approval of short courses – proposal and faesc/QLIC report template

If you have any queries about the completion of this form, please seek advice from your Faculty link Quality Assurance Officer.

Part 1: Statement of rationale and delivery arrangements

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| Course title: |  |
| Course code: |  |
| Faculty: |  |
| Department/School/ Partner organisation:\*  \*delete as applicable |  |
| Employer commissioning the course, if applicable: |  |
| Level: |  |
| Number of credits: |  |
| Duration and mode of study: |  |
| Fees and funding: |  |
| Location of delivery: |  |

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| Statement of rationale for development of the short course:  Including likely demand, course management arrangements, delivery arrangements and schedule, student support arrangements, learning resources (and access to them), staff involved in delivery, mechanisms for feedback to students. |
| Consultation:  What consultation has there been with students, stakeholders, Directorates, External Examiners and/or independent external advisors? Please summarise the internal and external advice provided and show how the Team has responded to the advice in the design and development of the course proposal. |
| Professional bodies:  Is there any professional body involvement in the proposed course? YES / NO  If yes, please give further details below including the name of the professional body and the process to be followed to achieve accreditation. |
| Progression:  Towards which Brookes programme/s may the credit gained through this short course be used? Are there any progression requirements? |
| Implementation:  Give date of first intake and other intake points during the year, and length of course. Also state if the course replaces any existing provision and the date of the last intake on the closing course. |

Documentation

Once the initial permission has been given by the Faculty Executive Group to proceed with a proposal, this form and the documentation listed below should be submitted electronically to your Faculty Quality Officer for FAESC/QLIC approval:

* programme specification and module descriptors (for single module short courses, the module descriptor is sufficient);
* course handbook to be issued to students;
* for collaborative short courses, the Operations Manual governing delivery arrangements.

Part 2: faculty aesc/QLIC approval report

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| Please provide a summary of panel comments, including the final decision. Where the course was approved by FAESC/QLIC, the minute should be reproduced here. If approval is by a sub-group of FAESC/QLIC, please also provide details of panel membership and meeting date. |

Approval and reporting

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| Course Leader: | Name |
| Faculty AESC/QLIC: | Date of approval  Minute reference |
| APQO: | Date of receipt |
| Student Records & Curriculum Management Team: | Date of receipt |
| Admissions: | Date of receipt |
| QLIC: | Date of meeting at which reported |