

UNIVERSITY OF EAST ANGLIA
Access & Admissions Office



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| Date: | 29 September 2005 |

1) Introduction

This document relates to all full-time undergraduate and teacher training (PGCE) provision at the University of East Anglia, and those programmes funded through the University and provided at City College, Norwich, and Lowestoft and Otley Colleges, Suffolk¹.

2) Fee Limits

The University of East Anglia will charge up to the maximum fee permissible (£3,000 in 2006/07) for its full-time undergraduate and teacher training (PGCE) courses.

This maximum will also apply to foundation degree programmes funded through this University and provided at City College, Norwich.

The fee for foundation degree programmes taught at Otley College, Suffolk, will not exceed £1500 in 2006/07.

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's financial assistance scheme will meet at least the minimum requirement for financial assistance. The University will make bursary payments at a level higher than the minimum statutory requirement in accordance with the scheme outlined at Appendix 1. Levels of bursary may be increased in the light of experience and of emerging general practice within the HE sector. The University's scheme will rely upon participation in at least Options 1, 2 & 3 of the UUK/SCOP model scheme².

The University expects to provide approximately³:

- 2,550 full bursaries by 2010/11 to students in receipt of maximum state support, and
- 1,200 bursaries of lesser value by 2010/11 to students in receipt of less than the maximum state support.

b) City College, Norwich

¹ In 2004/05, 3 Foundation Degree programmes are in place at City College, Norwich (total planned enrolment = 60) and 1 Foundation Degree programme at Otley College (total planned enrolment = 74).

² UUK/SCOP Advisory Group on Bursaries: proposed scheme for the Administration of Minimum Standard Bursaries

³ Assumes an increase, from 50 to 55%, in the number of recipients of bursary support over the 2003/04 level of students in receipt of full or partial fee remission.

Students following those programmes funded through the University and provided at City College, Norwich, will be eligible for bursaries on the same basis as those provided at the University of East Anglia.

The level of bursary will be set by the College and will be of at least the same level as the minimum levels indicated in the University's scheme. Should any further programmes be provided at the College on the basis of funding through the University, a review of the bursary scheme will be undertaken and any significant change to the scheme brought to the attention of OFFA before any applications are invited to those courses.

c) Otley College Suffolk

In view of the College's intention to charge fees of no more than £1500 per annum, the College does not intend to adopt a formal bursary support scheme.

4) Outreach activities

a) University of East Anglia & Norwich City 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)⁴. Our activities will particularly address:

- 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 (AUUE).

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 |

⁴ 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.

| | | |
|--|---|---|
| HE Summer Schools (also supported from Aimhigher/ESF) | Yr 10, 11 & 12 students predicted to obtain 5 or more GCSE A*-C with little parental experience of HE and from schools with low HE participation rates. | Regional activity |
| HE Taster Programme (also supported by Aimhigher) | Yr 7 – 13 students from schools with low HE participation rates. | Open to 'target' Schools initially but progressively 'rolled out' to all Schools in Norfolk & Suffolk. Providing on- and off-campus HE experiences of 2hrs to 2days duration. |
| Norwich Learning Shop (with Norwich City College and other local educational partners) | Principally non-traditional potential students and parents | Public access facility providing information on all levels of post-School education (including evening classes, FE, HE). To be expanded to provide financial advice. Potential for expanding coverage to other locations (e.g. Kings Lynn). |
| Schools Liaison (Years 7-11) | Mainly secondary schools without 6 th form | Visit or arrange campus visits for all in Norfolk and Suffolk without a 6 th form (approx 60) as well as others local to UEA. Priority focus on those schools with low participation into HE. To include publications for pupils and parents. |
| Enhanced FE College Liaison | FE students | Regular liaison with all Norfolk FE (6) and Suffolk FE (4) as well as maintaining contact with all East region FE (additional 27) |
| Expanded Mentor Scheme | Yr 8 – 10 students from low participation into HE. Students with ability to study in HE but identified by teachers as not fulfilling potential. | Include at least 50% of Norfolk and Suffolk schools (with particular focus on rural schools) within practical travelling distance of UEA. 'E-mentoring' may enable a broader area to be served. |
| Teacher Networks (New and/or enhanced to include FE and Adult Education Tutors) | Secondary and 6 th form teachers FE and Adult Education tutors | Norfolk and Suffolk education providers |
| Linkages with parents and carers | Parents and carers with no experience of HE | Initially Norfolk and Suffolk. To include 'Newsletter' style publication |
| Expansion of Part-Time provision | Mature entrants | UEA plans to review its current range of full-time programmes with a view to developing 'user-friendly' part-time provision across a broader range of subjects. |
| University 'Access Opportunity' fund | Faculty projects to be undertaken with secondary schools and FE colleges | Opportunities will be provided for faculty members to undertake access projects of their own devising, working with target groups. |
| 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 |

The University is currently engaged (in partnership with the University of Essex and Suffolk College) in planning a joint initiative to enhance higher education provision in Suffolk. This

initiative, entitled 'University Campus Suffolk', has substantial potential to widen access and opportunity within the east of England.

b) Otley College Suffolk

Otley College will also be associated with 'University Campus Suffolk' and intends to build further upon an already close relationship with AimHigher Suffolk by offering Summer School activities building on current links with Years 9, 10 and 11 in Schools. Further links with local 6th forms will also be developed.

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 web site 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. The first of these, a new full-time appointment, will be in place early in 2005. Broadly speaking, the new appointee will work with prospective applicants, while other colleagues will work with current students and applicants to the University. In the former case, we plan to provide 'surgeries' on finance for members of the public, including prospective students and/or their parents or guardians in our city centre 'Learning Shop'.

Our financial advice staff will also 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 9-5 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.

c) Otley College Suffolk

Information on financial support available to students will be made clearly available via an HE information guide on finance, this information will include details of other sources of funding via charitable trusts, etc.

The College has recently put in place a focused and coherent student support team who are available for advice on all areas relating to support for HE students which will include fee information and support.

6) Expenditure on access measures from fee income

a) University of East Anglia

In 'steady state', 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 current (2003/04) levels. Some investment will be undertaken prior to September, 2006⁵, 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 in 2006/07, the date up to which Aimhigher funding is currently confirmed, 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) Otley College Suffolk

In view of the limitation placed on the level of fee proposed at Otley College, the level of additional resource to be devoted to outreach is not possible to specify.

7) Milestones and objectives, including baseline data

a) University of East Anglia

i) 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;
- the proportion of new undergraduate enrolments in receipt of partial state support at approximately 18% of annual undergraduate intake.

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

ii) Aspiration raising

⁵ Approximately £85k in 2004/05 and £110k in 2005/06. There will be no provision for bursaries until 2006/07.

(1) 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 | | | |
|---|---|--|---|
| | 2003/04 | 2003/04 | 2006/07 onwards |
| | Activities fully funded by UEA | Activities funded by Aimhigher / ESF / National Mentor Scheme | Additional Activities fully funded by UEA |
| Summer Schools | Core support staff | 200 participants | 300 participants across Years 10-12 |
| Taster Programme | n/a | n/a | 500 visitors across Years 10-12 |
| Learning Shop (with City College Norwich) | Leadership, coordination and rental/overheads | n/a | Leadership, coordination and rental/overheads |
| Schools Liaison (Years 7-11) | 21 visits/events | n/a | 60 visits/events |
| East Anglian FE programme | 3 visits/events | n/a | 20 visits/events |
| Mentoring Programme | Core support staff | 250 mentees | 500 mentees |
| Teacher Networks | n/a | n/a | Conference/meeting programme |
| Linkages with Parents and Carers | n/a | n/a | Targeted publications |
| Expansion of part-time provision | Currently 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 |

(2) 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.

(3) Participant & other evaluative feedback

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

iii) 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.

b) City College, Norwich & Otley College, Suffolk

Courses provided at both Colleges are foundation degrees intended to meet evident needs in the local marketplace. As such, success in recruitment to the full number of HEFCE-funded places will in itself represent the achievement of a benchmark.

8) Monitoring

a) University of East Anglia

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.

b) City College, Norwich & Otley College, Suffolk

Both Colleges are committed to the evaluation of the success and impact of their outreach work over time.

9) How access measures will complement existing activity

a) University of East Anglia and City College, Norwich

Both the University's and the College'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.

b) Otley College Suffolk

Stronger links with schools should enable greater engagement in HE programmes. The appointment of a dedicated HE manager along with the appointment of teaching staff with more breadth will contribute to the overall success and take-up of provision.

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Scheme A: Bursaries available for full-time registered students of the University of East Anglia in receipt of state support

1) Objectives of the scheme

Objectives of the UEA support scheme include:

- Securing the University's objectives of widening participation by increasing the proportion of full time undergraduate students in receipt of state support to approximately 55% by 2010/11⁶;
- Dealing equitably with students in receipt of less than the maximum Higher Education Grant of £2,700;
- Compatibility with any administrative structure and requirements that may emerge nationally;
- Ease of use by applicants/students;
- Affordability within the resources available to the University.

2) Basis of scheme

The University's scheme provides for a bursary of at least £540 *per annum* (or 20% of the level of state support) for those students in receipt of maximum state support of £2,700, with proportionately lower sums available for those receiving less than the maximum. The University will maintain a level of bursary for students in receipt of maximum state support which is at least 20% of the state award.

| State Package | | University Bursary | |
|----------------------|---------|---------------------------|-----------|
| £ | % | £ | % of max. |
| 2,700 (max) | 100 | 540 (max) | 100 |
| 2026 - 2,699 | 76 - 99 | 432 | 80 |
| 1,351 - 2025 | 51 - 75 | 324 | 60 |
| 676 - 1,350 | 26 - 50 | 216 | 40 |
| 1 - 675 | 1 - 25 | 108 | 20 |

The University wishes to retain the option of increasing the level of bursary if resources permit and in the light of emerging practice in the sector.

3) Operation of the scheme

The University intends to participate in at least Options 1, 2 & 3 of the UUK/SCOP model scheme.

As is reflected in Table 1, we intend to employ a 'banded' approach of 5 fixed levels of grant, dependent on the level of state support, in order to minimise administration costs. That is, we seek to avoid the prospect of infinitely variable awards and minimise small post hoc payments to reflect minor adjustments in state support. 5 levels of payment are proposed in order to make the steps between bands smaller and the effects of 'crossing a boundary' seem less invidious as a result.

4) Costs of the scheme

In 'steady state', the University expects that approximately 16% of additional income from fees of £3,000 p.a. would be spent on this means of grant. This level of expenditure is calculated

⁶ In 2003/04, approximately 34% of full time UK/EU undergraduates receive full fees remission and a further 16% receive partial fees remission

by assuming approximately 37% of intake will receive full support (currently 34%) and 18% receive partial support (currently 16%). No account is taken here of administrative costs.