



MUAST

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

SHORT COURSE POLICY

POLICY NO. SC/03/23



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1.0 PREAMBLE

Marondera University of Agricultural Sciences and Technology (MUAST) is committed to sharing its knowledge with others. As a University, we recognise knowledge exchange will form an important part of our research portfolio and understand that society benefits from how others use our knowledge. Such activity allows us to engage with and draw value from our external partners and stakeholders to enrich our knowledge. Moreover, it enhances our external profile. Accordingly, MUAST, encourages and supports staff in the development and delivery of short courses as a means of knowledge exchange.

2.0 DEFINITIONS

The list below articulates the definitions of terms used within this policy:

Short course - a group of lectures/seminars/workshops, with articulated learning outcomes, completion of which leads to a certificate of attendance or its equivalent, and which may consist of 300 hours or less “learning time”, which includes contact hours, assessment (if credit-bearing), and self-directed study, but which is not an integral part of a degree programme.

Open Online Course (OOC) – A group of lectures/seminars/workshops, with articulated learning outcomes delivered entirely online.



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3.0 PURPOSE

The purpose of this policy is to support the development of short course activity by providing clear guidelines and a transparent regulatory framework that covers financial, quality assurance and legal aspects on behalf of the institution.

4.0 STATEMENTS APPLYING TO ALL SHORT COURSES

- All students participating in non-credit-bearing short courses will receive a 'certificate of attendance' signalling participation in the course; these certificates do not necessarily indicate successful completion of that course.
- Students participating in credit-bearing short courses who successfully complete the course will receive a certificate indicating their achievement and the credit awarded.
- Short courses will typically have the following features:
 - They provide education and training to individuals and organisations in the public and private sectors;
 - They provide a financial return to departments, divisions or faculties
 - They can be delivered in part or wholly via distance or e-learning
- The delivery of teaching for short-courses may include:
 - Seminars, lectures and workshops
 - Professional and executive development programmes including master classes and study days
 - Evening classes
 - Modules of postgraduate programmes offered on an open enrolment "stand-alone" or "taster" basis
 - OOCs
- For all short courses that are delivered and assessed within faculties, the approval mechanism resides with the faculty. Where a short course is jointly delivered across faculties, all faculties involved should approve the short course. Approval of the business case shall reside within the home faculty.
- Proposals for the delivery of short courses for external clients shall require the PVC Academic's approval. Proposals for short courses produced for external clients must have a legal contractual basis and contracts must be negotiated and signed by the appropriate authorised MUAST's personnel. MUAST's legal team will lead on client and contractual negotiations, and ensure financial and legal compliance on behalf of the institution.



- Short courses delivered under the sponsorship of a body other than MUAST, will only be subject to this Policy if they require credit awarded by the university.
- Approval for a short course may be denied for a range of reasons, including lack of financial viability, staff workload, failure to meet appropriate academic standards and/or failure to comply with MUAST's regulatory and quality assurance framework.
- Where a short course proposed by a faculty is offered in a discipline that potentially overlaps with courses offered by another faculty, then the approval of the Executive Dean of that Faculty must be obtained before the proposal can be approved.

5.0 APPLICABILITY

Any short course offered by or on behalf of MUAST.

6.0 RESPONSIBILITY

1. Principal Facilitators, MUAST staff members and others involved in conducting and/or approving budgets for short courses should be familiar with this Policy.
2. Deans and Chairpersons should be familiar with this Policy and ensure that proceeds are shared in accordance with the Policy.
3. The Pro-Vice-Chancellor (Academic) shall have discretionary authority in the sharing of proceeds under this Policy, but that discretion shall be governed and limited by the principles contained herein.

7.0 PROCEEDS SHARING

Net proceeds shall be shared as follows:

- Organisers - 70%
- Department/Faculty - 20 %
- Teaching and Learning Institute - 5 %
- The University - 5 %

8.0 ANNUAL REPORTING

- MUAST administrative units shall report yearly to the Pro-Vice-Chancellor (Academic) on the use of proceeds brought in by short courses.
- MUAST Bursar shall report yearly on the use of proceeds brought in by short courses.
- The Office of the Pro-Vice-Chancellor (Academic) shall report yearly on the use of proceeds brought in by short courses.



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9.0 REVIEW

MUAST Senate through the Pro-Vice-Chancellor (Academic) will review this Policy within 2 years.

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Vice Chancellor
Professor J. Nyamangara

Date. 12/09/2023

