

Confidential - Access Agreement

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1) Introduction

This document relates to all full-time undergraduate and teacher training (PGCE) provision at the University of East Anglia, and those programmes currently funded through the University and provided at City College Norwich and Easton College in Norfolk.

This document also refers to arrangements at University Campus Suffolk. This partnership between the University of East Anglia, the University of Essex and a range of higher education providers in Norfolk and Suffolk has substantial potential to widen access within the East of England. Details of University Campus Suffolk provision and funding support are appended to this Access Agreement (as Appendix 1)

2) Fee Limits

a) University of East Anglia

The University of East Anglia will charge up to the maximum fee permissible (£3,070 in 2007/08, with inflationary increases expected each year) for its full-time undergraduate and teacher training (PGCE) courses.

b) City College, Norwich and Easton College

The maximum fee permissible will also apply to full time undergraduate programmes funded through this University and provided at City College Norwich and Easton College

c) University Campus Suffolk

University Campus Suffolk will also charge up to the maximum fee permissible for its full time undergraduate courses funded by HEFCE.

d) Notification of Institutional Fee Rates

The University and Colleges undertake to inform prospective applicants and students fee rates clearly by means of widely-available publications (including the University's web site and in printed prospectuses or associated documents).

The fee notified will be an annual fee, with an indication of the total fees for the course of study. Prospective students will also be notified that fees due in the second and subsequent academic years of a course of more than one academic year's duration are expected to rise in line with inflation, according to the amount set out in regulations published by the government each year.

3) Bursaries and Other Financial Support

a) University of East Anglia

The University has the objectives of:

- Meeting at least the minimum statutory requirement for financial assistance
- Widening participation of full time undergraduate students in receipt of state support
- Ensuring support for students in receipt of less than the maximum HE Maintenance Grant

- Maintaining compatibility with any administrative structure and requirements emerging nationally
- Ease of use by applicants and students

The University will therefore be making bursary payments to 2007 entrants as follows. These levels may be adjusted in the light of experience and emerging good practice in the sector:

HE Maintenance Grant	UEA Bursary
£2765	£600
£0 to 2764	£300

The University publishes the full terms and conditions relating to bursary (and scholarship) payment at www.uea.ac.uk/admissions/finance.

b) City College, Norwich and Easton College

Students following those programmes funded through the University and provided at City College, Norwich, and Easton College will be eligible for bursaries which will meet at least the minimum statutory requirement for financial assistance. City College, Norwich, publishes full details of its bursary scheme at www.ccn.ac.uk/ccn3/he/fees.htm

c) University Campus Suffolk

UCS will offer a bursary scheme which provides generous payments to students from low-income households to support study costs. Amounts will vary dependent on the level of state support received with the maximum payment of £1350 going to students who receive the highest level of Higher Education grant. Support will be provided as follows:

HE Maintenance Grant	UCS Bursary
£2000 to £2700	£1350
£1000 to £1999	£1000
£1 to £999	£500
£0	£0

UCS publishes full details of its bursary scheme at www.ucs.ac.uk/prospectus/finance.asp

4) Outreach Activities

a) University of East Anglia, City College Norwich and Easton College

Outreach activities funded from additional fee income will expand significantly upon our existing range of outreach work and will be thematically focussed on the needs of the region we serve (and especially Norfolk & Suffolk)¹. Our activities will particularly address:

¹ The University is fully aware of its implicit brief to serve the East Anglian region as a whole. However, we will prioritise Norfolk and Suffolk because of their geographic proximity and because such factors as low participation rates are of particular concern in these counties.

- A low participation rate in HE, particularly in rural areas, reflecting a trend for the children of non-graduate parents to be unable or unwilling to enter HE;
- Raising aspiration in a number of deprived urban areas where there is similar difficulty in enhancing interest in HE;
- The information needs of parents, potential mature students, students in FE Colleges and potential students in non-traditional learning settings such as adult learning centres and workplaces;
- The geography of the region, which militates against access to educational resources and ease of travel to University.

The University will continue to work closely with local & regional agencies, including Aimhigher and the Association of Universities in the East of England (AUEE). A description of planned activities is set out in Table 1 below. City College, Norwich is committed to working in partnership with the University across the range of these activities, and particularly those relating to its role as a Further Education provider.

Table 1: Outreach Activities to be funded through additional fee income		
Description	Target Group	Number/Reach of activity
HE Summer Schools (also supported from Aimhigher/ESF)	Year 9-12: WP Cohorts	Residential events, regional focus
HE Taster Programme (also supported by Aimhigher)	Year 7-13: WP Cohorts	Non-residential events, regional focus
Schools Liaison	Year 7-13: Priority focus on those groups with low participation into HE.	Regional off-campus activity.
FE College Liaison	FE students: Priority focus on those groups with low participation into HE.	Regional off-campus activity.
Mentoring Scheme	Year 8-10: WP Cohorts	Norfolk schools with particular focus on rural schools. 'E-mentoring' serving a broader area
Norwich Learning Shop (with Norwich City College and other local educational partners)	Principally non-traditional potential students and parents	Public access facility, primary focus on Norwich and Norfolk
Teacher & Advisor Networks	Year 10-13 Teachers and Tutors	Norfolk and Suffolk education providers
Parent & Carer Networks	Parents and carers with no experience of HE	Norfolk and Suffolk.
Expansion of Part-Time Provision		Incremental development of part time provision
University 'Access Opportunity' Fund	Academic Staff	Regional events devised by members of Faculty staff
Enhanced Employer Liaison (Norwich City College)	Employer Group 'Clusters'	Invitation workshops to enable the design of courses to respond to employer needs and/or to provide opportunities for courses to be written in conjunction with employer representatives
Expansion of access for non-traditional HE learners (Norwich City College)	FE and Adult Ed. Students/ students requiring non-standard access	Enhanced liaison within the region emphasising FE to HE progression and increasing support mechanisms and identification of special requirements
Enhanced flexible delivery of part-time provision (Norwich City College)	Mature students in employment	Off-site and supported open learning

b) University Campus Suffolk

The University Campus Suffolk has substantial potential to widen access and opportunity within the east of England; outreach objectives and milestones are as appended

5) Financial Support Information

a) University of East Anglia

Information on financial support available to students and prospective students will be made available clearly by means of widely-available publications (including the University's website and in its printed prospectus or associated documents). These will incorporate details of any national resources as well as data relating to this University's financial support.

The University plans to strengthen its human resources in this area by the designation of staff to provide financial advice and administration. The delivery of financial advice will be integrated into our Schools Liaison programme.

The price for the whole duration of an individual's course will be confirmed in writing on the basis set out in section 2) above before that individual registers as a student.

b) City College, Norwich

In addition to its publications, City College Norwich has an effective support team of two Student Advisers who specialise in financial issues. They provide up-to-date information regarding the financial implications of undertaking a course including:

- advice about eligibility for student loans and grants;
- tuition fee support;
- and the Access to Learning Fund (ALF).

They are available in person each week day (during term times) in the Learner Support Centre. They are also contactable by email via the City College website. The website and college publications also have up-to-date information about financial matters for students.

6) Expenditure On Access Measures From Fee Income

a) University of East Anglia

In 'steady state' (ie by 2010/11), the University plans an annual budget of approximately £3.0m at 2006/07 prices, or approximately £450 per FT UK/EU undergraduate, to be expended on access measures.

Broadly speaking, about 2/3rd of this will be expended on bursaries and associated administrative costs for students in receipt of state support (see Appendix 1), and 1/3rd on outreach. Should bursary expenditure significantly exceed the level expected, then the University may reduce the outreach budget in proportion, but by no more than £0.25m per annum.

Approximately £2.6m of this expenditure will be expenditure over and above 2003/04 levels. Some investment was undertaken prior to September 2006, in order to prepare for, and implement, the measures described in this document.

The University is committed to maintaining some activities that are currently funded by Aimhigher (such as Summer Schools and Mentoring). Should these external funds become unavailable the University will endeavour to maintain those activities as far as is possible within the expenditure levels from fee income indicated above.

b) City College, Norwich

As well as its work with Aimhigher Norfolk, the College will continue its investment as the partner with the University in the Learning Shop (see Table 1), a joint initiative of the two institutions, and invest staffing and resources in 'rolling out' advice and guidance services across Norfolk.

c) University Campus Suffolk

Please see Appendix 1 for further information.

7) Milestones and Objectives, Including Baseline Data

a) Bursaries

The University will seek to increase the proportion of students in receipt of state support from 50% to 55% by 2010/11. That is, we aim to secure:

- the proportion of new undergraduate enrolments in receipt of maximum state support at approximately 37% of annual undergraduate intake (c.2550 full bursaries);
- the proportion of new undergraduate enrolments in receipt of partial state support at approximately 18% of annual undergraduate intake (c.1200 part bursaries).

Levels of bursary will be kept under review in order to achieve this objective.

b) Aspiration raising

i) Participation & volume levels

Our planning entails a significant expansion in outreach activity as reflected in Table 2 below. It is our assumption that Aimhigher, currently a major partner in our outreach activity and the source of significant funding for specific areas, will continue to sustain its contribution to our work beyond 2006/07.

Table 2: Planned growth in outreach participation & volume			
	Funded by UEA 2003/04	Funded by Aimhigher / ESF / National Mentor Scheme 2003/04	Funded by UEA 2006/07 onwards
HE Summer Schools	Core support staff	200 participants	200 participants across Years 10-12
HE Taster Programme	n/a	n/a	500 visitors across Years 10-12
Schools Liaison	21 visits/events	n/a	60 visits/events
FE College Liaison	3 visits/events	n/a	10 visits/events
Mentoring Scheme	Core support staff	250 mentees	300 mentees
Norwich Learning Shop	Leadership, coordination & rental/overheads	n/a	Leadership, coordination & rental/overheads
Teacher & Advisor Networks	n/a	n/a	4/5 events
Parent & Carer Networks	n/a	n/a	Targeted activities
Expansion of Part- Time Provision	400 fte students	n/a	450 fte students by 2010/11
University 'Access Opportunity' Fund	n/a	n/a	4-8 faculty projects per annum
City College Norwich Activities	n/a	n/a	Funded by CCN: Enhanced Employer Liaison Expansion of access for non-traditional HE learners Enhanced flexible delivery of part-time provision

ii) Programme Reach & Diversity

As is apparent from Tables 1 and 2, our intention is to establish a closer and more constructive relationship with secondary education across Norfolk & Suffolk in particular, extending our liaison work not only in terms of the number of schools and Colleges that we work with, but also the frequency with which are in contact and the age range of pupils to whom we provide services.

iii) Participant & other evaluative feedback

Data will be collected through participant questionnaires and also by collecting the views of schools and parents/guardians where appropriate.

c) UEA's Students

Other than our own bursary provision, the University's outreach work will necessarily seek to raise aspirations in general and will not be focussed on recruitment to this University alone. Nonetheless we expect to see evidence of our relative success in our own patterns of recruitment.

In 2003/04:

- UEA exceeded its location-adjusted benchmark for the number of students from state schools;
- UEA was close to the location-adjusted benchmark figures for:
 - numbers of students from social classes IIIM, IV, V, and
 - for the number of students from low participation areas.

The University has the objective of exceeding HEFCE location-adjusted benchmarks in each of these key indicators from 2007/08.

In 2003/04:

- the University exceeded our benchmark in the following:
 - Projected outcomes (i.e. the percentage of our students who are predicted to leave successfully with a degree).
- Notwithstanding earlier, better, performance, the following benchmarks were not met:
 - Mature full-time first degree entrants with no previous HE experience and from low participation areas;
 - Non-continuation (i.e. drop-out) following the year of entry;

The University is committed to closely matching or exceeding these benchmarks in future, and to setting in place recruitment and retention policies to achieve that aim.

8) Monitoring

The University undertakes to monitor compliance with the commitments made under this agreement and to measure progress towards milestones.

Monitoring will take a number of forms:

- Levels of bursary take up.
- HEFCE benchmark data.
- Whether the full range of activities set out in Table 1 is undertaken, how frequently and how successfully.
- The number of participants in each activity – and the number/geographical spread of schools reached.
- Qualitative evaluation of feedback, including questionnaire feedback, from participants, their parents and guardians and participating secondary schools and FE Colleges.
- Where possible, longer term evaluation of whether participants in outreach events apply for and/or take up a University place at UEA or elsewhere, through the use of follow up questionnaires and UCAS data.


An annual monitoring report will be made to the University's Senate & Council.

9) How access measures will complement existing activity

Both the University's and the City College Norwich's outreach plans represent an evolution from, or expansion on, our present range of activities. The application of additional resource from fee income enables us to build on our previously established thematic focus on the needs of the East Anglian region.

Our current, and highly successful, Summer School programme is capable of expansion and diversification so as to provide for enhanced Summer Schools as well as a similar range of content for events provided throughout the year in the form of 'taster' experiences of HE for children from across eastern England and from Norfolk & Suffolk in particular. By this, and other means such as our mentor scheme, we hope to establish UEA as a familiar and accessible presence in Norfolk and Suffolk schools in particular.

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Appendix 2

University Campus Suffolk

Access Agreement

This agreement sets out how University Campus Suffolk will safeguard and promote fair access to its HEFCE-funded full-time undergraduate programmes.

Introduction

University Campus Suffolk (UCS) is a partnership between the University of East Anglia and the University of Essex, working with Lowestoft College, Otley College, Suffolk College and West Suffolk College. The first students of UCS are expected to enrol in September 2007. The development of the project is supported by local government, the East of England Development Agency and the Higher Education Funding Council. The aim is to provide Suffolk with a thriving university campus with a hub in the county town of Ipswich, together with linked campuses in Bury St Edmunds, Lowestoft and Otley. In Ipswich this development with the newly built further education college will form the Ipswich Education Quarter, located on and around the town's exciting and rapidly redeveloping Waterfront. Lowestoft College, Otley College and West Suffolk College in Bury St Edmunds have also joined UCS and major new campuses are being planned in both Bury and Lowestoft to serve the needs of further and higher education. The development of UCS is a county-wide initiative serving the whole of Suffolk.

UCS will also provide a number of innovative learning centres across Suffolk offering advice, opportunities and progression routes to further study at university level. UCS will address the problems of isolation in rural and coastal communities in Suffolk and help to ensure that higher education is accessible to as many people as possible.

The founding higher education institutions – the University of East Anglia and the University of Essex – with the partner colleges – will offer a unique collaboration of further and higher education. The universities, building on their established reputations in teaching and research will collaborate with the colleges to offer a professionally and vocationally relevant curriculum. The new campus, with linked centres across the county, will become quickly sustainable and a beacon of excellence attracting students from Suffolk and beyond, helping to reverse the net export of graduates which has adversely affected Suffolk for many years.

The overwhelming majority of full-time undergraduates who will form the initial intake to UCS will be derived from the existing Suffolk College higher education base. The statistics from this student body are therefore used to inform the agreement.

Widening participation has been central to the missions of all the partner colleges and the profile of the higher education student body at Suffolk College reflects this. Amongst the full-time

HEFCE-funded students, there is a spread of socio-economic status with 30% coming from routine and semi-routine occupations, 8% from lower supervisory and technical occupations, 50% from intermediate occupations, and 12% from managerial and professional occupations. 55% of the students are mature (over 21) with 65% being female and 36% male. 7.7% come from ethnic minorities (against a background figure for Suffolk of 2.8%). Last year, 41% of students had full state support with their tuition fees, 11% had partial state support, and 48% paid their own fees. 70% of entrants had non-A-level entry qualifications. 65% come from within the county of Suffolk where forty-seven wards have been designated as being within the most deprived 10% nationally (Indices of Deprivation 2000).

Retention and achievement rates are high. In 2004/5, HEFCE-funded programmes in-course retention was 89% and achievement was 94%. A key strength is the quality of student support and this aspect contributes significantly to the retention and success rates of students. Subject based reviews by the Quality Assurance Agency (QAA) have resulted in excellent outcomes with confidence in standards and consistent top level 'commendable' grades for teaching, learning and student progression.

Fee limits

UCS will charge up to the maximum fee permissible (£3,070 in 2007/8) for its full-time undergraduate courses funded by HEFCE. This recognises the high quality University of East Anglia and University of Essex awards offered. In subsequent years, fees are likely to rise in line with inflation.

Amounts of additional fee income to be spent on access measures

In order to enhance access to our courses (and retention and achievement rates) we intend to use approximately 37% of additional fee income on bursaries for students from low income homes. We estimate that the additional fee income in 2007/8 will be circa £1,648,000. In the first year of operation of the bursary scheme some £608,000 will be distributed, on a sliding scale, to students in receipt of state support. It is estimated that in 2007/08 about 500 students will receive bursaries. This number will rise in subsequent years, with potentially 700 in receipt in 2008/09 and 900 by 2009/10.

Bursaries and other financial support

UCS will establish a bursary scheme which provides generous payments to less well off students towards costs associated with their course of study. For students in receipt of maximum state support the payment will be £1350 annually, which is 4.5 times the minimum statutory requirement of £300.

State Maintenance Grant	UCS Bursary
£	£
2000 to 2700	1350
1000 to 1999	1000
1 to 999	500
0	0

Bursaries will be paid annually in a single payment to students whose financial assessments confirm their eligibility. It is expected that September starters will receive their payment in February and February starters will receive their payment in the following September. The bursary

scheme will be kept as simple as possible in order to minimise administration costs and maximise the amount of money passed on to students.

Provision of information to students

UCS undertakes to inform prospective applicants and students of course fees clearly by means of widely-available publications, including separate leaflets for applicants, the UCS website, its printed prospectuses and associated documentation. Applicants will also be advised of the estimated associated costs of studying on particular courses during the application process along with advice on the support available both at UCS and more broadly. There is a well-established Student Support Service including specific student financial and welfare advice and a pro-active Higher Education Recruitment and Admissions team who support and advise applicants through the admissions process. The cost of tuition fees for the whole duration of the course will be confirmed in writing before the applicant enrolls as a student.

Particular care will be taken with promoting the bursary scheme so that prospective students will be made aware of the immediate financial support available to them while, at the same time, it is made clear that payment of tuition fees is deferred until they are earning at least £15,000.

Outreach work

UCS undertakes to continue and enhance the pattern of outreach work established by the partner colleges which is summarised below. UCS does not intend to allocate any of its additional fee income to augment this activity in the immediate future because the UCS project in itself is the realisation of a Suffolk-wide outreach framework. UCS is working closely with Suffolk Aim Higher. The recent review of Suffolk Aim Higher activity identified and gave priority to working in partnership as a means of achieving the widening participation outcomes of UCS.

Activities include:

- Open events, information days, taster sessions for local school pupils, FE and Community Education students, the general public, applicants to our HE courses, sixth form tutors/heads and Connexions staff
- School/FE sector/Community group liaison with HE tutors offering talks, lectures, exchange teaching
- Employer liaison with local employers involved in the design and delivery of programmes, in particular Foundation Degrees, employer membership of Course Committees, and visits to employers
- Outreach activities of the Suffolk Institute of Technology (Suffolk College in partnership with UEA was successful in its bid for a New Technology Institute) which has a central town-centre site, a presence at Ipswich Railway Station and significant centres at Hadleigh and Framlingham and a research facility at BT Adastral Park at Martlesham. These local learning centres encourage progression from FE/Learn Direct courses to HE
- Active participation in Suffolk Aim Higher and Young People into Higher Education (YPIHE) programmes
- The appointment of two Widening Participation Officers who will enable the development of additional outreach activities including visits to schools and colleges, mentoring, finance activities and open day events
- Sponsorship of the Ipswich Town Football Club (ITFC) Learning Centre and involvement in the ITFC Education and Sports Trust
- Targeted mailshots to pre-application school pupils about courses in which they have indicated an interest

- Regular column about UCS activities in the local press and a systematic promotional campaign throughout the year, using press releases, good news stories and advertising across the region.
- Regular evaluation of effectiveness of outreach activities and review of practice

Milestones

1. UCS will seek to maintain the proportion of students in receipt of state support for the duration of this agreement:
 - 41% of new full-time undergraduate students to be in receipt of full state support
 - 11% of new full-time undergraduate students to be in receipt of partial state support.
2. UCS will seek to maintain and enhance the in-course retention and achievement rates of full-time undergraduate students year on year (UCS will be required to report these indicators to the University of East Anglia and the University of Essex annually). In 2004/5 the in-course retention rate was 89% and the in-course achievement rate was 94%.
 - In 2006/07 the in-course retention rate to be 90%
 - In 2008/09 the in-course retention rate to be 92%
 - In 2010/11 the in-course retention rate to be 94%
 - In 2006/07 the in-course achievement rate to be 95%
 - In 2008/09 the in-course achievement rate to be 96%
 - In 2010/11 the in-course achievement rate to be 97%
3. UCS will seek to maintain the current broad mix of its undergraduate student body.

Institutional monitoring arrangements

UCS undertakes to monitor compliance with the commitments made under this agreement. The following indicators will be monitored annually:

- The number of students taking up bursaries and the pattern of awards
- The retention and achievement rates of full-time undergraduates
- The socio-economic status, ethnicity, gender, age and entry qualifications of its new entrants

The monitoring will be undertaken via annual reports to the UCS Academic Board and the Senates of the University of East Anglia and the University of Essex.

How existing activity is being complemented

This bursary scheme is based on the Suffolk College bursary scheme as set out in the Suffolk College Access Agreement approved for 2006/07. It therefore provides some continuity for the student body who will be transferring to UCS in 2007/8.

APPENDIX

Context

Suffolk has no university and is the only county in England with a population of over half a million without a higher education institution and one of only four counties without a university. Thus the establishment of UCS will play a significant role in the provision of higher education in the County. Suffolk is an expanding county with a population in 2004 of almost 670,000 and growing at about 1% each year. The population is richly diverse. Around half the residents live in rural, often widely scattered communities and the remainder in the coastal areas and towns. Ipswich is the largest town with over 117,000 inhabitants. Minority ethnic groups constitute 2.8% of the population. Demographic trends suggest the rising demand for post-16 provision over the next five years, which should augment the numbers eligible for higher education (Census 2001). There is considerable variation in economic prosperity across Suffolk with many areas being described as having 'more features of advantage than disadvantage' (Suffolk County Council, 2004, P2); however forty-seven wards in Suffolk have been designated as being within the most deprived 10% nationally (Indices of Deprivation 2000). Ipswich is a thriving seaport and home to BT Research and Development Headquarters and several high technology companies at Adastral Park, one of Europe's largest centres of ICT R&D. The UCS project team is closely engaged with the Haven Gateway Initiative, a consortium of businesses and local authorities focusing on economic development round the ports of Felixstowe, Ipswich and Harwich. In Ipswich itself unemployment is slightly above the national average and the indices of deprivation (2004) show Ipswich as having the greatest overall level of deprivation within Suffolk and in being the third most deprived district within the Region. In general, however, employment, particularly in the service and technological industries, is buoyant. UCS is working closely with Ipswich Borough Council towards enhancing the skills and knowledge of those employed in and around the Town.

Participation in full-time education by 16 year olds in Suffolk grew rapidly between 1986 and 1993. Since then the participation rate has remained at a fairly constant level at approximately 72%, relatively low for a prosperous shire County with centres of major economic development. Achievement levels at GCSE place Suffolk well above the national average. However, at A level, students perform less well. Suffolk's post-16 attainment levels combined with static levels of post-16 participation have added impetus to 14-19 curriculum development and innovation. As more young people study on the developing programmes the demand for HE provision that reflects this diversity is likely to increase. The higher education participation rate for Suffolk as a percentage of the total population is 1.77%, significantly below the rate for England which is 2.26% (HESA, 2001/2). The under-provision of higher education is a key feature in Suffolk's relatively low HE participation with Suffolk being a net exporter of graduates.

In response to the issues identified above the Corporation of Suffolk College approved an academic strategy to develop a new building and facilities for Suffolk College as a predominantly further education institution and to establish a separate but closely linked University Campus in Ipswich. The University Campus is to be facilitated by transferring higher education contracts from HEFCE and the Workforce Development Confederation to a partnership of the University of East Anglia and the University of Essex.

The agreed strategy has widespread stakeholder support. The Chief Executive of Suffolk County Council chairs a Stakeholders Group with representatives from HEFCE, LSC, Ipswich Borough Council, the East of England Development Agency, St Edmundsbury District, Waveney District, UEA, the University of Essex and the Suffolk Development Agency. The Stakeholder Group is actively engaged in supporting and driving the strategy forward for the longer-term benefits of Suffolk and the wider Region.

It is anticipated that Suffolk College will be in a position to hand over the higher education contracts and associated resources to the Universities of East Anglia and Essex in 2007/8. New buildings could be available for both the University Campus and Further Education developments for occupancy during 2007/8.