

Quality & Standards Handbook

Approval, monitoring and review of short course provision

Guidance note 6.1

Criteria for approval of short courses

1 CONSULTATION

The approval process should establish that the team have taken account of the outcomes of internal and external consultation and engaged with relevant reference points, including:

Internal reference points	External reference points
University Regulations	Qualifications and Credit frameworks
Strategy for Enhancing the Student Experience (SESE)	Any relevant Professional, Statutory and Regulatory Body (PSRB) requirements
Assessment and Feedback Charter (AB190703/06)	External experts and stakeholders within the discipline/profession
Guidance on Inclusive Teaching	Equality legislation and guidance

2 CURRICULUM

The approval process should confirm that the curriculum presented for approval:

- Articulates an educational rationale, aims and intended learning outcomes which are appropriate to the level of the course;
- Is designed so as to enable the students to meet the aims and learning outcomes;
- Incorporates the requirements of the University's regulatory framework and of any relevant Professional Statutory Regulatory Bodies (PSRBs);
- Is being taught by staff with appropriate experience and expertise, and is informed where relevant by research and scholarship and/or current developments in professional practice;
- Demonstrates a commitment to inclusive practice.

3 RECRUITMENT AND ADMISSIONS

The approval process should ensure that the admissions criteria are consistent with the programme's aims, learning outcomes and level, taking account of the University's standard admissions requirements, target market and the requirements of any PSRB requirements or relevant legislation. It should also consider the means by which the team intend to assess candidates against the admissions criteria.

4 LEARNING, TEACHING AND ASSESSMENT

The approval process should confirm that the team's strategy for learning, teaching and assessment:

- Is consistent with the stated aims of the course.
- Validly and reliably assesses the achievement of all the programme's intended learning outcomes.
- Complies with University policies, and engages with OCSLD guidance relating to learning, teaching and assessment.
- Reflects good practice in teaching and learning, with arrangements in place to assure and enhance the quality of teaching.

- Demonstrates a commitment to the provision of an excellent learning experience, as set out in the Strategy for Enhancing the Student Experience.
- Provides accessible opportunities for all students, including those with additional needs, to meet the learning outcomes.

5 PROGRAMME MANAGEMENT

The approval process should establish that the programme management structures, including those concerned with academic and pastoral support for students, will meet the needs of the expected students, including the provision of support for students with disabilities.

The approval process should also confirm that appropriate quality management arrangements are in place for assuring the academic standards and enhancing the quality of the provision, including systems for seeking and responding to feedback from students.

6 LEARNING RESOURCES

The approval process should confirm that sufficient resources (including teaching staff) are in place, or are planned, so that the delivery team may provide appropriate learning opportunities to enable students to achieve the programme learning outcomes. Systems should also be in place, or planned, to provide reasonable adjustments for students with additional needs.

7 FOR PROGRAMMES BEING DELIVERED BY DISTANCE OR E-LEARNING

The approval process must confirm that the proposal meets the expectations of the University, in respect of the security and reliability of the delivery and assessment systems, assuring the quality of study materials, access to appropriate learning resources, the skills and expertise of the staff delivering on the programme, and the mechanisms for providing timely academic support and feedback.