

LTC12D032

Title: Confirmation of Chairs Action
Circulation: Learning and Teaching Committee – 5 December 2012
Agenda: LTC12A002
Version: Final
Status: Open

A.I.M. Conference Prize

1. The A.I.M. Conference Prize has been established to encourage and support students in attending and developing confidence in presenting at local, national and international conferences. Entrants are not required to have had poster/presentations selected.
2. There will be 2 x £200 Prizes available per year to selected students who have demonstrated exceptional academic and interprofessional skills during their time at Norwich Medical School. The Prize money is to go towards travel or conference costs.
3. These Prizes, generously donated by two MBBS graduates, Dr Charles Anwuzia-Iwegbu and Dr Jatinder Minhas, will only be available for 2013 and 2014.
4. Year 2, 3 and 4 UEA medical students who have received at least one distinction in the Overall OSCE in the same year or preceding year of application will be eligible to apply.
5. Students will be invited to submit an essay of up to 500 words stating their rationale for attending their chosen conference. Desirable conference domains include inter-professional education conferences, histopathology conferences or obstetrics and gynaecology meetings.
6. The Prizes will be awarded in December each year by the Faculty of Medicine and Health Sciences on the recommendation of a Selection Panel comprising the MBBS Course Director and the Prize donors, Dr Anwuzia-Iwegbu and Dr Minhas.
7. If no nominees are judged by the Selection Panel to be of sufficient merit, the Prizes shall not be awarded.

Title: London Academy of Diplomacy: Approval of Additional Delivery Site
Author: Hannah Coman, Partnerships Manager, Partnerships Office
Date: November 2012
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Issue

Attached at Appendix 1 is the process, approved by the Chair of LTC, for the approval of an additional delivery site for the existing London Academy of Diplomacy programmes at LINK Campus University in Rome, Italy.

Attached at Appendix 2 is the Rome delivery plan, completed by the London Academy of Diplomacy in accordance with Point 1 of the approval process.

In accordance with Point 3 of the approval process, an approval visit to Link Campus was conducted in October 2012 by the Chair of the UEA/LAD Joint Board of Study and the Senior Partnerships Manager. Attached at Appendix 3 is the site visit checklist and action plan, completed following the visit.

Recommendation

The Learning and Teaching Committee is invited to approve LINK Campus University in Rome, Italy as an additional delivery site for the existing London Academy of Diplomacy programmes.

Resource Implications

Resource implications will be outlined in the validation agreement which will be finalised following approval of the delivery site.

Equality and Diversity

Not applicable.

Further Information

Hannah Coman, Partnerships Manager, 01603 591603, h.coman@uea.ac.uk

London Academy of Diplomacy: Process for Approval of Additional Delivery Site

Issues: prior to approval of a new site	Action Required	Action by/Date	Completed
1. Arrangements for delivery	LAD to prepare evaluative proposal document showing they have considered all the aspects in 2 and 3 below and how they are to be addressed	12 October	Delivery plan received
2. Staff selection and approval	List and CVs of all staff delivering programmes. Criteria to including ability of staff to deliver and assess in English where there are local staff recruited	First JBOS (12 Dec 2012)	
3. Approval of site of delivery including <ul style="list-style-type: none"> a. the rationale for off-site delivery; b. an assessment of teaching spaces; c. an assessment of the management structure and support for staff; d. relevant information about other physical aspects of the proposed delivery location (for example, any library or study centre facilities available at the location; student access to IT services and to the Web 	Site visit to be conducted by PO representative (Laurence Daly) and Chair LAD JBOS (Richard Harvey) October 2012	Oral report by Partnerships Office for LTC 24 October	Written report completed by Partnerships Office for LTC 5 Dec

<p>etc.);</p> <ul style="list-style-type: none"> e. an indication of the arrangements which will be made for the academic and pastoral support of the students beyond teaching periods; f. Management of examinations and assessment; g. Administrative support arrangements including respective involvement of and communications between London and Rome offices; h. Arrangements to ensure that issues highlighted in previous action plan continue to be addressed; i. Arrangements for inclusion of Rome centre in processes such as JBOS, exam boards, etc.; j. Confirmation of reporting lines to Partnerships Office. 			
<p>4. LTC approval</p>	<p>Formal report to LTC for approval of delivery at site</p>	<p>LTC 24 October gave approval in principle to publicise the courses, subject to final approval by LTC on 5 December</p>	
<p>5. Tripartite agreement for delivery UEA, LAD, Partner</p>	<p>Review draft proposed INTO agreement and consider what additional documentation/requirements need to be in place</p>	<p>Awaiting draft agreement</p>	

APPENDIX 1

6. Press conference 28 November	PO to agree whether this goes ahead.	Agreed on basis of subject to final approval.	Completed
7. Publicity material	Any materials to be reviewed in draft form by PO and approved before release	Draft to PO as required	
8. Admissions cycle	Agree who to administer Admissions	See site approval report for details	Completed
9. First student recruited		Feb 2012	

LONDON ACADEMY OF DIPLOMACY

Introduction: LAD at UEA London is internationally recognised as a leading institution in the field of diplomatic training. It is maintaining and actively increasing its close links with embassies in London, members of the London Diplomatic Corps, overseas ministries of foreign affairs, defence, interior, presidential and prime ministerial offices as well as considerable number of academic institutions, international and regional organisations. LAD has a network of distinguished, influential alumni working for governments and international and regional organisations who are actively involved in recommending students to our courses. Each year this network grows and the department ensures that contacts are maintained with outgoing students.

Delivery at New Site

a. Rationale

The rationale for off-site delivery of the London Academy of Diplomacy is based on the premise that as part of its mission statement, the Academy is looking for key delivery centres in Europe and beyond. This was approved by the LAD Advisory Board of the Academy in March 2012, which was chaired by professor Edward Acton (Vice Chancellor of UEA). Normally, the lecturing staff from LAD will embark on a rotating schedule, hence faculty teaching in London in the Autumn semester will alternatively teach in Rome in the February to summer semester. Video conferencing will support the delivery of courses from London to Rome and vice-versa.

It is also expected that the strength of the Rome Centre in terms of the link with institutional partners such as SIOI (The Italian Society for International Organization), IAI (Istituto Affari Internazionali), the Italian Ministry of Foreign Affairs, the Italian Parliament and the Italian Senate, together with the UN FAO, the embassies to Italy and the embassies accredited to the Holy See, would be beneficial for the delivery of new programmes in Italy and in London. The programmes envisaged are similar to the ones validated for the London centre. The only variation expected is that of an eleven month duration in Italy and a one month intensive 'visiting' period in the UK.

LAD staff will be supplemented by qualified academic and professionals, from Rome based staff.

The first student cohort will be drawn from the Italian Government Scholarships (this year LAD was awarded 36 Bursaries for students to follow LAD courses) who will be enhanced by national and international scholarships and private studentships from the incoming and Diplomatic corps in Rome would take the student levels to around 60 in the first year and increment strategically by the fifth year of operation.

The host in this operation is the LINK CAMPUS University, which is the international university in Rome supported by the Italian Government and which has the license to operate with state funds

also in the English Language medium. Link is well known in Rome for its international programmes in support of the Italian Government foreign affairs strategy alongside its development aid programmes.

LAD in conjunction with Link will also organize a number of executive short courses sponsored by governments and organisations.

b. Teaching Spaces

LAD will make use of the current teaching and learning spaces of Link Campus in Via Nomentana 335 in the centre of Rome. It is anticipated that use will also be made of the facilities provided by SIOI, in Piazza Venezia in Rome and the project use of the state of the art Campus facilities in Villa Talenti, La Cecchina in Rome as from 2013.

Link Campus currently hosts over one thousand students in a seven-day teaching learning schedule and offers facilities which have been approved by the Ministry of Higher Education and Research of Italy (MIUR) with the latest evaluation taking place in 2011.

Normally, Link and LAD will utilize the time periods of six pm to nine pm to allow for the diplomatic cohort to attend classes. Classes may also be held between ten to six on Saturday's and Sunday's.

MANAGEMENT

- c. The management structure to be adopted in Rome will follow closely that practised in London and loosely that followed in Rome. Hence a central representative LAD office will be hosted by Link Campus, with specific office hours to cater for students registered for the course. The LAD Rome Centre Office will be liaising directly with the London office in all management, administrative and academic related issues. Training for this operation will commence in November 2012 and will be accelerated after the approval for the delivery. The office will make use also of the current administrative logistical backup provided by LINK and approved by the Italian Ministry of Higher Education and Research, MIUR. The Rector of the London Academy and his delegate, the Director of International Strategic Development will be leading the operation in Rome in joint supervision to ensure a common LONDON-ROME academic axis.

The Rome Office will be operated by a local Administrative Coordinator specifically selected for this task. This person will be assisted by an experienced English-Italian speaking academic coordinator to carry out activities related to the delivery of the courses in Rome. Both these positions have been identified and will have intensive training with LAD to be able to carry out their prospective tasks. The Rector of LAD and the Director of International Strategic Development will have overall responsibility over this initiative.

d. Relevant information about other physical aspects of the proposed delivery location.

The locations envisaged for the delivery of the courses in Rome are all fully equipped to carry out higher education activities in Italy. They have been in operation since 1998 and since last year have been also granted full recognition of legal value diploma delivery in Italy. This is the highest order of academic delivery license that the Italian Government can grant for its state and non-state Universities. The study centre facilities will comprise all the areas, classrooms, video-conference, and leisure areas available in Via Nomentana 335, with a view of using also the new Campus site of Talenti, and other key academic centres for specific lectures such as SIOI in Piazza Venezia, and the Italian Ministry of Foreign Affairs, La Farnesina in Rome. In terms of Library facilities, the MIUR, also makes available to all students registered for their postgraduate courses in Rome, through the services of the CUN, Consiglio Universitario Nazionale and the CRUI, the Conference of Italian University Rectors, the full use of any library, physical and digital held by Universities in the Lazio region. This means that students can make full use of the libraries of Rome La Sapienza, the largest University Library collection in Italy, of the Università Tor Vergata in Roma which holds the key specialized library in international relations and development and the extensive library facilities of LUISS, the University of the Confederation of Business Organisations in Rome. Besides this, for research purposes LAD will benefit from the extensive links that LAD has in Italy with the major Universities and library foundations such as Federico II and the Università Orientale of Napoli, the Fondazione Rossetti in Milan. These are digitally connected to LINK. LAD students will also be able to make full use of the specialised library facilities of its partners in Italy, namely the SIOI, which is the training institution for foreign affairs of Italy, the IAI, the EU Representation Offices in Rome, the United Nations FAO Library, the institute of International Relations of Italy and of the Farnesina, the Ministry of Foreign Affairs. Whilst this is comparable and augments the resources available for LAD in London, it is envisaged that LAD students in Rome will also be able to make full use of the UEA digital resources whilst in Rome and with the physical resources at the Learning centre in London when they arrive for their planned visiting period.

In addition to the above, LINK operates a Learning Resource Centre, very similar to that made available in London to UEA London centre which is part and parcel of LAD learning support activities in London. Classroom Tutors, already described above, will have a role of facilitating all interactions with this central learning depot within the Link Campus. All the sites mentioned above are fully equipped with wifi for students and staff. Link also operates a sophisticated in house digital platform for resources and moodle activities for students and staff which will be made available for LAD in Rome. A technical office, made up of four technicians, is available on site and with a 24-7 helpline service for students-staff in Rome. Link has also a digital area free for use by any student or staff. All classrooms are also equipped with video and digital data equipment. Link also has continuous digital TV relay from major English Speaking broadcasts in international relations and public affairs. These are at the disposal of all international students studying at the LAD centre in Rome.

LINK has also an adjacent coffee and leisure facilities, including an Olympic size swimming pool available for students and staff, and an in house canteen which operates both at lunchtime and in the evenings for snacks and for visiting and local staff.

In addition, the learning centre will be stocked with all reference books for the diplomacy programme.

Finally it is also envisaged that LAD will have a fully operational web portal supporting all the activities in Rome bridging the activities of LAD in Rome. Link has a fully functional publishing house which publishes and launches books in Italy in the field of International relations, diplomacy, world affairs, economics, international law, finance and business which could also cater for the future needs of research publications of LAD in Italy.

- e. An Indication of the arrangements which will be made for the academic and pastoral support of the students beyond teaching periods.

The support for students and staff for the LAD ROME centre will be catered for by the LAD office in Rome assisted by the classroom tutors specifically employed for the task of ensuring smooth academic and pastoral induction, development and successful completion of the LAD courses in Italy. Specific office times will be set for this purpose which will allow students direct and free access to LAD academics and their classroom tutors, i.e. assistants. LAD with the support of LINK would also make available specific remedial activities for students on its Rome campus. This can vary from Language support to pastoral care. Visitation periods, face to face and digital video conferencing with Rome will supplement any needs required to offer a quality class learning environment. LAD will also utilize the current LINK services for visa, accommodation and general affairs offices for its international, non diplomatic status students enrolled in Italy.

- f. Management of Examinations and Assessment

The management, course evaluations and assessment will be held strictly adhering to the LAD code of practice. Examination boards may be held on site and in London according to the exigencies of the course and the faculty members of staff.

- g. Administrative Support arrangements including respective involvement of and communications between the London and Rome centres.

OTHER CONSIDERATIONS

1.

Further to the above, it must be highlighted that LAD centre will fully utilize expertise present in Italy or linked to Italy for the successful operations of LAD Rome Centre. This will involve the

recruitment of top international experts in the field of diplomacy and associated areas approved by MIUR as academic lecturers and their presentation to UEA for final approval. Selection will take place on the basis of the candidates CV, English language competency and ability to form part of the fast growing international faculty of LAD. All candidates to these positions will be interviewed by the Rector of LAD.

2. Student selection will be based on the same identical LAD London entry requirements, with the adoption of the same admission criteria. Obviously visa requirements may differ from London to Rome because of the Shengen requirements to which Italy adheres to. English language competency will also be a key feature for selection.



London Academy of Diplomacy

Checklist for approval of existing programmes for delivery at new site: Link Campus University, Rome, Italy

Criteria	Notes
Section A – Characteristics of Proposed Partnership	
1. Language of Delivery and Assessment	
a) English, with English as students' first language	-
b) English, with English not students' first language	Yes
c) Not delivered/assessed in English	-
2. Cultural and educational context	
a) English speaking country	-
b) European (EU) country	Yes
c) Other	-

3. Partner's status	
a) University/polytechnic (UG and PG)	Yes
b) Polytechnic (UG only)	-
c) Publicly-funded FE college / private college / organisation or any institution less than 10 years old	Yes
4. Partner's strength	
a) Large well-resourced (>10,000 students)	-
b) Medium or small well-resourced (<10,000 students)	Yes
c) Any size with limited resources	-
5. Type of collaborative arrangement	
a) Arrangements not involving recognition of credit	-
b) Arrangements involving some recognition of credit	-
c) Validation arrangements	Yes
6. Partner's expertise in this field	
a) Programmes at this level	Yes
b) Programmes at lower level	-
c) No experience in this field	-

7. Partner's previous collaboration with UK HEIs	
a) At this level	-
b) At lower level	-
c) None	Yes
8. Programme(s)	
a) Established programme	Yes
b) New programme in established curriculum area	-
c) New programme in new curriculum area	-
9. Credit level	
a) NQF Level 3	-
b) NQF Level 4/5	-
c) NQF Level 6 or above	Yes
10. Legal Jurisdiction	
a) English Law	Yes
b) Other legal systems	-
11. Financial Viability	
11.1 Complete inspection of audited accounts for previous three years	

12. Legal Status	
12.1 Confirm legal status of institution	Independent and legally approved University, by the Decree of Italian Minister of Education, 21.09.2011, published on the Government's Gazette, 17.11.2011.
13. Business Interests	
13.1 Details of other business interests	Educational provision and research.
14. Contractual Issues	
14.1 Details of Agreement(s) necessary to formalise partnership	<p>IUP drafting contract between INTO UEA London and Link Campus University ("Link"). UEA will consider the draft and decide what additional Agreement is necessary to reflect the relationship between UEA and Link.</p> <p>Action: a) Dean UEAL to ask IUP to issues draft agreement.</p> <p>b) PO to review draft and propose additions as appropriate.</p>
Section B – Review of Proposed Arrangements	
15. Market Demand and Entry Requirements	
15.1 Is there sufficient evidence of likely student demand?	<p>There have been 189 applications for the 36 scholarship places being funded by the Italian government for 2012-13.</p> <p>There is expected to be demand from fee-paying students in addition to this from the three diplomatic communities in Rome with many embassies. There is existing demand for Masters level programmes delivered in English by Link from diplomats, the Food Agricultural Organisation (FAO) and the United Nations (UN).</p> <p>It has been agreed to aim for 60 students in total for the first cohort starting in February 2013, subject to approval of the new delivery site.</p>

APPENDIX 3

<p>15.2 Are student entry requirements (including English language) appropriate and arrangements for APL clear?</p>	<p>Entry requirements and APL arrangements will be the same as for London. Any interviews will be carried out in Rome by existing LAD senior academics.</p>
<p>15.3 What provision is there for English language testing and/or additional support if required?</p>	<p>Link currently provide testing an in-session support classes in academic English and consideration will be given to using this service in due course.</p> <p>For the first cohort at least, only applicants who clearly meet the English language requirement will be selected to avoid the need for this support.</p> <p>Action: review the situation at the summer 2013 LAD Joint Board of Study (JBOS)</p>
<p>16. Curriculum</p>	
<p>16.1 Are any amendments to the programmes required?</p>	<p>No</p>
<p>16.2 If yes, summarise</p>	<p>N/A</p>
<p>16.3 Have these been approved by the appropriate UEA committee?</p>	<p>N/A</p>
<p>17. Recruitment and Admissions</p>	
<p>17.1 Who will be responsible for admissions?</p>	<p>LAD Senior academics.</p>
<p>17.2 How will applications be monitored and interviews conducted?</p>	<p>Enquiries will be received by LAD Rome administrative staff in the first instance, logged and forwarded to LAD London where they will be recorded on the Sales Force system.</p> <p>Plans are in hand to allow applications to be submitted direct via Sales Force.</p> <p>LAD senior academics and LAD administrative staff in Rome and/or London will liaise with students on their applications.</p>

	Admissions will be conducted in accordance with LAD current policy to ensure equality of opportunity for all candidates. Scholarship applications will be subject to additional criteria as defined by the sponsoring Italian government.
17.3 How will admissions be co-ordinated between sites?	LAD administrative staff in Rome and London will liaise on the progress of individual applications.
18. Delivery	
18.1 If any mode other than physical face to face is proposed, give details.	<p>Delivery will be face-to-face by LAD academic staff in the first instance. Video-conference delivery is being considered for the future but the technical and practical aspects of this first need to be explored to ensure that the student experience will not suffer as a result.</p> <p>Action: investigate the potential for videoconference delivery; and change to the initial delivery method will be subject to further approval.</p>
18.1 Are the modes of delivery proposed appropriate to the course?	Yes
19. Assessment	
19.1 Will assessment be the same for the new centre?	<p>The assessment strategy will be the same at both centres. Because the same academic staff will be delivering at both centres, modules will be run in a different order at both sites to facilitate this.</p> <p>Assessment tasks will therefore be different at both sites to preserve the integrity of the process.</p>
19.2 If different, what arrangements are in place to ensure consistency of standards between centres but integrity of exam papers?	London staff will set different papers for each site, in consultation with the External Examiners.
19.3 What arrangements are in place for the management, security and invigilation of exams?	Link currently manage exams and use trained invigilators and will provide the same service for LAD programmes.

20. Student Support	
20.1 Are students provided with an appropriate level of academic and pastoral support?	<p>LAD academic staff delivering the programmes will provide academic support to students in person when in Rome and when not, via email and using Skype calls. Private facilities at Link are available to students for Skype calls.</p> <p>LAD will appoint two Programme Co-ordinators (one is already in place and another identified) to provide local administrative support in Rome.</p> <p>The LAD Programme Co-ordinators will work on a shift basis and will be the first point of contact for administrative and some pastoral support for students.</p> <p>Link have dedicated staff providing support in areas such as welfare, accommodation, special needs, disability, etc. and have agreed to extend these services to LAD students. The LAD Programme Co-ordinators will refer LAD students to these services as appropriate.</p>
20.2 Are arrangements in place to ensure that any special/additional needs of students are identified and reasonable adjustments are put in place to meet them?	Such students will be referred to dedicated staff as described in 20.1 above.
20.3 Are arrangements for tutorial support clear and understood by staff and students?	Arrangements will be made clear in staff inductions and student inductions and in the student handbook.
20.4 Are student and course handbooks and other information for students clear and complete?	<p>London staff will draft handbooks in consultation with staff at the other centre.</p> <p>Action: a) LAD to send existing handbooks to Link for comment. b) LAD to send draft Rome handbooks to Partnerships Office for approval by Friday 7 December.</p>
20.5 What are the arrangements (location, hours, etc.) for student support at the new centre?	Arrangements will be as described above; the LAD Programme Co-ordinators will be allocated office space from which to operate.

21. Facilities and Learning Resources	
21.1 Is suitable teaching and learning accommodation available?	<p>LAD teaching will take place in a small lecture theatre currently used for executive programmes and events such as press conferences. Link currently video all lectures to enable students to view these in their own time afterwards.</p> <p>Other classrooms are available if needed, especially as most of the Link programmes will not be operating during the evenings and weekends, when the LAD programmes will be delivered.</p> <p>These classrooms are less attractive than the primary delivery location but still have the basic facilities of whiteboard, PC/projector equipment and video camera.</p> <p>Classroom sizes vary from around 10 seats to 80.</p>
21.2 Are students supported by appropriate and accessible library resources, including subject-specific learning resources appropriate to the proposed course?	<p>There is a small library at Link to which the LAD students will have access.</p> <p>In the Italian system, students automatically have access to and borrowing rights from all libraries nationwide and there is an efficient inter-library loan system with deliveries from the many Rome libraries arriving within about of day of ordering via the Link library. An extensive selection of books in English is available via this route.</p> <p>In London, two copies of each of the set texts are held in the Library and this will also apply to Rome.</p>
21.3 What access to electronic resources is provided? Is there parity between sites?	<p>Link students have access to an extensive array of e-resources and this will be extended to LAD students.</p> <p>It would be desirable for LAD students in Rome to have access to the same UEA e-resources as those in London but this may not be possible due to UEA's licensing agreements with publishers. The existence of readily available alternatives and the fact that Link intend to make an award to successful students are significant factors that publishers will consider when deciding whether to allow these students to be included under UEA's licence.</p> <p>Action: UEA Library Director to contact Link Library Manager to discuss the provision of electronic resources.</p>

APPENDIX 3

<p>21.4 Do students have access to suitable equipment (including ICT)?</p>	<p>A dedicated room equipped with around 15 PCs is available and will be in less demand during the hours that the LAD programmes will operate.</p> <p>However, the norm would be for the type of student on these programmes to have their own laptop, i-pad, etc and free wi-fi is available throughout the building.</p>
<p>21.5 Are there suitable facilities for quiet individual study space and also for group work?</p>	<p>The small library and an adjacent room are available for quiet study.</p> <p>Most of the classrooms will also be vacant and available during the evenings and weekends.</p>
<p>22. Academic Staffing</p>	
<p>22.1 Are the existing staff proposed for teaching on the course appropriately qualified and experienced?</p>	<p>Existing approved LAD staff will be responsible for delivery. As with London, they will be supplemented by specialist expert guest lecturers as required.</p>
<p>22.2 Are any additional staff appointments required to enable the course to be delivered effectively?</p>	<p>It is not intended to use Link-based staff in the first instance. This will be reviewed at a later date.</p> <p><i>Action: If Link-based staff are to be used in the future, their CVs must first be presented to the Joint Board of Study for approval. At this point, questions 22.4 to 22.6 will be considered.</i></p>
<p>22.3 What approval process for new academic staff will be used?</p>	<p>Proposals for additional staff will be considered by the Joint Board of Study.</p>
<p>22.4 Who will manage local academic staff?</p>	<p>N/A – see 22.2</p>
<p>22.5 What arrangements are in place for induction of local academic staff and inter-site staff communications?</p>	<p>N/A– see 22.2</p>
<p>22.6 How will local academic staff be prepared for delivering the course, including marking and moderation?</p>	<p>N/A– see 22.2</p>

<p>22.7 Are any staff development arrangements proposed to support existing academic staff in acquiring particular new expertise?</p>	<p>Existing staff will receive a briefing and an information pack to prepare them for delivering the programmes in Rome.</p>
<p>22.8 Is appropriate technical and administrative support available?</p>	<p>The LAD Rome Programme Co-ordinators will be the first point of contact for academic staff.</p> <p>Classroom support staff will assist academics with equipment, classroom set-up, etc.</p>
<p>22.9 Do the overall staffing arrangements suggest that sufficient expertise will be available for the effective delivery of the intended curriculum?</p>	<p>Initial staffing plans indicate that there is sufficient resource to deliver the programmes, but this should be monitored closely.</p> <p>The fact that academic staff will be travelling on a regular basis increases the risk of lectures being cancelled in Rome (or London) due to cancelled flights, etc. The Rome development and any future growth may impact on the ability of current staff to deliver the programmes and additional staff may be required.</p> <p><i>Action: Report to JBOS from Spring 2013 onwards on academic staffing and Rome arrangements, highlighting any logistical issues that have arisen.</i></p>
<p>23. Administration and Management</p>	
<p>23.1 Administrative support arrangements including respective involvement of and communications between centres</p>	<p>Programme Co-ordinators in Rome will act as first point of contact for students and academic staff. These staff will liaise closely with London administrative staff on the delivery of the programmes.</p> <p>The Postgraduate Office at Link will provide an additional source of support as and when required.</p> <p>Regular video-conference meetings between administrative staff in London and Rome will take place to ensure close co-operation.</p>
<p>23.2 What training and induction will be in place for support staff at the new centre?</p>	<p>Before the first cohort begins, the Rome Programme Co-ordinators will spend time shadowing London staff to familiarise themselves with LAD policies and procedures and to be trained on any relevant systems.</p>

23.3 Staffing, location and hours of operation of administration office for new centre.	<p>The LAD Programme Co-ordinators will be allocated office space from which to operate.</p> <p>Hours of operation TBA, but will include evenings and weekends.</p> <p>Action: confirm office hours of LAD Programme Co-ordinators.</p>
23.4 Who will manage local support and administration?	<p>Line management will be provided by the Link Direttore Generale, Pasquale Russo.</p> <p>Prof Joseph Mifsud of LAD will provide operational management.</p>
23.5 How will student records be kept?	<p>LAD student records are currently stored on Salesforce and the INTO version of SITS.</p> <p>Records of LAD Rome students will also be stored on the Link student records system.</p> <p>Discussions are taking place about the possible use of the UEA SITS student information system.</p>
23.6 How will assessment results be recorded and reported?	<p>A database is being created for LAD assessment results. Discussions are taking place about the possible use of the UEA SITS student information system.</p>
23.7 How will assessment results be notified to students?	<p>This will depend on which system is used.</p> <p>Action: confirm the systems to be used for student records and assessment results and how students will be notified about their results.</p>
23.8 What administrative support will be available for academic staff in delivery of the programmes?	<p>The LAD Rome Programme Co-ordinators will be the first point of contact for academic staff.</p> <p>Classroom support staff will assist academics with equipment, classroom set-up, etc.</p>
24. Quality Assurance Processes	
24.1 How will activities and staff at the new centre be incorporated into existing quality assurance processes?	<p>The new centre will adopt the same quality assurance processes as LAD London.</p> <p>The UEA Joint Board of Study (JBOS) for LAD will be extended to include the new centre.</p> <p>Meetings will be held alternately between London and Rome for at least the first year, with those members unable to travel taking part via videoconference.</p>

APPENDIX 3

<p>24.2 How will the student experience be monitored and consistency between centres ensured?</p>	<p>Student representatives will be appointed at the new centre and course committee reports will be monitored by the JBOS. Communications between both sets of student representatives will be facilitated to allow students to share experiences.</p>
<p>24.3 How will academic appeals and complaints be managed at the new site?</p>	<p>The existing LAD academic appeals procedure will be used, with the local support staff at the new centre liaising with their counterparts in London to provide information to the Dean, UEA London for Stage One appeals. Stage two appeal hearings will be held via videoconference, with the student remaining in the new centre and the UEA appeals Panel in Norwich or London. A representative of the UEA Partnerships Office will travel to the new centre to support the process and the student.</p> <p>Complaints will be handled locally in the first instance, involving the INTO complaints procedure if they are not resolved locally.</p>
<p>24.4 What will the arrangements for exam boards be?</p>	<p>Exam boards will take place in London, with members from the new centre travelling or taking part via videoconference. Appropriate representation of staff delivering at the new centre must be ensured.</p>
<p>24.5 How will the arrangements for External Examining ensure parity across sites?</p>	<p>A single External Examiner currently covers the London operation. An additional External Examiner will be appointed to allow for the increase in provision. Both externals will cover both sites, dividing up work as appropriate.</p> <p>Arrangements including the timing of boards will be organised to allow for the External Examiners to review students' work from both sites.</p> <p>Action: LAD to propose additional External Examiner for UEA approval.</p>
<p>24.6 How will assessment marks be moderated between sites?</p>	<p>LAD academics will conduct marking and moderation as with the current operation.</p> <p>Marks for both sites will be reported separately to allow comparison between sites, and together to provide a view of each module.</p>

25. Graduation and certificates	
25.1 What graduation arrangements will be in place for students at the new centre?	Students will attend a ceremony in the Link auditorium in Rome. This is currently held in December each year and therefore it may be necessary to hold a separate ceremony for LAD students due to the timing of the programmes.
25,2 What additional requirements are there for certificates and/or transcripts?	<p>A Diploma Supplement, showing credits in accordance with the European Credit Transfer System (ECTS) is required for students at the new centre.</p> <p>Students will be granted an award by each institution (known as a dual award).</p>

Changes to African scholarship programme

University of East Anglia Africa PhD Scholarship Programme

1. There shall be a Scholarship awarded every three years, commencing in the academic session 2013-14, the University's 50th anniversary year, to be known as the University of East Anglia Africa PhD Scholarship. The final Scholarship will be awarded in the academic session 2022-23.
2. The purpose of the Scholarship is to provide African-born graduate students with the opportunity to pursue doctoral studies at the University.
3. African-born students who have already been offered a place to study at the University of East Anglia will be eligible to apply for the Scholarship.
4. The deadline for applicants will be 1 June each year in respect of those proposing to commence the first year of a PhD degree starting in the next academic year at the University of East Anglia.
5. The Scholarship will be awarded on a competitive basis and will take effect on the registration of the successful applicant with the University.
6. One new Scholarship will be awarded every three years and will continue for a maximum of three years, subject to confirmation of the satisfactory progress of the recipient on an annual basis by the student's main supervisor.
7. The value of the first Scholarship shall be £30,000, which shall be payable in instalments of £10,000 per year as a tuition fee reduction. The funds available for the Scholarships shall be reviewed every three years.
8. Details of the Scholarship will be publicised to all eligible students with appropriate information on selection criteria, application timescales and value of award. Awards will be made on the basis of academic excellence.
9. The Scholarship will be awarded by the Vice-Chancellor on the recommendation of a Selection Committee comprising the Academic Director of Postgraduate Research Programmes, an Associate Dean of Postgraduate Research Programmes and a Senior International Officer.
10. If, in any year, two candidates are judged to be of sufficient and equal merit, the Scholarship may be divided. There shall be a maximum of two winners in any one year.
11. If, in any year, no candidate is judged to be of sufficient merit, the Scholarship shall not be awarded and the payment will roll forward to the following year.
12. Recipients will be known as University of East Anglia Africa Scholars and the winning candidate(s) shall be required to attend at least one event for publicity purposes.