

**SEN09D025**

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### **UEA London/INTO UEA London Institutional Approval**

The Institutional Approval Panel met on Tuesday 27 April 2010 to ratify the Panel's initial approval for UEA London (including INTO UEA London) to deliver undergraduate and postgraduate programmes.

**The Panel recommends to UEA's Learning and Teaching Committee (LTC) that the Institutional Approval of UEA London (including INTO UEA London which is approved for a period of up to five years) be approved, subject to the Chair in consultation with the panel agreeing that the requirements have been met and recommendations have been appropriately considered, in the action plan attached at Appendix 1.**

The full reports from the Institutional Approval event and the review of the delivery of the current approved INTO UEA courses at INTO UEA London will be reported to the next meeting of LTC.

Professor Tom Ward, Chair of the Institutional Approval Panel

**NB – LTC has endorsed the recommendations contained within the report.**

**UNIVERSITY OF EAST ANGLIA**  
**INSTITUTIONAL APPROVAL – UEA LONDON (including INTO UEA LONDON)**  
**REVIEW OF DELIVERY OF APPROVED COURSES – INTO UEA LONDON**

**27 April 2010**

A draft Institutional Review report will be provided to the UEA London Project team, INTO UEA London team, INTO UEA and the Learning and Teaching Committee (LTC) in due course, but below is an action plan that sets out the requirements and recommendations arising from the Institutional Approval event and the review of the London delivery of existing INTO UEA approved courses. There is some overlap between the two, however the origin of the recommendations will be clearly identified in the full report.

Colleagues are asked to produce a report to the Chair of Learning and Teaching Committee (or a working group identified by the Chair) by 1<sup>st</sup> September 2010 evidencing how requirements with a deadline of September 2010(or earlier) have been met, indicating progress on requirements with a later deadline and detailing responses to recommendations.

**COMMENDATIONS**

- The Panel would like to congratulate the UEA London Project team and INTO UEA London team on the large amount of work that has taken place and progress that has been made in a short period of time.
- This progress is reflected in the fact that the Centre is up and running, and in the Course Approval of the two Masters programmes and the undergraduate International Business Management (IBM) Bachelor's degree.
- In light of the shared responsibility for further work to be done between now and the launch of the IBM, the panel supported a clear list of Requirements with clarified responsibilities rather than the language of Conditions.
- The students that the panel met with, mostly on the Graduate Diploma, spoke positively about their experiences of the Centre and their academic experiences.

<b>REQUIREMENTS</b>			
<b>No.</b>	<b>Action</b>	<b>Responsibility</b>	<b>Deadline</b>
1.	Production of a paper setting out how student services of an appropriate standard will be managed, clearly identifying responsibilities, named contacts and communication channels between INTO UEA London, UEA Norwich and other providers.	Dean London assisted by UEA London Project Manager.	1 September 2010
2.	INTO UEA London and INTO UEA disciplinary and regulatory procedures should be reviewed to ensure parity of approach with the forthcoming revised UEA disciplinary and regulatory procedures in consultation with the Director of Taught Programmes.	Head of Partnerships Office/INTO UEA/INTO UEA London	1 September 2010
3.	For UEA London production of a paper setting out how the Academic Adviser system of an appropriate standard be implemented by the launch of the BSc International Business Management programme.  For INTO UEA London formalisation of the current personal tutor system in operation.	Dean London in conjunction with Senior Adviser, NBS, Dean of Students and UEA's Director of Taught Programmes  Academic Directors, INTO UEA/INTO UEA London	1 May 2011  1 September 2010
4.	Review of :  (1) student handbooks to ensure accuracy and detail of information and relevance to London delivery	Dean London assisted by UEA London Project Manager, in conjunction with UEA Faculties/Schools (UEA programmes); INTO UEA / INTO UEA London and in consultation with the Partnerships Office and Dean of Students' Office where appropriate (INTO programmes)	1 September 2010 for INTO programmes and 1 September 2011 for the BSc IBM programme

	(2) promotional material to ensure that it accurately reflects the level of provision and learning opportunity and does not raise false expectations.	Dean London/Director of Admissions to continue to monitor in conjunction with IUP (INTO programmes)/UEA Faculties and Schools (UEA programmes)  INTO UEA / INTO UEA London materials to continue to be signed off by the Partnerships Office.	
5.	A comprehensive induction programme is required for all London staff and students, including those starting outside of the normal induction period, which includes information on local services available to staff and students including utilisation of, and visits to nearby libraries, use of City University or other providers and UEA e-resources, and for students the opportunities provided by both City and UEA union of students.	Dean London in conjunction with UWA Faculties/Schools (UEA programmes) and with INTO UEA London (INTO programmes) and in consultation with the Partnerships Office, Dean of Students' Office, Union of UEA students and City University Students Union as appropriate	1 September 2011 for the BSc IBM programme  1 September 2010 for INTO programmes
6.	The governance of the new Staff:Student Liaison Committees, particularly in relation to the membership and chairing of the Committees	Dean London, assisted by the UEA London Project Manager in conjunction with Head of School NBS, the INTO UEA London Chief Operations Officer and the JV Board where appropriate and with advice from relevant UEA service divisions.	30 June 2010
7.	A plan for the development of the Centre, to include UEA London and INTO UEA London, over the next 18 months must be produced which addresses the following issues:  7.1 Use of space to facilitate group study, informal study and private study (a).  7.2 Development of further formal teaching rooms, including an expanded Learning Resource Centre and staff room spaces, to accommodate the increase in student and staff numbers planned for September 2010 onwards (a).	Dean London in conjunction with the INTO UEA London Chief Operations Officer and the JV Board where appropriate and with advice from relevant UEA service divisions.	30 June 2010 for issues that will require immediate action for the increase in numbers due September 2010 (a)  30 November 2010 for issues related to the BSc IBM (b)

	<p>7.3 A strategy identifying the most appropriate use of funds for the library provision, including consideration of the transition from City University library to in-house provision. (a)</p> <p>7.4 Evidence of the adequacy on the breadth and number of books required for the Graduate Diploma and Diploma programmes.(a)</p> <p>7.5 In light of the launch of the BSc International Business Management programme, expansion plans for the Learning Resource Centre must take into account housing additional appropriate stock, study spaces for both groups and individuals, and must take account of the pedagogical approach of the programme (b).</p> <p>7.6 In support of 7.5, completion of the academic and pedagogical plans for year 1 of the IBM for home students (b).</p>	<p>As above, in conjunction with Academic Director, INTO UEA London</p> <p>As above, in conjunction with Associate Dean SSF, NBS course designer and with advice from UEA Library Director</p> <p>As above, in conjunction with Head of School, NBS and NBS course designer</p>	<p>Early 2011</p> <p>As soon as possible</p>
7.	<p>Formalisation of the following processes:</p> <p>7.1 Cross-INTO UEA and INTO UEA London processes for internal moderation and setting exam questions.</p> <p>7.2 Clarification of the process for annual review of courses delivered at both INTO UEA and INTO UEA London.</p> <p>7.3 Articulation of student feedback methods currently in use (INTO UEA London and INTO UEA programmes).</p> <p>7.4 A policy to formalise the process adopted for integrating English language into subject teaching.</p>	<p>Academic Directors, INTO UEA/INTO UEA LONDON</p> <p>Academic Directors, INTO UEA/INTO UEA LONDON in consultation with the Partnerships Office</p> <p>Academic Directors, INTO UEA/INTO UEA LONDON</p> <p>Academic Directors, INTO UEA/INTO UEA LONDON</p>	<p>1 September 2010</p>

<b>RECOMMENDATIONS</b>		
<b>No.</b>	<b>Action</b>	<b>Responsible</b>
1.	That the Centre maps their information, advice and guidance service against the matrix standard accreditation.	Dean London assisted by UEA London Project Manager and in conjunction with Academic Support and Operations Manager and Acting Head of Support Services, UEA London
2.	A fast-track induction for current staff and students on access to both UEA and City University e-resources, and physical library resources available near the Centre, should be provided as soon as possible (there has been an offer of help from UEA library).	Dean London in conjunction with the Chief Operations Officer and Learning Resources Centre Manager, INTO UEA London
3.	Plans for instilling a sense of belonging to UEA in staff and students at the Centre should continue and a clear strategy developed.	Dean London on conjunction with the Chief Operations Officer and Academic Director, INTO UEA London
4.	<p>A sub-group of Learning and Teaching Committee should be formed to work with the UEA London Project Team and report to LTC on progress at the Centre.</p> <p>The sub-group to conduct a follow-up review at the Centre at a date to be arranged, prior to the commencement of the IBM programme and report to LTC, and should serve as a conduit between LTC and the London Project Team.</p>	<p>Pro-Vice Chancellor (Academic)</p> <p>LTC Sub-group (Professor Tom Ward, Professor Geoff Moore, Ms Erica Towner, Dr Sara Connolly/Dr Shawn McGuire, Mrs Sally Walker)</p>