**This form is to be used where an existing module (i.e. a module which has been previously approved by the College’s quality committee such as a module on an MSc programme) is to be made available as a short course.**

**Once completed, please submit this form, a completed course specification and, if appropriate, individual module outline(s), by email to** [**short.courses@imperial.ac.uk**](mailto:short.courses@imperial.ac.uk) **for non-online courses and for online courses (including MOOCs and SPOCS).**

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| **Course Details** | |
| Who is responsible for the course? | Full name and email address |
| Faculty |  |
| Department |  |
| Is the course linked to a particular research centre or service (e.g. SAS)? |  |
| If so, please provide details below, including how the course will be branded | |
|  | |
| Proposed Course Title |  |
| Proposed Course Type  *(If bespoke/closed give name and contact details of buyer)* | E.g.  CPD  Summer School  Outreach  Digital Modules such as MOOC or SPOC, etc. |
| Is the course Open or Closed? | “Open” means individuals can apply to the course. “Closed” means the course is intended for a group of delegates such as employers from a specific company. |
| Who is the primary audience for the course? | E.g. Internal/external students, school children, internal/external staff, etc.  For digital modules such as MOOCs this could be multiple audience types (e.g. entry level university students; people seeking to advance their careers; etc) |
| List all programmes of study that the module is included on and whether it is core or elective on those programme(s) | E.g.  MSc in Civil Engineering (elective)  MSc in Engineering (core) |
| **Achievement of Learning Outcomes (see Course Specification)** | |
| Is the course assessed?  If yes, is this compulsory or optional | Yes – Summative assessment  Yes – Summative and formative assessment  Yes – formative assessment only  No  Compulsory / Optional |
| If yes, please provide details of the assessment arrangements. Where credit is awarded include the timing and membership of examination board (including details of the External Examiner(s)). Please also state whether the examination board will be shared with other courses, modules or programmes. | |
| For Digital modules, e.g. MOOCs/SPOCs, please explain how the security of the assessment will be managed. | |
| Please confirm the assessment for the standalone short course is the same for the course delegates and for Imperial registered students on the award bearing programme(s) | Yes, the assessment is the same  No, they are different (if so, elaborate)  Not applicable |
| Is academic credit (ECTS) to be awarded? | Yes / No |
| If yes, please state the number, including FHEQ level, of ECTS credits to be awarded |  |
| **Rationale and Course Design** | |
| Please describe the rationale for making the module available as a short course: | |
| For example:   * Is there high demand for the topic in the market? * Is there a potential for creating new/additional revenue? * Are there potential opportunity for collaborations (e.g. with an existing educational or research collaborator)? | |
| How will the availability of short course enhance Imperial’s reputation for excellence in science, engineering, medicine and business? | |
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| **Market Demand** | |
| Please provide details of the market demand (UK and Internationally). | |
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| What will attract delegates to this short course? | |
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| What are the minimum delegate numbers for a viable course? |  |
| What are the maximum delegate numbers? |  |
| What are the projected delegate numbers (first intake)? |  |
| What are the projected delegate numbers (steady state)? |  |
| If applicable, estimated percentage (%) of these who will take the summative assessment? |  |
| **Resources** | |
| Please describe whether there are additional resource requirements (e.g. space, human resources, ICT, Library, equipment, etc.,) associated with making the module available as a short course and how these will be met. | |
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| **Admissions** | |
| Please describe the Admissions/selection process |  |
| Please give an indication of the proposed course fees |  |

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| **Marketing** | |
| Please provide details of the marketing strategy for the course. | |
|  | |
| If a course brochure is available, please provide as a separate document or insert a link in the text box below. | |
| Insert web link to course brochure here if available | |
| If a course website is available, please provide a direct web link in the text box below. | |
| Insert web link to website here if available | |
| **Confirmation** | |
| **Departmental Approval**  By printing the name of the Head of Department you confirm that the Head of Department has agreed the proposal and that the relevant departmental resources required will be made available. | |
| Head of Department |  |
| Date | DD/MM/YYYY |
| **Faculty Approval**  By printing the name of the Faculty Operating Officer you confirm that the Faculty has given strategic approval for the course to be developed subject to approval at the relevant quality assurance committee. | |
| Faculty Operating Officer |  |
| Date | DD/MM/YYYY |