

## Academic Regulations for Short Courses

---

### General

1. Short courses ('courses') are units of study with a defined set of learning outcomes, which do not lead to an award<sup>1</sup> of the university. Courses may be assessed and therefore can be credit-bearing and, in some instances, may contribute to an award of the university through accreditation of prior learning (APL) procedures (see paras 29 and 30).
2. Participants registered on a short course will be given delegate status<sup>2</sup> unless the participant already holds student status with the university.
3. Where a short course is assessed, delegates may be awarded the relevant credit, usually ECTS (see para 11).
4. Short courses may be referred to, amongst other things, as 'Summer Schools', 'stand-alone modules', 'CPD courses' or 'pre-sessional courses'.
5. A 'Course Leader' should be appointed for each short course to have responsibility for academic standards and the management of the course.

### Entrance Requirements

6. To register for a short course delegates must;
  - a. Meet the English Language requirements for the course as described in the course specification.
  - b. Satisfy any entrance criteria for the course as described in the course specification.

### Minors

7. The university's policies on admission of minors and child protection apply for applicants which are under 18 years of age when applying to the course and to delegates who are under 18 years of age whilst on the course.

### Course Structures

8. Each short course must have a course specification and, unless it is a closed course, the details should be made available on departmental webpages and/or short courses catalogue.
9. Senate and/or the relevant quality committee acting on its behalf must approve the short course specification including any modifications, usually on an annual basis.

---

<sup>1</sup> An award of the university is any defined formal qualification as described in the [Regulations for Taught Programmes of Study](#) Part 1, section 2

<sup>2</sup> Delegates may not have access to all the facilities normally offered to enrolled students of the university, which facilities might be available will depend on the course a delegate is registered on.

10. Senate and/or the relevant quality committee acting on its behalf will monitor and review each short course according to a schedule and process agreed by Senate and/or the relevant quality committee.
11. Where credit is applied, short courses, which are delivered in an intensive format, will normally have a credit volume of 2.5 ECTS per week where 1 ECTS is equal to 25 notional hours of delegate effort.
12. Short courses which are modules that are also delivered and assessed as part of a programme of study leading to an award of the College will have a credit volume determined by Senate according to the regulations for the relevant programme of study.

### **Attendance & Progression**

13. A delegate admitted to a short course must participate in the course to the satisfaction of the Course Leader.
14. The university reserves the right to require any delegate whose academic progress, conduct or attendance is unsatisfactory to withdraw from the course.
15. For credit-bearing and non-credit bearing short courses, a delegate required to withdraw has the right to appeal against the withdrawal decision following the relevant process or procedure that the decision to withdraw was made under.

### **Assessment & Examination**

16. Assessment will be carried out in accordance with the university's [Regulations for Taught Programmes of Study](#) (Part 4: Assessment).
17. Boards of Examiners for short courses will be governed according to the [Regulations for Taught Programmes of Study](#) for awards at the relevant [Framework for Higher Education Qualifications](#) (FHEQ) level with the following exceptions;
  - a. In the case of summer schools and stand-alone courses, which are not also modules on the university's award bearing programmes of study, the Programmes Committee will fulfil the role of the relevant quality committee.
  - b. Where the short course leads to the award of credit by the university, the Boards of Examiners will require at least one External Examiner.
18. The pass mark for courses at levels 4-6 of the [Framework for Higher Education Qualifications](#) (FHEQ) is 40%. The pass mark for courses at level 7 of the FHEQ is 50%.
19. Assessment results for short courses are not classified and will be issued to delegates as a percentage mark.
20. Delegates who fail to achieve a percentage mark equal to or greater than the relevant pass mark will not be permitted to re-sit any part of the assessment except where individual course specifications allow.
21. A delegate who re-enters for an assessment may be liable for [re-entry fees](#).

22. Delegates wishing to appeal their percentage mark(s) should do so according to the [Academic Appeals Procedure for Taught Programmes](#).

### **Mitigating Circumstances**

23. On credit-bearing short courses, delegates wishing to submit a request for mitigation should do so according to the [Mitigating Circumstances Policy & Procedure](#).

### **Academic Misconduct**

24. All delegates are expected to adhere to good academic practice in relation to any assessment completed. Delegates on credit-bearing short courses, are subject to the College's [Academic Misconduct Procedures](#).

### **Attendance Certificates & Transcripts**

25. Delegates with an attendance rate greater than 80% will receive a Certificate of Attendance for the relevant short course.
26. Delegates who are registered for an assessed credit-bearing course and who achieve a percentage mark equal to or greater than the relevant pass mark will receive a transcript stating the course(s) successfully completed, the final percentage mark(s) and the value of the course(s) in ECTS credit.
27. For courses which are assessed, after the Examiners have reached a decision, delegates will be notified of the result of their assessment(s), including the marks obtained.
28. Delegates can normally expect to receive their percentage marks within 1 month of the end of the course and their certificate(s) and/or transcript within 2 months of the end of the course.
29. The award of credit by the university or the successful completion of any short course does not confer right of entry to any other university course or programme of study.
30. The award of credit by the university or the successful completion of any short course does not provide automatic credit exemption or accreditation of prior learning in the event of entry to any other university course or programme of study.

### **Intellectual Property**

31. Delegates agree to abide by the university's [Intellectual Property Policy](#).

## Document Control

<b>Document title:</b>		Academic Regulations for Short Courses	
<b>Version:</b>	1.9	<b>Date:</b>	July 2024
<b>Location:</b>		R:\7.Quality Assurance\2. Regulations\01. Academic Regulations\Academic Regulations 2024-25\Short Courses	
<b>Initially approved by and date:</b>		Senate 2014	
<b>Version approved by and date:</b>		Senate June 2024	
<b>Version effective from:</b>		October 2024	
<b>Originator:</b>		Academic Registrar	
<b>Contact for queries:</b>		Assistant Registrar (Academic Standards)	
<b>Cross References:</b>		Regulations for Taught Programmes of Study Tuition Fee Policy Student Disciplinary Procedure Academic Misconduct Policy and Procedure Unsatisfactory Engagement Policy and Procedure Fitness to Study Procedure Mitigating Circumstances Policy and Procedure College Ordinances and Regulations	
<b>Notes and latest changes:</b>		Updated June 2024 to meet new brand standard Updated June 2024 to cross reference to <i>Regulations for Taught Programmes of Study</i>	