

## 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 Managing Higher Education Provision with Others](#)
- [Qualifications Involving More Than One Degree-Awarding Body Characteristics Statement](#)
- [University of Cambridge guidelines on collaborative provision](#)

|   |  |                          |
|---|--|--------------------------|
| 1 | <b>Collaborative partner(s)</b>  |                          |
|   | <i>Please include the address and full legal name of the organisation(s)</i>   |                          |
|   |  |                          |
| 2 | <b>Nature of the collaboration</b>   |                          |
|   | <i>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.</i> |                          |
|   |  |                          |
| 3 | <b>Memorandum of Understanding (MOU)</b>   |                          |
|   | <i>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.</i>   |                          |
|   | MOU attached   | <input type="checkbox"/> |
|   |  |                          |
| 4 | <b>International collaboration</b>   |                          |
|   | <i>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.</i>   |                          |
|   | i. Is this an international collaboration?   | <input type="checkbox"/> |
|   | ii. If so, have you sought advice from the International Strategy Office? Please append any advice to this form  | <input type="checkbox"/> |
|   | iii. Have you sought advice from the Finance Division? Please append any advice to this form.  | <input type="checkbox"/> |