**City Short Course Proposal Form**

This form applies to all new Short Courses (including credit and non credit-bearing Short Courses, CPD modules, and Summer Schools) and must be completed and submitted to PARC, together with the relevant Module Specification if the Short Course is based on an existing or new module. New Short Courses may only be delivered with approval from PARC.

When completing the form, please answer all fields and ensure that the information is as correct and accurate as possible. Please consult the [Short Courses/CPD Policy](https://staffhub.city.ac.uk/__data/assets/pdf_file/0011/688448/Short-Course-CPD-Policy.pdf) for guidance.

# **Short Course details**

**Title:** Click or tap here to enter text.

**Type:** Choose an item.

**Department(s):** Click or tap here to enter text.

**School(s):** Click or tap here to enter text.

**Start date(s):** Click or tap here to enter text.

*Please specify at least the month and year of the expected start date here*

**Duration:** Click or tap here to enter text.

**Type of study:** Choose an item.

**Mode of learning:** Choose an item.

**Fees:** Click or tap here to enter text.

# **Key staff contact(s)**

**Member of staff (1):**  Click or tap here to enter text.

**Member of staff (2):** Click or tap here to enter text.

If the proposed Short Course sits outside of City’s School structure, please specify which department(s) will be responsible for managing and delivering it:

Click or tap here to enter text.

# **Safeguarding**

Is the proposed Short Course going to be delivered to, or involve working with, children (i.e. under-18’s) and/or adults at risk?

Choose an item.

If **Yes**, please consult the [Safeguarding at City Policy](https://staffhub.city.ac.uk/safeguarding-and-prevent/training%2C-guidance-and-safeguarding) and ensure that appropriate safeguarding measures will be in place. For further advice, contact safeguarding@city.ac.uk. Please also provide a summary of the safeguarding measures:

Click or tap here to enter text.

# **Credit and awards**

Is the proposed Short Course based on a module that is already, or will be, part of a degree programme framework OR is it based on an existing or new module that is not part of a degree programme framework?

Choose an item.

If **based on a module**, please specify the title and code of the module (and please include the relevant module specification with this form):

Click or tap here to enter text.

Is the proposed Short Course credit bearing?

Choose an item.

If **Yes**, what is the credit value and academic level of the proposed Short Course? (e.g. 15 credits, level 7)

Click or tap here to enter text.

If **Yes**, can credit from the proposed Short Course be recognised towards a future degree award under RPL processes? If so, please specify if there are any restrictions as to which degree(s) it can be recognised towards.

Click or tap here to enter text.

Does the proposed Short Course lead to an award?

Choose an item.

Is the proposed Short Course recognised/accredited by a Professional, Statutory or Regulatory Body (PSRB)?

Choose an item.

If **Yes**, please specify the PSRB and the level/type of recognition/accreditation:

Click or tap here to enter text.

# **Partnerships**

**This section only needs to be completed if the proposed Short Course has been designed and/or will be delivered in collaboration with an external partner. Please refer to the** [**Partnerships Policy**](https://staffhub.city.ac.uk/__data/assets/pdf_file/0003/443838/Partnerships-Policy.V2.pdf) **for guidance.**

Please provide details of the partner organisation. Please make reference to the following:

* Name of the partner organisation
* Nature of the partner organisation (e.g. HE provider, charity, business, etc.)
* Reputation of the partner organisation
* Benefits and/or risks of delivering in partnership with the partner organisation
* Whether it already delivers or contributes to any provision with City
* Whether it delivers or contributes to any similar provision with other institutions

Click or tap here to enter text.

Please provide a summary of the agreement with the partner organisation. Please make reference to the following:

* Obligations/responsibilities of City
* Obligations/responsibilities of the partner organisation
* Who will design and/or deliver the content?
* If City is not designing and/or delivering the content, what quality assurance arrangements will be in place?

Click or tap here to enter text.

Has the partnership been approved via the university’s partnership approval process?

Choose an item.

# **Rationale**

Please provide the rationale for offering the proposed Short Course. Please make reference to the following and provide relevant data/evidence:

* Target audience
* Expected student numbers
* Market trends
* Employer demand
* Offerings at competitor institutions
* Alignment with the School’s strategic plan.

Click or tap here to enter text.

# **Finances**

Please explain how the fees of the proposed Short Course have been determined.

Click or tap here to enter text.

Has advice been sought from central Finance?

Choose an item.

Please confirm which body or group within the School has considered and approved the finances and resourcing of the proposed Short Course.

Click or tap here to enter text.

**Please attach a copy of the business case and/or a detailed overview of the finances to this form.**

# **Content, Aims and Learning Outcomes**

**If the proposed Short Course is based on a module that is already, or will be, part of a degree programme framework, you do not need to complete section 8. Please submit the module specification with this form instead.**

Please outline the curriculum content, aims and objectives of the proposed Short Course. Please also elaborate on the delivery methods to be used.

Click or tap here to enter text.

Please list the learning outcomes that students on the proposed Short Course will be expected to achieve upon completion.

Click or tap here to enter text.

# **Assessment**

**If the proposed Short Course is based on a module that is already, or will be, part of a degree programme framework, and will use the same assessment, you do not need to complete section 9. Please submit the module specification with this form instead. If it is based on a module but a different assessment will be used, please provide details here.**

Will the proposed Short Course include assessment?

Choose an item.

If **Yes**, please provide details of the specific assessment(s). Delete or add more rows as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment component** | **Assessment type** | **Weighting** | **Minimum qualifying mark** | **Pass/Fail?** |
|  | Choose an item. |  |  | N/A |
|  | Choose an item. |  |  | N/A  |

If there is assessment, please provide details of re-take/re-sit arrangements.

Click or tap here to enter text.

Information should be provided to students about where they will find the assessment criteria and grade-related criteria.

# **Timetable**

Please outline the expected timetable of the proposed Short Course.

Click or tap here to enter text.

# **Learning Resources**

Please outline the learning resources that are expected to be made available to students on the proposed Short Course. Please make reference to the following (if relevant):

* Library access
* Online resources
* Technical/IT equipment
* Other materials

Click or tap here to enter text.

# **Appeals and Complaints**

Appeals and complaints will normally follow the standard procedures for students at City, as outlined in the [Student Appeals Policy](https://staffhub.city.ac.uk/policies/student-and-academic-services-policies/student-appeals-policy), the [Student Complaints Policy](https://staffhub.city.ac.uk/policies/student-and-academic-services-policies/students-complaints-policy), [Senate Regulation 20](https://www.city.ac.uk/__data/assets/pdf_file/0006/566655/Senate_Regulation_20_Appeals_Procedures_Taught_Programmes-20201007.pdf) and [Senate Regulation 26](https://www.city.ac.uk/__data/assets/pdf_file/0009/566658/Senate_Regulation_26_Student_Complaints_20201007.pdf).

# **School Approvals**

**Dean of School: Signature: Date:**

Click or tap here to enter text. Select date.

[ ]  email attached in lieu of signature

**Associate Dean (Education): Signature: Date:**

Click or tap here to enter text. Select date.

[ ]  email attached in lieu of signature

**Chief Operating Officer: Signature: Date:**

Click or tap here to enter text. Select date.

[ ]  email attached in lieu of signature

*If proposal is for a cross-school Short Course:*

**Dean of supporting School: Signature: Date:**

Click or tap here to enter text. Select date.

[ ]  email attached in lieu of signature