

**LTC12D165**

**Title:** *SSF LTQC Course Approvals*  
**Author:** Heather Reynolds  
**Date:** 13/6/13  
**Circulation:** Learning & Teaching Committee – 26 June 2013  
**Agenda:** LTC12A006  
**Version:** Final Version  
**Status:** Open

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#### **Issue**

To receive minor changes course proposal for **DEV BSc Int Dev with Env & Society changing to BSc International Development and the Environment also BSc Int Dev with Env & Society (with OS Exp) changing to BSc Int Dev and the Env (with OS Exp)** from the Faculty of Social Sciences, Teaching and Quality Committee.

#### **Recommendation**

None.

#### **Resource Implications**

None.

#### **Risk Implications**

None.

#### **Equality and Diversity**

None.

#### **Timing of decisions**

SSF LTQC approved 13/6/13

#### **Further Information**

Contact details: Heather Reynolds, Learning and Teaching Coordinator, telephone 01603 592517, email: [h.reynolds@uea.ac.uk](mailto:h.reynolds@uea.ac.uk), for any queries/further information relating to this document.

#### **Background**

N/A

#### **Discussion**

N/A

#### **Attachments**

Minor Changes Course Proposal.



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
BSc International Development and the Environment		N	U1L2F7303
<b>School(s) of study &amp; Faculty</b>			
School of International Development			
<b>Proposer &amp; proposer's school</b>			
Edward Anderson, School of International Development			
<b>Proposed start date (of new course or of changes)</b>			<i>note 2</i>
September 2013			
<b>I can confirm that this proposal meets the criteria for using the Minor Changes Course Proposal Form</b> <i>note 3</i>			Y

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>	International Development
	<b>b</b>	<b>FACULTY or FACULTIES</b>	Social Science
<i>note S1c</i>	<b>c</b>	<b>JOINT COURSE?</b> (ie owned/taught by more than one School)	<b>NO</b>
	<b>d</b>	<b>NAME OF COURSE DIRECTOR</b> (Home School)	John McDonagh
	<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 Development and the Environment
<i>note S2b</i>	<b>b</b>	<b>COURSE CODE</b>	U1L2F7303
<i>note S2c &amp; S2d</i>	<b>c</b>	<b>AWARD</b>	<b>BSc (Hons)</b>
	<b>d</b>	<b>EXIT AWARD(S) AND TITLE(S)</b>	Dip or Cert HE
	<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>	September 2013
<b>S3</b> <i>note S3a</i>	<b>a</b>	<b>PROFESSIONAL AWARD (if any)</b>	n/a
		<b>ACCREDITING/VALIDATING BODY (if relevant)</b>	n/a
<i>note S3b</i>	<b>b</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	6
		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>		Area Studies, Environmental Science, Geography			
<b>S8</b> <i>note</i> S8	<b>ENTRY REQUIREMENTS</b>		ABB (typical offer)			
<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		L2F7			
<b>S11</b> <i>note</i> S11	<b>FURTHER INFORMATION</b> available via...		<a href="http://www.uea.ac.uk/international-development/undergraduate-degrees">http://www.uea.ac.uk/international-development/undergraduate-degrees</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>The School is one of the world's leading institutions for research and teaching on the interface between the environment and poverty reduction. This degree programme concentrates on natural resources and environmental issues in development, such as climate change, water security, coastal ecosystems and forest conservation, biological diversity and sustainability. Links are made between the environment, questions of policy, and people's livelihoods and poverty reduction. This degree is flexible and allows you to combine areas of interest that link topics, regions and themes together.</p> <p><b>Year 1</b> We introduce you to contemporary debates and issues in international development. You will take the module: Introduction to Development Studies alongside Evidence in Development and Introduction to Natural Resources and Development. You will also have the opportunity to study two other subject areas, from Economics, Social Anthropology and Politics, and Human Geography.</p> <p><b>Year 2</b> You will select and continue with the Environment and Natural Resource subject area, and study the research methods and techniques used to analyse environment and development questions (quantitative and/or qualitative). You can also continue with one of the other disciplinary subject areas if you wish (eg social anthropology), or can select from a choice of issue-related or regional modules, for example: Education and Development, Gender and Development, South Asian Development, Latin American Development or Sub-Saharan African Development. There is also an opportunity to study a module from a different School, for example a language or a module from the School of Environmental Sciences.</p> <p><b>Year 3</b> Your third year begins with a field course, which is actually scheduled at the end of year 2 in June. The field course has been running successfully for many years and students visit either Scotland or Ireland to explore topics such as human-environment conflicts and conservation, using standard techniques as well as participatory or rapid</p>					

	rural assessments. You will write a dissertation (research project) on a development topic of personal interest, supervised by a member of staff who has expertise in the area of research. While doing your dissertation you will also be able to study a module such as Wars, Humanitarian Crises and Aid, Gender and Development, Education and Development, or a module in another School (for example a language). In the spring semester you will choose options such as Development Practice (to develop specialist practical work skills), Contemporary Issues in Resource Development and Conservation, or one of the regional modules.
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\*\*\*\*Please copy and paste the above table for additional (related) courses\*\*\*\*

<b>S13</b>	<b>RATIONALE FOR PROPOSAL</b>
<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 degree programme “<b>BSc. International Development with Environment and Society</b>” has been in place for around five years now. Having fielded questions on its content and emphasis from both current and prospective students, we now feel that the course could be more simply and clearly named.</p> <p>In particular, we propose to dispense with the word “society” as this can be interpreted in different ways, some quite narrow, and therefore rename the degree “<b>BSc. International Development and the Environment.</b>” We feel this title clearly reflects course content and is readily interpreted by prospective students. We are confident that the combination of these two disciplines remains marketable, popular and relevant in today’s recruitment climate.</p> <p>The distinctive core of the course will not be changed, comprising the compulsory modules Introduction to Natural Resources and Development (Year 1), Natural Resources and Development (Year 2), Contemporary Issues in Resource Development and Conservation, and the Field Course (Year 3). All of the content in these modules addresses our understanding of issues at the interface of International Development and the Environment. These modules deliver clear learning progression covering core thinking around natural resources management, environmental policy &amp; governance, analysis, environmental degradation, production challenges and other key areas.</p> <p>It is the belief of the teaching staff on these modules that this range of content sits more comfortably within the slightly broader degree title proposed. The optional modules available to students on the degree will also not be affected by the name change.</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.)					
	<p>International Development attracts an international student body, from diverse socio-economic and personal backgrounds. We traditionally attract a small number of mature students, whose contributions to the school community are particularly valued.</p> <p>DEV is actively involved in outreach, including visits to targeted schools in East Anglia, and forging links with A-Level teachers of geography and world development. Faculty also visit international schools in Asia, Africa and Latin America when in the</p>					

	area, to promote DEV and UEA. Admission recognises the importance of and encourages applications from non-traditional students.		
<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>		
<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
	SSLCs have not been consulted since the name change does not affect any current students, it only affects applicants.		
<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)	
<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)?		
	Current students will not be affected by the proposed name change, which will only apply to students starting in 2013/14.		
<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.		
	Following discussions with Undergraduate Admissions team (contact person Lindsay Green), it has been agreed that subject to final approval of the name change, the Admissions team will contact applicants to this degree informing them of the change and the rationale, but stressing that no substantive changes have been made. Applicants will then be given the opportunity to discuss this further with the DEV Course Director of the degree programme should they wish.		
<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>		None
<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>		
	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>		
	No		
<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> <i>BC5.4</i>	<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>	Yes
		<b>NO</b>	
	<b>If YES, please specify Course name, UCAS Code(s) / Course codes</b>		
	BSc International Development with Environment and Society, L2F7/U1L2F7303		
<b>b</b>	<b>IS/ARE ANY COURSE(S) TO BE CLOSED TO NEW APPLICANTS AS PART OF THIS PROPOSAL?</b>	<b>YES</b>	Yes
		<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>		
	BSc International Development with Environment and Society, L2F7/U1L2F7303		
<b>c</b>	<b>Please give an indicative number of teaching hours released within the school in any one year by the closure of the courses listed above</b>		None

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

<b>BC7</b> <i>note</i> <i>BC7</i>	<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?				

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	Standard UG Regs	
Stage 2	Level 5	2	40	Standard UG Regs	Cert (Level 4 complete)
Year Abroad / in Industry		N/A	N/A	N/A	N/A
Stage 3	Level 6	3	60	Standard UG Regs	Dip (Level 5 complete)
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?	DEV-BSC			
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)		
I confirm that the title change is likely to have an impact on graduate destinations. Anne Hillary 5.6.13			
AC10.2	Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate)		
No comments to make. Julia Jones 10.6.13			
AC10.2	Equality & Diversity Manager (PPE)		
No response received			

<b>AC11</b>	<b>PROPOSER'S RESPONSE TO COMMENTS IN AC9 &amp; AC10 ABOVE</b>		
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*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	50	25-50	25-50		
1.2	Percentage of assessment by practical exams	0	0	0		
1.3	Percentage of assessment by coursework	50	50-75	50-75		
1.4	Percentage of time in scheduled learning and teaching activities	25	20	15		
1.5	Percentage of time in guided independent study	75	80	85		
1.6	Percentage of time on placements	0	0	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	Shawn McGuire	Shawn McGuire	12/6/13
AP1.2	Head of School (on behalf of School Board)	Steve Russell	Steve Russell	12/6/13
AP1.3	Dean of Faculty (on behalf of Faculty Executive)	Neil Ward	Neil Ward	13/6/13
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:	Steve Russell	Steve Russell	12/6/13
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

AP2.2	Faculty Associate Dean (for Faculty LTQC)	Name	Signature	Date
	Approved:	Helena Gillespie	Helena Gillespie	13/6/13
	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>				<b>SCHOOL</b>
<b>NEW COURSE?</b>	<b>Y</b>	<b>N</b>	<b>If NO, please enter existing course code</b>	
<b>DEGREE AWARD (e.g. BSc/MA)</b>				
<b>TITLE OF PROGRAMME</b>				
<b>START DATE</b>			<b>LENGTH OF COURSE</b>	
Course Approved by:		Name of Committee Chair		Date of approval
<b>Faculty Learning and Teaching Quality Committee (FLTQC)</b>				
<b>Learning and Teaching Committee (LTC)</b>				
<b>RELEVANT OFFICE INFORMED? *insert date</b>				
<b>Planning Office</b>	<b>Admissions and Marketing</b>		<b>Learning and Teaching Service</b>	<b>Union of UEA Students</b>
*	*		*	*
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>		





LEARNING &amp; TEACHING SERVICE

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School of International Development			
<b>Proposer &amp; proposer's school</b>			
Edward Anderson, School of International Development			
<b>Proposed start date (of new course or of changes)</b>			<i>note 2</i>
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<b>I can confirm that this proposal meets the criteria for using the Minor Changes Course Proposal Form</b> <i>note 3</i>			Y

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>	International Development
	<b>b</b>	<b>FACULTY or FACULTIES</b>	Social Science
<i>note S1c</i>	<b>c</b>	<b>JOINT COURSE?</b> (ie owned/taught by more than one School)	<b>NO</b>
	<b>d</b>	<b>NAME OF COURSE DIRECTOR</b> (Home School)	John McDonagh
	<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 Development and the Environment with Overseas Experience
<i>note S2b</i>	<b>b</b>	<b>COURSE CODE</b>	U1L2FR303
<i>note S2c &amp; S2d</i>	<b>c</b>	<b>AWARD</b>	<b>BSc (Hons)</b>
	<b>d</b>	<b>EXIT AWARD(S) AND TITLE(S)</b>	Dip or Cert HE
	<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>	September 2013
<b>S3</b> <i>note S3a</i>	<b>a</b>	<b>PROFESSIONAL AWARD (if any)</b>	n/a
		<b>ACCREDITING/VALIDATING BODY (if relevant)</b>	n/a
<i>note S3b</i>	<b>b</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	6
		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	X	NO
			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>		Area Studies, Environmental Science, Geography		
<b>S8</b> <i>note</i> S8	<b>ENTRY REQUIREMENTS</b>		ABB (typical offer)		
<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		L2FR		
<b>S11</b> <i>note</i> S11	<b>FURTHER INFORMATION</b> available via...		<a href="http://www.uea.ac.uk/international-development/undergraduate-degrees">http://www.uea.ac.uk/international-development/undergraduate-degrees</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>The School is one of the world's leading institutions for research and teaching on the interface between the environment and poverty reduction. This degree programme concentrates on natural resources and environmental issues in development, such as climate change, water security, coastal ecosystems and forest conservation, biological diversity and sustainability. Links are made between the environment, questions of policy, and people's livelihoods and poverty reduction.</p> <p>This degree is flexible and allows you to combine areas of interest that link topics, regions and themes together. You will spend 3-4 months overseas in the final year, either studying at a university overseas, or working on a development project. This provides some valuable insights and practical experience which employers value.</p> <p><b>Year 1</b> We introduce you to contemporary debates and issues in international development. You will take the module: Introduction to Development Studies alongside Evidence in Development and Introduction to Natural Resources and Development. You will also have the opportunity to study two other subject areas, from Economics, Social Anthropology and Politics, and Human Geography.</p> <p><b>Year 2</b> You will select and continue with the Environment and Natural Resource subject area, and study the research methods and techniques used to analyse environment and development questions (quantitative and/or qualitative). You can also continue with one of the other disciplinary subject areas if you wish (eg social anthropology), or can select from a choice of issue-related or regional modules, for example: Education and Development, Gender and Development, South Asian Development, Latin American Development or Sub-Saharan African Development. There is also an opportunity to study a module from a different School, for example a language or a module from the School of Environmental Sciences.</p> <p><b>Year 3</b></p>				

	<p>Your third year begins with a field course, which is actually scheduled at the end of year 2 in June. The field course has been running successfully for many years and students visit either Scotland or Ireland to explore topics such as human-environment conflicts and conservation, using standard techniques as well as participatory or rapid rural assessments. You will write a dissertation (research project) on a development topic of personal interest, supervised by a member of staff who has expertise in the area of research.</p> <p>You will take up a work placement overseas during the autumn semester, for example working on a forestry project in India, or water basin management, or for a community organisation or public agency. You could also study at an overseas university, for example in South Africa. In the spring semester you will choose options such as Development Practice (to develop specialist practical work skills), Contemporary Issues in Resource Development and Conservation, or one of the regional modules.</p>
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\*\*\*\*Please copy and paste the above table for additional (related) courses\*\*\*\*

<b>S13</b>	<b>RATIONALE FOR PROPOSAL</b>
<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 degree programme “<b>BSc. International Development with Environment and Society with Overseas Experience</b>” has been in place for around five years now. Having fielded questions on its content and emphasis from both current and prospective students, we now feel that the course could be more simply and clearly named.</p> <p>In particular, we propose to dispense with the word “society” as this can be interpreted in different ways, some quite narrow, and therefore rename the degree “<b>BSc. International Development and the Environment with Overseas Experience.</b>” We feel this title clearly reflects course content and is readily interpreted by prospective students. We are confident that the combination of these two disciplines remains marketable, popular and relevant in today’s recruitment climate.</p> <p>The distinctive core of the course will not be changed, comprising the compulsory modules Introduction to Natural Resources and Development (Year 1), Natural Resources and Development (Year 2), Contemporary Issues in Resource Development and Conservation, and the Field Course (Year 3). All of the content in these modules addresses our understanding of issues at the interface of International Development and the Environment. These modules deliver clear learning progression covering core thinking around natural resources management, environmental policy &amp; governance, analysis, environmental degradation, production challenges and other key areas.</p> <p>It is the belief of the teaching staff on these modules that this range of content sits more comfortably within the slightly broader degree title proposed. The optional modules available to students on the degree will also not be affected by the name change.</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.)					
	<p>International Development attracts an international student body, from diverse socio-economic and personal backgrounds. We traditionally attract a small number of mature students, whose contributions to the school community are particularly valued.</p> <p>DEV is actively involved in outreach, including visits to targeted schools in East Anglia, and forging links with A-Level teachers of geography and world development. Faculty also visit international schools in Asia, Africa and Latin America when in the</p>					

	area, to promote DEV and UEA. Admission recognises the importance of and encourages applications from non-traditional students.		
<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>		
	All students undertaking placements are required to complete the School ethical approval process. Any contact with vulnerable groups is subject to approval only by the School Ethics Committee.		
<b>BC 5.2</b> <i>note</i> <i>BC5.2</i>	<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
	SSLCs have not been consulted since the name change does not affect any current students, it only affects applicants.		
<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)	
<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)?		
	Current students will not be affected by the proposed name change, which will only apply to students starting in 2013/14.		
<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.		
	Following discussions with Undergraduate Admissions team (contact person Lindsay Green), it has been agreed that subject to final approval of the name change, the Admissions team will contact applicants to this degree informing them of the change and the rationale, but stressing that no substantive changes have been made. Applicants will then be given the opportunity to discuss this further with the DEV Course Director of the degree programme should they wish.		
<b>BC5.3</b> <i>note</i> <i>BC5.3</i>	<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>		None
<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>		
	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>		
	No		
<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> BC5.4	<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>	Yes
		<b>NO</b>	
	<b>If YES, please specify Course name, UCAS Code(s) / Course codes</b>		
	BSc International Development with Environment and Society with Overseas Experience, L2FR/U1L2FR303		
<b>b</b>	<b>IS/ARE ANY COURSE(S) TO BE CLOSED TO NEW APPLICANTS AS PART OF THIS PROPOSAL?</b>	<b>YES</b>	Yes
		<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>		
	BSc International Development with Environment and Society with Overseas Experience, L2FR/U1L2FR303		
<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>	None	

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

<b>BC7</b> <i>note</i> BC7	<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?				

AC2 note 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	1	0	Standard UG Regs	
Stage 2	Level 5	2	40	Standard UG Regs	Cert (Level 4 complete)
Year Abroad / in Industry		N/A	N/A	N/A	N/A
Stage 3	Level 6	3	60	Standard UG Regs	Dip (Level 5 complete)
Stage M	Level 7				



<b>AC3</b>	<b>BOARD OF EXAMINERS</b>			
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?	DEV-BSC		
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 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 AC7</i>	<b>DEFINED CHOICE</b>
	<b>NOT REQUIRED</b>

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

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AC9	COMMENTS/FEEDBACK FROM EXTERNAL PROFESSIONALS/ BODIES		
	Is this course accredited or validated by a Professional, Statutory or Regulatory Body (PSRB)?	YES	
		NO	X
	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 <i>ACADEMIC CONTENT</i> of the proposal		
Date of circulation:			
AC10.1	Careers Manager (CCEN)		
I confirm that the title change is likely to have an impact on graduate destinations. Anne Hillary 5.6.13			
AC10.2	Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate)		
No comments to make. Julia Jones 10.6.13			
AC10.2	Equality & Diversity Manager (PPE)		
No response received			

AC11	PROPOSER'S RESPONSE TO COMMENTS IN AC9 & AC10 ABOVE		

*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	50	25-50	25-50		
1.2	Percentage of assessment by practical exams	0	0	0		
1.3	Percentage of assessment by coursework	50	50-75	50-75		
1.4	Percentage of time in scheduled learning and teaching activities	25	20	15		
1.5	Percentage of time in guided independent study	75	80	85		
1.6	Percentage of time on placements	0	0	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	Shawn McGuire	Shawn McGuire	12/6/13
AP1.2	Head of School (on behalf of School Board)	Steve Russell	Steve Russell	12/6/13
AP1.3	Dean of Faculty (on behalf of Faculty Executive)	Neil Ward	Neil Ward	13/6/13
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:	Steve Russell	Steve Russell	12/6/13
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

AP2.2	Faculty Associate Dean (for Faculty LTQC)	Name	Signature	Date
	Approved:	Helena Gillespie	Helena Gillespie	13/6/13
	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**

<i>Note N1</i>	<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>				<b>SCHOOL</b>
<b>NEW COURSE?</b>	<b>Y</b>	<b>N</b>	<b>If NO, please enter existing course code</b>	
<b>DEGREE AWARD (e.g. BSc/MA)</b>				
<b>TITLE OF PROGRAMME</b>				
<b>START DATE</b>			<b>LENGTH OF COURSE</b>	
Course Approved by:		Name of Committee Chair		Date of approval
<b>Faculty Learning and Teaching Quality Committee (FLTQC)</b>				
<b>Learning and Teaching Committee (LTC)</b>				
<b>RELEVANT OFFICE INFORMED? *insert date</b>				
<b>Planning Office</b>	<b>Admissions and Marketing</b>		<b>Learning and Teaching Service</b>	<b>Union of UEA Students</b>
*	*		*	*
sis.records@uea.ac.uk	arm.operations@uea.ac.uk		Email the LTS coordinator responsible for the course	union.academic@uea.ac.uk

<i>Note N1</i>	<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>		