Short Courses Process

1. Introduction

1.1 The process for the approval of a short course are designed to allow Schools to respond to commercial opportunities, whilst at the same time ensuring that academic standards and the quality of learning are not compromised.

1.2 The approval process differentiates between courses which offer credit and those which do not and draws necessary distinctions between the two in terms of the level of central University approval required.

2. Approval process

2.1 A proposal for a short course can be made at any time of the year. However, consideration should be given to the time required for marketing and preparation of materials required for delivering the course. Proposers are advised to allow *three months* from the point of proposal of a short course, to its implementation.

2.2 All proposals must use the Short/Professional Course Proposal Form (AQD043) available here.

2.3 Approval for short courses is granted through the School Learning, Teaching and Quality Committee (LTQ) or reported there if approval has been given through Chair's Action.

2.4 Upon approval, the School must forward the proposal to:

- the Secretary to the APC for noting at the next meeting

- the Senior Administrative Officer (Livelink and Course Information) in Student Journey to add to the Course Offer Database (COD)

2.5 For **credit bearing** short courses, in addition to the above approval process, the School must forward the proposal and relevant course documentation (module specification(s)) to an appropriate external advisor for assurance on the credit and level involved, prior to School LTQC consideration.

2.6 Where the proposal is to offer an existing module or modules as free-standing short courses, existing external examiners may consider the proposal. Where the proposal includes an entirely new short course of more than one module, the School is responsible for seeking comment from a new external advisor according to subject knowledge, professional expertise and impartiality (the nominee should not have had any formal links with the School during the last five years or the last three years as an external examiner).

3. Certificates

3.1 Transcripts and certificates for credit bearing short courses are produced by Student Journey. Certificates of Attendance for non-credit bearing short courses must follow guidance provided by Student Journey.

4. Collaborative arrangements

4.1 Where **credit-bearing** short course proposals are delivered in collaboration with a partner, a Course Level Agreement (CLA) is required. The CLA should include, *inter alia*, details of arrangements for registration, assessment, student feedback, and financial arrangements.

4.2 Where collaborative partners are involved in the delivery of a short course the name of the partner will be included on certification of attendance etc.

5. Maintaining a record of all school short course provision

5.1 A record of all Short Courses and their current status (i.e. approved/suspended/closed) must be considered and updated at the School LTQC and reported to AQD for information.

6. Modification of short courses

6.1 The School must inform its AQD Business Partner of any significant changes to be made to the short course in order that an up-to-date record may be maintained. Depending on the nature of the change, it may be necessary for a further round of approval to be sought.

7. Publication and marketing

7.1 Following notification of School approval, the Marketing Team in External Relations creates a webpage for the School to populate with course information.

7.2 On 1st January in each academic year, the prospectus entries should automatically be copied forward for the next but one academic year. For example, on 1st January 2018, the prospectus entries for 2018/19 should be created by copying the entries for 2017/18. These should all have a status of 'draft' and not be displayed on the website.

7.3 Once copied, the new Prospectus Entries should be edited as required by the School. When the School sets the Prospectus Status for a course to be 'approved', that prospectus entry should be published to the Website.

7.4 Following publication, the School should ensure that these pages are kept up- to-date.

8. Compliance

8.1 AQD remains responsible for assuring that all University provision meets Framework for Higher Education Qualifications (FHEQ), and other QA requirements.

8.2 Compliance with the short course approval procedure is subject to periodic internal review by AQD on behalf of the University's Learning, Teaching and Quality Committee (LTQ).

8.3 The results of internal audits will be reported through both the School and University SEC to identify areas for improvement, and areas of good practice that can be disseminated across the institution.

9. Further information

9.1 Further information may be obtained from:

- AQD Business Partner and/or the school short course co-ordinator

- Academic Quality and Development (AQD)

Short Course Flow Chart

School level activities
- Course Teams decide whether a short course is credit or non-credit bearing
- Complete short course proposal form (AQD043) and clearly mention whether it is a credit or non- credit bearing
- Inform the School Short Course Coordinator
- For non-credit bearing, get approval from the School LTQC
- For credit bearing, send module specification(s) to an appropriate external advisor for assurance on the credit and level involved
- Once the external's feedback is received, submit the proposal to School LTQC for approval

School Short Course coordinator
- Drive the approval process from the proposal stage to School LTQ approval
- Record all short courses in the School Short Courses Log
- Ensure all relevant departments are informed about the newly approved short courses
- Update relevant School Business Partner

School Business Partner
- Provide advice and guidance to School Short Course
- Coordinator from a quality assurance perspective
- Check the short courses proposal form for any inaccuracy or non-completion
- Record the short courses in the AQD Short Courses Log
- Forward the approved short courses' proposals to APC for notification

APC Approval
- Provide advice and guidance to School Short Course
- Coordinator from a quality assurance perspective
- Check the short courses proposal form for any inaccuracy or non-completion
- Record the short courses in the AQD Short Courses Log
- Forward the approved short courses' proposals to APC for notification