**Short Course Proposal Form**

This form needs to be completed and submitted to the Validation and Exams team ([validation@uos.ac.uk](mailto:validation@uos.ac.uk)) for a form number to be allocated at least 10 working days before the committee meeting at which the form is being considered.

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| **1. Title of short course** |
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| **2. Department / Partner College** |  |

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| **3. Course Leader** |  |

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| **4. Proposed starting date** | Month |  | Year |  |

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| **5. External input** *(please indicate whether any external individuals / organisations will be involved in course delivery)* | No | |  | Yes |  | *If yes, please provide further details below* |
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|  | | *Details of external input:* | | | | |

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

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| **7. Credit rating** | Proposed credit rating  (minimum 10; maximum 60): |  |
| Assessment Board at which results will be confirmed: |  |

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| **8. 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)* |
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| **9. Proposed delivery cycle** *(please outline how frequently the course will be delivered each academic year)* |
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| **10. Summary of course** *(please provide a brief summary of the course)* |
| *Introduction:* |
| *Proposed structure:* |
| *Aims**(please list):* |
| *Intended learning outcomes* *(please list):* |
| *Approach to learning, teaching and assessment:* |
| *Plans for external accreditation (where relevant):* |

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| **11. 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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| **12. Staffing** *(please list all staff contributing to the teaching and/or assessment of the course)* | |
| Name | Department or external affiliation |
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| **13. Resource implications** *(please provide details of the resources required to deliver the course, including any additional resource requirements)* |
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| **14. Financial viability of course** *(please demonstrate the course’s ability to be financially sustainable, with reference to the accompanying costing model)* |
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| **15. External consultation** *(please provide details of plans for external consultation on course content and/or delivery)* |
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| **16. Monitoring and enhancement** *(please provide details of how the course will be monitored and evaluated, including arrangements for gathering and responding to feedback from participants)* |
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**APPROVALS**

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| **Stage one: initial approval to proceed** *(by Faculty Executive for short courses within academic departments; by the Executive for short courses within professional services; or by the relevant Learning Network Academic Committee for short courses within partner colleges)* | | | |
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| Signed: |  | Date: |  |

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| **Stage two: approval of short course** *(by Departmental Academic Committee for provision in academic departments; or by Quality Committee for all other provision)* | | | |
| *Period of approval (normally six years):*  *Conditions of approval (where relevant):*  *Recommendations (where relevant):*  *Deadline for response to conditions / recommendations (where relevant):* | | | |
| Signed: |  | Date: |  |

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| **Approval of response to conditions and/or recommendations** *(where relevant)* | | | |
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| Signed: |  | Date: |  |