
Faculty of Medicine Short Course Guidelines

1. Preamble

These guidelines specify requirements for proposals and approvals of all short courses delivered by UNSW Medicine.

1.1. Purpose

These guidelines are the principal mechanism by which UNSW Medicine ensures that its short courses:

- are aligned with the Faculty of Medicine strategic intent
- reflect principles of best practice in course design
- reflect principles of best practice in teaching and learning in the short course context
- do not duplicate existing offerings
- are consistent in appearance and branding
- are consistent in their practices regarding microcredentialling and credit towards postgraduate coursework programs
- appear likely to achieve the stated learning outcomes
- have suitable academic expertise in the course content
- are appropriately managed to be financially sustainable

2. Scope

These guidelines apply to all UNSW Medicine staff involved with short courses offered by UNSW.

3. Definitions

Short course: A structured program of study that is revenue generating that does not lead to a degree qualification but may lead to the award of a completion certificate, badges or points.

Faculty: A faculty constituted by the University Council in accordance with Part 6 of the University of New South Wales By-law, or a body having similar status and equivalent responsibilities, such as UNSW Canberra, and includes Boards of Study.

Course lead: The UNSW staff member or members who have responsibility for the overall program of short course study.

4. Policy statement

- 4.1. All proposed offerings that meet the above definition of a short course offered by UNSW Medicine staff with stated UNSW affiliation must be submitted for review and approval by the Faculty Education Short Course Sub-Committee from 1 May 2020.
 - 4.2. Short courses that have been offered prior to the policy coming into effect must be subject to review and approval by the Faculty Education Short Course Sub-Committee to be offered after 1 May 2020.
 - 4.3. Short courses that have been approved must be subject to review and approval by the Faculty Education Short Course Sub-Committee every 12 months.
 - 4.4. Short course proposals must be submitted using short course template, following the Faculty procedure.
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- 4.5. Course leads may request an exemption from the short course review and approval process in extra-ordinary cases.
- 4.6. Exemption requests must be submitted by the course lead to the Faculty Education Short Course Sub-Committee to be considered on a case-by-case basis.
- 4.7. Non-revenue generating courses are exempt from this process.

5. Implementation

5.1. Roles & Responsibilities

The Faculty Education Short Course Sub-Committee have developed and will maintain the procedure and documentation for use with these guidelines.

5.2. Support & Advice

Support and advice in relation to these guidelines are available from:

- Senior Vice Dean (Education), Faculty of Medicine
- Chair of the Faculty of Medicine Education Short Course Sub- Committee

6. Review

- 6.1. These guidelines are due for review one year from their date of effect.
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