

Template for Collaborative Provision Course or Programme

Name of New Course or Programme:	<i>MSc in Biotechnology¹</i>
Partner Institution/s:	<i>Humboldt Universität</i>
Type of Award:	<i>Joint Award</i>
Type of Collaborative Provision:	<i>Joint Provision</i>
Degree Awarding Body or Bodies:	<i>School (University of London) & Humboldt Universität</i>
Lead Academic (LSHTM):	<i>Professor Joe Bloggs</i>
Lead Academic/s (Partner Institution/s):	<i>Professor Hans Glock</i>
Full, Part Time or Flexible Study:	<i>Full Time</i>
Faculty or Faculties:	<i>Faculty of Public Health & Policy</i>
Minimum Registration Period:	<i>12 Months</i>
Maximum Registration:	<i>12 Months</i>

¹ The answers provided in the righthand column on this page are example answers only, provided for guidance when completing this section of the template.

Projected Intake Over Five Years:	<i>Year 1 – 20 students</i> <i>Year 2 – 25 students</i> <i>Year 3 – 25 students</i> <i>Year 4 – 30 students</i> <i>Year 5 – 35 students</i>
Minimum/Maximum Student Numbers	<i>Minimum 15 and maximum 40</i>

Rationale for Introduction of Course/Programme

This section should present a detailed rationale for the introduction of the proposed academic provision.

This section must discuss:

- partner/s' reputation and history
- partner/s' level of expertise in the proposed subject area
- reasons why the partner/s is the most suitable institution/s with whom to team up with to deliver the course/programme
- partner/s' experience of running courses/programmes of this type
- partner/s' experience of delivering course/programmes with other partners
- benefits to LSHTM and to students in delivering the course/programme with the partner

Competitor Programmes

This section should provide information on competitor courses/programmes and details on how LSHTM and partner will differentiate themselves from existing courses/programmes.

LSHTM Context

This section should discuss how the proposed course/programme will fit with LSHTM's [mission and strategy](#) and outline discussions that have taken place with partners at LSHTM who may be involved with the course/programme. These discussions may be with Module Organisers of existing modules that the Academic Lead may wish to include in the programme, or with a course team where there is some overlap of content and potential concerns regarding internal competition.

Joint Programme Committee

Most courses and programmes delivered with partners are required to establish a Joint Programme Committee. Use this section to detail the constitution of the group, the frequency of meetings and the pattern of matters that you plan to discuss at scheduled meetings (i.e. July = sign off student handbooks, November = planning for management of February examinations).

If you are proposing validated external or partner supported provision please outline how you will manage communications with the partner/s.

Regulations & Governance

In this section the Academic Lead should confirm the regulations that students on the course/programme will be expected to follow. For example if a student makes an appeal or complaint, which institution's procedures will be followed? In cases where a joint award is being developed, there will be the need to adapt LSHTM and partner regulations to produce a shared regulation for a particular component, i.e. examination of PhD students. Any newly created shared regulations or procedures must be appended to this document for approval by the validation panel on behalf of Senate.

Application Procedure & Admissions

The Programme Specification will include detailed information on admissions requirements. This section should state where responsibility lies for admissions arrangements and the systems that will be used to process applications. The Academic Lead is expected to liaise with the Head of Registry to agree arrangements between LSHTM and the partner/s.

Registration

This section should outline registration arrangements, confirming which institution/s the students will register with and how this will be managed. The Academic Lead is expected to liaise with the Head of Registry to agree arrangements between LSHTM and the partner/s.

Orientation

This section should detail how students will be inducted to LSHTM and the partner institution/s and any special arrangements that will need to be put in place to facilitate this.

Pastoral Support

This section should detail the support that students will receive whilst they are studying and, crucially, who will be responsible for providing this support. For example, if a student has, or suspects that they have, a disability, where should they seek support and guidance? Alternatively, what level of support will be available to them in finding accommodation?

Monitoring Student Progression

The progress of students should be monitored by the Joint Programme Committee. In this section, the Academic Lead should outline how this will work in more detail to ensure that struggling students are supported and that all students are offered appropriate advice and insight on their performance at specific stages of the course or programme.

Examination Boards or Examiners' Meetings

This section should be used to confirm arrangements for examination boards (for courses) and examiners' meetings (for research students). For example, where will these be held, who will chair them, who is responsible for taking minutes and following up on action points, who will appoint external examiners, who will ensure that deadlines of awarding bodies are met etc?

Arrangements for Award of Degree

In this section the Academic Lead should set out the arrangements for the award of the degree. For example, who is responsible for producing certificates and transcripts, what will certificates for dual and joint awards look like, who will be responsible for sending out certificates and transcripts etc? The Academic Lead is expected to liaise with the Head of Registry to agree arrangements between LSHTM and the partner/s.

Graduation

This section should set out arrangements for graduation. For example, where will students attend graduation, who is responsible for communicating arrangements with them, are they allowed to pick where they graduate for joint awards etc?