**Short Course Proposal Form**

This form needs to be approved by the Programme and Client Approval Group for credit bearing short courses or the Institute/Professional Unit for non-credit bearing courses and then submitted to the Academic Office (quality@uwtsd.ac.uk), with accompanying module descriptors (PV3s).

Short courses would normally include a limited number of credits up to a total of 60 credits or may not award credits. This may be a single module.

This form cannot be used for an award other than a University Certificate e.g. it cannot be used for a Graduate Certificates and Postgraduate Certificates.

For proposals for University Certificates where a large number of modules may be optional, the University’s full valiation process should be followed.

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| **1. Title of short course *(award title and programme title, if relevant e.g. University Certificate in ….)*** |
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| **2. Institute**  |  |

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| **3. Academic Discipline/Professional Unit** |  |

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| **4. Cost Centre** |  |

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| **5. Programme Manager** |  |

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| **6. Proposed First Delivery Date**  | Month |  | Year  |  |

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| **7. Proposed Course Fee**  |  |

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| **8. Proposed Programme Area (for HeCOS coding, etc.)**  |  |

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| **9. External Delivery** *(please indicate whether any external individuals / organisations/partners will be involved in course delivery)* | No |[ ]  Yes  |[ ]  *If yes, please provide further details below* |
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|   | *Details of external Delivery:* |

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| **10. Level of study** *(please select level of the course in relation to the Framework for Higher Education Qualifications, or FHEQ)* | Level 3 |[ ]
|  | Level 4 |[ ]
|  | Level 5 |[ ]
|  | Level 6 |[ ]
|  | Level 7 |[ ]

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| **11. Credit rating**  | [ ]  Non- Credit Bearing | [ ]  5 Credits | [ ]  10 Credits | [ ]  15 Credits | [ ]  20 Credits | [ ]  30 Credits | [ ]  40 Credits | [ ]  60 Credits |
| Examination Board at which credits will be confirmed (for credit bearing courses): |  |

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| **12. Modules***(append module descriptors)* | Are there new modules?  |  | Yes [ ]  No [ ]   |
| Module Code | Module Title | Credit value | New/Existing |
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| **13. Duration and attendance pattern** *(please outline the duration of the course and how participants are expected to engage in the course, e.g. attendance for one day per week; block delivery; online learning)* |
| **Duration**

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|[ ]  Termly |
|[ ]  Semester |
|[ ]  Year  |
|[ ]  Block (detail): |
|[ ]  Other (detail): |

 | **Attendance pattern**

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|[ ]  Online |
|[ ]  On campus (detail):  |
|[ ]  Other (detail): |

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| **14. Proposed delivery cycle** *(please outline how frequently the course will be delivered each academic year)* |
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| **15. Summary of course** *(please provide a brief summary of the course* ***if it consists of more than 1 module****)* |
| *Introduction:* |
| *Proposed structure:* |
| *Aims**(please list):* |
| *Intended learning outcomes* *(please list):* |
| *Approach to learning, teaching and assessment:*  |
| *Plans for external accreditation, including any PSRB (where relevant):* |

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| **16. Course rationale and market demand** *(please outline the rationale for introducing the course, including intended participants and anticipated numbers for each delivery cycle; include details of any specific admissions requirements and/or any intended progression routes to University awards)* |
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| **17. Resource implications** *(please provide details of the resources required to deliver the course, including any additional resource requirements, including staffing)* |
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| **18. Financial viability of course** *(please demonstrate the course’s ability to make an appropriate contribution e.g. covers its costs, meets an agreed strategic objective)* |
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| **19. External/Employer/Client consultation for new credit bearing modules** *(please provide details of plans for external consultation on course content and/or delivery)*  |
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**APPROVALS**

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| **Stage one: Approval by Programme and Client Approval Group or Institute (Institute for non-credit bearing only)** |
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| Signed: |  | Date: |  |

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| **Stage two: Approval of modules by Chair of Academic Standards Committee (ASC)** |
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| Signed: |  | Date: |  |