IMPERIAL

Short course approval: guidance for submitting and approving proposals

This guidance accompanies the Short Courses Approval Process document and details the steps involved in gaining approval for a short course at Imperial. Your department or faculty committees may require the completion of additional forms or the provision of specific information for strategic approval in advance of this process. You should check with your Education Manager or equivalent if you need further information about the documentation required.

1. Submitting a short course proposal

1.1. Accessing the form

A single online proposal form is used for all short course types and can be accessed at: https://shortcourses.fillout.com/newcourse

The form consists of 8 sections:

- Key information
- Course structure
- Rationale for the course
- Marketing, recruitment and admissions
- Course specification
- Assessment and feedback
- Supporting information
- Accreditation and partnerships

The form is branched so that some fields will only appear if relevant, based on your answers to previous questions.

Mandatory fields only appear on the first page to enable easier navigation and completion of the form but you should complete all relevant fields before submitting.

1.2. Selecting a course category

The approval process varies depending on the short course category, with HE short courses requiring approval at both department and faculty level (or their equivalent for central departments developing short courses). The key information page of the approval form will ask you to select one of four categories:

HE: Proposers should select this category if the short course will lead to credit (for example a micro-credential) or will involve offering an existing higher education (HE) module as an open short course.

Compulsory pre-sessional courses that form part of the entry requirements for an HE programme and summer schools for HE students linked to a specific FHEQ level (4, 5, 6, 7 or 8) are also categorised as HE short courses for approval purposes.

Pre-HE: Proposers should select this category if the course is aimed at school age participants (typically those under the age of 18). Courses aimed at under 18s require a safeguarding risk assessment. Forms and guidance can be found at: https://www.imperial.ac.uk/human-resources/compliance-and-immigration/safeguarding/

Non-credit-bearing: This category should be used for open or closed/custom short courses designed for professional development or personal interest and aimed primarily at adults.

This category should also be used for optional pre-sessional courses (those that are not compulsory for entry to an Imperial degree programme) and programmes hosted on behalf of another education provider, which may lead to formal recognition by that provider but for which Imperial does not award credit.

MOOC: This category should be used for massive open online courses (MOOCs) or similar asynchronous courses offered online, whether hosted by Imperial or third-party online programme management (OPM) platform (such as Coursera).

Async online courses

The key information page will ask you to specify the delivery mode or modes for the course.

For online asynchronous courses and those with substantial digital content, course proposers are advised to consult with the Interdisciplinary EdTech Lab (IETL) https://www.imperial.ac.uk/interdisciplinary-ed-tech-lab/our-work/.

Proposals for courses that are delivered primarily in async online mode will be referred to Lifelong Learning for review. If you have already consulted with IETL about the proposal, check this box to indicate this.

1.3.   Completing the proposal form

The proposal form is hosted by Fillout and will allow you to return to complete the form at a later date provided you use the same browser and device. You will not be able to resume completion if you use a private browser window (such as Incognito mode in Google Chrome).

You can navigate through the form using the 'next page' button at the bottom of the screen and return to the previous page using the back arrow at the top of the screen.

1.4.   Submitting the form

Once you have clicked the 'submit' button at the end of the form you will have the option to download a PDF version of the short course specification.

Upon submission, the proposer will receive an email from notifications@fillout.com with the title 'Your short course approval form submission.' The email will include a summary of their answers and a link to edit their form. The edit function is only intended for use where updates have been requested by the approver, for example following feedback from a Department Teaching Committee. Please note that the department approvers will receive a notification and a request to review the proposal as soon as it is submitted.

The proposer will receive an automated email notification from Airtable when the proposal is approved or rejected by the department, including any comments from the approver. For HE short courses, they will also be notified when the proposal is approved or rejected by the faculty approver.

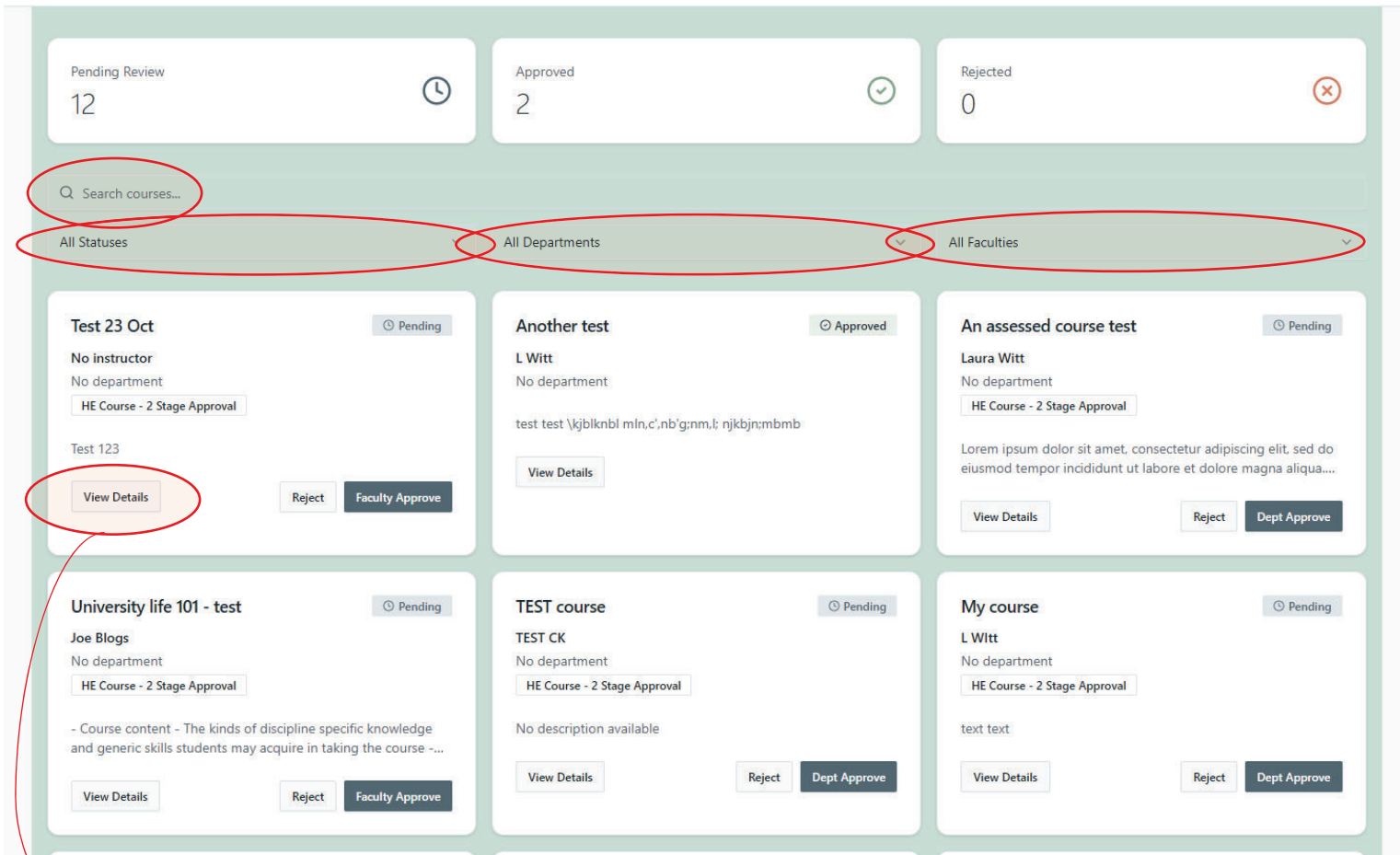# 2. Reviewing and approving a short course proposal

There are two levels of approval for short courses depending on their category. HE short courses require approval by the department (level 1) and the faculty (level 2). For departments hosting short courses that are not within a faculty (for example CLCC or Lifelong Learning), level 1 and level 2 approvers have been identified so that approvals work in a similar way. The Quality Assurance and Enhancement team in the Registry maintains the database of approvers and can assist should you need to make a change (contact shortcourses@imperial.ac.uk).

2.1.   Accessing the short course record

Once a short course proposal is submitted, the level 1 approvers in the department will receive an email notification from Airtable Automations <noreply+automations@airtable.com> with the title 'New Short Course Proposal Submitted: [course title]'

The email includes a link to the Short Course Approval Portal: https://shortcourses.zite.so

You will see a dashboard showing a card for each course. You can use the search bar to search for the course title (from the email subject) or use the dropdown lists to filter by approval status, department or faculty.

Short Course Approval Portal
Review and approve short course proposals

Pending Review
12 🕐

Approved
2 ✓

Rejected
0 ✗

🔍 Search courses...

All Statuses ⌄   All Departments ⌄   All Faculties ⌄

Test 23 Oct   🕐 Pending
No instructor
No department
HE Course - 2 Stage Approval

Test 123

[View Details]   [Reject] [Faculty Approve]

Another test   ⊘ Approved
L Witt
No department

test test \kjblknbl mln,c',nb'g;nm,l; njkbjn;mbmb

[View Details]

An assessed course test   🕐 Pending
Laura Witt
No department
HE Course - 2 Stage Approval

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua....

[View Details]   [Reject] [Dept Approve]

University life 101 - test   🕐 Pending
Joe Blogs
No department
HE Course - 2 Stage Approval

- Course content - The kinds of discipline specific knowledge and generic skills students may acquire in taking the course -...

[View Details]   [Reject] [Faculty Approve]

TEST course   🕐 Pending
TEST CK
No department
HE Course - 2 Stage Approval

No description available

[View Details]   [Reject] [Dept Approve]
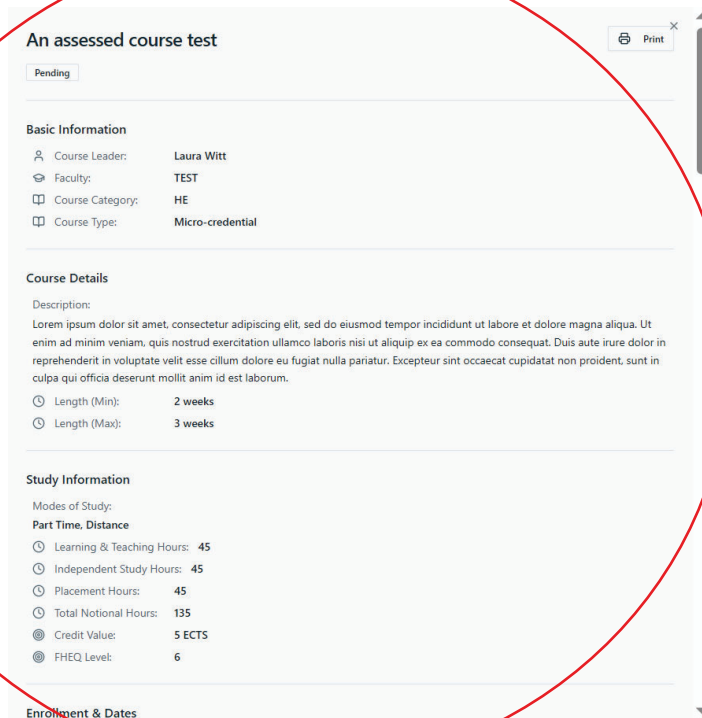

My course   🕐 Pending
L WItt
No department
HE Course - 2 Stage Approval

text text

[View Details]   [Reject] [Dept Approve]

Use the 'View Details' button within a course card to view the course information.

An assessed course test   🖨 Print ✕
Pending

Basic Information
- 👤 Course Leader: **Laura Witt**
- 📖 Faculty: **TEST**
- 📖 Course Category: **HE**
- 📖 Course Type: **Micro-credential**

Course Details
Description:
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- 🕐 Length (Min):   **2 weeks**
- 🕐 Length (Max):   **3 weeks**

Study Information
Modes of Study:
Part Time, Distance
- 🕐 Learning & Teaching Hours: **45**
- 🕐 Independent Study Hours: **45**
- 🕐 Placement Hours: **45**
- 🕐 Total Notional Hours: **135**
- ◎ Credit Value: **5 ECTS**
- ◎ FHEQ Level: **6**

Enrollment & Dates

2.2.   Commenting and approving or rejecting

If you wish to leave a comment, scroll down to the bottom of the record and enter this in the comment box. Comments might include anything that would be useful for other approvers or QA team to know, such as a note that the proposal has been referred back to the proposer for further development, or a comment for the proposer, for example reasons for rejection or a recommendation from a committee. The comment will be recorded against the course record in the Airtable database and emailed to the proposer once the approval status is updated.

Click 'save comment' when complete and return to the main dashboard.

Once you are ready to approve click the 'Dept approve' button in the course card.

You will be prompted to select your name from a list of registered approvers. Select your name and click 'confirm'. Your name and the date of approval will be logged on the course record in the Airtable database.

If the course requires 2 stage approval as shown above, the level 2 (faculty) approvers will receive an email notification from Airtable Automations <noreply+automations@airtable.com> with the title 'New Short Course Proposal Submitted: [course title]'

The email includes a link to the Short Course Approval Portal: https://shortcourses.zite.so

The level 2 approver should repeat the steps shown above.

Once the 1 or 2 stage approval process is complete the course record will be sent to the Programmes Committee for information.