

# UCL Academic Manual 2022-23

## Chapter 10: Short Course Regulatory Framework

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Chapter 10 is UCL's regulatory framework for short courses.

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# 1 Introduction

## 1.1 Definitions

1. UCL's Short Courses represent the extension of UCL's learning landscape beyond provision of its qualification-bearing undergraduate and postgraduate degree programmes.
2. Short Courses do not lead to a UCL qualification, but they may be recognised by a UCL Certificate of Participation or lead to the award of UCL academic credit (see section 3.1: Short Course Credit Framework). In some instances, Short Courses may also provide hours or points of verifiable CPD.
3. UCL's Short Courses include the following:
  - non-credit-bearing Continuing Professional Development (CPD) courses, some of which may provide hours or points of verifiable CPD;
  - credit-bearing modules from UCL degree programmes offered as standalone short courses for personal learning, continuing education or CPD;
  - credit- and non-credit-bearing evening classes, online courses and summer schools and programmes;
  - credit- and non-credit-bearing academic and commercially focused executive education courses and other bespoke offerings for organisations;
  - non-qualification-bearing graduate preparatory courses offered by the UCL Centre for Language & International Education (CLIE).
4. Non-credit-bearing Short Courses typically do not involve any assessment and do not involve the award of UCL academic credit. They may, however, be recognised by a UCL Certificate of Participation, and they may also provide hours or points of verifiable CPD. They may also in some instances be accredited by an external body and involve assessment leading to a non-UCL qualification or award (see 3.1.12 & 3.1.13 below).
5. Credit-bearing Short Courses involve assessment which, if successfully completed, may lead to the award of UCL academic credit (see section 3.1). This academic credit may then, depending on the activity being undertaken, be used to apply for advanced entry to a UCL programme leading to a UCL qualification such as a Postgraduate Certificate or Diploma or a full Masters degree.
6. Each new Short Course must have a course specification that is derived from the Course Initiation Questionnaire (CIQ). Unless the activity is a bespoke closed course<sup>1</sup>, the details of the activity should be made available on the central UCL Short Courses website and/or the relevant UCL departmental webpages.
7. To ensure that the expectations of Faculties, Departments, learners and staff are clear, the following verbs are adopted consistently throughout these Regulations:
  - **Must:** indicates a regulation that will be adhered to in all circumstances. Deviations from such regulations would only be granted by UCL Academic Policy and Quality Assurance on behalf of the Vice-Provost (Education & Student Experience) in exceptional circumstances. For example "applicants must satisfy any entry requirements for admission that are specified in the course specification (CIQ) and indicated in the description of the activity provided on the central UCL Short Courses website and/or the relevant Department web pages".

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<sup>1</sup> A 'bespoke closed course' is any course provided by UCL for a fee to an external client, where the content is specifically designed for that client and the participants are nominated by the client. Consequently, the course is not open to any suitably qualified candidate.

- **Should:** indicates a regulation that should be adhered to unless sound pedagogical, professional or practical reasons prevent this. For example “A variety of assessment methods should be used across the short course to test different knowledge and skills”.
- **May:** indicates where an action or regulation is permitted but not mandatory, and where there might therefore be variations across programmes and modules. For example “Information may be provided in a number of formats including learner handbooks, Moodle sites and the UCL intranet”. Where ‘may’ regulations are used, the specific arrangements in place on the activity must be explained clearly in the course specification (CIQ).

## 1.2 Scope

1. These Regulations provide a framework for the delivery and support of UCL’s Short Courses and shall apply to all Short Course Learners registered on these (see section 1.3 below for definitions of the different categories of learner).
2. These Regulations define UCL’s threshold standards for its Short Courses. Individual Short Courses may have their own set of regulations detailed in the course specification for the activity which define the specific arrangements in place for that activity over and above UCL’s threshold standards.
3. These Regulations shall not apply to:
  - any UCL programme of study leading to a UCL qualification, or to any UCL Students or Affiliates registered on these programmes. Regulations applying to UCL programmes of study leading to a UCL qualification are set out in the UCL Academic Manual.
  - any bespoke closed UCL short courses or (see footnote 1 above).

## 1.3 UCL Short Course statuses

1. All those admitted onto Short Courses shall be assigned a Short Course status as follows (unless they already hold UCL Student or UCL Affiliate status, in which case they will retain that status):

A UCL Associate Student is:

- (a) any person registered on one or more credit-bearing Short Courses provided by UCL and opting to take the assessment;
- (b) any other person whom the Registrar declares to be a UCL Associate Student.

A UCL Attending Student is:

- (a) any person registered on one or more credit-bearing Short Courses provided by UCL and attending without opting to take the assessment;
- (b) any other person whom the Registrar declares to be a UCL Attending Student.

A UCL Visiting Student:

- (a) any person registered on one or more non-credit bearing Short Courses provided by UCL;
- (b) any other person whom the Registrar declares to be a UCL Visiting Student.

2. UCL Students and UCL Affiliates can also be registered on Short Courses but shall retain their formal status as a UCL Student or a UCL Affiliate along with the rights and entitlements of access to the facilities and services associated with these statuses.
3. Short Course Learners shall not have access to all of the facilities and services that are available to UCL Students and UCL Affiliates. Which facilities and services are available, including access to Library materials, will depend on their Short Course status (see 1.3.1 above) and any entitlements associated with that status and/or the Short Course on which they are registered.

## 2 Admission, Registration and Conduct

### 2.1 Introduction

1. The Regulations in this section pertain to admission and registration arrangements for UCL's Short Courses, both non-credit-bearing and credit-bearing.

### 2.2 Entry requirements

1. While there are no general entry requirements for Short Courses, applicants must satisfy any entry requirements for admission that are specified in the course specification (CIQ) and indicated in the description of the activity provided on the central UCL Short Courses website and/or the relevant Department web pages.
2. For admission onto credit-bearing Short Courses, entry requirements may include academic prerequisites such as a UK Bachelors degree or an equivalent qualification in a relevant subject.

Further guidance

3. Entry requirements for credit-bearing Short Courses need not comply with standard UCL entry requirements for programme-level study, provided that the admitting UCL department judges that the applicant is appropriately qualified and equipped to take the activity in question.
4. Some Short Courses take into account individual professional and work experience for admissions purposes.
5. Applicants are advised to check for specific entry requirements or academic pre-requisites for admission onto their chosen Short Course before making an application to UCL, either by consulting the activity description provided on the central UCL Short Courses website and/or the relevant Department web pages, or by contacting the activity organisers.

### 2.3 English Language requirements

#### **General**

1. The language of instruction at UCL is English, and all applicants should ensure that their spoken and written English is of a sufficient standard to undertake their chosen Short Course. This requirement is specified in order to ensure that the experience of Short Course Learners is not hindered by language difficulties, and that all Short Course Learners are able to benefit fully from their time at UCL.

#### **Non-credit bearing Short Courses**

2. Applicants for non-credit-bearing Short Courses, whose first language is not English, should have a reasonable proficiency in the English language in order to fully benefit from the activity.
3. In addition, applicants are required to meet any English Language requirements that are specified in the course specification (CIQ) for the activity and indicated in the description of the activity provided on the central UCL Short Courses website and/or the relevant Department web pages.

4. UCL reserves the right to refuse admission to or terminate the registration of any applicant whose English Language proficiency is deemed unsatisfactory.

Further guidance

5. Although no formal proof of an applicant's proficiency in English is required for entry onto most non-credit-bearing Short Courses, applicants whose first language is not English are encouraged to benchmark their proficiency in the English language against the Common European Framework of Reference for Languages.

### **Credit-bearing Short Courses**

6. Applicants for credit-bearing Short Courses whose first language is not English are required to meet UCL's English Language requirements and must be able to provide recent evidence that their spoken and written command of the English language is adequate for the activity for which they have applied.
7. In addition, applicants will be required to meet any English Language requirements that are specified for the level of the activity.

Further guidance

8. Applicants are advised to check any specific English Language requirements by consulting the activity description provided on the central UCL Short Courses website and/or the relevant Department web pages.
9. Applicants should be aware that UCL reserves the right to ask for higher English Language requirements in individual cases.

## **2.4 Making an application for a UCL Short Course**

1. Applications for Short Courses must be made directly to UCL, either through the central UCL Short Courses website or the relevant UCL department web pages.
2. Details of how to make an application for a UCL Short Course are provided in the activity description on the central UCL Short Courses website and/or the relevant UCL department web pages. Details of any specific application deadlines will also be indicated.

### **Applicants with disabilities**

3. UCL endeavours to ensure equal access to all facilities and to make reasonable adjustments to UCL buildings when and wherever possible.
4. Applicants who have a disability should inform the admitting UCL department of this on their application. This will help to ensure that any special requirements can be put in place in advance of applicants commencing their Short Course.
5. Where an applicant declares a disability, the admitting UCL department should make contact with that applicant to discuss any specific arrangements or reasonable adjustments they may need in order to support their studies.

Further guidance

6. Applicants with disabilities are strongly encouraged to make contact with the activity organisers and/or the relevant UCL department before submitting their application if they have any general queries about access or facilities at UCL.

7. See also guidance on Reasonable Adjustments at section 3.3.

### **Applicants under the Age of 18**

8. UCL will consider for admission onto its Short Courses applicants who will reach the age of 18 during or after their expected period of attendance, subject to these applicants meeting the entry criteria for the activity.
9. If a young applicant is offered a place, UCL has in place procedures to protect young learners. The Short Course organisers and/or the admitting UCL department must ensure that these procedures are put in place prior to the arrival of the applicant(s) at UCL.

Further guidance

10. In considering applications onto Short Courses from applicants under the age of 18, short course organisers must refer to the UCL Children and Vulnerable Adults Safeguarding Policy for Applicants and Current Students.
11. Further guidance on working with persons under the age of 18 is available for UCL departments and Short Course organisers on the UCL Human Resources Division web pages.

### **Applicants who are registered students at UCL and other Higher Education institutions**

12. Applicants who are currently registered students either at UCL or another Higher Education institution may be admitted onto Short Courses. However, any Short Course that UCL students are admitted onto cannot be substituted for any component of their UCL programme of study, nor can any academic credit achieved as a result of their attendance on the activity be transferred to their main UCL programme of study.

## **2.5 Accuracy of Applicant Information**

1. Information provided by applicants is expected to be accurate and complete. UCL reserves the right to refuse admission or terminate registration in the event that any information provided by an applicant is inaccurate or incomplete.

## **2.6 Proof of Identity**

1. All applicants for campus-based Short Courses are required to present (in person or by post) the original copy of an accepted form of identification, as determined by UCL, for verification before they can be registered onto the Short Course.
2. UCL's preferred form of identification is a valid passport. However, in the absence of a valid passport, the following will be accepted forms of identification for applicants who do not require a visa to study in the UK:
  - i) A UK photo driving licence, Armed Forces Identity Card or a European National Identity Card, or
  - ii) An original Birth Certificate, Adoption Certificate, Deed Poll Certificate or Certificate of Naturalisation.
3. If the family name or other personal details are different from those on the document provided, proof of the reason for any differences may be required. This should be in the form of a marriage certificate/civil partnership certificate, divorce document, deed poll, adoption certificate or statutory declaration. No other forms of identification are acceptable.

### **Applicants Who Require a Visa to Study in the UK**

4. Under UK immigration requirements, presentation of a valid passport is a mandatory requirement for applicants for all campus-based Short Courses who require a visa to study in the UK, and no other forms of identification will suffice. Registration will not take place without presentation of a valid passport and an appropriate visa.

Further guidance

5. UCL is obligated to undertake passport and visa checks for its Short Courses wherever its Student Visa licensing responsibilities require it do to so. This requirement applies only to applicants who will be attending a Short Course based on the UCL campus within the UK. There is no requirement for applicants who require a visa to study in the UK to present a valid passport and an appropriate visa if the UCL Short Course is based wholly online.
6. Further information and guidance about the UK Immigration and Visas System is available on the Immigration and Visa webpages.

## 2.7 Disclosure and Barring

### **Disclosure**

1. For a small number of Short Courses, where participants may potentially come into unsupervised contact with children and/or vulnerable adults, UCL will seek an enhanced disclosure certificate from the Disclosure and Barring Service. Where this requirement applies, it should be recorded on the course specification (CIQ) in order that applicants can be made aware.

Further guidance

2. The Disclosure and Barring Service is the Government agency established to provide employers and others with information about any criminal convictions that an individual might possess.
3. In addition to an enhanced disclosure certificate, some Short Courses may require further checks under the provisions of the Protection of Children Act and Protection of Vulnerable Adults Act.
4. Further details of these checks are available from the Disclosure and Barring Service. UCL reserves the right to bar applicants or de-register learners who are given an unsatisfactory review by the Disclosure and Barring Service.

### **Applicants with Criminal Records**

5. Disclosure of certain criminal records may be required for some Short Courses, and applicants with criminal records may be subject to some restrictions of activity to be decided on a case-by-case basis.
6. Failure to disclose may result in refused admission or termination of registration from the Short Course.
7. Where appropriate, details of criminal convictions may be made available to Heads of Department and others as appropriate.
8. Please see UCL's Disclosure and Barring webpages for further information.

## 2.8 Application Decisions



1. All applicants for Short Courses will be informed by UCL of their acceptance or otherwise onto the activity in question.
2. The decision as to whether to admit an applicant to a UCL Short Course rests solely with the relevant UCL department. UCL decisions on applications onto its Short Courses are final, and there is no right of appeal against them.

## 2.9 Period of Registration

1. Short Course Learners are registered for the duration of their Short Course, until the end or completion of the activity.
2. The specific start date and duration of each Short Course is determined by UCL and notified in the short course descriptions given on central UCL Short Courses website or on the relevant Department web pages.

## 2.10 Attendance Requirements

1. UCL's attendance requirements are defined in Annex 3.2: UCL Student Attendance Policy.
2. Minimum attendance requirements are set at Faculty level and must be published in the Student Handbook or equivalent.
3. Students whose attendance falls below the minimum attendance requirement may be subject to the regulations in Chapter 6, Section 3: Academic Insufficiency Procedure, subject to faculty policy.
4. In order to be eligible for a Certificate of Participation, Short Course Learners will be expected to have participated in the activity to the satisfaction of the course leader and to an extent that is deemed sufficient to have met the learning outcomes of the activity.
5. Short Course Learners on credit-bearing Short Courses whose attendance falls below the minimum attendance requirements for the activity may not be permitted to undertake the assessment component of the activity.
6. UCL reserves the right to require any Short Course Learner whose conduct, attendance or academic progress is unsatisfactory to withdraw from the Short Course. A Short Course Learner required to withdraw has the right to appeal against the withdrawal decision but not against any academic assessment on which the decision is based. The responsibility for hearing and deciding upon appeals is vested in the Registrar, whose decisions are final.

## Further guidance

7. For Short Courses that are based wholly or partly online, 'attendance' should be taken to mean 'participation'. Owing to software limitations, it may not yet be possible to measure participation for some of these. In such instances, in order to be eligible for a Certificate of Participation Short Course Learners will be expected to have participated in the activity to an extent that is deemed by the activity leader to be sufficient to have met the learning outcomes of the activity.
8. Section 3.3.15-20: Extenuating Circumstances describes the procedures in place for Short Course Learners on credit-bearing Short Courses who are unable to attend an examination or submit a piece of work for summative assessment due to illness or other extenuating circumstances.

## 2.11 Code of conduct for Short Course Learners attending UCL

1. UCL enjoys a reputation as a world-class university. It was founded on the basis of equal opportunity, being the first English university to admit students irrespective of their faith and cultural background. It was the first university in England to admit women.
2. UCL is a community, and as members of this community, all Short Course Learners are expected to adhere to UCL's rules and regulations while attending a UCL Short Course based at UCL, to show respect for persons and property, and to behave in a way that does not interfere with the normal operations of UCL.
3. UCL's expectations about appropriate behaviour and conduct of its Short Course Learners while attending an activity based on the UCL campus include:

### **In general:**

- Recognising the diversity of the UCL community and not discriminating against others on the basis of their age, ethnic origin, race, nationality, membership of a national minority, culture, language, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, sex, gender, gender identity, sexuality, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, genetic features, parentage, descent, full or part-time student status, socio-economic background, employment status, trade union affiliation, spent or irrelevant criminal convictions or any other irrelevant distinction.
- Acting responsibly, being honest, considerate, respectful and courteous towards others. Behaving in a respectful manner towards others so that they do not feel that they are being harassed or bullied, and abiding by the law.
- Showing consideration for the welfare of other Short Course Learners;
- Ensuring that any activity you engage in using the internet, including virtual learning environments (e.g. Moodle), social networking sites (e.g. Facebook, Twitter etc.), blogs or other web resources, refrains from causing offence and could not be regarded as bullying or harassment.
- Respecting the right of freedom of speech provided it is within the law.

### **Whilst learning:**

- Being punctual for sessions or classes.
- Where applicable, following the rules laid down by UCL for academic activity, the use of the Library, Information Services and other services.
- Where applicable, being aware of the advice and assistance available on academic and other matters from sources such as personal, programme and departmental tutors.
- Where applicable, informing the relevant person if you are going to be absent or delayed for an activity where you are expected to attend.
- Seeking help for yourself when you need it.

### **Around UCL:**

- Showing respect for UCL property.

- Informing yourself of UCL health and safety policies and following them.
  - Playing your part in maintaining security and being prepared to produce your identity card when requested.
  - Caring for the environment at UCL by respecting buildings, spaces and facilities.
  - Recycling and disposing of litter responsibly.
  - Showing consideration for others regarding noise (e.g. switching mobile phones off in sessions and classes).
4. The following other UCL policies also relate to conduct and behaviour for all Short Course Learners:
- Equalities
  - Harassment and Bullying
  - Health and Safety
  - Security
  - Energy Saving Information
5. The following link to sources of advice and assistance for Short Course Learner Associate Students and Attending Students:
- Support to Study Policy
  - Fitness to Study Procedure
  - Examinations and Awards
  - Computing Regulations
  - Library Regulations
  - Students' Union UCL Help and Advice
6. Where it is deemed appropriate, any matters relating to the infringement of UCL rules and regulations or the misconduct of Associate Student or Attending Student Short Course Learners will be referred to UCL's Disciplinary Code and Procedure.
- Chapter 6, Section 2: Student Disciplinary Code and Procedure

## 2.12 Complaints Procedure

1. Any Short Course Learner who wishes to make a complaint about her/his experience at UCL should first try to resolve the matter informally, in consultation with either the person who has caused the complaint, or with that person's line manager, or with another appropriate person within the area of UCL where the complaint has arisen.
2. Formal complaints should only be submitted if informal discussion fails to resolve the matter satisfactorily, or would be wholly inappropriate, and if there appear to be genuine grounds for making a complaint.
3. If a complaint cannot be resolved informally, UCL has an established Student Complaints Procedure for dealing with both academic and non-academic complaints and representations from students. This Procedure shall also apply to Short Course Learner Associate Students and Attending Students.
4. All other Short Course Learners, i.e. those on non-credit-bearing Short Courses, shall have recourse to UCL's Public Complaints Procedure in the event that a complaint cannot be resolved informally. Where deemed appropriate and applicable, complaints involving Short Course Learners undertaking non-credit-bearing Short Courses will be referred to the established Student Complaints Procedure.

## 3 Credit-bearing Short Courses

### 3.1 Short Course Credit Framework

#### General

1. This section describes the underlying structures and credit requirements of UCL's credit-bearing Short Courses.
2. UCL's credit-bearing Short Courses involve assessment which does not result in a UCL qualification but which may result in the award of UCL academic credit and ECTS credits upon completion and passing of the assessment component(s).
3. In common with all credit-bearing modules that are offered as part of UCL programmes of study, credit-bearing Short Courses must include the following defined characteristics:
  - i) a specified academic level;
  - ii) a specified credit-rating and associated learning hours;
  - iii) approved learning outcomes;
  - iv) appropriate methods of assessment;
  - v) agreed methods of quality assurance;
  - vi) defined student support mechanisms.
4. Credit-bearing Short Courses are rated in multiples of five, with 5-, 10-, 15- and 30-credit modules being the norm. The minimum module size is 5 credits, which equates to 50 learning hours and 2.5 European Credit Transfer System (ECTS) credits.
5. Short Course Learners who are registered for assessment as UCL Associate Students on a credit-bearing Short Courses and who achieve a percentage mark equal to or greater than the relevant pass mark (see section 3.3) shall be entitled to receive a transcript produced by UCL, detailing the assessment taken and results achieved.
6. UCL academic credit awarded through successful completion of a credit-bearing Short Courses that is eligible to be used to apply for advanced entry to a UCL programme of study is valid within UCL for five calendar years.

#### Further guidance

7. Certification of UCL academic credit for credit-bearing Short Courses through production of an official UCL transcript is managed by UCL Student Records.

#### Credit Accumulation and Qualifications

8. A Short Course Learner who successfully completes one or more credit-bearing Short Courses or may, depending on the activity that has been undertaken, be able to use the academic credit awarded for this to apply for advanced entry to a related UCL taught programme leading to a UCL qualification, through the regulations on the Recognition of Prior Learning.
9. All applications for advanced entry onto UCL taught programmes must meet the criteria set out in the regulations on the Recognition of Prior Learning.
10. Applications for advanced entry to UCL taught programmes will not be considered where the academic credit is more than five calendar years' old, or where the academic credit achieved through the Short Course is not eligible to be used for advanced entry to a UCL programme.

11. A Short Course Learner must meet the requirements of a UCL-approved programme of study in order to be awarded a UCL qualification. Academic credits from successful completion of individual Short Courses do not automatically accrue towards a UCL qualification, nor do they provide automatic credit exemption or accreditation of prior learning in the event of entry onto another Short Course or UCL programme of study.
12. A UCL qualification cannot be achieved solely through successful completion of credit-bearing Short Course. The following table specifies the maximum number of academic credits that may be transferred from successful completion of eligible credit-bearing Short Courses for each group of UCL qualifications, in line with the maximum thresholds for the Recognition of Prior Learning.

<b>UCL Qualification</b>	<b>Maximum Short Course Credit</b>
Certificate of Higher Education	Up to 30 credits
Diploma of Higher Education	Up to 60 credits
Foundation Degree	Up to 60 credits
Honours Degree	Up to 120 credits
Graduate Certificate	Up to 20 credits
Graduate Diploma	Up to 40 credits
Postgraduate Certificate	Up to 30 credits
Postgraduate Diploma	Up to 60 credits
Integrated Masters	Up to 120 credits
Taught Masters	Up to 90 credits
Modular Research Masters	Up to 90 credits

### **Further guidance**

13. Recognition of academic credits awarded through the successful completion of a UCL credit-bearing Short Course is at the discretion of other Higher Education institutions. UCL makes no representation that the activity will be recognised and/or awarded credit by any other institution.

### **Accreditation of Short Courses by bodies outside UCL**

14. Some Short Courses organised by UCL may be recognised or accredited by Professional, Statutory or Regulatory Bodies and involve assessment leading to a non-UCL qualification or award.
15. In addition to meeting any requirements specified by UCL, Short Course Learners on such Short Courses must observe any regulations and/or meet any requirements around admission, registration, additional learning hours, assessment and fitness to practise that are specified by these Bodies.

## **3.2 Change of registered Short Course status**

1. Short Course Learners taking credit-bearing Short Courses who are initially registered as a UCL Attending Student (i.e. not registered to undertake the assessment on the activity) may at the discretion of the activity organisers apply to change their registered Short Course status to a UCL Associate Student, so that they opt in to taking the assessment.
2. Short Course Learners taking credit-bearing Short Courses who are initially registered as a UCL Associate Student (i.e. registered to undertake the assessment on the activity) may apply to change their status so that they opt not to undertake the assessment. In both circumstances, the application to change registered assessment status must be submitted by the learner to the course organiser by the specified deadline. Short Course Learners who opt out of taking the assessment option shall not be entitled to the award of the academic credits pertaining to the Short Course.

3. The application to change registered Short Course Learner status must be made to the Short Course organisers in advance of the assessment on the activity taking place and by the specified deadline.

## 3.3 Assessment of credit-bearing Short Courses

### General

1. The regulations governing assessment for credit-bearing Short Courses are defined by the academic level of the activity – e.g. a credit-bearing Short Course at level 6 is subject to the UCL assessment regulations for undergraduate programmes; and a credit-bearing Short Course at level 7 is subject to the UCL assessment regulations for taught postgraduate programmes.
2. Each credit-bearing Short Course must have a Course Leader, who will be responsible for ensuring compliance with assessment regulations, including responsibility for planning and implementing appropriate marking, second-marking and internal moderation processes; processing requests for reasonable adjustment and extenuating circumstances; sitting on extenuating circumstances panels if required and any other reasonable role requirements.
3. The following sections of the UCL Academic Manual shall pertain both to Short Course with Associate Student status taking assessment on credit-bearing UCL Short Courses, and participants on the credit-bearing UCL International Summer School for Undergraduates ('Short Course Learners' hereinafter):
  - Overarching Principles of Assessment (Chapter 4, Part A, Section 1)
  - Module Assessment (Chapter 4, Part A, Section 3 – see also 3.3.4-9 below)
  - Student Regulations for Exams and Assessments (Chapter 4, Part B)
  - Short-term Illness and other Extenuating Circumstances (Chapter 2, Section 2 and paragraphs 3.3.14-19 below)
  - Reasonable Adjustments for Disabilities and Long-term Conditions (Chapter 3, Section 5 and paragraphs 3.3.9-13 below)
  - Marking and Moderation (Chapter 4, Part A, Section 4)
  - Assessment Feedback (Chapter 4, Part A, Section 5)
  - Consequences of Failure (Chapter 4, Part A, Section 9 and paragraphs 3.3.20-33 below)
  - Boards of Examiners (Chapter 4, Part A, Section 11 and paragraphs 3.3.34-35 below)
  - Student Academic Misconduct Procedure (Chapter 6, Section 9)

### Attendance Requirements and Eligibility for Assessment

4. UCL's minimum attendance requirements are defined in 2.10.
5. Short Course Learners whose attendance falls below this attendance requirement are not eligible to undertake the assessment component of the activity or to receive a UCL Certificate of Participation.

### Requirements to pass a credit-bearing Short Course

6. The assessment requirements of the credit-bearing Short Course must be clearly communicated to Short Course Learners.
7. Assessment results for credit-bearing Short Courses are not eligible for a classification and will be issued as a percentage mark.

8. In order to pass a credit-bearing Short Course at undergraduate level (i.e. level 4, 5 or 6), a Short Course Learner must achieve a weighted average of 40%, plus 40% in any non-condonable component(s).
9. In order to pass a credit-bearing Masters-level Short Course (i.e. those at level 7), a Short Course Learner must achieve a weighted average of 50%, plus 50% in any non-condonable component(s).

### **Reasonable Adjustments**

10. The Reasonable Adjustments regulations set out at Chapter 2 Section 3 of the UCL Academic Manual define how UCL supports students with a disability throughout the learning, teaching and assessment process.
11. The Reasonable Adjustment regulations shall apply to all Short Course Learners registered as UCL Associate Students and UCL Attending Students on credit-bearing Short Course.
12. Short Course Learners should notify UCL of any disability at the point of application or during pre-enrolment so that UCL can put in place the support that is required.
13. The following is a guide to applying for reasonable adjustments:

#### **Step 1:**

Declare a disability at application stage or during pre-enrolment, and receive an invitation to complete an Applicant Support Questionnaire providing more information to the Disability, Mental Health and Wellbeing team in Student Support and Wellbeing (SSW) about your disability and support needs.

**Or**

Contact the Disability, Mental Health and Wellbeing team directly at any stage during your studies to request a confidential 1:1 appointment.

#### **Step 2:**

Continue to liaise with the Disability, Mental Health and Wellbeing team via email or phone, or attend an appointment. A member of the Disability, Mental Health and Wellbeing team will discuss your support needs in more detail and agree appropriate follow-on actions, which may include:

- Production of a Summary of Reasonable Adjustments (SORA)
- Email liaison with your academic department, Information Services (ISD), Library
- Completion of an application for Exam Adjustments
- Onward referral for non-medical help (e.g. specialist tuition, mental health mentoring, note-taking support)

#### **Step 3:**

Remain in contact with the Disability, Mental Health and Wellbeing team throughout your studies and request a review of support as and when you feel it is necessary.

14. For further information on Reasonable Adjustments please refer to Chapter 2 Section 3 of the UCL Academic Manual.

## **Extenuating Circumstances**

15. The Extenuating Circumstances regulations set out at Chapter 2, Section 2 of the UCL Academic Manual define the support available for UCL students who might experience something unexpected, significantly disruptive and beyond their control and which may affect their performance at assessment, such as a sudden, serious illness or the death of a close relative.
16. The Extenuating Circumstances regulations shall apply to all Short Course Learners registered as UCL Associate Students on credit-bearing Short Courses. The regulations apply to summative assessments only. They do not apply to formative assessments or to absence from lectures, seminars, tutorials etc.
17. Further guidance about the types of circumstances which are generally considered to be extenuating can be found in Chapter 2, Section 2.5: Grounds for Extenuating Circumstances.
18. Extenuating Circumstances Claims submitted by Short Course Learners will be considered in accordance with the Extenuating Circumstances Regulations, with the following exceptions:
  - Extenuating Circumstances submitted by Short Course Learners will be considered in a timeframe appropriate for the duration of the Short Course;
  - The Short Course organiser or leader will fulfil the role of the Programme Leader (or equivalent);
  - Decisions on Extenuating Circumstance claims will be referred to the Chair of the relevant Faculty/Department Extenuating Circumstance Panel for decisions under the authority of the Faculty/Department Extenuating Circumstance Panel
  - Forms of mitigation for Short Course Learners may include any of the following:
    - i) The Course Leader for the Short Course may approve a coursework extension of up to one week;
    - ii) The Course Leader, Departmental Tutor or Chair of the relevant Board of Examiners may approve a coursework extension of up to four weeks;
    - iii) Other forms of mitigation can be considered by the Faculty or Departmental Extenuating Circumstances Panel or by the Chair acting on behalf of the Panel, including:
      - those outlined in Chapter 2, Section 2: Short-term Illness and other Extenuating Circumstances;
      - offer of a full refund for the Short Course with the option to re-enrol at a later date.
19. Short Course Learners may also apply for Exam Adjustments via a separate online application process. Exam Adjustments are adjustments to central or departmental written examinations which can be made as a form of Reasonable Adjustment for those with a disability or long-term condition or as a form of mitigation for those with shorter-term Extenuating Circumstances – see Chapter 2, Section 5: Exam Adjustments.
20. For further information on Extenuating Circumstances please refer to Chapter 2, Section 2 of the UCL Academic Manual.

## **Reassessment**

21. The Consequences of Failure regulations set out at Chapter 4, Part A: Section 9 of the UCL Academic Manual cover the provisions for UCL students who do not meet the module or programme requirements at the first attempt and there are no Extenuating Circumstances material to that failure.
22. The Consequences of Failure regulations shall apply to all Short Course Learners registered as UCL Associate Students on credit-bearing Short Courses.



23. For Short Course Learners who are registered as UCL Associate Students, a credit-bearing Life Learning activity is completed when they have been academically assessed in all of the examined components relating to the activity
24. A credit-bearing Short Course is passed when a Short Course Learner who is registered as a UCL Associate Student has been academically assessed in all of the examined components relating to the activity and achieved the pass mark for the activity as a whole (see 'Requirements to pass a credit-bearing Short Course' section above).
25. A student must be awarded a mark of 0% for a Component and must be deemed to have made an attempt where they:
  - a) Are absent from an examination, presentation or other assessment event, OR
  - b) Do not attempt a paper or task, OR
  - c) Attempt so little of a paper or task that it cannot be assessed, OR
  - d) Do not submit coursework.
26. Where a Short Course Learner who is registered as a UCL Associate Student is absent or makes an un-assessable attempt due to illness or other Extenuating Circumstances they should follow the procedures for Extenuating Circumstances described in paragraphs 14-19 above.
27. Where a Short Course Learner who is registered as a UCL Associate Student fails to pass the assessment on a credit-bearing Short Course at the first attempt, one further attempt at assessment is normally permitted unless otherwise specified in the course specification for the Short Course concerned. Short Course Learners are therefore advised to refer to the course information for the Short Course.
28. Reassessment must be made at the next normal occasion.
29. For credit-bearing Short Courses, the expectation is that Short Course Learners who are eligible for reassessment will resit the assessment without extra tuition Short Course Learners who wish to resit the assessment with tuition will be required to re-enrol on the Short Course in question.
30. The assessment or reassessment for a Short Course must be completed within two years of initial enrolment on the activity. This period of two years may be extended at the discretion of UCL by way of an approved suspension of regulations.
31. Short Course Learners should receive the higher of the marks achieved at the first or second attempt.
32. Short Course Learners should only be reassessed in the failed module components, unless the course specification for the activity requires reassessment of all components.
33. Short Course Learners who have passed a credit-bearing Short Course activity cannot repeat the assessment for the activity.
34. Short Course Learners who have been excluded from UCL are not eligible for any further assessment attempts.

### **Boards of Examiners**

35. Marks for Short Course Learners registered as UCL Associate Students on credit-bearing Short Courses must be considered and approved by a Board of Examiners.
36. Departments must consider and approve these marks once per term, either through their usual Boards of Examiners cycle, or through a Sub-Board convened to consider only marks

for credit-bearing Short Courses. In the case of the latter, the regulations for Boards of Examiners at Chapter 4, Part A: Section 11 of the UCL Academic Manual shall apply in respect of:

- Terms of reference
- Constitution and Membership
- Quorum
- Candidate anonymity
- Confidentiality
- Conflicts of interest
- Involvement of External Examiners;
- All other procedures for the management of Boards of Examiners set out at Chapter 4, Part A: Section 11 of the UCL Academic Manual.

### **Publication of Results**

37. Course organisers are permitted to release unconfirmed provisional marks to Short Course Learners, prior to the formal publication of results by UCL. Publication of full results should occur at least once per term.
38. Short Course Learners will be informed of the date when their examination results will be published.
39. UCL Associate Student Short Course Learners who complete the assessment for a credit-bearing UCL Short Course will be eligible to receive an official transcript detailing their mark.

## **4. Approval of Short Courses**

### **4.1 Approval of new non-credit-bearing Short Courses**

1. All proposed new non-credit-bearing short courses (i.e. short courses, professional development (CPD) and executive education) must be submitted for approval by the relevant Department/Division and Faculty.

#### **New non-credit bearing Short Courses**

2. Proposals for new non-credit-bearing Short Courses must be submitted using the Course Initiation Questionnaire (CIQ) process, accessed via Sharepoint at [this link](https://liveuclac.sharepoint.com/sites/CIQTeam):  
<https://liveuclac.sharepoint.com/sites/CIQTeam>
3. Course initiators should download the CIQ proposal form and Costing and Pricing tool, and review the requirements of the forms. Prior to submitting proposals to the CIQ process, course initiators should:
  - i) consider how the course aligns with UCL, faculty and department strategic objectives, and with the department's portfolio of courses.
  - ii) investigate the potential market for the proposed course and its USP.
  - iii) discuss with the Head of Department the business case for the course, and confirm their support for the proposal.
  - iv) discuss costing and fee setting with the department finance manager.
  - v) plan the basics of their course, including content, structure, entry qualifications (if any), teaching and learning hours, learning outcomes and assessment details, and work out how to succinctly describe these.

- vi) discuss requirements and suitability with the Digital Education team if the course is proposed to be online or have a blended element.
  - vii) identify the short course department approver, as the approver's name and email address will be required when submitting the proposal. The approver should be the Head of Department, unless the course is being initiated by the Head of Department, in which case an alternative academic will have to be named as department approver on the CIQ form.
  - viii) plan a scheduled start date for the course, allowing enough time for the course to be approved and any required changes made, content including online requirements to be developed, and marketing be carried out.
4. Consult the UCL Short Course Resource Hub for general advice on planning and developing a short course.
  5. Once the steps in paragraph 3 and 4 have been carried out, the course initiator should complete the CIQ course proposal Word Template and the Costing and Pricing tool offline.
  6. The completed CIQ form and Costing and Pricing tool need to be uploaded to the CIQ SharePoint site. The course proposal cannot be forwarded for approval without both documents.

### **Approval Procedures**

7. Proposals for new non-credit-bearing Short Courses must be reviewed and approved at Departmental/Divisional and Faculty level. The online CIQ facilitates approval and allows comments and queries to be raised at both stages of the approval process.
8. Once a CIQ form and Costing and Pricing tool have been submitted through SharePoint, notification and a link will be sent automatically to the person named as the departmental approver. The department approver should be the Head of Department, unless they are the person submitting the course proposal.
9. The departmental approver should review the proposal and make comments.
10. If the course proposal is approved at departmental stage, the faculty approver is automatically notified, and asked to review the proposal. The faculty approver is the Faculty Tutor.
11. If the faculty approver also approves the course proposal, the course initiator is automatically notified and can proceed to work on developing the course.
12. If the proposal is rejected at either departmental or faculty stage, the course initiator will be notified, with comments about why the course was rejected. The proposal may be resubmitted after the initiator acts on the comments, and after the initiator has discussions with colleagues/the Head of Department.

### **Information for approvers**

13. Department and faculty approvers should take all of the following into consideration when assessing a course proposal. Approvers should:
  - i) ensure the proposal aligns with institutional, Departmental/Divisional and Faculty strategic objectives.
  - ii) evaluate the proposal in relation to other courses and programmes in the department/faculty, and if relevant, in other departments/faculties. Decide if the course fits appropriately into the faculty portfolio in terms of subject, mode, aims, and possible progression routes.

- iii) check if the business case described in the CIQ proposal form is feasible. As a minimum there should have been desk research conducted which illustrates a clear market for the course. The Costing and Pricing tool should have been completed, with all expected development costs included, and a fee proposed.
- iv) ensure the course design is well thought through, learning outcomes align with tasks, and that the number of hours for the course, and assessment methods, are appropriate. The proposed method of running the course (in person, blended or online) should also be suitable.
- v) determine that, if there is a partnership involved in developing or delivering the course, whether internal or external, that the partnership is appropriate.
- vi) check that any external accreditation planned is suitable and at a correct level for the course.
- vii) Identify that there are valid methods proposed for obtaining learner feedback, and the initiator has also considered other ways to evaluate the course.

### **Amendments to non-credit-bearing Short Courses**

14. Amendments to any of the following details for non-credit-bearing short courses previously submitted and approved via the CIQ process will need to be resubmitted through the CIQ process for Departmental/Divisional and Faculty approval:

- i) the parent Department/Faculty of the course or activity;
- ii) accreditation information or organisation;
- iii) delivery/development partner;
- iv) the title of the course;
- v) the number of contact or learning hours involved;
- vi) significant change to content;
- vii) learning outcomes;
- viii) assessment details;
- ix) the audience for the course;
- x) mode of delivery (in person/blended/online) or platform (Extend, FutureLearn etc);
- xi) price change – or + 10%;

## **4.2 Approval of new credit-bearing Short Courses**

1. Credit-bearing Short Courses can be separated into the following categories:
  - i) Seats/places on modules forming part of existing UCL programmes that are ‘unbundled’ and offered as short course options, with or without assessment, for Short Course Learners to attend alongside UCL Students and UCL Affiliates;
  - ii) Standalone short courses that are either new or derived from modules from UCL programmes and offered independently and exclusively to Short Course Learners outside the UCL teaching timetable.
2. For new credit-bearing Short Courses falling into the category of 4.2.1.i above, it will not be necessary for the activity to be approved through the CIQ process, provided that approval of the module in question has already been confirmed through the process for approval of new programmes and modules described in Chapter 7, Part B of the UCL Academic Manual: Programme and Module Approval.
3. New credit-bearing Short Courses falling into the category 4.2.ii require approval using the process for new module approval specified in Chapter 7, Part B, Section 3, and with the following adjustments:
  - i) Departmental and Faculty Teaching Committees will review new applications once per term according to locally set submission deadlines.
  - ii) Organisers should allow at least six months between final Faculty approval, and first teaching of the course, to allow for systems set up and promotion and marketing.

- iii) Prior to submitting the course for Departmental review, a business case including a financial forecast and outline delivery plan should be signed off by the Departmental finance manager and attached to the application. If Faculty approval is given, the new credit-bearing Short Course must be submitted to UCL Education and Student Experience (shortcourses@ucl.ac.uk) to be added to the central register of credit-bearing Short Courses.
4. Amendments to credit-bearing Short Courses will be considered once per term and Faculties may set their own local submission deadlines. Review and approvals will follow the standard Module Amendment procedures (Chapter 7, Part B, Section 5). If approval is given, the change must be submitted to UCL Education and Student Experience (shortcourses@ucl.ac.uk) in order for the central register of credit-bearing Short Courses to be updated.

## 5. Quality Review of Short Courses

### 5.1 Quality review of non-credit-bearing Short Courses

1. All non-credit-bearing Short Courses should be subject to Annual Evaluation.
2. Annual Evaluations should follow the prompts on the Short Course Annual Evaluation Form.
3. As a minimum, this annual evaluation should encompass the following areas/core data categories:
  - Number of applicants
  - Number of Short Course Learners registered
  - Completion dates
  - Course evaluation/feedback from participants
4. Completed Annual Evaluation Forms should be submitted to the relevant UCL department by the annual deadlines set for the undergraduate and taught postgraduate Annual Student Experience Review (ASER) cycles. Annual Evaluations should feed into the ASER process and action-planning undertaken by UCL departments.

### 5.2 Quality review of credit-bearing Short Courses

1. Departments and Faculties will be responsible for monitoring the quality of credit-bearing Short Courses in accordance with the principles of quality review laid out in Chapter 9, by means of a credit-bearing Short Course questionnaire, which will:
  - i) be distributed during each instance of the course.
  - ii) concentrate on the effectiveness of teaching, learning, assessment, and student support, as perceived by the student.
  - iii) ensure the anonymity of respondents.
2. Departments will produce a Development and Enhancement Plan for their credit-bearing Short Courses, for review by the Departmental Teaching Committee, and submission to the Faculty Teaching Committee.