**Short Course Proposal Form**

This form needs to be approved by the Curriculum Planning Group for non-credit bearing short courses and then submitted to the Academic Office ([quality@uwtsd.ac.uk](mailto:quality@uwtsd.ac.uk)), with accompanying module descriptors (PV3s).

Further details regarding non-credit bearing short courses may be found in Chapter 4 and Chapter 10 of the Academic Quality Handbook.

For any any short courses delivered at an external site, a profile of the proposed partner and the University resources to support the proposed provision (Appendix AC6) must be submitted with the Short Course Proposal Form. A site visit, where appropriate, is required as part of the approval process (Appendix AC7).

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| **1. Title of short course** |
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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. Modules**  *(append module descriptors)* | Are there new modules? |  | Yes  No | |
| Module Code | Module Title | | New/Existing |
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| **12. 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**   |  |  | | --- | --- | |  | Termly | |  | Semester | |  | Year | |  | Block (detail): | |  | Other (detail): | | **Attendance pattern**   |  |  | | --- | --- | |  | Online | |  | On campus (detail): | |  | Other (detail): | |

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| **13. Proposed delivery cycle** *(please outline how frequently the course will be delivered each academic year)* |
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| **14. 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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| **15. 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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| **16. Resource implications** *(please provide details of the resources required to deliver the course, including any additional resource requirements, including staffing)* |
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| **17. 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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**APPROVALS**

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| **Stage one: Consideration by the Institute (see AQH Chapter 4, section 4.2.9)** | | | |
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| Signed (Dean): |  | Date: |  |
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| **Stage two: Consideration by Curriculum Planning Group (see AQH Chapter 4, section 4.2.9)** | | |
| **Outcome** | Date | Comments |
| Approve |  |  |
| Reject |  |  |
| Refer to Due Diligence Group and resubmit |  |  |
| Revise and resubmit |  |  |

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