



LTC14D251

Title: *HUM Minor course changes*
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Version: Final
Status: Open

Issue

Minor course change of:

Politics and Media Studies U1PL32302 (pre 2013: U1P32301)

Recommendation

Recipients are invited to note the minor course change (change of name of the course).

Resource Implications

None

Risk Implications

None

Equality and Diversity

None

Timing of decisions

N/A

Further Information

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Background

Discussion

N/A

Attachments

Minor course change form



LEARNING & TEACHING SERVICE

MINOR CHANGES COURSE PROPOSAL FORM

(taught programmes only)

for **NEW COURSES** and
MINOR AMENDMENTS
 with **NO RESOURCE IMPLICATIONS**

Please refer to the course proposal Procedure and Guidance CP-2013 to complete this or any other course proposal form: to ensure the correct form is being used; for information on early considerations and timescales; for general guidance on the course approval process; and for notes on completing the form.

Course Title(s)	new course? <i>note 1</i>		If no, please give existing course code
Politics and Media Studies		N	U1PL32302 (pre 2013: U1P32301)
School(s) of study & Faculty			
Politics, Philosophy, Language and Communication Studies, Faculty of Arts and Humanities			
Proposer & proposer's school			
Dr Helen Warner, Politics, Philosophy, Language and Communication Studies			
Proposed start date (of new course or of changes)			<i>note 2</i>
2016/17			
I can confirm that this proposal meets the criteria for using the Minor Changes Course Proposal Form <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 & TEACHING SERVICE

MINOR CHANGES COURSE PROPOSAL

Part 1 SUMMARY AND RATIONALE

Course One				
S1	a	SCHOOL(S) OF STUDY	Politics, Philosophy, Language and Communication Studies	
<i>note S1c</i>	b	FACULTY or FACULTIES	HUM	
	c	JOINT COURSE? (ie owned/taught by more than one School)	YES	
			NO x	
d	NAME OF COURSE DIRECTOR (Home School)	Dr Helen Warner		
	e	NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only)		
S2 <i>note S2a</i>	a	COURSE TITLE	Politics and Media Studies	
<i>note S2b</i>	b	COURSE CODE	U1PL32302 (Pre 2013 U1PL32301)	
<i>note S2c & S2d</i>	c	AWARD	BA	
	d	EXIT AWARD(S) AND TITLE(S)	DIP HE CERT HE	
	e	FULL/PART-TIME (please specify)	FULL-TIME	
	f	LOCATION (UEA Norwich, UEA London, Distance Learning)	UEA CAMPUS	
	g	AVAILABLE FROM:	CURRENT	
S3 <i>note S3a</i>	a	PROFESSIONAL AWARD (if any)	N/A	
	<i>note S3b</i>	b	ACCREDITING/VALIDATING BODY (if relevant)	N/A
Website (URL)		N/A		
Date when accreditation/validation may take place		N/A		
S4 <i>note S4</i>	LEVEL	Sub-degree (e.g. Cert. Dip.)		
		Undergraduate	Level 6 honours degree	
		Integrated Masters		
		Masters		
		Other postgraduate (please specify)		

S5 <i>note</i> S5a	a	DURATION (years or months)	3 years			
<i>note</i> S5b	b	MODE OF ATTENDANCE (full-time, part-time, distance, other)	Full-time			
S6 <i>note</i> S6	PLACEMENT(S)/WORK-BASED LEARNING REQUIRED		YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
			If YES, does this conform with the UEA's code of practice on placements?			<input type="checkbox"/>
S7 <i>note</i> S7	RELEVANT SUBJECT BENCHMARK STATEMENT(S)		QAA			
S8 <i>note</i> S8	ENTRY REQUIREMENTS		ABB			
S9	JACS Subject Level Code(s) To be completed by the Planning Office following approval of the Business Case					
S10	UCAS ADMISSION CODE / COURSE CODE To be completed by the Planning Office following approval of the Business Case					
S11 <i>note</i> S11	FURTHER INFORMATION available via...					
S12	COURSE HIGHLIGHTS (for publication in University Prospectus / Website / other publicity) NB Please include employability prospects/career possibilities					
<i>note</i> S12	This course offered by the School of Politics, Philosophy, Language and Communication Studies, allows you to understand the role of the media in national and international politics. Students receive training in core elements of political science and media studies and there is an opportunity to develop skills in media production and research methods. You will be able to investigate and debate the power and influence of both the traditional mass media and new forms of communication in national and international politics. Our department offers a wide range of politics and media modules and there is an opportunity to learn key skills in media production. You can spend a semester studying abroad and apply for a place on one of our EU, local government and parliamentary research placements.					

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

S13	RATIONALE FOR PROPOSAL
<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.

	<p>The name change has been suggested by the Admissions team as it better represents the content of the course. In addition, a new member of staff is being appointed in Political Communication and consequently, we feel that this aspect of the programme will be enhanced and should be reflected in the title.</p> <p>There are no changes to course profile or learning outcomes.</p>
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MINOR CHANGES COURSE PROPOSAL

Part 2 BUSINESS CASE

note BC

BC1	ACADEMIC AND RECRUITMENT STRATEGY	Consult with HOS, Faculty Dean, PLN, ARM (including Admissions)
	NOT REQUIRED	

BC2 <i>note BC2</i>	MARKET RESEARCH	Consult with Market Research team
	NOT REQUIRED	

BC3 <i>note BC3</i>	MARKET DEMAND AND RECRUITMENT	Consult with Careers and Employability team
	NOT REQUIRED	

BC4 <i>note BC4</i>	STUDENT NUMBERS AND TUITION FEES	Consult with HOS, PLN, Faculty Dean, FFM
	NOT REQUIRED	

BC5	IMPACT		
BC5.1 <i>note BC5.1</i>	EQUALITY AND DIVERSITY	Consult with Equality & Diversity Manager and Widening Participation team	
a	Does the course and/or School cover a subject area(s) which traditionally attract(s) a very specific or narrow student profile?	YES	N/A
		NO	
b	If yes, what steps will be taken to attract non-traditional students to the course/School? (Aspects to consider include: age, disability, ethnicity (home and international), gender, sexual orientation, religion and belief, and socio-economic group.)		
c	Will students undertake placements/ come into direct contact with vulnerable groups as part of their study? If so, will a CRB be required?		
	N/A		

BC 5.2 <i>note</i> BC5.2	CURRENT STUDENTS AND/OR APPLICANTS		
a	Have School SSLCs been consulted regarding this proposal? If YES, what has been their input/response?	YES	x
		NO	
	The SSLC were happy in principle with the name change – though it was noted that no current students were in attendance. They also suggested dropping the 'studies' from the title. However the course director and director of admissions felt that the title must include 'studies' for recruitment purposes and as it best represents content of the course.		
b	Will any current students or applicants be affected by this proposal?	YES	
		NO (go to 5.3)	X
c	Evidence of consultation of current students and written consent obtained Please briefly describe what consultation has taken place and what responses there have been. Is there full support from all members of the relevant student cohort(s)?		
d	Informing applicants What arrangements have been made (for informing applicants who may be affected by any change(s)? Written notification, including advice about any alternative options that may be given, must be sent to applicants holding unconditional/ conditional firm or conditional insurance offers.		
BC5.3 <i>note</i> BC5.3	ACADEMIC STAFF	Consult with HOS, Dean of Faculty	
	What is the impact / what are the resource implications of the proposal on academic staff?		
a	Please give an indicative number of <u>additional</u> teaching hours required within the school to deliver the new course/changes to the course in any one year		None
b	Is a new discipline or specialism being introduced that requires a new appointment?	YES	
		NO	X
c	Are new appointments required to meet any additional hours?	YES	
		NO	X
d	If yes to either b or c above, how many of what type (eg Teaching and Scholarship, Teaching and Research) and at what level?		
e	What is the source of funding for new academic staff?		
	N/A		
f	Are there any implications outside the sponsoring School/s e.g. service teaching, by other Schools of Studies?		
	No		

g	Are any other teaching adjustments required? For example, will new modules be introduced, other modules withdrawn or combined?		
	No		
BC5.4 <i>note</i> <i>BC5.4</i>	COURSE RATIONALISATION	Consult with HOS, Dean of relevant Faculties, PLN	
a	DO ANY SIMILAR COURSES ALREADY EXIST AT UEA?	YES	
		NO	x
	If YES, please specify Course name, UCAS Code(s) / Course codes		
b	IS/ARE ANY COURSE(S) TO BE CLOSED TO NEW APPLICANTS AS PART OF THIS PROPOSAL?	YES	
		NO	x
	If YES, please specify Course name, UCAS Code(s) / Course codes and date from which course(s) is to be withdrawn?		
c	Please give an indicative number of teaching hours <u>released</u> within the school in any one year by the closure of the courses listed above		N/A

BC6	PHYSICAL RESOURCES
	NOT REQUIRED

BC7 <i>note</i> <i>BC7</i>	IMPACT / RESOURCE IMPLICATIONS FOR OTHER UNIVERSITY SERVICES
	NOT REQUIRED

BC8	ADDITIONAL COMMENTS
	NOT REQUIRED

BC9	PROPOSER'S RESPONSE TO COMMENTS IN BC7 & BC8 ABOVE
	NOT REQUIRED

UEA LEARNING & 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	40%	
Stage 2	Level 5	2	40	40%	
Year Abroad / in Industry					
Stage 3	Level 6	2	60	40%	
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?	PPL			
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?				

PS	PROGRAMME SPECIFICATION
<i>note</i> <i>PS</i>	This part of the form will serve a dual purpose. Please read the guidance note carefully before completing
PLEASE ATTACH AN UPDATED PROGRAMME SPECIFICATION WITH TRACKED CHANGES SHOWING AMENDMENTS TO THE COURSE	

AC4	MODULE OUTLINES FOR EXISTING COMPULSORY MODULES
	NOT REQUIRED

AC5	MINOR CHANGES TO EXISTING MODULES
	NOT REQUIRED

AC6	NEW MODULES
	NOT REQUIRED

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

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

AC9	COMMENTS/FEEDBACK FROM EXTERNAL PROFESSIONALS/ BODIES		
	Is this course accredited or validated by a Professional, Statutory or Regulatory Body (PSRB)?	YES	
		NO	X

	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

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	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:	19.3.15	
AC10.1	Careers Manager (CCEN)	
AC10.2	Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate)	
	No comments – Michele Pavey 1.4.15	
AC10.2	Equality & Diversity Manager (PPE)	
	I don't have any comments from an E&D perspective, so all fine with me. Helen Murdoch 25.3.15	

AC11	PROPOSER'S RESPONSE TO COMMENTS IN AC9 & AC10 ABOVE	
<i>note</i> AC11		

MINOR CHANGES COURSE PROPOSAL**Part 4 KEY INFORMATION SET (KIS) DATA**

KIS	KEY INFORMATION SET data (undergraduate courses only)						<i>Note KIS</i>
KIS1	Quantitative KIS data						<i>Note KIS1</i>
		Year 1	Year 2	Year 3	Year 4	Year 5	
1.1	Percentage of assessment by written exams	8	0	0			
1.2	Percentage of assessment by practical exams	0	0	0			
1.3	Percentage of assessment by coursework	92	100	100			
1.4	Percentage of time in scheduled learning and teaching activities	17	28	28			
1.5	Percentage of time in guided independent study	83	72	72			
1.6	Percentage of time on placements						
KIS2	Professional Accreditation						<i>Note KIS2</i>
2.1	Name of accrediting body (if applicable)						
	n/a						
2.2	Please give details, including any memberships, exemptions etc that the award confers. Please also give accrediting body website URL.						
	n/a						
2.3	Is the accreditation dependent on specific module choices? If so, please include URL of web pages where these details are outlined.						
	n/a						

MINOR CHANGES COURSE PROPOSAL

Part 5 APPROVALS AND NOTIFICATION

APPROVALS

Note AP

THIS SECTION WILL BE COORDINATED BY THE SECRETARY TO YOUR FACULTY TEACHING AND LEARNING QUALITY COMMITTEE (FLTQC)				
AP1	APPROVAL OF THE BUSINESS CASE			
	APPROVAL/SIGNATURES	Name	Signature/ evidence of approval	Date
AP1.1	School Director of Learning, Teaching and Quality			
AP1.2	Head of School (on behalf of School Board)			
AP1.3	Dean of Faculty (on behalf of Faculty Executive)			
AP1.4	LTC (if relevant)			
AP1.5	Council (if relevant)			
AP1.6	Reasons for approval being withheld (and by whom)			

AP2	APPROVAL OF THE ACADEMIC CASE			
AP2.1	Head of School	Name	Signature	Date
	Approved:			
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

AP2.2	Faculty Associate Dean (for Faculty LTQC)	Name	Signature	Date
	Approved:			
	Approved with amendments:			
	Rejected:			
	Comments (if any):			
AP2.3	PVC Academic (for LTC)	Name	Signature	Date
	Approved:			
	Approved with amendments:			
	Rejected:			
	Comments (if any):			
Where applicable:				
AP2.4	Secretary to Council	Name	Signature	Date
	Approved:			
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

MINOR CHANGES COURSE PROPOSAL

Note N1					NOTIFICATION OF APPROVAL				
This section should be completed by Faculty FLTQC Secretary once a course proposal has been approved. Its purpose is to ensure that relevant Offices are informed of the approval of course proposals (new courses and course amendments), in accordance with the procedures for course approval.									
FACULTY						SCHOOL			
NEW COURSE?		Y	N	If NO, please enter existing course code					
DEGREE AWARD (e.g. BSc/MA)									
TITLE OF PROGRAMME									
START DATE						LENGTH OF COURSE			
Course Approved by:			Name of Committee Chair			Date of approval			
Faculty Learning and Teaching Quality Committee (FLTQC)			Dr Clive Matthews			05/05/15			
Learning and Teaching Committee (LTC)									
RELEVANT OFFICE INFORMED? *insert date									
Planning Office		Admissions and Marketing		Learning and Teaching Service		Union of UEA Students			
12/05/15		12/05/15		12/05/15		12/05/15			
sis.records@uea.ac.uk		arm.operations@uea.ac.uk		Email the LTS coordinator responsible for the course		union.academic@uea.ac.uk			

Note N1		IMPLEMENTATION ACTIONS	
COURSE NAME		NEW ROUTE CODE	
Politics and Media Studies		n/a	
ACTION		DATE	
COURSE INFORMATION LIVE IN ADMISSIONS			
PROGRAMME SPECIFICATION UPLOADED ONTO WEBSITE			
COURSE PROFILE UPLOADED ONTO SITS			
COURSE CLOSURES COMMENCED (where appropriate)			