

## Quality Manual: Approving and Monitoring Short Courses

This document provides guidance on the approval and monitoring of University Short Courses which are considered under the micro-credential and micro-course banner of the University's Curriculum Management Tool.

For Micro-credentials and Micro-courses which do not meet the criteria for University Short Courses, please see the guidance from Enterprise and Engagement

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## 1. DEFINITION OF A UNIVERSITY SHORT COURSE

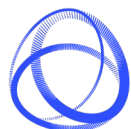
- 1.1. The University defines a short course as a course of study of up to 40 credits or 400 total learning hours, with learning outcomes at either at levels 0-7 or commensurate with work at those levels, leading to:
  - the award of credit, and/or
  - University summative assessment, and/or
  - a certificate or transcript of award, issued by the University, and/or
  - a formal record kept by the University Registry.
- 1.2. Where a short course requires a student to undertake more than 40 credits or 400 hours of total learning time, the University's requirements for course approval must be followed.

## 2. DESIGNING A SHORT COURSE

- 2.1. In-Principal Approval for a short course that is credit bearing, has a PSRB and/or is delivered by a collaborative partner is required by the Academic Portfolio Committee in advance of proceeding to full planning and approval.
- 2.2. Award titles for short courses will be 'University Certificate' followed by the approved title, except where the Academic Portfolio Committee has approved an exception to this rule. This applies to all new and re-approved short courses.
- 2.3. A short course award should be made only as a 'pass', except where there are regulatory, professional or contractual requirements, in which case additional course regulations will need to be approved by the Education Committee.
- 2.4. The policies and procedures set out in the Regulation and Credit Framework and the Assessment Procedures will apply to short courses in all instances where they are capable of application, unless specifically set aside by this document. In particular it should be noted that where credit is awarded an External Examiner will need to be appointed including for short courses at level 4.
- 2.5. A short course award cannot be made as an exit award to a student registered full time or part time on a separate University course.

## 3. THE APPROVAL OF A SHORT COURSE

- 3.1. The Course Changes and Micro-credentials Panel approves short courses using the University's agreed processes for short course approval. In doing so, panel must be assured that:
  - a short course is assigned to an HE level and is fully compliant with all aspects of the UK Quality Code for Higher Education, including the Framework for Higher Education Qualifications;
  - for a non-credit-bearing short course those aspects of achievement that are reflected in the certification can be assured.
- 3.2. Short courses should be approved by creating a Micro-credential proposal on Courseloop .



- 3.3. Where the short course is to be delivered by University staff off-site, a venue check must be carried out using the form available on the Quality Assurance and Enhancement website. This should form part of the documentation considered by the Course Changes and Micro-credentials Panel .
- 3.4. This form should be submitted to the Course Changes and Micro-credentials Panel where the content of a short course has been approved as a module(s) of a University course.
- 3.5. A short course will be approved for an unlimited number of intakes for a period of five years, unless determined otherwise by the Course Changes and Micro-credentials Panel . However, the Panel cannot extend the maximum period beyond five years.
- 3.6. Proposed and existing short course titles will be included in the School's portfolio plans, as provided to the Academic Portfolio Committee annually.

## **4. THE APPROVAL OF A COLLABORATIVE SHORT COURSE**

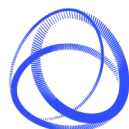
- 4.1. All collaborative short courses require consideration by the University Collaborative Provision Course Approval Panel in line with the University's collaborative procedures for approving partnerships. This will also include, where relevant, in-principal approval of new collaborative partnerships by the Academic Portfolio Committee, due diligence enquiries, venue check and the development of a collaborative Agreement. Where the collaborative partner's contribution is restricted to recruitment and the provision of a venue for the short course, the Quality Assurance and Enhancement will ensure that the procedures are applied in a way which is proportionate to the academic risk.
- 4.2. Where a collaborative short course is approved to run with one collaborative partner and it is proposed to run the short course with additional collaborative partner(s), Partner Approval Event(s) will be required to approve delivery at each individual collaborative partner.

## **5. MONITORING SHORT COURSES**

- 5.1. Each short course will follow the University's procedures for course monitoring, including consideration by a Course Board. In addition to the Course Performance Plan, the Course Board should also consider:
  - an evaluation by the participants in each intake that completed during that year,
  - an evaluation of the short course by the short course convenor, using the appropriate University template, and, where appropriate,
  - the annual review of the collaborative partner.

## **6. OTHER COURSES**

- 6.1. The Academic Portfolio Committee may approve other courses of undergraduate study, leading to a University award, with the explicit requirement that the award cannot be made as an exit award to a student registered full time or part time on a University course. The University currently awards a University Diploma for an approved course of study of 60 credits at levels four to six. Such courses must be approved by the University Course Approval Panel.



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