

Short Course and Short Program Policy

Purpose

1. The purpose of this policy, and the associated procedures, is to define the principles underlying the University's development and delivery of short courses and short programs, and to specify requirements relating to their approval and administration.
2. This policy is to be read in conjunction with the [Short Course and Short Program Procedures](#).

Scope

3. This policy applies to all short courses and short programs offered by the University.

Exclusions

4. This policy does not apply to award courses and programs offered by the University.

Responsibilities

5. Academic Board is the approving authority for this policy.
6. Academic Unit Boards (or delegate) are responsible for approving short courses and short programs, and for annually approving continuation or discontinuation.
7. The Provost and Chief Academic Officer is responsible for organisation-wide adherence to this policy.
8. All University staff and representatives are expected to comply with the provisions of this policy and with all associated procedures and guidelines.

Policy Principles

9. The University is committed to its strategic objectives related to enterprise engagement. The development and delivery of short courses and short programs are an important element of this engagement. The University will focus on developing short courses and programs that align with its research strengths and which build critical skills for professional and community benefit.
10. The University will ensure that short courses and short programs are subject to an annual quality assurance process that leads to either continuation for a further twelve-month period or discontinuation of the course or program.
11. Those enrolled in a short courses and short programs will be regarded as students of the University and will have the rights and responsibilities set out in the [Code of Conduct for Students](#).

Definitions

Short course is a form of learning (assessed or non-assessed) which delivers curriculum content but is not an award course.

Short program is two or more short courses offered in combination to achieve a defined set of learning outcomes.

Associated Documentation

[Short Course and Short Program Procedures](#)

[Enrolment Policy](#)

[Code of Conduct for Students](#)

- **Officer Responsible for Update and Review:** Director: Student and Academic Services
- **Approving Authority:** Academic Board
- **Commencement Date:** 28 May 2021
- **Review Date:** May 2026
- **History:** This policy and associated Procedures supercede and replace the former A-53 Short Programs, Executive Certificates and Professional Certificates Policy