**Strategic Approval for Online Courses**

**Once completed, please submit this form by email to:** [**hailey.smith@imperial.ac.uk**](mailto:hailey.smith@imperial.ac.uk)

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| **Course Details** | | |
| Who is responsible for the course? | | *Full name and email address* |
| Faculty | |  |
| Department | |  |
| Is the course linked to a particular research centre or service (*e.g.* Statistical Advisory Service, SAS)? | |  |
| Proposed Course Title | |  |
| Proposed Launch Date | | *MM/YY* |
| Proposed Course Type  *(If bespoke/closed give name and contact details of buyer)* | | *For example:*   * *CPD* * *Summer School* * *Outreach* * *Digital Modules such as MOOC or SPOC, etc.* |
| Is the course Open or Closed? | | *“Open” means individuals can apply to the course. “Closed” means the course is intended for a group of delegates such as employers from a specific company.* |
| Who is the primary audience for the course? | | *This could be multiple audience types (e.g. entry level university students; people seeking to advance their careers; etc)* |
| Is this an existing module on an Imperial programme of study? *(If yes, list all programmes that the module is included on and whether it is core or elective.)* | |  |
| Please include a brief description of the course, and provide a table of contents, or concise description of the contents | | *Below is a framework that matches terminology used in online platforms and terminology used on campus, in order to help you draft a table of contents:*   * *5 ECTS module = 25hrs of content + 100 hrs of engagement* * *MOOC = 8/10 hrs of content + 20 hrs of engagement* * *Module = 1 /2 hrs of content + 2/3 hrs of engagement* * *Lesson = 30’/1hr of content + engagement*   *For an example on how to scaffold your content, please* [*see here*](https://drive.google.com/file/d/1yPC3hhTVji7M03WxT6d0V-HHLydRc42I/view?usp=sharing) |
| **Credit Framework, Award Plan and Assessment** | | |
| Is academic credit (ECTS) or certification awarded for the course? | | *Yes / No, if yes, what type (Master, Diploma, Certificate, other stackable qualification) and how will it be assessed?* |
| If certification is to be awarded, please specify the fee | | *£* |
| Please outline the assessment methods to be used in the course. | | *How will academic integrity be maintained?* |
| **Rationale and Course Design** | | |
| Please describe the rationale for the introduction of the course | | *For example:*   * *Is there a potential for creating new/additional revenue?* * *Are there potential opportunity for collaborations (e.g. with an existing educational or research collaborator)?* * *Will the course benefit on-campus learning and teaching (cf. College Strategy/Imperial’s reputation)?* |
| How does the online course use innovative forms of pedagogy or technology with relevance for on-campus education? | | *What are the elements which you would like to innovate within the course with respect to the way you develop/deliver the content? For example:*   * *Use of citizen science approaches with large audiences;* * *Developing new applications for students through the course e.g. Virtual Reality;* * *Use the data generated to improve on-campus teaching; etc.* |
| Indicate **how** the course will be delivered and **who** will build and deliver it | | *For example:*   * *How will the programme be taught? (e.g. will content be delivered synchronously/asynchronously?* * *Who will build the programme?* * *Who will administer the module(s)?* |
| **Diversity and Inclusion:** Please explain in what ways the course will take into account diversity and inclusion themes in its teaching methods and content. | |  |
| **Market Demand** | | |
| Please provide details of the market demand (UK and Internationally). | |  |
| Please provide details of any competitor courses (UK and Internationally) and say how the proposed course will distinguish itself from these. | |  |
| Give two examples of online modules/courses already offered on Coursera, EdX, FutureLearn or another platform which you consider good examples and explain why. Please note the takeaways from them which will be used to enhance/distinguish the proposed course | |  |
| Which platform would you like this course to be published on? Please indicate if any agreements or discussions are already in place | |  |
| **Resources** | | |
| Please describe the resource requirements for establishing and maintaining the course. Please also cover any collaborative arrangements in your response.  Please state whether funding/support is already in place or whether it will be provided by the College’s Digital Learning Hub or another source (and if so, which).  Please indicate if you have discussed resources with the Director of the Digital Learning Hub. | | |
| Space | *Including lecture rooms, laboratories, seminar rooms, student study areas, administrative offices, etc.* | |
| IT Resources | *Including E-learning resources, hardware, software, virtual learning environments.* | |
| Staff Resources | *Including teaching fellows, support staff, learning designers, learning technologists* | |
| **Confirmation** | | |
| **Departmental Approval**  By printing the name of the Head of Department you confirm that the Head of Department has agreed the proposal and that the relevant departmental resources required will be made available. | | |
| Head of Department |  | |
| Date | *DD/MM/YYYY* | |
| **Faculty Approval**  By printing the name of the Chair of FEC or PEB, you confirm that the Faculty approve of the submission and are exploring the feasibility of the submitted programme. | | |
| Chair of FEC/PEB |  | |
| Date | *DD/MM/YYYY* | |