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| **COLLABORATIVE MODULES FORM**  **Please complete one form per module** |
| 1. **Name of Partner:** |
| 1. **Name of Module:** |
| 1. **Description of module:**  *Please complete the* [*Module Outline Template*](https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/programme-design/) *and attach as an appendix.* |
| 1. **Name of the Imperial programme(s) the module will contribute to:** |
| 1. **Are there any other collaborative modules on this/these Imperial programme(s)?**   Yes/No  If yes, please give details. |
| 1. **Is the partner involved in any other aspect of the above programme(s)** *– for instance in the supervision of research projects***? Please give full details:** |
| 1. **Will this module be available to students of the partner institution?**   Yes/No  **If yes, please give details** *(e.g. the name the partner’s programme(s) it contributes to/whether it is offered as a short course for continuing professional development purposes/whether the module is new or existing)***:** |
| 1. **Rationale:** What is the rationale for the module: |
| 1. **Location:** Where will the teaching on the module take place? |
| 1. **E-learning:** Does the module include e-learning or blended learning?   Yes/No  If yes, please give details. |
| 1. **Facilities/Resources:** What facilities and learning resources will students have access to at the partner institution? |
| 1. **Staff:** Please providenames and details of the partner staff involved in the teaching and/or assessment (*please attach 1-2 page CVs for the main staff – please also give the details academic and administrative leads for the programme at the partner institution*) |
| 1. **Academic Feedback:** What provision will be made for students to receive feedback on their work? How will Imperial staff be kept aware of the Imperial students’ progress? |
| 1. **Language of instruction and assessment:** Please confirm that the programme will be delivered in English and that all assessments and oral examinations will also be carried out in English. |
| 1. **Welfare and Support:** What provision will be made for the welfare and support of students whilst taking the module? |
| 1. **Assessment:** Does assessment on the module count towards the Imperial award?   Yes / No.  Please explain: |
| 1. **Assessment:** How will the College maintain oversight of the standards of assessment(s)? *For instance, will assessment be delegated to the partner institution and if so how will the department ensure an appropriate marking scheme is used? What role does Imperial staff have in the setting of assessments? Will there be second or double marking by College staff?* |
| 1. **External Examiners:** Will Imperial external examiners be appointed (jointly or by Imperial only) for the module? Will the partner also appoint an external examiner? What arrangements to view student work and set assessments will be made for Imperial appointed examiners? |
| 1. **Examination Boards:** How will the examination boards work and what are their membership(s)? *For instance, will there be a module level exam board and if so, which staff will be present. If the module is also offered to the partners students will these students be considered at the same board?* |
| 1. **Examination Location:** Where will examinations take place?(*If the partner institution has students on the same module are these arrangements the same for both sets of students?* |
| 1. **Security of Assessment:**  How will the security of examination papers and assessment scripts be assured? What procedures are put in place with regards to plagiarism? |
| 1. **Re-sits and Re-submission:** What are the arrangements for resubmission or re-sitting of assessments/examinations? *(If the partner institution has students on the same modules are these arrangements the same for both sets of students?)* |
| 1. **Regulations:** Please statewhich institutions regulations apply and when. *[NB – it is normal practice for Imperial regulations to apply at all times except when Imperial students are on the partner premises when Imperial students will be required to also comply with any of the Partners regulations which relate to their presence on the partner’s premises or using the partner’s facilities – e.g. health and safety policies]* |
| 1. **Quality Assurance:** What are the quality assurance arrangements for the module? *For example, will the module be included in College surveys such as UG or PG SOLE lecturer/module evaluations?* |
| 1. **Management:** What procedures, if any, will be put in place to oversee the management/operation of the collaboration (*for instance will there be meetings with the module leader/partner*?) |
| 1. **Cost implications:** Are there any cost implications to running the module (f*or example travel between sites for students and staff*) and if so how will these be met? |
| 1. **Student Numbers:** Please give an indicative number of students who will attend the module per year and how many students are needed to make the module viable? Will there be students from Imperial and the partner on the module? If so, how many of each? What will happen if the required number of students for the module is not achieved? |
| 1. **Contingency arrangements:** How will the department ensure that an equivalent learning experience can be provided to students in the event that the partnership is terminated early or a student is unable attend the module. |
| 1. Please tick to confirm that the partner institution has agreed to the following conditions:   Only mutually agreed modifications to the module will be made & any mutually agreed modifications must be submitted to Imperial for formal approval under its normal procedures for module/programme modifications  Provide Imperial in advance of each academic year an up-to-date list of teaching staff involved in the delivery of the module (and will provide CVs when requested).  The Module Leader will inform Imperial of any Imperial students’ non-attendance or failure to submit coursework on time within a reasonable timeframe.  Imperial students will have access to the module marking scheme (this will be available in Imperial’s Programme/Student Handbook).  Provide provisional assessment results for Imperial students as soon as possible after any assessment has taken place  Provide on request samples of work submitted for formative and summative assessment  Examination Boards will take place at Imperial  Credit will be awarded by Imperial only to Imperial students  The partner will not issue any transcripts/certificate of attendance or any other attendance related document to an Imperial students without agreement of Imperial  If an Imperial student raises a complaint or an appeal regarding the module, Imperial will inform the partner as soon as practically possible and the partner will provide all reasonable assistance to Imperial in investigating the complaint or appeal.  Provide the details of any regulations which apply to Imperial students when they are on the partner’s premises or using the partner’s facilities  The partner will not offer the module to students of any other institution’s programme(s) without the permission of Imperial.  No academic activities involving Imperial students will take place until both institutions have signed the Collaborative Module Agreement |
| 1. Name and department of Imperial contact for the module: |