STUDY PLUS

Part of Kent Extra

STEPS TO FOLLOW TO PROPOSE AND RUN A COURSE

Below are the steps to follow in order to propose/run a Study Plus Course:

1. Identify a suitable concept for a Study Plus course and consider the aims and objectives which you hope to achieve. Study Plus courses should be non-specialist in nature with a view to encouraging students from across the University to try something different.

2. Before you invest any further time, please consult with colleagues from your School/Department in order to establish if the course is supported and that the resources/time in the department allow for the design and provision the course. As with credit-bearing provision, your DOLT/DOGS and Head of School will need to sign to note their approval before specifications are accepted by Study Plus. Your School may require consideration of other members of your L&T committee. If you are interested in providing a course independently from the School you are associated with then please contact Study Plus directly at this point.

3. Once the concept and its support have been confirmed, please send a specification/proposal to Study Plus using the following email address: studyplus@kent.ac.uk

Once a specification has been received by Study Plus we will follow the steps below:

4. We will consider the proposed course and contact the submitting School/Department to query anything which is not clear or where there is insufficient detail to enable us to assess the course.
5. We will submit the specification/proposal to the Director/Acting Deputy Director of the Centre for English and World Languages (which runs Study Plus) for approval.

5. We will liaise with you to confirm any further details and to arrange related bookings and administrative/financial matters. We will also work with you on a course guide and details related to the course launch and attendance records. This process will also involve confirmation of the funding model. We will send you a Study Plus Budget Calculation Request form so that we can gather the details we need to estimate the funds that we will pay to your School/Department. We will then notify you of the estimated budget that you will receive for the course.

7. We will work with you to promote and market the course within the University. This will include promotion on the Kent Extra website, the Student Guide and emails to students.

N.B.

- If fewer than 5 students sign up for a Study Plus course, we will cancel it. We will check the number of students signed up for the course 5 working days before the first session is to run and will notify you asap if it is not to run. We will also notify the students by email/SMS. If a course is due to start near the beginning of a new academic year or term, it may be necessary to give a shorter notice period if the course does not attract enough students, in which case we will give teachers and students at least 24 hours’ notice of cancellation.

- During the course, the Study Plus team will monitor attendance and arrange to visit a sample of the provision, so that we can be sure that the provision reflects the specification and any details which have been advertised to students. Students will also be able to complete standard online course evaluation.