**Short Course Revalidation / Major Change Form**

This form covers the revalidation of credit and non-credit bearing short courses or major changes to such courses. This form needs to be submitted by to Academic Office and needs to be accompanied by the relevant module descriptors (PV3s).

This revalidation / major change form cannot be used for an award other than a University Certificate e.g. it cannot be used for a Graduate Certificates and Postgraduate Certificates. Short courses would normally include a limited number of credits up to a total of 60 credits or may not award credits. This may be a single module.

For proposals for University Certificates where a large number of modules may be optional, the University’s full revaliation process should be followed.

**Please complete both sections A and B.**

**SECTION A**

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| **1. Title of short course *(award title and programme title, if relevant, e.g. University Certificate in ….)*** |
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| **2. Institute**  |  |

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| **3. Academic Discipline/Professional Unit** |  |

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| **4. Cost Centre** |  |

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| **5. Programme Manager** |  |

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| **6. Proposed First Delivery Date**  | Month |  | Year  |  |

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| **7. Course Fee**  |  |

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| **8. Programme Area (for HECoS coding, etc.)**  |  |

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| **9. External Delivery** *(please indicate whether any external individuals / organisations/partners will be involved in course delivery)* | No |[ ]  Yes  |[ ]  *If yes, please provide further details below* |
|  |  |  |  |  |  |
|   | *Details of external delivery:* |

**10. PSRB** *(please provide details of any Professional Accreditation linked to the short course concerned, and advise if the Academic Office needs to inform the relevant PSRB (see AQH Chapter 4)*

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| **11. Level of study** *(please select level of the course in relation to the Framework for Higher Education Qualifications, or FHEQ)* | Level 3 |[ ]
|  | Level 4 |[ ]
|  | Level 5 |[ ]
|  | Level 6 |[ ]
|  | Level 7 |[ ]

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| **12. Credit rating**  | [ ]  Non- Credit Bearing | [ ]  5 Credits | [ ]  10 Credits | [ ]  15 Credits | [ ]  20 Credits | [ ]  30 Credits | [ ]  40 Credits | [ ]  60 Credits |
| Examination Board at which credits will be confirmed (for credit bearing courses): |  |

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| **13. Modules***(append module descriptors)* | Are there new modules?  |  | Yes [ ]  No [ ]   |  |
| Module Code | Module Title | Credit value | New/Existing | Revised?*Please attach the modules with track changes* |
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| Are any modules withdrawn? |  |
| Module Code | Module Title | Credit value |
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| **14. Duration and attendance pattern** *(please outline the duration of the course and how participants are expected to engage in the course, e.g. attendance for one day per week; block delivery; online learning)* |
| **Duration**

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|[ ]  Termly |
|[ ]  Semester |
|[ ]  Year  |
|[ ]  Block (detail): |
|[ ]  Other (detail): |

 | **Attendance pattern**

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|[ ]  Online |
|[ ]  On campus (detail):  |
|[ ]  Other (detail): |

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| **15. Delivery cycle** *(please outline how frequently the course will be delivered each academic year)* |
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| **Section B:****1. Reflection in relation to revalidations and major changes** |
| ***For revalidations****: please reflect on the past validation period, considering the following:** *Numbers recruited and market demand*
* *Financial viability*
* *Student feedback*
* *Student performance (e.g. module completion rates)*
* *Any additional resource implications moving forward*
* *Rationale for any major changes made (e.g. adaptation to the delivery model)*
* *External client / employer consultation as appropriate*
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| ***For Major Changes***: please detail the rationale for the major change indicated above: |

**APPROVALS**

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| **Stage one: Approval by the Dean of Institute(s)** |
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| Signed: |  | Date: |  |

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| **Stage two: Approval by Chair of Academic Standards Committee (ASC)** |
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| Signed: |  | Date: |  |