Imperial College London

Procedure for Establishing and Reviewing Collaborative Modules

1. This document outlines the procedure that should be followed and the matters to be considered when establishing collaborative modules. These are individual modules which form part of an Imperial College award but that are either entirely delivered, taught and assessed by another institution/organisation (on or off an Imperial campus) or are partially or collaboratively delivered, taught and/or assessed by another institution/organisation (on or off an Imperial campus).

2. This procedure does not apply to modules which feature guest speakers or lecturers who though possibly involved with student assessment to some degree do not take responsibility for the overall assessment of students.

3. Placements, including Year Abroad Placements, are not covered by this procedure. Departments wishing to establish exchanges and other placements should refer to the *Placements Learning Policy and Good Practice procedures.*

4. Departments proposing collaborative modules should be mindful of the College's attendance requirements (please ask the Registry's Quality Assurance Team for advice). Where Imperial's attendance requirement can be met, this procedure can be used for up to a third an undergraduate programme of study or up to a third of Master's level programme of study. Research projects should never be wholly supervised and assessed by a partner. Overall, 2/3rds of each individual student's programme of study should be centred on the College. For advice on this, please contact the Registry's Quality Assurance & Enhancement Team. Depending on the nature of the proposed collaboration the following procedure may be required:

5. *Procedure for Establishing Undergraduate (BSc, BEng, MEng, MSci and MBBS) and Master's Level (MSc, MRes, MEd, MBA and MPH) Collaborative Programmes and Awards*

6. This procedure can also be used for taught modules which are part of a research degree (e.g. EngD) programme.

7. Situations which do not appear to fit the above definitions should be referred to the Registry's Quality Assurance & Enhancement Team for advice.

8. **Approval of Collaborative Modules**

8.1. In the first instance, plans for collaborative modules should be discussed with the Registry's Quality Assurance & Enhancement Team who will be able to advise on the process and whether there are any precedents or obstacles to

the proposed partnership. The Quality Assurance & Enhancement Team will also confirm whether the partner already has institutional approval as a suitable partner for delivering modules.

a)   Approval for Collaborative Modules with Approved Partners:

8.2.   All collaborative modules must be approved by QAEC via the Programmes Committee for taught programmes or the Postgraduate Research Quality Committee (PRQC) for research programmes.

8.3.   The **Collaborative Modules Form** and **Module Outline** should be completed by the proposing department and returned to the Registry's Quality Assurance Team at least 15 working days before the Programmes Committee or PRQC meeting.

8.4.   If approved by the Programmes Committee/PRQC and QAEC, the Registry's Quality Assurance & Enhancement Team will draw up an agreement in consultation with the academic lead and the College's Legal Services Office. The agreement with the partner must be signed and lodged with the Registry's Quality Assurance & Enhancement Team before commencement of the module. The module will be added to the College's Register of Collaborative Provision and the arrangement reported to Senate.

b)   Approval for Collaborative Modules with New Partners

8.5.   Where a partner institution/organisation does not already have College approval the Provost's Board will consider whether the partner institution's ethos, mission and educational objectives complement those of the College. The College must also be able to assure itself of the quality and standard of the teaching and assessment provided by the partner. The Registry's Quality Assurance & Enhancement Team will advise if the proposed partner already has College approval.

8.6.   The **New Partner for Collaborative Modules Form** should be completed by the proposing department and returned to the Registry' Quality Assurance & Enhancement Team at least 20 working days before the Provost's Board Meeting.

8.7.   The Quality Assurance & Enhancement Team will carry out a due diligence check and provide an overarching statement giving a risk assessment (Low, Medium or High) for the partnership.   The proposal will then be presented to the Provost's Board by the relevant Faculty Dean.

8.8.   If approved by the Provost's Board, the department can then submit the Collaborative Modules Form and Module Outline for approval by the Programmes Committee (or PRQC) and QAEC.   If approved, the Registry's Quality Assurance & Enhancement Team will draw up an agreement in consultation with the academic lead and the College's Legal Services Office. The agreement with the partner must be signed and lodged with the Registry's Quality Assurance & Enhancement Team before commencement of the

module. The module will be added to the College's Register of Collaborative Provision and the arrangement reported to Senate.

9.   Changes to Collaborative Modules

9.1.   All changes to collaborative modules must be approved by the relevant Faculty Education Committee and reported to Senate via QAEC.   Major changes will also need the approval of the Programmes Committee or PRQC. Please contact the Quality Assurance and Enhancement Committee for advice.

10.   Collaborative Module Partnership Renewal

10.1. Collaborative module partnerships are subject renewal every 5-6 years by the Provost's Board. Renewals will be reported to Senate.

10.2. A working group will be convened by the Vice Provost (Education) to consider each partnership at least 12 months before an arrangement is due to expire so that appropriate action can be taken. The working group will make a recommendation to the Provost's Board via the Vice Provost (Education). In order to facilitate this process, departments are asked to complete the Renewal of a Collaborative Module Partnership Form (Appendix C) and return it to the Registry's Quality Assurance & Enhancement Team.

10.3. Subject to the Provost's Board's approval of the continuation of a partnership, the formal written agreement will be reviewed. Where changes to an agreement are required, these must be approved by the Vice Provost (Education) who will decide whether a full discussion of the changes by the Programmes Committee (or PRQC) is required.

Approved by Senate
February 2014

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