



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
Executive Master of Business Administration (Part Time)	Y	N	T2NN71201
School(s) of study & Faculty			
Norwich Business School (NBS), SSF			
Proposer & proposer's school			
Julian Campbell, NBS			
Proposed start date (of new course or of changes)			<i>note 2</i>
January 2015			
I can confirm that this proposal meets the criteria for using the Minor Changes Course Proposal Form <i>note 3</i>			
			Y
			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**

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

Course One				
S1	a	SCHOOL(S) OF STUDY	Norwich Business School	
<i>note S1c</i>	b	FACULTY or FACULTIES	SSF	
	c	JOINT COURSE? (ie owned/taught by more than one School)	YES	
			NO	
d	NAME OF COURSE DIRECTOR (Home School)	Julian Campbell		
	e	NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only)		
S2 <i>note S2a</i>	a	COURSE TITLE	Executive Master of Business Administration (Part Time)	
<i>note S2b</i>	b	COURSE CODE	T2NN71201	
<i>note S2c & S2d</i>	c	AWARD	Masters of Business Administration (MBA)	
	d	EXIT AWARD(S) AND TITLE(S)	Diploma in Management Studies (120 credits) Certificate in Management Studies (60 credits)	
	e	FULL/PART-TIME (please specify)	Part-Time	
	f	LOCATION (UEA Norwich, UEA London, Distance Learning)	UEA Norwich	
	g	AVAILABLE FROM:	Current	
S3 <i>note S3a</i> <i>note S3b</i>	a	PROFESSIONAL AWARD (if any)	Diploma in Professional Consulting	
	b	ACCREDITING/VALIDATING BODY (if relevant)	Chartered Management Institute	
		Website (URL)	www.managers.org.uk	
		Date when accreditation/validation may take place	Annual CMI Exam Boards	
S4 <i>note S4</i>	LEVEL	Sub-degree (e.g. Cert. Dip.)		
		Undergraduate		
		Integrated Masters		
		Masters	X	
		Other postgraduate (please specify)		
S5 <i>note S5a</i>	a	DURATION (years or months)	2 years 3 months	

<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	X
			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		First Degree (or equivalent); minimum 3 years relevant work experience			
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...		https://www.uea.ac.uk/norwich-business-school/mba-programme/part-time			
S12	COURSE HIGHLIGHTS (for publication in University Prospectus / Website / other publicity) NB Please include employability prospects/career possibilities					
<i>note</i> S12	<p>The part time MBA has established an excellent track record of attracting successful, mature professionals and business people from across East Anglia to study at UEA for over 20 years. Further changes to the programme specification reflect the on-going evolution of the course along with adjustments required for AMBA assessment and eventual accreditation in 2012.</p> <p>The overall aim of this part time MBA course is to develop the analytical and strategic management skills of participants, using concepts derived from a wide range of academic disciplines, enabling them to respond creatively and effectively to the challenges of the business environment. It is designed to draw upon generic management knowledge and to develop the essential skills of analysis and critical reasoning and application, enabling students to add value to their organisations.</p> <p>Developed to enable dynamic individuals to progress their careers to their full potential, it is aimed at those in middle to senior management positions within their organisations, who have the capacity to benefit from and diffuse new ideas. It is offered on a part-time (evening and weekend) basis with participants studying a broad range of taught modules in years 1 and 2, including optional 'streams' (each comprising two modules) in year 2. In addition to these is an integrative Management Consultancy Skills module. This involves two group-based consultancy projects where students work with external client organisations to deliver a substantive written report and presentation addressing a topic of strategic importance chosen by the client. The first project is over the course of a month and includes a week in the Czech Republic and another more extended project of around 3 months here in the UK.</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 proposed changes to the course are:</p> <ul style="list-style-type: none"> • The introduction of four new elective 'Streams' (each comprising of two 10 credit modules) in Brand, Carbon Management, Finance and Economics and Food Industry. Student will choose one stream in the 2nd year of the course. The Food Stream is unique to the Executive MBA and is a joint initiative with the Institute of Food Research that is part of a project attracting KIC funding. The other three Streams were introduced within the F/T MBA in 2014 and this change brings the Executive MBA in line with that course. • The splitting the current 20 credit Customer Focus and Innovation module into two 10 credit modules titled 'Marketing Strategy' and 'Innovation and Customer Focus'. This retains the amount of marketing teaching on the MBA whilst removing the anomaly of the only 20 credit module within the course and spreading it over the term of the course, with marketing modules in the first and second years. • The retirement of the separate Strategic Risk Management module, Strategy and Leadership & Change being merged into Strategy and Leadership and Entrepreneurship as a compulsory module – in line with best practise on other AMBA accredited MBAs • The introduction of a new Investment Appraisal and Valuation module - doubling the amount of finance orientated content on the MBA, also in line with the F/T MBA <p>The rationale is:</p> <ul style="list-style-type: none"> • The changes bring the course substantially in line with the structure of the F/T MBA where these changes were introduced for the 2014 MBA year • The changes continue the positive evolution of the course in line with other AMBA MBAs, taking account of market trends • The Food Stream takes advantage of the University's relationship with the IFR and potentially attracts new students from a specific industry sector.

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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?	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.)	
c	Will students undertake placements/ come into direct contact with vulnerable groups as part of their study? If so, will a CRB be required?	

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
	Changes approved	
b	Will any current students or applicants be affected by this proposal?	YES
		NO (go to 5.3)
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
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?	
	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> BC5.4	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?		
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		

BC6	PHYSICAL RESOURCES
	NOT REQUIRED

BC7 <i>note</i> BC7	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

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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	
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?				
	<p>All modules are assessed on a pass/fail basis. 140 credits are through 10 credit modules and there is one core 40 credit module that is pass on component</p> <p>With the Management Consultancy module now pass on component, students have to ensure that both the group and individual elements of the projects have to be delivered to an MBA standard. Previously it was possible for a student to put in a very weak individual performance as part of a group, and still pass the module because of the work of others. This was unacceptable for what is a critical element of the MBA.</p>				

AC2 <i>note</i> 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	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?	MBA Board			
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 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
PLEASE ATTACH AN UPDATED PROGRAMME SPECIFICATION WITH TRACKED CHANGES SHOWING AMENDMENTS TO THE COURSE (ATTACHED)	

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	<input type="checkbox"/>
		NO	<input 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	
	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)		
	<ul style="list-style-type: none"> No questions or challenges to impact the proposed changes to the course Welcome the commitment in the Programme Specification that "Student leaves with High levels of employment skills supported by a sound current knowledge base" Careers currently works with the MBA programme to support employability activity, and hope this continues to grow as part of the full-time and part-time courses 		
AC10.2	Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate)		
	In AC8 'yes' and 'no' are both circled, should they be? If so then it would be useful to have an explanation as to why in the box below the questions.		
	Should there be reference to AMBA in AC9 as the MBA is accredited by AMBA?		
AC10.2	Equality & Diversity Manager (PPE)		
	Disappointed that, in a course of this nature, no explicit discussion or inclusion of equality/diversity issues appears to take place as an essential element of modern national/international business thinking, practice or management. As well as potentially leaving a gap in the thinking of participating students, this could also have implications for the range of students attracted to the programme.		

AC11	PROPOSER'S RESPONSE TO COMMENTS IN AC9 & AC10 ABOVE
<p><i>note</i> AC11</p>	<ul style="list-style-type: none"> • Comments from Careers noted and we look forward to working together to improve the employability prospects for our Exec MBA students with some high-level career coaching and mentoring. • AC8 amended to read 'No' – this is not a joint course. • AMBA not mentioned in AC9 as it is an accreditation organisation rather than a Professional, Regulatory or Statutory Body • Equality and Diversity is studied within many of the modules on the course e.g. HRM, CSR and Entrepreneurship as it is an important, relevant and contemporary business issue. A relevant gender themed project was even the subject of a recent consultancy project with Unilever. Both in terms of student recruitment and teaching team mix, the Course Director actively seeks to build diverse student cohorts – indeed the diversity of UEA MBA cohorts is one of our strengths and we were complimented on this during AMBA accreditation in 2012

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	Naresh Pandit	Naresh Pandit	13.10.14
AP1.2	Head of School (on behalf of School Board)	Paul Dobson	Paul Dobson	13.10.14
AP1.3	Dean of Faculty (on behalf of Faculty Executive)	Jacqueline Collier	Jacqueline Collier	
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:	Paul Dobson	Paul Dobson	13.10.14
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

AP2.2	Faculty Associate Dean (for Faculty LTQC)	Name	Signature	Date
	Approved:	Ratula Chakraborty	Ratula Chakraborty	1.10.14
	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

Note N1				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	

Note N1		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)			