



LEARNING &amp; 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
International Business Management	Y	<u>N</u>	N120
School(s) of study & Faculty			
NBS - SSF			
Proposer & proposer's school			
James Cornford NBS			
Proposed start date (of new course or of changes)			<i>note 2</i>
Year 2 from September 2014 year 1 from September 2015			
I can confirm that this proposal meets the criteria for using the Minor Changes Course Proposal Form <i>note 3</i>		<u>Y</u>	N

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 &amp; TEACHING SERVICE

**MINOR CHANGES COURSE PROPOSAL****Part 1 SUMMARY AND RATIONALE**

Course One				
<b>S1</b>	<b>a</b>	<b>SCHOOL(S) OF STUDY</b>	NBS	
<i>note S1c</i>	<b>b</b>	<b>FACULTY or FACULTIES</b>	SSF	
	<b>c</b>	<b>JOINT COURSE?</b> (ie owned/taught by more than one School)	<b>YES</b>	
			<b>NO</b> X	
	<b>d</b>	<b>NAME OF COURSE DIRECTOR</b> (Home School)	Arvind Yadav	
	<b>e</b>	<b>NAME OF DEPUTY COURSE DIRECTOR</b> (partner School, for Joint Courses only)		
<b>S2</b> <i>note S2a</i>	<b>a</b>	<b>COURSE TITLE</b>	International Business Management	
<i>note S2b</i>	<b>b</b>	<b>COURSE CODE</b>	N120	
<i>note S2c &amp; S2d</i>	<b>c</b>	<b>AWARD</b>	BSc Hons	
	<b>d</b>	<b>EXIT AWARD(S) AND TITLE(S)</b>	BSc Hons	
	<b>e</b>	<b>FULL/PART-TIME (please specify)</b>	FT	
	<b>f</b>	<b>LOCATION (UEA Norwich, UEA London, Distance Learning)</b>	UEA Norwich	
	<b>g</b>	<b>AVAILABLE FROM:</b>	Sept 2014	
<b>S3</b> <i>note S3a</i>	<b>a</b>	<b>PROFESSIONAL AWARD (if any)</b>		
	<b>b</b>	<b>ACCREDITING/VALIDATING BODY (if relevant)</b>		
		<b>Website (URL)</b>		
		<b>Date when accreditation/validation may take place</b>		
<b>S4</b> <i>note S4</i>	<b>LEVEL</b>	Sub-degree (e.g. Cert. Dip.)		
		Undergraduate	X	
		Integrated Masters		
		Masters		
		Other postgraduate (please specify)		
<b>S5</b> <i>note S5a</i>	<b>a</b>	<b>DURATION (years or months)</b>	3 years	

<i>note</i> S5b	<b>b</b>	<b>MODE OF ATTENDANCE</b> (full-time, part-time, distance, other)	Full Time			
<b>S6</b> <i>note</i> S6	<b>PLACEMENT(S)/WORK-BASED LEARNING REQUIRED</b>		YES		NO	X
			If YES, does this conform with the UEA's code of practice on placements?			
<b>S7</b> <i>note</i> S7	<b>RELEVANT SUBJECT BENCHMARK STATEMENT(S)</b>		QAA General Business Management 2007			
<b>S8</b> <i>note</i> S8	<b>ENTRY REQUIREMENTS</b>		ABB			
<b>S9</b>	<b>JACS Subject Level Code(s)</b> To be completed by the Planning Office following approval of the Business Case					
<b>S10</b>	<b>UCAS ADMISSION CODE / COURSE CODE</b> To be completed by the Planning Office following approval of the Business Case					
<b>S11</b> <i>note</i> S11	<b>FURTHER INFORMATION</b> available via...		<a href="http://www.uea.ac.uk/norwich-business-school">http://www.uea.ac.uk/norwich-business-school</a>			
<b>S12</b>	<b>COURSE HIGHLIGHTS</b> (for publication in University Prospectus / Website / other publicity) <b>NB</b> Please include employability prospects/career possibilities					
<i>note</i> S12	<p>Key features:</p> <ul style="list-style-type: none"> <li>• International course in terms of curriculum, students, staff and career opportunities</li> <li>• Incorporates key employability skills in years 1, 2 and 3</li> <li>• Builds on the common first year</li> <li>• Includes chance to study a language across years 2 and 3</li> <li>• Prepares students for a management career in global businesses, both large and small</li> </ul>					

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

<b>S13</b>	<b>RATIONALE FOR PROPOSAL</b>
<i>note</i> S13	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>NBS has run a successful International Business Management Course at UEA London for three years. With the closure of UEA London, there is a hole in the NBS portfolio of BSc courses which can be filled <i>without creating additional modules</i>. Most competitor Business Schools offer an International Business Management course. There are students in the current year 1 of the management programme who were expecting to transfer to the IBM course in London and who still aspire to an International Business Management degree. We would expect to very rapidly add a year abroad option (which would require a full course proposal) to this course and then to market it more aggressively.</p>

## UEA LEARNING &amp; TEACHING SERVICE

## MINOR CHANGES COURSE PROPOSAL

## Part 2 BUSINESS CASE

*note BC*

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

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

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

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

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

<b>BC 5.2</b> <i>note</i> BC5.2	<b>CURRENT STUDENTS AND/OR APPLICANTS</b>		
<b>a</b>	<b>Have School SSLCs been consulted regarding this proposal? If YES, what has been their input/response?</b>	<b>YES</b>	
		<b>NO</b>	X
<b>b</b>	<b>Will any current students or applicants be affected by this proposal?</b>	<b>YES</b>	<b>X</b>
		<b>NO</b> (go to 5.3)	
	Existing students in the first year will be able to take the IBM course instead of the Management course and will receive a degree in International Business Management .		
<b>c</b>	<b>Evidence of consultation of current students and written consent obtained</b>		
	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)?		
	This issues has been discussed with a number of the students expecting to transfer to London.		
<b>d</b>	<b>Informing applicants</b>		
	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.		
	There are no applicants for this course at the moment as marketing was halted in the Summer of 2013.		
<b>BC5.3</b> <i>note</i> BC5.3	<b>ACADEMIC STAFF</b>	Consult with HOS, Dean of Faculty	
	<b>What is the impact / what are the resource implications of the proposal on academic staff?</b>		
<b>a</b>	<b>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</b>		0
<b>b</b>	<b>Is a new discipline or specialism being introduced that requires a new appointment?</b>	<b>YES</b>	
		<b>NO</b>	X
<b>c</b>	<b>Are new appointments required to meet any additional hours?</b>	<b>YES</b>	
		<b>NO</b>	X
<b>d</b>	<b>If yes to either b or c above, how many of what type (eg Teaching and Scholarship, Teaching and Research) and at what level?</b>		
<b>e</b>	<b>What is the source of funding for new academic staff?</b>		
<b>f</b>	<b>Are there any implications outside the sponsoring School/s e.g. service teaching, by other Schools of Studies?</b>		
	International Business Management students would be encouraged to take language modules in LCS (like other NBS Students) and also the LCS module on Intercultural Business Communication. There may be modules in ECO and other schools which would be included in defined choice.		

<b>g</b>	<b>Are any other teaching adjustments required? For example, will new modules be introduced, other modules withdrawn or combined?</b>		
	No		
<b>BC5.4</b> <i>note</i> <b>BC5.4</b>	<b>COURSE RATIONALISATION</b>	Consult with HOS, Dean of relevant Faculties, PLN	
<b>a</b>	<b>DO ANY SIMILAR COURSES ALREADY EXIST AT UEA?</b>	<b>YES</b>	X
		<b>NO</b>	
	<b>If YES, please specify Course name, UCAS Code(s) / Course codes</b>		
	The UEA London version of International Business Management		
<b>b</b>	<b>IS/ARE ANY COURSE(S) TO BE CLOSED TO NEW APPLICANTS AS PART OF THIS PROPOSAL?</b>	<b>YES</b>	X
		<b>NO</b>	
	<b>If YES, please specify Course name, UCAS Code(s) / Course codes and date from which course(s) is to be withdrawn?</b>		
	UEA London Version of IBM U1N120302UL. Recruitment is already halted but the final cohort on this course will graduate in 2015 (barring intercalation)		
<b>c</b>	<b>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</b>		?

<b>BC6</b>	<b>PHYSICAL RESOURCES</b>
	<b>NOT REQUIRED</b>

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

<b>BC8</b>	<b>ADDITIONAL COMMENTS</b>
	<b>NOT REQUIRED</b>

<b>BC9</b>	<b>PROPOSER'S RESPONSE TO COMMENTS IN BC7 &amp; BC8 ABOVE</b>
	<b>NOT REQUIRED</b>

## UEA LEARNING &amp; 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)				X
	Postgraduate Taught Regulations				
	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?				
	But note that if a year abroad option is subsequently included, this will be on a pass fail basis.				

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	1	0	40%	Cert
Stage 2	Level 5	2	40%	40%	Diploma
Year Abroad / in Industry					
Stage 3	Level 6	3	60%	40%	BSc (Hons)
Stage M	Level 7				

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

AC3.3b	If yes, how many?	
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<b>PS</b>	<b>PROGRAMME SPECIFICATION</b>
<i>note</i> <i>PS</i>	This part of the form will serve a dual purpose. Please read the guidance note carefully before completing
<b>PLEASE ATTACH AN UPDATED PROGRAMME SPECIFICATION WITH TRACKED CHANGES SHOWING AMENDMENTS TO THE COURSE</b>	

<b>AC4</b>	<b>MODULE OUTLINES FOR EXISTING COMPULSORY MODULES</b>
	<b>NOT REQUIRED</b>

<b>AC5</b>	<b>MINOR CHANGES TO EXISTING MODULES</b>
	<b>NOT REQUIRED</b>

<b>AC6</b>	<b>NEW MODULES</b>
	<b>NOT REQUIRED</b>

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

<b>AC8</b> <i>note</i> <i>AC8</i>	<b>JOINT COURSES</b>		
	Is the proposed course is a joint course?	<b>YES</b>	
		<b>NO</b>	X
	If YES, how will the student experience be managed?		

<b>AC9</b>	<b>COMMENTS/FEEDBACK FROM EXTERNAL PROFESSIONALS/ BODIES</b>		
	Is this course accredited or validated by a	<b>YES</b>	



	<b>Professional, Statutory or Regulatory Body (PSRB)?</b>	<b>NO</b>	<b>X</b>
	<b>If NO, go to AC10</b>		
<i>note AC9</i>	<b>If YES, please provide a summary of Professional, Statutory or Regulatory Body (PSRB) approval, if appropriate. Append any relevant documents as Appendix 3</b>		

<b>AC10</b>	<b>COMMENTS ON ACADEMIC CASE AND PROGRAMME SPECIFICATION</b>		
COMPLETION OF THIS SECTION TO BE COORDINATED BY LEARNING AND TEACHING SERVICE (LTS) COORDINATOR			
<i>note AC10</i>	<b>Please circulate Parts 1, 3 &amp; 4 to the following for their additional comments (if any). Comments to be returned to proposer within 10 working days.</b>		
	<b>NB these comments should focus on the <i>ACADEMIC CONTENT</i> of the proposal</b>		
<b>Date of circulation:</b>			
AC10.1	Careers Manager (CCEN)		
No Response.			
AC10.2	Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate)		
No Response.			
AC10.2	Equality & Diversity Manager (PPE)		
No Response.			

<b>AC11</b>	<b>PROPOSER'S RESPONSE TO COMMENTS IN AC9 &amp; AC10 ABOVE</b>		
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*note*  
AC11

N/A

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

<b>KIS</b>	<b>KEY INFORMATION SET data (undergraduate courses only)</b>					<i>Note KIS</i>
<b>KIS1</b>	<b>Quantitative KIS data</b>					<i>Note KIS1</i>
		Year 1	Year 2	Year 3	Year 4	Year 5
1.1	Percentage of assessment by written exams	c. 50	c. 50	c.50		
1.2	Percentage of assessment by practical exams	0				
1.3	Percentage of assessment by coursework	c.50	c.50	c.50		
1.4	Percentage of time in scheduled learning and teaching activities	c.25%	c. 20%	c.20		
1.5	Percentage of time in guided independent study	c. 75%	c. 80%	c.80		
1.6	Percentage of time on placements	0				
<b>KIS2</b>	<b>Professional Accreditation</b>					<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*

<b>THIS SECTION WILL BE COORDINATED BY THE SECRETARY TO YOUR FACULTY TEACHING AND LEARNING QUALITY COMMITTEE (FLTQC)</b>				
<b>AP1</b>	<b>APPROVAL OF THE BUSINESS CASE</b>			
	<b>APPROVAL/SIGNATURES</b>	<b>Name</b>	<b>Signature/ evidence of approval</b>	<b>Date</b>
AP1.1	School Director of Learning, Teaching and Quality	Ratula Chakraborty	Ratula Chakraborty	24.7.14
AP1.2	Head of School (on behalf of School Board)	Paul Dobson	Paul Dobson	24.7.14
AP1.3	Dean of Faculty (on behalf of Faculty Executive)	Jacqueline Collier	Jacqueline Collier	26.6.14
AP1.4	LTC (if relevant)			
AP1.5	Council (if relevant)			
AP1.6	Reasons for approval being withheld (and by whom)			

<b>AP2</b>	<b>APPROVAL OF THE ACADEMIC CASE</b>			
AP2.1	<b>Head of School</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
	Approved:	Paul Dobson	Paul Dobson	24.7.14
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

AP2.2	Faculty Associate Dean (for Faculty LTQC)	Name	Signature	Date
	<b>Approved:</b>	Helena Gillespie	Helena Gillespie	9.7.14
	<b>Approved with amendments:</b>			
	<b>Rejected:</b>			
	Comments (if any):			
AP2.3	PVC Academic (for LTC)	Name	Signature	Date
	<b>Approved:</b>			
	<b>Approved with amendments:</b>			
	<b>Rejected:</b>			
	Comments (if any):			
Where applicable:				
AP2.4	Secretary to Council	Name	Signature	Date
	<b>Approved:</b>			
	<b>Approved with amendments:</b>			
	<b>Rejected:</b>			
	Comments (if any):			

**MINOR CHANGES COURSE PROPOSAL**

<b>Note N1</b>					<b>NOTIFICATION OF APPROVAL</b>				
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.									
<b>FACULTY</b>		SSF			<b>SCHOOL</b>			NBS	
<b>NEW COURSE?</b>		Y	N ✓	<b>If NO, please enter existing course code</b>				N120	
<b>DEGREE AWARD (e.g. BSc/MA)</b>				BSc					
<b>TITLE OF PROGRAMME</b>				BSc International Business Management					
<b>START DATE</b>		Year 2 from September 2014 year 1 from September 2015			<b>LENGTH OF COURSE</b>			3 years	
Course Approved by:			Name of Committee Chair			Date of approval			
<b>Faculty Learning and Teaching Quality Committee (FLTQC)</b>			Helena Gillespie			9.7.14			
<b>Learning and Teaching Committee (LTC)</b>			Reported to LTC for meeting Oct 2014						
RELEVANT OFFICE INFORMED? *insert date									
<b>Planning Office</b>		<b>Admissions and Marketing</b>			<b>Learning and Teaching Service</b>			<b>Union of UEA Students</b>	
*25.7.14		25.7.14			25...7.14			25.7.14	
sis.records@uea.ac.uk		arm.operations@uea.ac.uk			Email the LTS coordinator responsible for the course			union.academic@uea.ac.uk	

<b>Note N1</b>		<b>IMPLEMENTATION ACTIONS</b>	
<b>COURSE NAME</b>		<b>NEW ROUTE CODE</b>	
<b>ACTION</b>		<b>DATE</b>	
<b>COURSE INFORMATION LIVE IN ADMISSIONS</b>			
<b>PROGRAMME SPECIFICATION UPLOADED ONTO WEBSITE</b>			
<b>COURSE PROFILE UPLOADED ONTO SITS</b>			
<b>COURSE CLOSURES COMMENCED (where appropriate)</b>			

