**Collaborative Education Form**

This form should be submitted with the **New Course Approval** form if relevant and should be completed if any part of a new course requires collaboration with another university or other external body.

Departments should review the relevant QAA guidance and University guidelines before proceeding.

* [UK Quality Code for Higher Education: Chapter B10](https://www.qaa.ac.uk/search-results?indexCatalogue=global&searchQuery=Chapter%20B10&wordsMode=AllWords) *[Managing Higher Education Provision with Others](https://www.qaa.ac.uk/search-results?indexCatalogue=global&searchQuery=Chapter%20B10&wordsMode=AllWords)*
* [Qualifications Involving More Than One Degree-Awarding Body Characteristics Statement](https://www.qaa.ac.uk/search-results?indexCatalogue=global&searchQuery=Qualifications%20Involving%20More%20Than%20One%20Degree-Awarding%20Body%20Characteristics%20Statement&wordsMode=AllWords)
* [University of Cambridge guidelines on collaborative provision](https://www.educationalpolicy.admin.cam.ac.uk/curricula-and-assessment/collaborative-and-placement-learning/collaborative-learning)

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| 1 | **Collaborative partner(s)** | |
|  | *Please include the address and full legal name of the organisation(s)* | |
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| 2 | **Nature of the collaboration** | |
|  | *Please give full details of how the collaborative partner(s) will be involved in the course. This should include arrangements for the assessment of students; whether the external partner(s) will be involved in delivery of the course and if any teaching will take place off-site - i.e. in any premises not owned by the University of Cambridge or the Colleges (this does not apply to field trips); arrangements for student support; detailed exit strategy if the collaborative partner(s) should close; mechanisms for resolution of any disagreement between partners; arrangements for student complaints.* | |
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| 3 | **Memorandum of Understanding (MOU)**  *A signed memorandum of understanding is a requirement of all collaborative courses. Departments should consult with the Legal Services Office. Courses will not be approved by GBEC without this information.* | |
| MOU attached |  |
|  |  |  |
| 4 | **International collaboration**  *If the collaborative institution is outside the UK, advice will also need to be sought from the International Strategy Office. It may be necessary for ACBELA to approve the collaboration.*  *Advice must be sought from the Finance Division too, particularly with regards to taxation.* | |
| 1. Is this an international collaboration? |  |
| 1. If so, have you sought advice from the International Strategy Office? Please append any advice to this form |  |
| 1. Have you sought advice from the Finance Division? Please append any advice to this form. |  |