SHORT COURSE AND SHORT PROGRAM PROCEDURES

Context and Purpose

The purpose of these procedures is to set out the University's procedural requirements in relation to short courses and short programs.

These procedures are to be read in conjunction with the Short Forms of Learning Policy.

Responsibility

Registrar and Director: Student and Academic Services

Procedure

A. Development and Approval

1.   All proposals to establish a short course or short program (either assessed or non-assessed) must be approved by the Academic Unit Board (or delegate) and must include:

- a brief description of the curriculum content to be delivered (including a statement that this content will not duplicate offerings in other Academic Units)
- a statement regarding the aims of the course or program
- the fully costed fee to be charged, and the basis for pricing
- robust evidence of market demand
- an assessment of costs, benefits and risks
- the teaching arrangements for delivering the course or program
- the minimum participation requirements for successful completion
- the arrangements to apply to late enrolments, withdrawals and refunds
- an indication of the volume of learning associated with the course or program (noting that the minimum duration for the delivery of a short course is 8 hours).

2.   For an assessed short course or short program the proposal must also include the following:

- the relevant AQF band
- learning objectives that are consistent with the nominated AQF band
- an indication of the summative assessment task(s) to be required
- the arrangements to be applied in relation to extensions, penalties for late submission, re-marking/re-submission, appeal against grades, and any other relevant matters concerning assessment.

3. For assessed short courses and short programs that are offered more than once, the following standard nomenclature must be used:

- Professional Certificate in X, or
- Executive Certificate in X (usually reserved for offerings at postgraduate level)
- Short description based on the content or discipline area, eg *Advanced Fourier Analysis*

4. Appropriate records for approved short courses and programs must be created in the University's Program and Course Management System.

B. Enrolment and Payment of Fees

5. Enrolment in a short course will be treated as an enrolment at the University and will be recorded in the University's student record system by the Academic Unit Program Services team.

6. Course Co-ordinators must ensure that students enrolled in a short course are provided with access to the Code of Conduct for Students so that they are aware of their rights and responsibilities as students of the University.

7. The Student Services and Amenities Fee does not apply to students in short courses or short programs.

8. Academic Units will be responsible for the collection of fees from students enrolled in short courses and short programs.

C. Course/Program Management

9. Executive Deans must ensure that all short courses and short programs are delivered by staff with an appropriate level of disciplinary knowledge and teaching skills.

10. A co-ordinator must be nominated for each short course and short program.

11. Student administration for short courses and short programs will be the responsibility of the Academic Unit Program Services team.

12. In cases where a short course or program has been designed to allow credit into a UniSA award program this must be recorded in Credit Assessor following approval. Note that students will not be granted credit towards completion of a short course or program.

D. Assessment and Certification

13. Assessed short courses may use either the graded or non-graded grading schemes set out in the University's Assessment Policy and Procedures (AB - 68).

14. Students enrolled in assessed short courses must receive a pass grade for the required assessment task(s) in order to complete the course. A formal certificate of achievement may be provided on successful completion of an assessed short course or short program.

15. Students who have completed a non-assessed short course or short program may be given a certificate of participation. Minimum participation requirements should be set as a prerequisite for receiving a certificate of participation.

16. Work submitted for assessment by students enrolled in assessed short courses must be tested for plagiarism using comparison software, unless the Executive Dean has given approval for the software not to be used. Students must consent to this testing process each time they submit an assessment task. Breaches of academic integrity will be managed in accordance with relevant processes set out in the Academic Integrity Policy and Procedures.

17. Students who have completed a short course or short program do not graduate and will not be eligible to receive a formal University academic transcript.

E. Quality Assurance

18. Student and Academic Services will initiate the annual quality assurance process. Executive Deans, or delegates, will provide an annual report to the Academic Unit Board regarding short courses and short programs. This report must include a review of actual versus projected demand, revenue versus full costs, risks, and student satisfaction. It must also include recommendations for the discontinuation of short courses or programs where considered appropriate by the Executive Dean, or delegate.

19. Following consideration of the annual report from the Executive Dean or delegate, each short course and short program will either (1) be deemed approved to continue for a further twelve-month period or (2) be discontinued.

20. Academic Unit Board, or delegate, is the approval authority for amendments to short courses and short programs.

21. Academic Unit Boards must forward the annual report regarding short courses and short programs to the Academic Strategy, Standards and Quality Committee and Academic Board for information.

Further Assistance

Programs and Academic Policy, Student and Academic Services

Related Documentation:

Short Forms of Learning Policy

Code of Conduct for Students

[Microcredentials Procedures](#)

[Assessment Policy and Procedures](#)

[Recognition of Prior Learning](#)

Officer Responsible for Update and Review: Registrar and Director: Student and Academic Services

Approved by: Academic Board, 28 May 2021

Amendment approved by Registrar and Director: Student and Academic Services - January 2023
Amendment approved by Registrar and Director: Student and Academic Services - January 2024

Commencement Date: 28 May 2021

Review Date: May 2024

History: These Procedures and the associated Policy supercede and replace the former A-53 Short Programs, Executive Certificates and Professional Certificates Policy.

These Procedures were amended based on their parent policy changing titles in Nov 2023.