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**Collaborative Provision: Academic Governance and Regulation Issues**

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| **Name of lead institution:** |  |
| **Name of partner institution** |  |
| **Type of Collaboration** |  |
| **Commencement Date:**  The date on which the programme will start in its first year.  *At Imperial all programmes normally begin in October at the start of the autumn term; any alternative date could impact on students and the academic cycle, e.g. the availability of College/private accommodation, timing of exam boards, etc.* |  |
| **Programme Language**  Please confirm that the programme be delivered in English and that all assessments and oral examinations will also be carried out in English |  |
| **Admission Requirements**  What are the partner’s minimum entrance requirements?  Will local qualifications meet Imperial’s requirements?  *At Imperial:*  *UG Programmes – see* [*here*](https://www.imperial.ac.uk/study/apply/undergraduate/entry-requirements/)  *Master’s Level Programmes*  *Whilst Imperial’s minimum entrance requirement is equivalent to UK Lower Second Class Honours (2B) degree, departments are encouraged to ask for “normally at least an Upper Second”*  *Research Degree Programmes*  *For admission to a* ***PhD, MPhil, MD (Res) or EngD research programme*** *the College would normally expect you to hold or achieve a* ***Master's degree*** *in addition to a Bachelor's degree at 2A level.*  *See* [*here*](https://www.imperial.ac.uk/study/apply/postgraduate-taught/entry-requirements/) *for further information on Imperial’s postgraduate entry requirements.*  Will any additional requirements be set for the programme?  Explain how the admissions process will work:  Which institution will run the admissions process? How will records be transferred to the partner institution?  Will either institution have the right of veto?  How will special cases for admission be handled?  Whose admissions appeal process applies?  *At Imperial each postgraduate applicant should be interviewed by at least 2 people.* |  |
| **English Requirement**  What are the partner’s minimum entrance requirements?  Will local qualifications meet Imperial’s requirements?  Will the programme have a higher requirement?  Imperial’s Minimum English Language requirement is:  *UG and PG Level: An overall score of IELTS 6.5, with a minimum of 6 in all elements*  *See further information* [*here*](https://www.imperial.ac.uk/study/apply/english-language/)  The College also has a higher minimum entry requirement which UG and PG programmes directors can select: *An overall score of IELTS 7, with a minimum of 6.5 in all elements*  *Additionally, research students who are asked to present formal evidence of English language ability as part of their offer will also be assessed by the College’s* [*Centre for Academic English*](https://www.imperial.ac.uk/academic-english/) *after they have registered and arrived at College and may be required to have further assessments as they progress through their studies.*  *See further information* [*here*](https://www.imperial.ac.uk/academic-english/current-students/doctoral/)  *Imperial does not normally require candidates whose first language is not English but who have attended an English speaking university to have IELTS or equivalent – See* [*here*](https://www.imperial.ac.uk/study/apply/english-language/)  Is this compatible with the partner institution? |  |
| **Attendance Requirement**  *UG Level*  *To be eligible for the award of an undergraduate degree students must normally be in full-time attendance at Imperial for a minimum of 12 months.*  *Master’s Level*  *To be eligible to obtain at Master’s degree awarded jointly by Imperial and a partner institution, students must be normally in full-time attendance at Imperial for a minimum of 16 weeks (or pro rata).*  *Research Degree Level*  *In order to receive an Imperial College award, normally, at least one year of a 3/4-year full-time programme would need to be spent at Imperial College (or pro rata for part-time/longer programmes).*  Please confirm this will be the case. |  |
| **Monitoring attendance of students**  Institutions have a responsibility to inform the partner if a student is not in attendance or has withdrawn or is intending to withdraw from the programme.  Please describe the procedure for maintaining regular contact with students whilst they are based at the external location.  **International Students**  Which institution will be responsible for monitoring attendance and reporting to the Home Office?  How will this be co-ordinated between the institutions?  **Returns to HESA/HESES or equivalent**  Normally the lead institution only should include the students in HESA/HESES returns – please confirm who will have responsibility for reporting this data?  If overseas collaboration, is there a HESA/HESES equivalent in the country concerned? Which institution will have the reporting responsibility? |  |
| **Location**  Where will student(s) be based?  Will they be required to spend time at alternative location(s)? Please describe their pattern of attendance.  A provisional timetable can be attached. |  |
| **Accommodation & Travel**  Are there any student or staff travel or accommodation issues associated with this arrangement?  Is accommodation to be guaranteed by either party? How will this be co-ordinated?  Will students or staff be reimbursed additional travel or accommodation costs? How is this decided? Who pays? |  |
| **General examination regulations**  Assessments must conform to Imperial norms, e.g. regulations for secrecy of examination papers, arrangements for closed or open books, computer based examinations, project work including group work; etc  *MRes programmes: At Imperial, normally, the assessment of an MRes programme will require at least one oral assessment.*  Will this be the case? Will it involve an external examiner? |  |
| **Role of Examiners**  *A Board of Examiners should be constituted for UG and PG Master’s level programmes with standard duties as set out in Imperial’s Examination regulations; the role of the external examiner is paramount*  The Board should include representatives from both institutions.  Who will Chair the Board – Imperial or the partner institution staff? Will this responsibility be rotated?  Where will the Final Examination Board be held?  Where will viva voce examinations be held?  Will viva voce examinations be held to deal with borderline cases? Where will these be held? |  |
| **Examiner Appointment, including external examiners**  *Needs to go through procedures of both institutions*  *For Imperial details see* [*here*](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/)  How will this work? Will each institution appoint their own examiners and report this to the other institution or will examiners be jointly appointed? If joint, whose rules apply and how is this co-ordinated? *Eg at Imperial examiners are appointed for a max. for 4 years.* |  |
| **External Examiner Reports**  *External Examiners are required to write an annual report on their experience of the examination process. These reports may include observations on teaching, programme structure and programme content as well as the examination process as a whole.*  Will each institution provide their own feedback to the examiners or should this be jointly agreed feedback? How will this be co-ordinated?  *Each institution must receive a copy of the external examiners’ reports and any feedback.* |  |
| **External Examiner fee payments**  *Same fee rate should be used; Which takes precedence, the higher or lower?*  Is the travel/expenses policy the same?  Which institution will administer external examiner payments? |  |
| **Examination Provision**  Give details (e.g. number/timing/type and location)  Give details of arrangements for re-sits  *At Imperial all students should have the opportunity for at least one re-sit. (Master’s students can only have one re-sit). This could be in-year or the following year. In year re-sits have to be approved at time of programme approval or later with Senate approval. Students must be counselled which to take.*  *Re-sit fee should be paid to only one institution*  *Both institutions Registries must be notified of re-sit arrangements and both institutions must arrange for students to have appropriate access to both institutions facilities.*  **Viva voce**  Are each institution’s viva rules compatible? |  |
| **Assessment of thesis**  *Arrangements for the assessment of the thesis must be at least as rigorous as Imperial’s arrangements. As a general rule these should follow the lead institutions procedures*  What are the proposed arrangements?  *Imperial’s regulations prescribe that assessment by viva is in private; at some universities PhD assessment may be in public.*  *At present Imperial does not normally allow a viva to be conducted by video link, the student and examiners are required to be present in the same location. The possibility of permitting video link is under discussion and may be permitted on a routine basis in the future.* |  |
| **Public availability of theses; restriction of access**  *Research is scholarship and theses must be available for consultation – please confirm arrangements for this. Imperial has rules governing restriction for a maximum period of 2 years - is this compatible with the partner institution. Need to agree that if one partner agrees to restrict access the other party must do likewise.* |  |
| **Borderline and mitigating circumstances**  Please also give details of the partner’s borderline and mitigating circumstances procedures and confirm whether they are compatible with Imperial’s and, if there are differences, how these will be resolved.  *Imperial’s borderline procedures are:*  *“Candidates should only be considered for promotion to pass, merit or distinction if their aggregate mark is within 2.5 per cent of the relevant borderline. Nevertheless, candidates whom the [Exam] Board deems to have exceptional circumstances may be considered for promotion even if their aggregate mark is more than 2.5 per cent from the borderline. In such cases the necessary extra marks should be credited to bring the candidate’s aggregate mark into the higher range”.*  *Imperial’s mitigating circumstances procedure can be found* [*here*](http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/mitigating-circumstances/)*.* |  |
| **Examination Offences including plagiarism**  Explain which method of investigation, tariff of penalties, appeal procedure applies  Should enquiry panel include representation from both institutions? |  |
| **Representations against examiners’ decision**  Which procedure applies and when?  *Imperial’s procedures are* [*here*](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/) |  |
| **Student Withdrawal and Appeals Procedure**  Whose arrangements/procedures for dealing with poor academic progress and examination failure and appeal process will apply?  Students should attend to the satisfaction of the HoD at Imperial and who at the partner institution?  *Imperial’s procedures are* [*here*](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/) |  |
| **Complaints**  A complaint raised by a student should be dealt with by the Party against whom the complaint has been raised according to the “Procedure for Dealing with Complaints by Students” at Imperial and who at the partner institution?  Complaints relating to the overall programme should be dealt with jointly in accordance with the lead institution’s student complaints procedure. Please confirm this is to be the case.  *Imperial’s procedures are* [*here*](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/) |  |
| **Reporting withdrawals, failures, complaints and appeals**  *The Senate (or equivalent) of both parties should receive a report on all of these.*  Which institution will be responsible for compiling the report? |  |
| **Marking Scheme/Scheme for Award of Honours**  Are these compatible?  **UG Programmes**  The UG pass mark is 40%  First class 70 - 100  Second class (upper division) 60 - 69.9  Second class (lower division) 50 - 59.9  Third class 40 - 49.9  Pass At examiners’ discretion  **Master’ Level Programmes**  Does the institution award pass, merit and distinctions?  Please confirm the partner institution’s marking scheme is compatible with Imperial’s Master’s Level programme marking scheme (See [Exam Regs](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)) and where there are differences how these will be resolved. |  |
| **ECTS and Bologna compliant (not research degree programmes)**  Please confirm UG and PG Master’s programmes are be fully Bologna compliant  ***UG Programmes***  *Normally, completion of an academic year of three terms accumulates 60 ECTS. Imperial’s Bachelor’s degrees have an ECTS value of at least 180. (1 ECTS credit for every 25hours). Not UG Medicine.*  ***Master’s Programmes***  *The standard format for all full-time 12 months Imperial Master's is 90 ECTS over 48 weeks. (1 ECTS credit for every 25 hours of student effort).*  *All Master’s programmes should usually contain no more than 3 elements. Each element should normally contribute at least 25% of the assessment for the award of the degree as a whole. Master’s students are required to pass every element of their programme with an aggregate mark of at least 50%.*  *Additionally, an MRes programme requires that more than 50% of the programme must be in the form of a research project(s) which includes a requirement to produce original work and therefore the research project ECTS must be greater than 45 ECTS.*  Does the partner institution use another credit system? If yes, please describe and show how this is compatible with Imperial’s use of ECTS where 1 ECTS = 25 notional hours of work load. |  |
| **Progression arrangements and rules**  *If either party becomes aware that a student has withdrawn or intends to withdraw they must notify the other party asap*  Which institution will be responsible for advising students in cases of withdrawal or termination and for setting up a clear exit path?  *1+3 Programmes*  *Students on an Imperial College integrated Master’s and Research (1+3) programme, are normally required to be on track for a minimum mark of 60% in their Master’s qualification, as a prerequisite for continuing to the research programme*  Is this compatible with the partner institution? |  |
| **Student Placements, Internships and external projects**  Will there be any student placements, internships or external projects? If yes, please give details |  |
| **Programme Management**  How will the programme be managed?  Who are the key staff?  Will there be a programme management committee? What will be the membership? Who will chair (is this rotated)? Frequency of meetings?  Is there student representation on the programme management committee?  *CDT programmes should have a representative on Imperial’s CDT Governance Committee* |  |
| **Quality assurance processes – monitoring and review**  *QA procedures of Imperial and partner institution should both be involved; procedures may need harmonisation.* How is it proposed this will work?  ***Imperial procedures:***  ***UG programmes***  *The programme would be subject to annual monitoring and would be included in the periodic review of undergraduate provision in the programmes home department*  ***Master’s Level***  *The programme would be subject to annual reviews and would be included in the periodic review of postgraduate Master’s level provision in the programme’s home department*  ***Research Degree Programme***  *The programme would be included in the home department’s regular precept review and in the periodic review of the home department’s research provision*  *For further details see* [*here*](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/)  *Outcomes of reviews must be shared with both institutions.* |  |
| **Quality assurance processes**  *Both institutions processes should be involved. May need harmonisation.* How is it proposed this will work?  For details of Imperial’s process see [here](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/) |  |
| **Precepts**  **Master’s Level Programmes**  Please confirm that the programme will be compliant with the College’s [Master’s level precepts](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/masters-level-precepts/Precepts-for-Master's-level-programmes.pdf) but if not, explain where there may be differences and how these will be resolved.  **Research Degree Programmes**  Please confirm that the programme will be compliant with the College’s [Research degree level precepts](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/) but if not, explain where there may be differences and how these will be resolved. |  |
| **Code of Practice**  **MRes programmes**  Please confirm that the programme will be compliant with the College’s Code of Practice for MRes programmes but if not, explain where there may be differences and how these will be resolved.  **Research Degree programmes**  Please confirm that the programme will be compliant with the College’s [Code of Practice for Research Degree programmes](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/) but if not, explain where there may be differences and how these will be resolved.  **Supervisors**  Please confirm that the programme will be compliant with the College’s [Code of Practice for Supervisors](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/) but if not, explain where there may be differences and how these will be resolved |  |
| **Feedback on Academic Progress and Assessment to Students**  What are the arrangements for providing feedback on progress and assessments to students? How will this be co-ordinated with the partner institution?  ***Imperial’s guidance states that students should normally receive feedback within 2 weeks.*** |  |
| **Feedback from Students**  How will the programme ensure feedback is collected and responded to?  Will UG or PG SOLE be used?  Does the programme have a staff/student committee?  *Need to agree which institutions surveys students are included in and to ensure that students are not included twice in national surveys.* |  |
| **Student membership of Committees**  Is there student representation on institutional and programme committees? |  |
| **Pastoral Care**  Explain the pastoral care arrangement for the students  How does this co-ordinate with Imperial’s pastoral care network?  How will pastoral care arrangements be communicated to students? |  |
| **Students’ Union**  There should be reciprocal access to SU facilities and activities – is this the case?  *Students would automatically be members of the Imperial College Union (ICU).* |  |
| **Student discipline**  Should location of misdemeanour determine which institution’s procedure is followed? Are potential penalties similar? Fitness to Practise Medicine procedure?  Both institutions must agree a protocol for sharing information – please describe the proposed process |  |
| **Research environment**  Will there be any cohort building activities?  Are there any safety issues for Imperial staff/students travelling to partner institution in particular countries? |  |
| **Local Ethical Issues**  *Which procedure for seeking ethical approval for specific research;*  Is there a need for joint ethical committee? |  |
| **Professional development, transferable skills training and careers**  What will be provided by the institutions and how will this be co-ordinated and recorded?  *For postgraduate students Imperial’s Graduate School provides a suite of courses for Master’s and research degree students. A number of these courses are compulsory for research students – Is there a similar requirement at the partner institution? How will this be co-ordinated. What arrangements will there be to ensure students meet the Imperial requirement if they are largely based off-site?* |  |
| **Research Misconduct; whistle blowing**  Which procedures apply and when?  *Imperial’s research misconduct policy is* [*here*](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/misconduct/)  *Imperials whistle blowing/disclosure policy is* [*here*](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/public-interest-disclosures/) |  |
| **Health and safety**  Please explain procedures for laboratory safety, etc  *Normally, Imperial’s procedures apply whilst on Imperial premises / partner’s procedures to apply whilst on partner’s premises* |  |
| **Insurance**  Are students and staff properly covered for public liability insurance?  The respective insurance liabilities of the College and the partner institution need to be clarified. |  |
| **IPR**  *Need to agree protocol for determining IPR ownership* |  |
| **Data Protection & Transfer of Student and Applicant Data**  *Need to agree a protocol*  Transfer of student and applicant data – how will this be managed?  1+3 programmes what format of data is needed to fast track students between institutions |  |
| **Confidential Information**  *Need to agree protocol* |  |
| **Publicity and Announcements**  *Need to agree a protocol for both institutions approving publicity, promotional materials, press releases etc…*  Neither Imperial or its partner should advertise, announce or otherwise promote either the partnership or academic programme without the permission of Imperial’s Academic Registrar. The earliest this can take place is once the programme has approval from the relevant Master’s Quality Committee (MQC) and then only with the caveat “*subject to approval from Imperial College Senate*”. A signed Memorandum of Agreement (MoA) or partnership agreement must be in place before the implementation of any academic activities |  |
| **Accreditation**  *Programmes may need to be accredited in UK or country of partner institution or both*  Does the programme need accreditation? Explain  Will the programme be seeking accreditation? Explain |  |
| **Fees**  Which institution collects fees and briefly how will the money be shared?  How will the fees be agreed?  Imperial classifies MRes programmes as research degree programmes – what impact does this have on the partner institution?  What is the situation with [ELQ](https://www.imperial.ac.uk/study/fees-and-funding/)?  *Imperial does not normally charge ELQ students a higher fee. Imperial would expect that where the fee is collected by Imperial ELQ would not apply. If a partner institution collects the fee and does charge higher for ELQ we would expect that fee rate to apply and the extra for the ELQ to be retained by that institution.*  *Normally, full details will be provided in the Memorandum of Agreement.* |  |
| **Student Debtors**  Which institutions regulations apply?  *Both institutions should withhold degree/examinations results if student is in debt to either institution* |  |
| **Graduation ceremony**  Whose ceremony would the students attend?  *Joint [and Dual] award students should be able to attend the ceremony for all participating partners* |  |
| **Alumni**  *Students should be members of both institutions alumni associations* |  |
| **Degree certificates and diploma supplements**  Which institution is responsible for producing these?  How will pass list be approved?  How will wording of diploma supplement/transcript be agreed?  Arrangements for revoking the award?    For dual/double awards students should only receive both awards if they satisfy the requirements of both institutions. |  |
| **Contingency Arrangements**  What would happen if the collaboration was terminated early? What obligations would there be on the College? How would students complete their programme? How could Imperial be assured that an equivalent programme was offered? |  |

Approved by Senate

February 2014

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| **Originator:** | | Registry Quality Assurance & Enhancement Team | |
| **Contact for queries:** | | Senior Assistant Registrar (Quality Assurance & Enhancement) | |
| **Cross References:** | | *Guidelines for Establishing and Reviewing Collaborative Provision*  *Procedure for Establishing Undergraduate and Master’s Level Collaborative Programmes and Awards*  *Procedure for Establishing Research Degree (PhD and EngD) Collaborative Programmes and Awards*  *Procedure for Establishing Collaborative Modules*  *Key Criteria for consideration when establishing collaborative arrangements*  *Due Diligence Check*  *Site Visits*  See:  <http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/collaborative-provision/> | |