



LTC13D102

Title: Minor Changes to the MSc and PG Certificate in Advanced Musculoskeletal Research and Practice programme
Author: Julia Jones
Date: 11 June 2014
Circulation: Learning and Teaching Committee
Agenda: 25 June 2014
Version: Final
Status: Open

Issue

To receive minor changes course proposal for the MSc and PG Certificate in Advanced Musculoskeletal Research and Practice programme from the Faculty of Medicine and Health Learning, Teaching and Quality Committee

Recommendation

None.

Resource Implications

Not applicable.

Risk Implications

Not applicable.

Equality and Diversity

Not applicable.

Timing of decisions

Approved by Associate Dean 26 July 2013, reported to FMH LTQC 22 January 2014

Further Information

Contact details: Julia Jones, Learning and Teaching Coordinator, telephone 01603 593528, email: julia.jones@uea.ac.uk for enquiries about the content of the paper.

Background

Not applicable.

Discussion

Not applicable.

Attachments

Minor Changes Course Proposal.



LEARNING & TEACHING SERVICE

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
MSc and PG Certificate in Advanced Musculoskeletal Research and Practice		N	T2B99G301, T2B99G101PC
School(s) of study & Faculty			
RSC, , FMH			
Proposer & proposer's school			
Jo Geere RSC			
Proposed start date (of new course or of changes)			<i>note 2</i>
September 2013			
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	RSC,	
<i>note S1c</i>	b	FACULTY or FACULTIES	FMH	
	c	JOINT COURSE? (ie owned/taught by more than one School)	YES <input checked="" type="checkbox"/>	
			NO <input type="checkbox"/>	
	d	NAME OF COURSE DIRECTOR (Home School)	Jo Geere	
	e	NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only)	N/A	
S2 <i>note S2a</i>	a	COURSE TITLE	MSc and PG Certificate in Advanced Musculoskeletal Research and Practice	
<i>note S2b</i>	b	COURSE CODE	T2B99G301, T2B99G101PC	
<i>note S2c & S2d</i>	c	AWARD	MSc, PG Certificate	
	d	EXIT AWARD(S) AND TITLE(S)	MSc and PG Certificate in Advanced Musculoskeletal Research and Practice	
	e	FULL/PART-TIME (please specify)	Part time	
	f	LOCATION (UEA Norwich, UEA London, Distance Learning)	UEA	
	g	AVAILABLE FROM:	September 2013	
S3 <i>note S3a</i> <i>note S3b</i>	a	PROFESSIONAL AWARD (if any)	N/A	
	b	ACCREDITING/VALIDATING BODY (if relevant)	N/A	
		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	<input checked="" type="checkbox"/>	
		Other postgraduate (please specify)		
S5 <i>note S5a</i>	a	DURATION (years or months)	3 years part time MSc, 1 year part time PG Cert	

<i>note</i> S5b	b	MODE OF ATTENDANCE (full-time, part-time, distance, other)	Part time			
S6 <i>note</i> S6	PLACEMENT(S)/WORK-BASED LEARNING REQUIRED		YES		NO	✓
			If YES, does this conform with the UEA's code of practice on placements?			
S7 <i>note</i> S7	RELEVANT SUBJECT BENCHMARK STATEMENT(S)					
S8 <i>note</i> S8	ENTRY REQUIREMENTS		<ul style="list-style-type: none"> • A degree carrying with it a qualification in a health care profession (AND appropriate professional experience). OR <ul style="list-style-type: none"> • State registration with a recognized health profession council together with appropriate professional experience. <p>Candidates who meet these criteria will be required to provide two references attesting to their suitability for the course, including at least one academic reference. Candidates who cannot provide an academic reference may be asked to attend a short academic skills course and will be asked to write a 1,000 word essay on a topic to be determined by the Course Directors. Such candidates may also be asked to attend for an interview.</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 <i>note</i> S11	FURTHER INFORMATION available via...					
S12 <i>note</i> S12	COURSE HIGHLIGHTS (for publication in University Prospectus / Website / other publicity) NB Please include employability prospects/career possibilities					

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

S13	RATIONALE FOR PROPOSAL
<i>note</i>	Please explain why you are proposing this/these new course(s) or these course

S13	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>In 2011 there was a sudden decline in MSc Advanced Musculoskeletal research and practice course applicants, such that the core modules were not run in 2011-12 and have not been advertised on the UEA website as available to date. The programme has been dormant apart from providing continued advisory support to students completing non-core modules shared with other programmes and their dissertation projects. However, following agreement earlier last year by the AHP (now RSC) head of school (JC), FMH AD LTQ (RD), and DTL (DH), the core module content has been offered as a post-graduate short course master class series of study days in 2012-13, with good up-take of all study days (except for 1; 'rheumatology'). The cost benefit analysis of the series has demonstrated that the days can be run at profit.</p> <p>In 2013-14, it is proposed that by accepting completion of 4 of the study days incorporated into a CPD portfolio submission as assessment for modules RSC (formerly AHP) – M39Y &/or RSC (formerly AHP) – M40Y, students will be enabled to enrol on the Advanced musculoskeletal research and practice programme, and progress to completion of other taught modules (shared across other MSc programmes). Five students are currently preparing such CPD portfolios for submission, prior to application to enrol on the PG Certificate or MSc in Advanced musculoskeletal research and practice in 2013-14 or 2014 -15.</p> <p>Additionally, the current taught content and learning outcomes of the master class series have been mapped to the NSC 'orthopaedic and trauma module', the RCN competency framework for orthopaedic and trauma practitioners and the advanced musculoskeletal research and practice programme through discussions with the orthopaedic module co-ordinator Helen Bell, Rosie Doy and education and clinical leads at NNUH and Ipswich Hospital. Agreement has been provided from each of these trusts to fund places on 6 of the musculoskeletal study days, together with 6 NSC study days for completion of the 'trauma and orthopaedics module' (40 credits at either level 6/7). With completion of further self-directed study as part of M level portfolio development, the module will enable students to demonstrate learning at level 4, and be deemed equivalent to the 2 core modules RSC-M39Y and RSC-M40Y of the MSc in Musculoskeletal research and practice programme.</p> <p>To enable this provision to go ahead and realise this market opportunity, it is proposed that minor changes be made to AHP-M39Y and AHP M40Y modules, so that the taught content can be provided in the format of the current master class series and with some flexibility in choice of study days offered to students so that their learning can be as closely mapped to their workplace needs as possible. This will produce efficiencies of delivery and administration, and thereby improve economic return.</p> <p>The other minor change is to the assessment process to accommodate the proposed flexibility in study day selection and timing of portfolio submission, which, for each module will be comprised of a portfolio submitted by the end of one academic year, at which point 4 thematically and clinically linked study days will have been attended by the student. The portfolio will include attendance certificates for and evidence of successful completion of multiple choice style course tests for each individual study day. The portfolio will be assessed on a pass/fail basis and will supplement 1. A case study essay synthesising key learning outcomes from 4 study days; 2. A reflective account explaining how the learning outcomes of the 4 linked study days will improve the student's clinical practice to provide better quality of care and benefit their service user.</p> <p>Assessment criteria for each component, are as follows:</p>

Case study essay (2500 words): A good answer will demonstrate:

1. A clear understanding of the underlying justification for your selected case study and areas for reflection and discussion. *(As an introduction, explain why you have chosen the case and why the particular focus or areas of focus in relation to your clinical and professional roles)*
2. Clear understanding of the underlying scientific/theoretical underpinning for the assessment and management of your selected case study. *(Show that you understand the theory of how your assessment and approach to treatment is supposed to work, by referring to literature which discusses the approach and what it is proposed to do or provides evidence of its effectiveness)*
3. Synthesis and integration of material from a variety of sources. *(Use multiple references and where there is more than one for a specific point, compare and contrast them, manage any conflicting opinion by discussing it and drawing some conclusion about it)*
4. The ability to distinguish established scientific evidence from opinion and speculation. *(Indicate where information is derived from scientific evidence (based on research projects) versus opinion (expert view from text books or scholarly pieces which may not refer to specific scientific or clinical research studies)*
5. A logical process of clinical reasoning for the management of the selected case study (including any re-assessment and modification necessary) with clear reference to appropriate clinical and functional outcomes *(Include rationale for treatment choice and explain patient response to intervention (re-assessment or evaluation) including how and why treatment/management was progressed in the way it was)*
6. A summary of the implications for professional or clinical practice, based on the evidence presented and discussed. *(Provide recommendations for future practice, which are supported by the evidence you have presented in your essay)*

Reflective account: The 1500 word account should be written in the first person and a good account will include

1. A summary description of your recent work practice, including explanation of specific work roles which you undertake and description of people or groups of people who typically use your services
2. Provide evidence of professional development including reflection on how the study days have informed your learning. *(What have you learned? What would you do differently next time or what aspects of your current practice can you continue with confidence that current practice is supported?)*
3. Explain how your own learning and professional development as a result of attendance on the study days has or you anticipate will contribute to the **quality** of your professional practice and service delivery
4. Explain how your own learning and professional development as a result of attendance on the study days has or you anticipate will **benefit** the users of your service

Study day course tests: A multiple choice test will be provided for each individual study day, covering key topics presented on the day.

For their CPD portfolio submission, students must provide a written document listing

- The study days which have been attended and are being submitted for consideration as accredited prior learning for a specific MSc module (RSC-M39Y 'Advanced Musculoskeletal Assessment and Management 1' or RSC-M40Y 'Advanced Musculoskeletal Assessment and Management 2')
- The dates on which the tests for each of the study days were completed, with at

	<p>least 80% of the answers correct (student access and completion of the course tests can be verified via blackboard)</p> <p>Students will be provided with the above assessment criteria as 'specific guidelines' for each piece of assessment. Because the study days are to be selected according to each individual student's current or planned scope of practice, 4 thematically linked study days may have been attended over more than 1 academic year. Once 4 linked study days have been attended, completion and submission of the portfolio work will be over the course of one academic year.</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>✓</td> </tr> </table>	YES		NO	✓
YES						
NO	✓					
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.)					
	N/A					
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	✓
	There is not a relevant SSLC for the proposed course, however, the proposal has been discussed with master class series course participants which has occupational therapists, physiotherapists and nurse practitioners as well as clinical departmental heads with budgeting responsibility who have responded positively to the proposal. Delegate feedback for the 2012-13 master class series has been consistently positive.		
b	Will any current students or applicants be affected by this proposal?	YES	✓
		NO (go to 5.3)	
	Yes, approval of this proposal will enable 2 students to complete their MSc and transfer from the Clinical Research to Advanced musculoskeletal practice and research programme (which is her preference), and 4 other delegates to enrol on the programme in either 2013-14 or 2014-15. Other students who remain on the previous Advanced musculoskeletal research programme will not be affected as all others have completed the modules in question and only have research modules or dissertations to complete.		
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)?		
	Face to face and email correspondence with the affected students had confirmed their full support of the proposed changes.		
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.		
	Written notification will be sent to all affected students planning to submit APEL CPD portfolios or to enrol on the programme.		
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	✓
c	Are new appointments required to meet any additional hours?	YES	
		NO	✓
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?		
	N/A		
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?		
	Presenters from BIO, MED and NSc have always been involved in some presentations for the modules and study days.		
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	✓
	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	✓
	If YES, please specify Course name, UCAS Code(s) / Course codes and date from which course(s) is to be withdrawn?		
	N/A		
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				✓
	Graduate Diplomas				
	PGCE				
AC1.2a	Is the course as a whole assessed on a pass/fail basis?	YES		NO	✓
AC1.2b	Are any modules assessed on a pass/fail basis?	YES		NO	✓
AC1.2c	If so, how many modules and what is the credit volume for each module?				

AC2 <i>note AC2.1</i>	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	Level 3				
Stage 1	Level 4				
Stage 2	Level 5				
Year Abroad / in Industry					
Stage 3	Level 6				
Stage M	Level 7				

AC3	BOARD OF EXAMINERS				
AC3.1	Is there an existing Board of Examiners?	YES	✓	NO	
AC3.2a	If YES, which existing board will be responsible for the course?	FMH PGTP			
AC3.2b	If NO, please enter details for new board of examiners				
	Are any new external examiner(s) required?	YES		NO	✓
AC3.3b	If yes, how many?				

PS	PROGRAMME SPECIFICATION
<i>note</i> <i>PS</i>	This part of the form will serve a dual purpose. Please read the guidance note carefully before completing
PLEASE ATTACH AN UPDATED PROGRAMME SPECIFICATION WITH TRACKED CHANGES SHOWING AMENDMENTS TO THE COURSE	

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</i> <i>AC7</i>	DEFINED CHOICE
	NOT REQUIRED

AC8 <i>note</i> <i>AC8</i>	JOINT COURSES					
	Is the proposed course is a joint course?	<table border="1"> <tr> <td>YES</td> <td>✓</td> </tr> <tr> <td>NO</td> <td></td> </tr> </table>	YES	✓	NO	
YES	✓					
NO						
	If YES, how will the student experience be managed?					
	<p>Optional modules are shared with MED and NSC. This will be managed by the course director maintaining regular contact with other PGTP CDs, for example by attending PGTP meetings, and through communication with module co-ordinators. Students will be provided with formal and informal opportunities to raise issues with their personal academic advisor, module co-ordinators or the course director and encouraged to do so. This will be facilitated by annual course team review meetings which will involve the course director and module or study day co-ordinators, and to which presenters, students and clinicians will be invited. Module and study day feedback will be collected annually and at the end of each study day respectively, and acted upon where action is indicated.</p> <p>The proposed module changes will mean that delegates attending a day may be enrolled on the MSc or certificate, or attend only for the short course study day. The student experience will be managed by employing the usual student support for MSc</p>					

	or certificate students, i.e. module introductory sessions, regular contact with an academic advisor, ensuring that students are aware of and have mechanisms through which to contact other enrolled students on the same pathway such as providing communication mechanisms via blackboard. The teaching team for the module will be the same as that for the study days, to ensure that both study day delegates and enrolled students can access timely academic advice about the taught content or academic pathways.
--	--

AC9		COMMENTS/FEEDBACK FROM EXTERNAL PROFESSIONALS/ BODIES	
	Is this course accredited or validated by a Professional, Statutory or Regulatory Body (PSRB)?	YES	
		NO	✓
	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		

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 ACADEMIC CONTENT of the proposal		
Date of circulation:			
AC10.1	Careers Manager (CCEN)		
None received			
AC10.2	Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate)		
'Comparable to other FMH PGT modules re contact hours and student workload.'			
AC10.2	Equality & Diversity Manager (PPE)		
None received			

AC11		PROPOSER'S RESPONSE TO COMMENTS IN AC9 & AC10 ABOVE	

note
AC11

MINOR CHANGES COURSE PROPOSAL**Part 4 KEY INFORMATION SET (KIS) DATA**

KIS	KEY INFORMATION SET data (undergraduate courses only)						<i>Note KIS</i>
KIS1	Quantitative KIS data						<i>Note KIS1</i>
		Year 1	Year 2	Year 3	Year 4	Year 5	
1.1	Percentage of assessment by written exams						
1.2	Percentage of assessment by practical exams						
1.3	Percentage of assessment by coursework						
1.4	Percentage of time in scheduled learning and teaching activities						
1.5	Percentage of time in guided independent study						
1.6	Percentage of time on placements						
KIS2	Professional Accreditation						<i>Note KIS2</i>
2.1	Name of accrediting body (if applicable)						
2.2	Please give details, including any memberships, exemptions etc that the award confers. Please also give accrediting body website URL.						
2.3	Is the accreditation dependent on specific module choices? If so, please include URL of web pages where these details are outlined.						

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			
AP1.2	Head of School (on behalf of School Board)			
AP1.3	Dean of Faculty (on behalf of Faculty Executive)			
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:			
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

AP2.2	Faculty Associate Dean (for Faculty LTQC)	Name	Signature	Date
	Approved:			
	Approved with amendments:	Rosie Doy Subject to clarification about the proposed 'APCL' by portfolio.....		26 July 2013
	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 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					SCHOOL		
NEW COURSE?	Y	N	If NO, please enter existing course code				
DEGREE AWARD (e.g. BSc/MA)							
TITLE OF PROGRAMME							
START DATE				LENGTH OF COURSE			
Course Approved by:			Name of Committee Chair			Date of approval	
Faculty Learning and Teaching Quality Committee (FLTQC)							
Learning and Teaching Committee (LTC)							
RELEVANT OFFICE INFORMED? *insert date							
Planning Office	Admissions and Marketing		Learning and Teaching Service		Union of UEA Students		
*	*		*		*		
sis.records@uea.ac.uk	arm.operations@uea.ac.uk		Email the LTS coordinator responsible for the course		union.academic@uea.ac.uk		

<i>Note 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)	
--	--