

Quality Manual: Approving and Monitoring a Short Course

This document provides the definition of a short course and sets out the process for approving and monitoring short courses and collaborative short courses.

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1. DEFINITION OF A 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 is required by the Academic Strategy Committee, from the Faculty Portfolio Planning Executive, 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 Strategy Committee has approved an exception to this rule. This applies to all new and re-approved short courses²
- 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 Academic Board.
- 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 Faculty Quality Committee approves short courses for the faculty, using the University's agreed processes for short course approval. In doing so, the Faculty process must ensure 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 using the University's Short Course Approval Form, available on the website of the Quality and Standards Office.

- 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 and Standards Office website. This should form part of the documentation considered by the Faculty Quality Committee.
- 3.4. This form should be submitted to the Faculty Quality Committee 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 Faculty Quality Committee. However, the Committee cannot extend the maximum period beyond five years.
- 3.6. Proposed and existing short course titles will be included in the Faculty's portfolio plans, as provided to the Academic Strategy Committee annually.
- 3.7. On approval of the Short Course, the Faculty will provide the Registry with a copy of each Short Course Approval Form to enable curriculum set up to take place.
- 3.8. The Faculty will provide the Quality and Standards Office with a list of approved short courses to enable reporting to the Quality Monitoring and Review Sub Committee.

4. THE APPROVAL OF A COLLABORATIVE SHORT COURSE

- 4.1. All collaborative short courses require consideration by the ASC Scrutiny Group 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 Strategy Committee, planning approval by the Faculty Portfolio Planning Executive, 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 and Standards Office 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. In addition to the Course Performance Plan, Board of Studies monitoring of short courses 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 Strategy 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 Standing Approval Panel.

Document Information	Description of Document Information
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