**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 online courses (including MOOCs and SPOCS). For on-line courses please also submit Form E: Distance, Blended and E-Learning.**

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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 | |
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| 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) |
| Is this an existing module on an Imperial programme of study? | Yes / No |
| If yes, list all programmes that the module is included on and whether it is core or elective | E.g.  MSc in Civil Engineering (elective)  MSc in Engineering (core) |
| **Achievement of Learning Outcomes (see Course Specification)** | |
| Please describe how the learning and teaching methods support the achievement of the learning outcomes. | |
| Which activities will you offer participants to learn, practice, monitor their performance and get feedback? | |
| 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. | |
| Digital modules, e.g. MOOCs/SPOCs, please refer to New Short Course Proposal Form E: Distance, Blended and E-learning, as asks for detail of the security of the assessment methods sues. | |
| Please describe how the format, timing and volume of assessments support the achievement of the course's learning outcomes. | |
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| If the course is part of an existing Imperial programme of study, please confirm the assessment is the same for course delegates and Imperial registered students. | 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 the introduction of the 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)? | |
| Please explain how the course supports the objectives of the current College strategy. | |
|  | |
| Please explain how the course supports the objectives of the current Faculty and Departmental strategy. | |
| For example: how does the course building on the strength of Imperial’s core academic disciplines? | |
| How will the course enhance Imperial’s reputation for excellence in science, engineering, medicine and business? | |
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| Will the development of the course benefit on-campus learning and teaching? | |
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| **Diversity and Inclusion:** Please explain in what ways the course will take into account diversity and inclusion themes in its teaching methods and content. | |
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| **Online courses only:** How does the online course use innovative forms of pedagogy or technology with relevance for on-campus education? | |
| What are the elements which you would like to innovate within the MOOC with respect to the way you develop/deliver the content. For example:   * Use of citizen science approaches with large audience; * Using the MOOC as a book in own courses; * Developing new applications for students through the MOOC e.g. Virtual Reality; * Use the data generated to improve own teaching; etc | |
| **Market Demand** | |
| Please provide details of the market demand (UK and Internationally). | |
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| Please provide details of any competitor courses (UK and Internationally) and say how the proposed course will distinguish itself from these | |
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| **Online modules/courses only:** Give two examples of online modules/courses already offered on Coursera or EdX or other platform which you consider good examples and explain why and say what are the takeaways from them which will be used on the proposed course: | |
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| What will attract delegates to this 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)? |  |
| Estimated percentage (%) of these that would take the summative assessment? |  |
| **Resources** | |
| Please describe the resource requirements for establishing and maintaining the course. Please also cover any collaborative arrangements in your response. | |
| Space | Including lecture rooms, laboratories, seminar rooms, student study areas, administrative offices, etc. |
| Human Resources | Including academic/teaching and administrative time involved in managing and delivery of the course. If applicable include time spent on supervising student projects and/or setting and marking assessment. -Please indicate whether staff are internal or external. |
| Library Resources | Please confirm you have consulted with the relevant Subject Area Librarian.  The Library can advise you on availability of open access alternatives for required journal literature and may be able to advise you on availability of open access textbooks |
| IT Resources | Including E-learning resources, hardware, software, virtual learning environments.  For MOOCs/SPOCs please specify the platform which will be used – eg Coursera, EdX or other |
| Equipment | Including access to specialist machinery, laboratory and workshop equipment, consumables, etc. |
| Economies of scale | Eg: Are there any existing teaching materials that can be reused in the new course for example: book, slides, image collections, videos, e-learning material?  Alternatively can the course (or elements of the course) used to contribute towards the College’s award bearing programmes? |
| Intellectual Property and Copyright | How will you protect your intellectual property?  Do you have copyright for the material you intend to us or can you request this? |
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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. | |
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| 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 committees. | |
| Faculty Operating Officer |  |
| Date | DD/MM/YYYY |