



**LTC14D172**

**Title:** *SSF LTQC Course Approvals*  
**Author:** Heather Reynolds  
**Date:** 6.3.14  
**Circulation:** Learning and Teaching Committee – 18 March 2015  
**Agenda:** LTC14A004  
**Version:** Final Version  
**Status:** Open

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**Issue**

To receive minor changes course proposal for **LLB Law with American Law** from the Faculty of Social Sciences Learning, Teaching and Quality Committee.

**Recommendation**

None.

**Resource Implications**

None.

**Risk Implications**

None.

**Equality and Diversity**

None.

**Timing of decisions**

SSF LTQC approved 6.3.15

SSF EXEC approved 5.2.15

**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		
LLB Law with American Law	Y	Nx	U1M123401/2/3		
School(s) of study & Faculty					
LAW					
Proposer & proposer's school					
Gillian Daly, LAW					
Proposed start date (of new course or of changes)			<i>note 2</i>		
For students joining in 2015/16 academic year					
I can confirm that this proposal meets the criteria for using the Minor Changes Course Proposal Form <i>note 3</i>			<table border="1"> <tr> <td>xY</td> <td>N</td> </tr> </table>	xY	N
xY	N				

This form is in 5 parts:

- |        |   |
|--------|---|
| Part 1 | Summary and Rationale                           |
| Part 2 | Impact Assessment                               |
| Part 3 | Academic Case including Programme Specification |
| Part 4 | Key Information Set (KIS) data                  |
| Part 5 | Approvals and Notification                      |

The initiator is responsible for completing parts 1-4

## UEA LEARNING &amp; TEACHING SERVICE

## MINOR CHANGES COURSE PROPOSAL

## Part 1 SUMMARY AND RATIONALE

Course One				
<b>S1</b>	<b>a</b>	<b>SCHOOL(S) OF STUDY</b>	LAW	
<i>note S1c</i>	<b>b</b>	<b>FACULTY or FACULTIES</b>	SSF	
	<b>c</b>	<b>JOINT COURSE?</b> (ie owned/taught by more than one School)	<b>YES</b>	
			<b>NO</b> x	
	<b>d</b>	<b>NAME OF COURSE DIRECTOR</b> (Home School)	Gillian Daly, LAW	
	<b>e</b>	<b>NAME OF DEPUTY COURSE DIRECTOR</b> (partner School, for Joint Courses only)	None	
<b>S2</b> <i>note S2a</i>	<b>a</b>	<b>COURSE TITLE</b>	LLB Law with American Law	
<i>note S2b</i>	<b>b</b>	<b>COURSE CODE</b>	U1M123401	
<i>note S2c &amp; S2d</i>	<b>c</b>	<b>AWARD</b>	LLB	
	<b>d</b>	<b>EXIT AWARD(S) AND TITLE(S)</b>	LLB Law with American Law	
	<b>e</b>	<b>FULL/PART-TIME (please specify)</b>	Full time	
	<b>f</b>	<b>LOCATION (UEA Norwich, UEA London, Distance Learning)</b>	UEA Norwich	
	<b>g</b>	<b>AVAILABLE FROM:</b>	Already available. The proposed course profile will run for students joining in 2015/16	
<b>S3</b> <i>note S3a</i>  <i>note S3b</i>	<b>a</b>	<b>PROFESSIONAL AWARD (if any)</b>	-	
	<b>b</b>	<b>ACCREDITING/VALIDATING BODY (if relevant)</b>	Solicitors Regulation Authority	
		<b>Website (URL)</b>	<a href="http://www.sra.org.uk/home/home.page">http://www.sra.org.uk/home/home.page</a>	
		<b>Date when accreditation/validation may take place</b>	Validated in 2013	
<b>S4</b> <i>note S4</i>	<b>LEVEL</b>	Sub-degree (e.g. Cert. Dip.)		
		Undergraduate	x	
		Integrated Masters		
		Masters		
		Other postgraduate (please specify)		

<b>S5</b> <i>note</i> S5a	<b>a</b>	<b>DURATION</b> (years or months)	4 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>		QAA Law			
<b>S8</b> <i>note</i> S8	<b>ENTRY REQUIREMENTS</b>		AAA			
<b>S9</b>	<b>JACS Subject Level Code(s)</b> To be completed by the Planning Office following approval of the Business Case					
<b>S10</b>	<b>UCAS ADMISSION CODE / COURSE CODE</b> To be completed by the Planning Office following approval of the Business Case					
<b>S11</b> <i>note</i> S11	<b>FURTHER INFORMATION</b> available via...					
<b>S12</b>	<b>COURSE HIGHLIGHTS</b> (for publication in University Prospectus / Website / other publicity) <b>NB</b> Please include employability prospects/career possibilities					
<i>note</i> S12	n/a – the course is already profiled in the university prospectus and website.					

\*\*\*\*Please copy and paste the above table for additional (related) courses\*\*\*\*

<b>S13</b>	<b>RATIONALE FOR PROPOSAL</b>
<i>note</i> S13	Please explain why you are proposing this/these new course(s) or these course amendments, and why this proposal is being offered at this time. See guidance notes for further indication of what to include in this section.
	The course amendment proposed will not change the content of the course but will merely restructure the delivery of the American Law teaching in the first and second year so that both of the American Law modules (Introduction to American Law and US Constitutional Method) are taught in the second year. This amendment will entail moving 'Introduction to American Law' from the spring semester of the first year to the autumn semester of the second year. This module will replace 'US Constitutional Method', which will move to the spring semester of the second year. In order to accommodate these changes, 'Criminal Law', which is currently taken in the spring semester of the second year, will move to the spring semester of the first year, a change which will result in students taking this module at the same time and level as the main LLB Law cohort.

The course profile will change as follows:

	Current Profile	Amended profile
Year 1 – Autumn	English Legal Process; Legal Method, Skills and Reasoning; Constitutional and Administrative Law	unchanged
Year 1 – Spring	<u>Introduction to American Law</u> ; Contract Law; Law in Practice	<u>Criminal Law</u> ; Contract Law, Law in Practice
Year 2 - Autumn	<u>US Constitutional Method</u> ; Land Law; Law of Trusts	<u>Introduction to American Law</u> ; Land Law; Law of Trusts
Year 2 - Spring	<u>Criminal Law</u> ; Tort; optional choice	<u>US Constitutional Method</u> ; Tort; optional choice

The rationale for this change is to allow the course director to manage numbers on the year abroad. The Law School has a limited number of places at US law schools. Most years, some of these places go unused as, even when recruitment targets are met, numbers fall as a result of students not registering for the course, intercalating, transferring, or failing to meet the progression requirements. Under the current profile, as American Law teaching commences in the spring semester of the first year, it is not possible to transfer students onto the programme after Christmas of the first year. The proposed changes will allow the course director to offer transfers prior to the commencement of the second year on the basis of performance in the first year assessments.

These amendments are beneficial to students as they ensure that the maximum number in each year group are offered the opportunity to study in the US. This is a particularly valuable opportunity as few UK law schools are able to offer a US year abroad and postgraduate study there is expensive due to the high level of US tuition fees. In the long term, the amendments will contribute to the sustainability of the American Law programme by ensuring that we send more consistent numbers of students to each of our partner institutions. This will strengthen relations with those institutions and protect the financial viability of a programme based on reciprocal fee waivers/scholarships.

## 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>	<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.)		
	N/A		
<b>c</b>	<b>Will students undertake placements/ come into direct contact with vulnerable groups as part of their study? If so, will a CRB be required?</b>		
	No		

<b>BC 5.2</b> <i>note</i> BC5.2	<b>CURRENT STUDENTS AND/OR APPLICANTS</b>		
<b>a</b>	<b>Have School SSLCs been consulted regarding this proposal? If YES, what has been their input/response?</b>	<b>YES</b>	X
		<b>NO</b>	
	See School response (AC11).		
<b>b</b>	<b>Will any current students or applicants be affected by this proposal?</b>	<b>YES</b>	
		<b>NO</b> (go to 5.3)	<b>x</b>
	No current students will be affected. As regards applicants, although the order of the modules will change from that advertised on the website, the content of the programme will remain the same.		
<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)?		
	No current students are affected.		
<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.		
	Although the order of the modules will change from that advertised to applicants on the website, the content of the programme will remain the same. ARM have confirmed that it is not necessary to inform applicants about this change.		
<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>  There will be implications for the timing of individual staff's teaching but no increase in workload.		
<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>		
	N/A		
<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>		

	N/A		
<b>g</b>	<b>Are any other teaching adjustments required? For example, will new modules be introduced, other modules withdrawn or combined?</b>		
	N/A		
<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>	
		<b>NO</b>	x
	<b>If YES, please specify Course name, UCAS Code(s) / Course codes</b>		
<b>b</b>	<b>IS/ARE ANY COURSE(S) TO BE CLOSED TO NEW APPLICANTS AS PART OF THIS PROPOSAL?</b>	<b>YES</b>	
		<b>NO</b>	x
	<b>If YES, please specify Course name, UCAS Code(s) / Course codes and date from which course(s) is to be withdrawn?</b>		
<b>c</b>	<b>Please give an indicative number of teaching hours <u>released</u> within the school in any one year by the closure of the courses listed above</b>	N/A	

<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)

<b>AC1</b>	<b>COURSE MANAGEMENT INFORMATION</b>				
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
	If so, how many modules and what is the credit volume for each module?				
AC1.2c	N/A				

<b>AC2</b> <i>note AC2.1</i>	<b>YEAR WEIGHTINGS AND PROGRESSION REQUIREMENTS (For undergraduate or integrated masters courses only)</b>				
	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	Year 1	0	Pass in all modules	
Stage 2	Level 5	Year 2	40%	55% aggregate and pass in all modules	
Year Abroad / in Industry		Year 3	0	Pass according to the marking system of the host institution	
Stage 3	Level 6	Year 4	60%	Pass in all modules	LLB
Stage M	Level 7				

<b>AC3</b>	<b>BOARD OF EXAMINERS</b>
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AC3.1	Is there an existing Board of Examiners?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
AC3.2a	If YES, which existing board will be responsible for the course?	Law UG Exam Board LAW-USA			
AC3.2b	If NO, please enter details for new board of examiners	N/A			
	Are any new external examiner(s) required?	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
AC3.3b	If yes, how many?	N/A			

<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
	<p>Year 1</p> <p>LEGAL METHOD, SKILLS AND REASONING</p> <p>CONSTITUTIONAL AND ADMINISTRATIVE LAW</p> <p>ENGLISH LEGAL PROCESS</p> <p>CONTRACT LAW</p> <p>PRINCIPLES OF CRIMINAL LAW</p> <p>LAW IN PRACTICE</p> <p>THE LAW OF TORT</p> <p>THE LAW OF TRUSTS</p> <p>LAND LAW</p> <p>US CONSTITUTIONAL METHOD</p> <p>INTRODUCTION TO AMERICAN LAW</p> <p>20 CREDITS OPTIONAL CHOICE</p> <p>Year 3</p> <p>YEAR ABROAD</p> <p>Year 4</p>

<p>EU LAW</p> <p>100 CREDITS</p> <p>OPTIONAL CHOICE</p>
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<b>AC4</b>	<b>MODULE OUTLINES FOR EXISTING COMPULSORY MODULES</b>
	NOT REQUIRED

<b>AC5</b>	<b>MINOR CHANGES TO EXISTING MODULES</b>
	NOT REQUIRED

<b>AC6</b>	<b>NEW MODULES</b>
	NOT REQUIRED

<b>AC 7</b> <i>note</i> AC7	<b>DEFINED CHOICE</b>
	NOT REQUIRED

<b>AC8</b> <i>note</i> AC8	<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?		
	N/A		

<b>AC9</b>	<b>COMMENTS/FEEDBACK FROM EXTERNAL PROFESSIONALS/ BODIES</b>		
	Is this course accredited or validated by a Professional, Statutory or Regulatory Body (PSRB)?	<b>YES</b>	x
		<b>NO</b>	
	If NO, go to AC10		
<i>note</i> AC9	If YES, please provide a summary of Professional, Statutory or Regulatory Body (PSRB) approval, if appropriate. Append any relevant documents as Appendix 3		

	The course was validated by the Solicitors Regulation Authority (SRA) in 2013.
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AC10	COMMENTS ON ACADEMIC CASE AND PROGRAMME SPECIFICATION	
COMPLETION OF THIS SECTION TO BE COORDINATED BY LEARNING AND TEACHING SERVICE (LTS) COORDINATOR		
<i>note</i> AC10	<p><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></p> <p><b>NB these comments should focus on the <i>ACADEMIC CONTENT</i> of the proposal</b></p>	
<b>Date of circulation:</b>	16.1.15	
AC10.1	Careers Manager (CCEN)	
A quick response to see I have looked at this and it looks fine from our perspective. 29.1.15 James Goodwin.		
AC10.2	Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate)	
<p>LTS comments</p> <p>1) Students need to be consulted via SSLC –this is now a requirement for all proposed changes to courses even though current students are going to be affected. We need to gauge their opinion on behalf of future students. This should be done before any sign off/reporting to LTC .</p> <p>2) Also, as modules are changing level, it needs to be clearly outlined as to how the proposed delivery is going to be assessed at the correct level (I can see that introduction to American Law may stay at level 4, but if it becomes level 5 then it will need different assessment/learning outcomes to align to that level. The principles of criminal law is currently set up on the system as: LAW-6014B LAW-4005B LAW-5023B (for graduate diploma, so a bit different – pass all components)</p> <p>Will this move completely to being a level 4 module, or will there be a level 6 module (for which courses) and how would the different levels be justified?</p> <p>There are similar issues for the Intro to American Law.</p> <p>Caroline Sauverin (6.2.15)</p>		
AC10.2	Equality & Diversity Manager (PPE)	
Nothing to add or any concerns to raise. Helen Murdoch. 3.2.15...		

AC11	PROPOSER'S RESPONSE TO COMMENTS IN AC9 & AC10 ABOVE
<i>note</i> AC11	<p>The students were consulted about the changes at the SSLC on 25 February 2015. The students' response was positive. One student noted that the opportunity to transfer onto the programme at the end of the first year was good, as some students do not consider going on a year abroad until they arrive at university. A student on the Law American programme noted that the change to the course profile would allow students to take the American Law teaching closer to the year abroad.</p> <p>Under the new course profile, Introduction to American Law will not run again until 2017/18 (as there will be no first year version next year). A level 5 module outline with appropriate learning aims and outcomes will be developed in advance of the course running.</p> <p>For Criminal Law, the students will be taught alongside the first year students on the existing level 4 Criminal Law module (4005B). The 5023B module will need to be retained for the Graduate Diploma students. The 6014B module will also need to be retained for students on the Law with French Law and Language programme, who take the module in their final year.</p>

**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	47%	50%	Year abroad	50%		
1.2	Percentage of assessment by practical exams	0	0	Year abroad	0		
1.3	Percentage of assessment by coursework	53%	50%	Year abroad	50%		
1.4	Percentage of time in scheduled learning and teaching activities	25%	25%	Year abroad	25%		
1.5	Percentage of time in guided independent study	75%	75%	Year abroad	75%		
1.6	Percentage of time on placements	0	0	Year abroad	0		
<b>KIS2</b>	<b>Professional Accreditation</b>						<i>Note KIS2</i>
2.1	Name of accrediting body (if applicable)						
	Solicitors Regulation Authority (SRA)						
2.2	Please give details, including any memberships, exemptions etc that the award confers. Please also give accrediting body website URL.						
	The LLB confers a qualifying law degree for England and Wales - <a href="http://www.sra.org.uk/students/courses/qualifying-law-degree-providers.page">http://www.sra.org.uk/students/courses/qualifying-law-degree-providers.page</a>						
2.3	Is the accreditation dependent on specific module choices? If so, please include URL of web pages where these details are outlined.						
	Yes - <a href="http://www.sra.org.uk/students/academic-stage.page">http://www.sra.org.uk/students/academic-stage.page</a>						

**MINOR CHANGES COURSE PROPOSAL**

**Part 5 APPROVALS AND NOTIFICATION**

**APPROVALS**

*Note AP*

<b>THIS SECTION WILL BE COORDINATED BY THE SECRETARY TO YOUR FACULTY TEACHING AND LEARNING QUALITY COMMITTEE (FLTQC)</b>				
<b>AP1</b>	<b>APPROVAL OF THE BUSINESS CASE</b>			
	<b>APPROVAL/SIGNATURES</b>	<b>Name</b>	<b>Signature/ evidence of approval</b>	<b>Date</b>
AP1.1	School Director of Learning, Teaching and Quality	Claudina Richards	Claudina Richards	6.3.15
AP1.2	Head of School (on behalf of School Board)	Peter Kunzlik	Peter Kunzlik	6.3.15
AP1.3	Dean of Faculty (on behalf of Faculty Executive)	Jacqueline Collier	Jacqueline Collier	5.2.15
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:	Peter Kunzlik	Peter Kunzlik	6.3.15
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

AP2.2	Faculty Associate Dean (for Faculty LTQC)	Name	Signature	Date
	Approved:	Ratula Chakraborty	Ratula Chakraborty	6.3.15
	Approved with amendments:			
	Rejected:			
	Comments (if any):			
AP2.3	PVC Academic (for LTC)	Name	Signature	Date
	Approved:	Submitted to LTC 6.3.15		
	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>		SSF		<b>SCHOOL</b>	
				LAW	
<b>NEW COURSE?</b>		Y	<b>N</b>	<b>If NO, please enter existing course code</b>	
				U1M123401/2/3	
<b>DEGREE AWARD (e.g. BSc/MA)</b>			LLB		
<b>TITLE OF PROGRAMME</b>			LLB Law with American Law		
<b>START DATE</b>		Sept 2015		<b>LENGTH OF COURSE</b>	
				4 Years	
Course Approved by:		Name of Committee Chair		Date of approval	
<b>Faculty Learning and Teaching Quality Committee (FLTQC)</b>		Ratula Chakraborty		6.3.15	
<b>Learning and Teaching Committee (LTC)</b>		Submitted to LTC 6.3.15			
RELEVANT OFFICE INFORMED? *insert date					
<b>Planning Office</b>		<b>Admissions and Marketing</b>		<b>Learning and Teaching Service</b>	
				<b>Union of UEA Students</b>	
6.3.15		6.3.15		6.3.15	
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>	
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