	0900-1100	1800-1900	1200-1300		1400-1500	5
<b>BS</b>	1100-1200	1700-1800			1300-1400, 1500-1700	5

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
<b>SLOT CC AND ITS DERIVATIVES</b>						
<b>CC</b>	1300-1400, 1400-1700	0900-1200	1700-1900	1900-2100	1200-1300	12
<b>CG</b>	1300-1500		1700-1800			3
<b>CH</b>	1500-1700		1700-1800			3
<b>CJ</b>	1600-1700	1100-1200			1200-1300	3
<b>CL</b>	1300-1400	0900-1100	1800-1900			4
<b>CQQ</b>	1400-1700					3
<b>CP</b>	1300-1400	0900-1000	1700-1900		1200-1300	5
<b>CQ</b>	1400-1700	0900-1100				5
<b>CJL</b>	1300-1400, 1600-1700	0900-1200	1800-1900		1200-1300	7
<b>CGL</b>	1300-1400, 1500-1700	0900-1100	1700-1900			7
<b>CGJ</b>	1400-1700	1100-1200	1700-1800		1200-1300	6
<b>CR</b>	1400-1500	0900-1100	1800-1900		1200-1300	5
<b>CS</b>	1300-1400, 1500-1700	1100-1200	1700-1800			5

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
<b>SLOT DD AND ITS DERIVATIVES</b>						
<b>DD</b>		1200-1300, 1300-1400, 1400-1700	0900-1100	1700-1900	0900-1000, 1900-2100	12
<b>DG</b>		1200-1300, 1300-1400, 1600-1700		1800-1900		4

<b>DJ</b>		1300-1500			0900-1000	3
<b>DK</b>		1500-1700			0900-1000	3
<b>DL</b>			0900-1100	1700-1800		3
<b>DQQ</b>		1400-1700				3
<b>DP</b>		1200-1300, 1300-1400		1700-1900	0900-1000	5
<b>DQ</b>		1400-1700	0900-1100			5
<b>DJL</b>		1300-1500	0900-1100	1700-1800	0900-1000	6
<b>DKL</b>		1500-1700	0900-1100	1700-1800	0900-1000	6
<b>DGL</b>		1200-1300, 1300-1400, 1600-1700	0900-1100	1700-1900		7
<b>DGJ</b>		1200-1300, 1300-1400, 1400-1700		1800-1900	0900-1000	7
<b>DR</b>		1200-1300, 1400-1500	0900-1100	1800-1900		5
<b>DS</b>		1300-1400, 1500-1700		1700-1800	0900-1000	5

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Total Hours</b>
<b>SLOT EE AND ITS DERIVATIVES</b>						
<b>EE</b>	1200-1300, 1900-2100		1300-1400, 1400-1700	0900-1200	1700-1900	12
<b>EUG</b>	1200-1300,			0900-1100, 1100-1200		4