Short courses policy

1. Introduction

1.1 A short course is a period of learning for which a student may or may not be awarded credit, but which does not lead to any qualification as described in the University's Undergraduate or Postgraduate Awards Framework or lead to a nationally recognised higher education award, as defined in the QAA's Framework for Higher Education Qualifications (FHEQ).

1.2 It may be made up of existing modules already validated by the University or may also consist of entirely new material. The mode of delivery does not have to conform to the standard pattern.

1.3 For a credit bearing short course to be considered under these procedures, the level of credit it carries must be less than the minimum credits required for any qualification described in the Undergraduate Awards Framework or in the Postgraduate Awards Framework. If the course is designed to award credit equivalent to any of those awards, and therefore by definition, students studying on it would be eligible for an award of the University, it must be considered through standard course approval procedures.

2. School short course co-ordination

2.1 Each School has responsibility for coordinating the approval of Short Course development within their area via the School Learning, Teaching and Quality Committee (SLTQC). There should be a point of contact where short course information is managed as assigned by the Head of School. This point of contact is be responsible for:

- Steering new short course proposals through the approval process, ensuring that the Marketing and Student Journey are notified of all courses following outline approval

- Maintaining the short course information in the Course Offer Database (COD) and approving for publication, for credit bearing courses.

- Updating the appropriate AQD Business Partner

- Providing a contact point for AQD and Student Journey.

3. Short courses log

3.1 Each SLTQC is responsible for the update and management of a short courses log. Short Courses should be added to the log at the initial development stage and updated as the proposal progresses. This log will keep track of all Short Course proposals and will feed into the School Learning, Teaching and Quality Committee

(LTQ) and also to the University's Academic Portfolio Committee (APC). Schools must own the Short Courses Log however it should also be shared with colleagues in AQD, principally School Business Partners.

4. Involvement of AQD business partners

4.1 Nominated school staff should liaise with the relevant AQD Business Partner for their School at the proposal stage of Short Course development. AQD Business Partners should be notified of the development of a new Short Course as they can provide advice and guidance and highlight queries or issues from a quality assurance perspective. The Quality Manager (Academic Liaison and Student Outcomes), who manages the Business Partnering relationship between AQD and the Schools should also have oversight of this stage of Short Course development.