



# **Short Courses Policy**

## Documentation Management

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# SHORT COURSES POLICY

## 1. Introduction

The term 'short course' is used to cover a range of different types of courses offered within the University. Any programme of study which is offered to a cohort of students, which does not in itself lead to a University Award or qualification of an external body, e.g. HND, can be defined as a short course (it may be derived from a block or blocks already approved as part of an award-bearing programme).

Short courses can be divided in to two distinct types:

- a) Those that are credit-rated, these can be used by a student to gain credit on an award-bearing programme within the University (and possibly elsewhere);
- b) Those that are not credit-rated.

## 2. Approving Committee

Short courses which are 0 credit will need approval by the relevant Departmental Management Board (DMB), although no credit-rating can be approved. No student or course record will be created for 0 credit short courses. A certificate of attendance can be provided by the relevant College if required and local records of attendance should be maintained.

Short courses of between 5 and 45 credits (inclusive), or 50 to 450 learning hours (inclusive), must be approved by the relevant College Education Committee (CEC); this applies to both credit-rated and non-credit-rated courses. However, if the proposal contributes to a 'conscious assembly' of short courses leading to an award, or is more than 45 credits (450 learning hours) then approval via the relevant initiative as outlined in the University's current [Programme Approval Policy](#).

The approval process for short courses has been designed to allow Departments and Colleges to respond quickly where an opportunity to offer such a course is perceived. This may be appropriate when a request from a company for a bespoke course for its employees is forthcoming.

The Chair of the DMB or the CEC can take action to approve short courses outside the normal committee round, if appropriate, in order to meet external deadlines.

## 3. Documentation required for the approval of short courses

The Department/College will be expected to complete the following forms for the approval process, out of which the relevant information can then be provided to students:

- [Short Course Specification Pro-forma](#)
- [Short Courses: Additional Information Required for Approval](#)

Formal arrangements for the assessment of students on credit-rated short courses must be in place, and external examiners must be used to ensure that the assessment standards are appropriate to the level/credit-rating proposed. Such arrangements are required because the credit can be counted towards an award-bearing programme.

#### 4. Certification of attendance / achievement

Certificates of attendance will be provided for non-credit-rated courses, these will be produced by the Department. For credit-rated courses University transcripts will be provided to those students successfully completing a short course.

#### 5. External examiners, panels and boards

Short Course students undertaking credit bearing courses will be subject to the internal moderation and external examination processes defined in SR4. They must have their results ratified (including fail marks and resits) by a panel of examiners and board of examiners and decisions on completion of the short course and reassessment opportunities will be taken by the Board of Examiners, the same as any student who is achieving an overall award. The Panels and Boards of Examiners must have external examiners as members. Further details on the taught regulations can be found in [SR4](#).