

QUALITY MANUAL: APPROVING A SHORT COURSE

This chapter provides the short course definition and sets out the process for approving short courses and collaborative short courses. It also covers the review of short courses.

1.1 Definition of a short course

- 1.1.1 The University defines a short course as a course of study of up to 40 credits or 400 total learning hours, the learning outcomes of which are either at levels 0-7, or are commensurate with work at that level, which leads 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 The approval of short courses

- 1.2.1 Where a student is required to undertake more than 40 credits or 400 hours of total learning time, the University's requirements for course approval must be followed.
- 1.2.2 In Principle Approval for a short course is required from the Academic Strategy Committee in advance of proceeding to planning and approval.
- 1.2.3 Where a short course carries with it an award title, that title will be 'University Certificate' followed by the Academic Strategy Committee approved description, except where the Chair of the Academic Strategy Committee has approved an exception to this rule. This will apply to all new approvals and re-approvals.
- 1.2.4 A short course award should be made only as a 'pass', except where there are regulatory, professional or contractual requirements, in which case special regulations will need to be approved by the Academic Board.
- 1.2.5 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.
- 1.2.6 A short course award cannot be made as an exit award to a student registered full time or part time on a University course.

1.3 The approval of a non-collaborative short course

- 1.3.1 The Faculty Quality Committee approves non-collaborative short courses for the faculty, using the University's agreed processes. In doing so, the Faculty process must ensure that:
- for a short course that is credited at an HE level: the Faculty Quality Committee must ensure that it 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-rated short course: the Faculty Quality Committee must ensure that the University can assure those aspects of achievements that are reflected in the certification.
- 1.3.2 Non-collaborative short courses should be approved using the University's Short Course Approval Form, available on the website of the Quality and Standards Office.

- 1.3.3 Where the non-collaborative 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.
- 1.3.4 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.
- 1.3.5 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.
- 1.3.6 The Faculty will each term provide the Academic Strategy Committee with a list of proposed short course titles to enable the University to oversee the approval of proposed award titles.
- 1.3.7 The Faculty will provide the Registry, on approval, with a copy of each Short Course Approval Form to enable curriculum set up to take place.
- 1.3.8 The Faculty will each term provide the Quality and Standards Office with a list of approved short courses to enable reporting to the Quality Monitoring and Review Sub Committee.

1.4 The approval of a collaborative short course

- 1.4.1 All collaborative short courses require consideration by a Partner Approval Event in line with the University's collaborative procedures. This will also include in-principle approval of new collaborative partnerships by the Academic Strategy Committee, planning approval by the Faculty Course Planning Executive, due diligence enquiries, venue check, the drawing up 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.
- 1.4.2 Where a collaborative short course is approved to run with one collaborative partner and it is proposed to run it with additional collaborative partner(s), Partner Approval Event(s) will be required to approve delivery at each individual collaborative partner.

1.5 The review of short courses

- 1.5.1 Each short course will be reviewed as part of the Course Continuous Improvement Plan of the appropriate school/centre, considering
- 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.
- 1.5.2 The University will assure itself that the standards and quality of its short courses are appropriate through the following mechanisms:
- the review process as outlined above, and
 - any separate processes that the Faculty may wish to put into place to monitor its short courses, and
 - the annual faculty report to the Quality Monitoring and Review Sub Committee on the conduct of delegated powers.

1.6 Other Courses

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