



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	<u>Y</u>	N	N120
School(s) of study & Faculty			
Norwich Business School, Social Science Faculty			
Proposer & proposer's school			
James Cornford, Norwich Business School			
Proposed start date (of new course or of changes)			<i>note 2</i>
September 22, 2014			
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>	BSc 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	
	<b>d</b>	<b>EXIT AWARD(S) AND TITLE(S)</b>	BSc in International Business Management	
	<b>e</b>	<b>FULL/PART-TIME (please specify)</b>	FT	
	<b>f</b>	<b>LOCATION (UEA Norwich, UEA London, Distance Learning)</b>	Was London, moves to Norwich	
	<b>g</b>	<b>AVAILABLE FROM:</b>	September 22 2014 for one year only	
<b>S3</b> <i>note S3a</i>  <i>note S3b</i>	<b>a</b>	<b>PROFESSIONAL AWARD (if any)</b>	N/A	
	<b>b</b>	<b>ACCREDITING/VALIDATING BODY (if relevant)</b>	N/A	
		<b>Website (URL)</b>	N/A	
		<b>Date when accreditation/validation may take place</b>	N/A	
<b>S4</b> <i>note S4</i>	<b>LEVEL</b>	Sub-degree (e.g. Cert. Dip.)	N/A	
		Undergraduate	X	
		Integrated Masters		
		Masters		
		Other postgraduate (please specify)		

<b>S5</b> <i>note</i> S5a	<b>a</b>	<b>DURATION</b> (years or months)	Final year of 3 year programme			
<i>note</i> S5b	<b>b</b>	<b>MODE OF ATTENDANCE</b> (full-time, part-time, distance, other)	FT			
<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 and Management ( <a href="http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/GeneralBusinessManagement.pdf">http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/GeneralBusinessManagement.pdf</a> )			
<b>S8</b> <i>note</i> S8	<b>ENTRY REQUIREMENTS</b>		N/A			
<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...					
<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	n/a					

\*\*\*\*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>This minor change follows the closure of the UEA London campus and the transfer of the majority of the students in the second year of the existing IBM degree to the Norwich Campus of UEA to complete their studies. The only significant change envisaged is in the location of the degree. All other aspects – specific modules, teaching staff, assessment patterns and so on – will be exactly as was planned for delivery in UEA London.</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>	X
		<b>NO</b>	
The NBS UEA London UG SSLC has discussed this matter fully and there is a general acceptance of this proposal as the best outcome in the circumstances.			
<b>B</b>	<b>Will any current students or applicants be affected by this proposal?</b>	<b>YES</b>	<b>X</b>
		<b>NO (go to 5.3)</b>	
The change of location will affect approximately 40 current students, now in the second year of study who will have to transfer to the Norwich Campus from London. However, the university and school have made extensive provision to support them in this move.			
<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)?		
	All the students on the IBM programme who will be affected by the closure of UEA London have been fully consulted about moving the course to Norwich. This has been through weekly group meetings from February to April, as well as 1-2-1 meetings (at least one with every student, and frequently more and one). The feedback from the students has helped to inform planning of the timetable in Norwich and additional support that the students may need following the disruption of the move to Norwich. As a result of this consultation 40 of 52 students have chosen to complete the IBM programme with UEA in Norwich in 2014/15.		
<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.		
	All students studying the IBM programme who have been affected by the closure of UEA London were informed in person and in writing of the UEA's decision. They were offered the option of coming to UEA in Norwich to complete their degree, or transferring to either Coventry University (London) or King's College London to complete the final year of their degree. All students were met with individually to discuss their options and 40 students decided to come to Norwich. All students have received a letter from UEA setting out the terms of their transfer offer. Students coming to Norwich need to have passed their 2 <sup>nd</sup> year modules to progress on to the 3 <sup>rd</sup> year of the programme.		
<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>		

	As far as possible the students will continue to be taught by the existing UEA London staff who are also transferring to Norwich. Where this is not possible because staff have chosen to transfer to Norwich, teaching will be undertaken by existing NBS staff.		
<b>e</b>	<b>What is the source of funding for new academic staff?</b>		
	N/A		
<b>f</b>	<b>Are there any implications outside the sponsoring School/s e.g. service teaching, by other Schools of Studies?</b>		
	A small number of students have chosen to study a language module.		
<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>	
		<b>NO</b>	X
	<b>If YES, please specify Course name, UCAS Code(s) / Course codes</b>		
<b>b</b>	<b>IS/ARE ANY COURSE(S) TO BE CLOSED TO NEW APPLICANTS AS PART OF THIS PROPOSAL?</b>	<b>YES</b>	
		<b>NO</b>	X
	<b>If YES, please specify Course name, UCAS Code(s) / Course codes and date from which course(s) is to be withdrawn?</b>		
<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	
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	3	60	40%	BSc
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?				

<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 Professional, Statutory or Regulatory Body (PSRB)?	<b>YES</b>	
		<b>NO</b>	X

	<b>If NO, go to AC10</b>
<i>note</i> AC9	<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</i> AC10	<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)
<p>Just to confirm though, having gone through your review proposals we have no concerns or issues with the proposal. We have capacity to support the students transferring, and are already part of proposals for their induction, and look forward to doing whatever we can to support once here.</p> <p>Sorry again for the delay in confirming this, but no issues from a Careers Service perspective on the proposals!</p>	
AC10.2	Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate)
As an existing course and because of the reasons for the change I don't have any comments on the academic case.	
AC10.2	Equality & Diversity Manager (PPE)
I've looked through and don't have any comments to make – the students will probably be better served on the Norwich Campus than they were in London given the Dean of Students service is here and the Union has a presence, so no. No concerns about this.	

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

*note*  
AC11

**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		
1.2	Percentage of assessment by practical exams			0		
1.3	Percentage of assessment by coursework			c.50		
1.4	Percentage of time in scheduled learning and teaching activities			240		
1.5	Percentage of time in guided independent study			960		
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)					
	N/A					
2.2	Please give details, including any memberships, exemptions etc that the award confers. Please also give accrediting body website URL.					
	N/A					
2.3	Is the accreditation dependent on specific module choices? If so, please include URL of web pages where these details are outlined.					
	N/A					

**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	28.7.14
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
	Approved:	Helena Gillespie	Helena Gillespie	28.7.14
	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**

<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 3 only from September 2014						3 year course but just for 2014/15	
Course Approved by:			Name of Committee Chair			Date of approval			
<b>Faculty Learning and Teaching Quality Committee (FLTQC)</b>			Helena Gillespie			28.7.14			
<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>	
*1.8.14		1.8.14			1.8.14			1.8.14	
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>			