



Title: *SSF LTQC Course Approvals*
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Issue

To receive minor changes course proposal for PSY MSc in Cognitive Neuroscience, MSc in Developmental Psychology, MSc in Social Psychology from the Faculty of Social Sciences, Teaching and Quality Committee.

Recommendation

None.

Resource Implications

None.

Risk Implications

None.

Equality and Diversity

None.

Timing of decisions

SSF LTQC approved 25/4/14

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

Minor Changes Course Proposal.



MINOR CHANGES COURSE PROPOSAL FORM

(taught programmes only)

for **NEW COURSES** and
MINOR AMENDMENTS
with **NO RESOURCE IMPLICATIONS**

Please refer to the course proposal Procedure and Guidance CP-2013 to complete this or any other course proposal form: to ensure the correct form is being used; for information on early considerations and timescales; for general guidance on the course approval process; and for notes on completing the form.

Course Title(s)	new course? <i>note 1</i>		If no, please give existing course code
1.MSc in Cognitive Neuroscience 2.MSc in Developmental Psychology 3.MSc in Social Psychology	N		1. FT T1C8X2101 1. PT T2C8X2201 2. FT T1C8X2102 2. PT T2C8X2202 3. FT T1C8X2103 3. PT T2C8X2203
School(s) of study & Faculty			
School of Psychology			
Proposer & proposer's school			
Neil Cooper, School of Psychology			
Proposed start date (of new course or of changes)			<i>note 2</i>
September 2014			
I can confirm that this proposal meets the criteria for using the Minor Changes Course Proposal Form <i>note 3</i>		Y	

This form is in 5 parts:

- Part 1 Summary and Rationale
- Part 2 Impact Assessment
- Part 3 Academic Case including Programme Specification
- Part 4 Key Information Set (KIS) data
- Part 5 Approvals and Notification

The initiator is responsible for completing parts 1-4

UEA LEARNING & TEACHING SERVICE

MINOR CHANGES COURSE PROPOSAL

Part 1 SUMMARY AND RATIONALE

Course One			
S1	a	SCHOOL(S) OF STUDY	Psychology
<i>note S1c</i>	b	FACULTY or FACULTIES	Social Science
	c	JOINT COURSE? (ie owned/taught by more than one School)	NO
	d	NAME OF COURSE DIRECTOR (Home School)	Laura Biggart
	e	NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only)	
S2 <i>note S2a</i>	a	COURSE TITLE	1. MSc in Cognitive Neuroscience (full time) 1. MSc in Cognitive Neuroscience (part time) 2. MSc in Developmental Psychology (full time) 2. MSc in Developmental Psychology (part time) 3. MSc in Social Psychology (full time) 4. MSc in Social Psychology (part time)
<i>note S2b</i>	b	COURSE CODE	1. FT T1C8X2101 1. PT T2C8X2201 2. FT T1C8X2102 2. PT T2C8X2202 3. FT T1C8X2103 3. PT T2C8X2203
<i>note S2c & S2d</i>	c	AWARD	MSc
	d	EXIT AWARD(S) AND TITLE(S)	Postgraduate Certificate (60 credits at Level 7)
	e	FULL/PART-TIME (please specify)	FT / PT
	f	LOCATION (UEA Norwich, UEA London, Distance Learning)	UEA Norwich
	g	AVAILABLE FROM:	September 2014
S3 <i>note S3a</i>	a	PROFESSIONAL AWARD (if any)	
		ACCREDITING/VALIDATING BODY (if relevant)	
<i>note S3b</i>	b	Website (URL)	
		Date when accreditation/validation may take place	
S4 <i>note S4</i>	LEVEL	Sub-degree (e.g. Cert. Dip.)	
		Undergraduate	

		Integrated Masters									
		Masters	7								
		Other postgraduate (please specify)									
S5 note S5a	a	DURATION (years or months)	1 year FT 2 years PT								
note S5b	b	MODE OF ATTENDANCE (full-time, part-time, distance, other)	Full time / Part Time								
S6 note S6	PLACEMENT(S)/WORK-BASED LEARNING REQUIRED		<table border="1"> <tr> <td>YES</td> <td></td> <td>NO</td> <td>X</td> </tr> <tr> <td colspan="3">If YES, does this conform with the UEA's code of practice on placements?</td> <td></td> </tr> </table>	YES		NO	X	If YES, does this conform with the UEA's code of practice on placements?			
YES		NO	X								
If YES, does this conform with the UEA's code of practice on placements?											
S7 note S7	RELEVANT SUBJECT BENCHMARK STATEMENT(S)		The structure and content of the degree has been informed by the ESRC subject and research training requirements. Although the appropriate QAA subject benchmark is unavailable, the course has also been developed mindful of the QAA Masters characteristics.								
S8 note S8	ENTRY REQUIREMENTS		<p>British 2:1 Psychology degree or equivalent. For students with English as a foreign language IELTS: 7.0 (minimum 6.0 listening, 6.0 speaking, 6.5 writing, 6.5 reading) • TOEFL: Internet-based score of 98 (minimum 18 listening, 21 speaking, 21 writing and 21 reading) • PTE (Pearson): 70 (minimum 55 listening, 55 speaking, 62 writing and 62 reading)</p>								
S9	JACS Subject Level Code(s) To be completed by the Planning Office following approval of the Business Case										
S10	UCAS ADMISSION CODE / COURSE CODE To be completed by the Planning Office following approval of the Business Case										
S11 note S11	FURTHER INFORMATION available via...										
S12	COURSE HIGHLIGHTS (for publication in University Prospectus / Website / other publicity) NB Please include employability prospects/career possibilities										
note S12	<p>The 3 Masters programmes offer an advanced programme of research training. Core modules confer general psychological and social science research skills, and training in methods, design, and analysis. Option modules offer specialist knowledge in the chosen branch of psychology linked to the named degree. A particular highlight of the courses are the advanced research methods training. This provides training and experience in cutting-edge techniques, such as fMRI and virtual reality, or specialised placements in laboratories, clinics, schools, third sector organisations and so on, as appropriate to students' career aims.</p>										

****Please copy and paste the above table for additional (related) courses****

S13	RATIONALE FOR PROPOSAL
<i>note S13</i>	Please explain why you are proposing this/these new course(s) or these course amendments, and why this proposal is being offered at this time. See guidance notes for further indication of what to include in this section.
	<p>The MRes courses were developed in line with current provision at UEA. After discussion throughout the development process this appeared to be a logical step and provided a suite of programmes which were consistent with the provision of the MRes in Social Science.</p> <p>On finalising the courses concerns were raised about the potential for the 'MRes' branding to limit the marketability of the programmes. After review and consultation within PSY it was proposed that we seek to change the branding from MRes to MSc. The nature of the programmes will remain as research focused and the content of the curriculum will be highlighted in publicity materials so that applicants are aware of the character of the programmes.</p>

UEA LEARNING & TEACHING SERVICE

MINOR CHANGES COURSE PROPOSAL

Part 2 BUSINESS CASE

note BC

BC1	ACADEMIC AND RECRUITMENT STRATEGY	Consult with HOS, Faculty Dean, PLN, ARM (including Admissions)
	NOT REQUIRED	

BC2 <i>note BC2</i>	MARKET RESEARCH	Consult with Market Research team
	NOT REQUIRED	

BC3 <i>note BC3</i>	MARKET DEMAND AND RECRUITMENT	Consult with Careers and Employability team
	NOT REQUIRED	

BC4 <i>note BC4</i>	STUDENT NUMBERS AND TUITION FEES	Consult with HOS, PLN, Faculty Dean, FFM
	NOT REQUIRED	

BC5	IMPACT					
BC5.1 <i>note BC5.1</i>	EQUALITY AND DIVERSITY	Consult with Equality & Diversity Manager and Widening Participation team				
a	Does the course and/or School cover a subject area(s) which traditionally attract(s) a very specific or narrow student profile?	<table border="1"> <tr> <td>YES</td> <td></td> </tr> <tr> <td>NO</td> <td>X</td> </tr> </table>	YES		NO	X
YES						
NO	X					
b	If yes, what steps will be taken to attract non-traditional students to the course/School? (Aspects to consider include: age, disability, ethnicity (home and international), gender, sexual orientation, religion and belief, and socio-economic group.)					
c	Will students undertake placements/ come into direct contact with vulnerable groups as part of their study? If so, will a CRB be required?					
	NO					

BC 5.2 <i>note</i> BC5.2	CURRENT STUDENTS AND/OR APPLICANTS		
a	Have School SSLCs been consulted regarding this proposal? If YES, what has been their input/response?	YES	
		NO	X
b	Will any current students or applicants be affected by this proposal?	YES	X
		NO (go to 5.3)	
	Applicants for the current MSc in Child and Family Research and those with psychology backgrounds who are applying for the MRes in Social Science Research Methods will be contacted to outline the changes. MSc students will be offered the chance to study the developmental psychology theme within the programme. Students with Psychology degrees will be able to take one of the new bespoke specific specialist routes through the new M level modules (rather than the modules which are currently supported through designated 3 rd year undergraduate modules with tailored tutorials or seminars.)		
c	Evidence of consultation of current students and written consent obtained Please briefly describe what consultation has taken place and what responses there have been. Is there full support from all members of the relevant student cohort(s)?		
d	Informing applicants What arrangements have been made (for informing applicants who may be affected by any change(s)? Written notification, including advice about any alternative options that may be given, must be sent to applicants holding unconditional/conditional firm or conditional insurance offers.		
BC5.3 <i>note</i> BC5.3	ACADEMIC STAFF	Consult with HOS, Dean of Faculty	
	What is the impact / what are the resource implications of the proposal on academic staff?		
a	Please give an indicative number of <u>additional</u> teaching hours required within the school to deliver the new course/changes to the course in any one year		None
b	Is a new discipline or specialism being introduced that requires a new appointment?	YES	
		NO	X
c	Are new appointments required to meet any additional hours?	YES	
		NO	X
d	If yes to either b or c above, how many of what type (eg Teaching and Scholarship, Teaching and Research) and at what level?		
e	What is the source of funding for new academic staff?		
	N/A		
f	Are there any implications outside the sponsoring School/s e.g. service teaching, by other Schools of Studies?		

	NO		
g	Are any other teaching adjustments required? For example, will new modules be introduced, other modules withdrawn or combined?		
	NO		
BC5.4 <i>note</i> <i>BC5.4</i>	COURSE RATIONALISATION	Consult with HOS, Dean of relevant Faculties, PLN	
a	DO ANY SIMILAR COURSES ALREADY EXIST AT UEA?	YES	
		NO	X
	If YES, please specify Course name, UCAS Code(s) / Course codes		
b	IS/ARE ANY COURSE(S) TO BE CLOSED TO NEW APPLICANTS AS PART OF THIS PROPOSAL?	YES	
		NO	X
	If YES, please specify Course name, UCAS Code(s) / Course codes and date from which course(s) is to be withdrawn?		
c	Please give an indicative number of teaching hours <u>released</u> within the school in any one year by the closure of the courses listed above		N/A

BC6	PHYSICAL RESOURCES
	NOT REQUIRED

BC7 <i>note</i> <i>BC7</i>	IMPACT / RESOURCE IMPLICATIONS FOR OTHER UNIVERSITY SERVICES
	NOT REQUIRED

BC8	ADDITIONAL COMMENTS
	NOT REQUIRED

BC9	PROPOSER'S RESPONSE TO COMMENTS IN BC7 & BC8 ABOVE
	NOT REQUIRED

UEA LEARNING & TEACHING SERVICE

MINOR CHANGES COURSE PROPOSAL**Part 3 ACADEMIC CASE (including Programme Specification)**

AC1	COURSE MANAGEMENT INFORMATION				
AC1.1	REGULATORY FRAMEWORK (please tick all that apply)				
	Undergraduate Regulations (including Integrated Masters)				
	Postgraduate Taught Regulations				X
	Graduate Diplomas				
	PGCE				
AC1.2a	Is the course as a whole assessed on a pass/fail basis?	YES		NO	X
AC1.2b	Are any modules assessed on a pass/fail basis?	YES		NO	X
AC1.2c	If so, how many modules and what is the credit volume for each module?				

AC2 note AC2.1	YEAR WEIGHTINGS AND PROGRESSION REQUIREMENTS (For undergraduate or integrated masters courses only)				
	Please select only from the permitted options - see UG/PGT regulations				
Stage <i>Note AC2.2</i>	Level	Year of course	Weightings	Progression requirement	Exit Award <i>Note AC2.3</i>
Stage 0					
Stage 1					
Stage 2					
Stage 3					
Stage M					

AC3	BOARD OF EXAMINERS				
AC3.1	Is there an existing Board of Examiners?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
AC3.2a	If YES, which existing board will be responsible for the course?	PSY-M			
AC3.2b	If NO, please enter details for new board of examiners				
	Are any new external examiner(s) required?	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
AC3.3b	If yes, how many?				

PS	PROGRAMME SPECIFICATION
<i>note PS</i>	This part of the form will serve a dual purpose. Please read the guidance note carefully before completing
<p>PLEASE ATTACH AN UPDATED PROGRAMME SPECIFICATION WITH TRACKED CHANGES SHOWING AMENDMENTS TO THE COURSE There are NO changes to the programme specification.</p>	

AC4	MODULE OUTLINES FOR EXISTING COMPULSORY MODULES
	NOT REQUIRED

AC5	MINOR CHANGES TO EXISTING MODULES
	NOT REQUIRED

AC6	NEW MODULES
	NOT REQUIRED

AC 7 <i>note AC7</i>	DEFINED CHOICE
	NOT REQUIRED

AC8 <i>note AC8</i>	JOINT COURSES		
	Is the proposed course is a joint course?	YES	
		NO	<input checked="" type="checkbox"/>

	If YES, how will the student experience be managed?

AC9	COMMENTS/FEEDBACK FROM EXTERNAL PROFESSIONALS/ BODIES		
	Is this course accredited or validated by a Professional, Statutory or Regulatory Body (PSRB)?	YES	
		NO	X
	If NO, go to AC10		
<i>note AC9</i>	If YES, please provide a summary of Professional, Statutory or Regulatory Body (PSRB) approval, if appropriate. Append any relevant documents as Appendix 3		
	As there is NO CHANGE to the programme content and delivery there is no need to seek BPS approval.		

AC10	COMMENTS ON ACADEMIC CASE AND PROGRAMME SPECIFICATION		
COMPLETION OF THIS SECTION TO BE COORDINATED BY LEARNING AND TEACHING SERVICE (LTS) COORDINATOR			
<i>note AC10</i>	Please circulate Parts 1, 3 & 4 to the following for their additional comments (if any). Comments to be returned to proposer within 10 working days.		
	NB these comments should focus on the <i>ACADEMIC CONTENT</i> of the proposal		
Date of circulation:	24/4/14		
AC10.1	Careers Manager (CCEN)		
No response received.			
AC10.2	Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate)		
This will not have any impact on LTS and so our comments would be the same as for the MRes Jon Sharp, LTS Manager			
AC10.2	Equality & Diversity Manager (PPE)		
No response received.			

AC11	PROPOSER'S RESPONSE TO COMMENTS IN AC9 & AC10 ABOVE
<i>note</i> AC11	N/A

MINOR CHANGES COURSE PROPOSAL**MINOR CHANGES COURSE PROPOSAL****Part 5 APPROVALS AND NOTIFICATION****APPROVALS***Note AP*

THIS SECTION WILL BE COORDINATED BY THE SECRETARY TO YOUR FACULTY TEACHING AND LEARNING QUALITY COMMITTEE (FLTQC)				
AP1	APPROVAL OF THE BUSINESS CASE			
	APPROVAL/SIGNATURES	Name	Signature/ evidence of approval	Date
AP1.1	School Director of Learning, Teaching and Quality	Neil Cooper	Neil Cooper	25.4.14
AP1.2	Head of School (on behalf of School Board)	Kenny Coventry	Kenny Coventry	25.4.14
AP1.3	Dean of Faculty (on behalf of Faculty Executive)	Jacqueline Collier	Jacqueline Collier	20.3.14
AP1.4	LTC (if relevant)			
AP1.5	Council (if relevant)			
AP1.6	Reasons for approval being withheld (and by whom)			

AP2	APPROVAL OF THE ACADEMIC CASE			
AP2.1	Head of School	Name	Signature	Date
	Approved:	Kenny Coventry	Kenny Coventry	25.4.14
	Approved with amendments:			
	Rejected:			

	Comments (if any):			
AP2.2	Faculty Associate Dean (for Faculty LTQC)	Name	Signature	Date
	Approved:	Helena Gillespie	Helena Gillespie	25.4.14
	Approved with amendments:			
	Rejected:			
	Comments (if any):			
AP2.3	PVC Academic (for LTC)	Name	Signature	Date
	Approved:			
	Approved with amendments:			
	Rejected:			
	Comments (if any):			
Where applicable:				
AP2.4	Secretary to Council	Name	Signature	Date
	Approved:			
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

MINOR CHANGES COURSE PROPOSAL

<i>Note</i> <i>N1</i>				NOTIFICATION OF APPROVAL			
This section should be completed by Faculty FLTQC Secretary once a course proposal has been approved. Its purpose is to ensure that relevant Offices are informed of the approval of course proposals (new courses and course amendments), in accordance with the procedures for course approval.							
FACULTY		SSF		SCHOOL		PSY	
NEW COURSE?		Y	N	If NO, please enter existing course code		1. FT T1C8X2101 1. PT T2C8X2201 2. FT T1C8X2102 2. PT T2C8X2202 3. FT T1C8X2103 3. PT T2C8X2203	
DEGREE AWARD (e.g. BSc/MA)				MSc			
TITLE OF PROGRAMME				1.MSc in Cognitive Neuroscience 2.MSc in Developmental Psychology 3.MSc in Social Psychology			
START DATE		Sept 2014		LENGTH OF COURSE		FT 1 Yr, PT 2 Yrs	
Course Approved by:			Name of Committee Chair			Date of approval	
Faculty Learning and Teaching Quality Committee (FLTQC)			Helena Gillespie			25/4/14	
Learning and Teaching Committee (LTC)			Will be reported			14/5/14	
RELEVANT OFFICE INFORMED? *insert date							
Planning Office		Admissions and Marketing		Learning and Teaching Service		Union of UEA Students	
28/4/14		28/4/14		28/4/14		28/4/14	

<i>Note</i> <i>N1</i>		IMPLEMENTATION ACTIONS	
COURSE NAME		NEW ROUTE CODE	
ACTION			DATE
COURSE INFORMATION LIVE IN ADMISSIONS			
PROGRAMME SPECIFICATION UPLOADED ONTO WEBSITE			

COURSE PROFILE UPLOADED ONTO SITS	
COURSE CLOSURES COMMENCED (where appropriate)	