

**LTC14D018**

**Title:** UEA London Withdrawal Action Plan for Management of Validated Provision  
**Author:** UEA Partnerships Office  
**Date:** 8 October 2014  
**Circulation:** Learning and Teaching Committee – 22 October 2014  
**Agenda:** LTC14A001  
**Version:** Final  
**Status:** Open

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**Issue**

An updated action plan detailing how validated provision based at UEA London is being managed during the withdrawal period.

**Recommendation**

Recipients are asked to note the action plan

**Resource Implications**

Resource implications are addressed through Partnerships Office workload allocation

**Risk Implications**

Medium to High- Implementation of the action plan should mitigate the risk associated with validated provision during the withdrawal period.

**Equality and Diversity**

N/A

**Timing of decisions**

N/A

**Further Information**

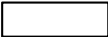

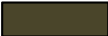
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**Background**

Following the decision to withdraw from UEA London an action plan was developed detailing how validated provision delivered by INTO UEA London, including the London Academy of Diplomacy, would be managed during the withdrawal period.

**UEA London Withdrawal  
Action Plan for Management of Validated Provision (2014 calendar year)  
Updated 13 June 2014**

Key: PO Partnerships Office  
ADP Academic Director of Partnerships  
HP Head of Partnerships

 Standard QA monitoring activity  
 Additional activity  
 Completed activity

Note: as far as possible and if appropriate, meetings with London partners are held by videoconference

This action plan should be read in conjunction with the report on UEA London submitted to UEA's Learning and Teaching Committee at the 29<sup>th</sup> January 2014 meeting (Document no: LTC12D036) which included details of the initial communication with staff and students regarding the arrangements.

### **INTO UEA London – Pathway Provision**

All students on UEA-validated INTO programmes completed in September 2014.

The UEA International Progression Manager has co-ordinated meetings with INTO students to support them in making progression choices to UEA in Norwich or other institutions if necessary.

The JBOS has continued to monitor minutes of student academic forum meetings and Partnerships Office attend meetings where possible.

### **INTO UEA London - London Academy of Diplomacy**

Programmes will continue to be delivered according to UEA's requirements until students complete their programme or transfer to the new validating partner, Stirling University. A meeting between UEA, Stirling and LAD with relevant part time students to discuss the option of transferring is due to held in October 2014.

The JBOS has continued to monitor minutes of student academic forum meetings and Partnerships Office attend meetings where possible. The Partnerships Office have been in email contact with the student representatives in London and have met those in Rome.

Arrangements for access to UEA e-resources have been made via a dedicated webpage.

The Academy will continue to provide services and data, including data which forms part of the HESA return as requested by UEA.

### INTO UEA London Pathway Programmes

	Action	Who by	Deadline	Completed
1.	Letter to IUP outlining the process of withdrawal from the arrangements	PVC (Academic)	24 Jan	
2.	Update Partnerships Office website with statement	PO	Jan	
3.	Summary update report to LTC	DUS	19 Jan 14	
4.	Update report with detailed action plan to LTC. Advise IUP of any further action identified by LTC (LTC could require the observation of teaching and moderation of marking, should concerns be raised)	PO	19 March 14	
5.	Update report to JVB	PVC (Academic)	Jan	
6.	Consider implications for provision of student support services currently provided by DOS in London	PO/DOS	End Feb	
7.	Monitor INTO website and social media	PO Simon Dunford	End Feb	
8.	Meet senior JV staff to discuss arrangements for running out of courses	ADP/HP	14 Feb	
9.	Regular monitoring meeting	PO	14 Mar	
10.	Update report to LTC. Advise IUP of any further action identified by LTC.	PO	19 Mar	
11.	Attend INTO London JBOS (including staffing update and student evaluation reports)	ADP/PO	2 Apr	

12.	Monitor INTO Website and social media	PO Simon Dunford	Apr	
13.	Update report to JVB	PVC (Academic)	23 Apr	
14.	Regular monitoring meeting	PO	29 Apr	
15.	Update report to LTC. Advise IUP of any further action identified by LTC.	PO	14 May	
16.	Regular monitoring meeting	PO	21 May	
17.	Attend INTO London exam boards	PO	29/30 May	
18.	Attend INTO London reassessment board	PO	18 Jun	
19.	Update report to LTC. Advise IUP of any further action identified by LTC.	PO	25 Jun	
20.	Monitor INTO Website and social media	PO Simon Dunford	Jul	
21.	Update report to JVB	PVC (Academic)	10 Jul	
22.	Attend INTO London JBOS (including staffing update and student evaluation reports)	ADP/PO	9 Jul	
23.	Attend INTO London exam boards	PO	21/22 Aug	
24.	Attend INTO London reassessment board	PO	10 Sep	
25.	Update report to LTC	PO	Oct	
26.	Update report to JVB	PVC (Academic)	4 Nov	

**London Academy of Diplomacy Programmes**

	<b>Action</b>	<b>Who by</b>	<b>Deadline</b>	<b>Completed</b>
1.	Letter to IUP outlining the process of withdrawal from the arrangements	PVC (Academic)	24 Jan	
2.	Update Partnerships Office website with statement	PO	Jan	
3.	Summary update report to LTC	DUS	19 Jan 14	
4.	Update report with detailed action plan to LTC. Advise IUP of any further action identified by LTC (LTC could require the observation of teaching and moderation of marking, should concerns be raised)	PO	19 March 14	
5.	Update report to JVB	PVC (Academic)	Jan	
6.	Meet LAD Director to discuss arrangements for running out of courses	ADP/HP	14 Feb	
7.	Establish whether any new partner planned for LAD and advise IUP of UEA requirements for communication and discussion with other university	ADP/HP	14 Feb	
8.	Consider implications for provision of student support services currently provided by DOS in London	PO/DOS	End Feb	
9.	Consider implications for LAD of cessation of UEA Learning Resources provision including book stocks and e-resources	DUS/LIB/PO	End Feb	
10.	Monitor LAD websites and social media	PO Simon Dunford	End Feb	
11.	Clarify any UKBA and visa implications for students continuing after UEA's withdrawal from the JV.	DUS with ARM	Feb	
12.	Meet senior JV staff to discuss arrangements for running out of courses	ADP/HP	14 Feb	
13.	Request confirmation of LAD Rome students' 2013-14 timetable and confirmed list of student names with completion dates	PO	13 Mar	
14.	Attend LAD SSLC	PO	12 Mar	
15.	Attend LAD JBOS (including staffing update and student evaluation reports) Attend LAD exam board	ADP/PO	13 Mar	

16.	Monitoring visit to LAD Rome campus to meet students and staff	PO	Moved to June	
17.	Update report to LTC. Advise IUP of any further action identified by LTC.	PO	19 Mar	
18.	Monitor LAD Website and social media	PO Simon Dunford	Apr	
19.	Regular monitoring meeting (LAD)	PO	7 Apr	
20.	Attend UEAL (including LAD) graduation ceremony	PO	8 Apr	
21.	Update report to JVB	PVC (Academic)	23 Apr	
22.	Attend LAD SSLC (replaced by email communication).	PO	14 May	
23.	Update report to LTC. Advise IUP of any further action identified by LTC.	PO	14 May	
24.	Regular monitoring meeting	PO	27 May	
25.	Attend LAD SSLC (replaced by email communication for London. Held meeting with Rome students).	PO	11 Jun	
26.	Regular monitoring meeting	PO	24 Jun	
27.	Update report to LTC. Advise IUP of any further action identified by LTC.	PO	25 Jun	
28.	Monitoring visit to LAD Rome campus to meet students and staff	PO	Jun	
29.	Update report to JVB	PVC (Academic)	10 Jul	
30.	Attend exam board	ADP/PO	24 Jul	
31.	Monitor LAD Websites and social media	PO Simon Dunford	Jul	
32.	Regular monitoring meeting	PO	Aug	
33.	Regular monitoring meeting	PO	Sep	

34.	Monitor LAD Website and social media	PO Simon Dunford	Oct	
35.	Regular monitoring meeting	PO	Oct	
36.	Update report to LTC	PO	Oct	
37.	Attend LAD SSLC	PO	Nov	
38.	Attend LAD JBOS (including staffing update and student evaluation reports) Attend LAD exam board	ADP/PO	Nov	
39.	Regular monitoring meeting	PO	Nov	
40.	Update report to JVB	PVC (Academic)	4 Nov	
41.	Update report to LTC	PO	Dec	
42.	Regular monitoring meeting	PO	Dec	
43.	Attend Link Campus University Rome (including LAD) graduation ceremony	VCO	Dec	
44.	<b>2015 onwards:</b> Cycle of meetings to monitor provision continues until last student on UEA-validated course completes			