

Scoping Document for Collaborative Provision

This document is developed to help Academic Leads consider the full range of issues that need addressing when contemplating the introduction of a collaborative provision course or programme. This scoping tool forms part of the documentation submitted to a Senate validation panel for the approval of new collaborative provision courses or programmes, so please ensure that it is completed in entirety.

Please read [Chapter 6 of the LSHTM Academic Manual](#), which contain regulations and procedures regarding designing, developing and approving collaborative provision, before completing this document.

For each of the areas listed in the table on page 2 please indicate who is responsible for the action and who is responsible for signing this off. An example is provided below.

Example Table with Two Rows Completed

Activity	Responsibility for Action			Approved By			Details
	LSHTM	Partner	Both	LSHTM	Partner	Both	
Marketing & Advertising							
Fee Setting	✓			✓			LSHTM is the awarding body (via UoL) and will set the annual fee.

Activity	Responsibility for Action			Approved By			Details
	LSHTM	Partner	Both	LSHTM	Partner	Both	
Student Registration & Orientation							
Pre-registration and arrival materials and dissemination of these to applicants	✓				✓		LSHTM will provide pre-registration materials to be checked and disseminated to the students when they arrive at the partner institution.

Scoping Document for a Partnership with **INSERT NAME**

Type of Partnership Proposed:

Activity	Responsibility for Action			Approved By			Details
	LSHTM	Partner	Both	LSHTM	Partner	Both	
Marketing & Advertising							
Fee Setting							
Prospectus Content							
Production and distribution of hard copy prospectus							
Web Content							

Activity	Responsibility for Action			Approved By			Details
	LSHTM	Partner	Both	LSHTM	Partner	Both	
Organisation of open days							
Attendance at promotional events							
Student Selection & Admissions							
Application process							
Selection process							
Verification of student entry standards							
Monitoring of student numbers							
Student Registration & Orientation							
Pre-registration and arrival materials and dissemination of these to applicants							
Registration at start of course or programme							

Activity	Responsibility for Action			Approved By			Details
	LSHTM	Partner	Both	LSHTM	Partner	Both	
Collection of tuition fees							
Organisation of orientation sessions							
Learning Resources							
Annual review and revision of student-facing documents, i.e. handbooks							
Production and distribution of online and hard copy student-facing documents							
Annual review and revision of online course content, including Moodle							
Review and revision of teaching materials, i.e. hand-outs							

Activity	Responsibility for Action			Approved By			Details
	LSHTM	Partner	Both	LSHTM	Partner	Both	
Production and distribution of teaching materials							
Access to library resources and any annual updates to stock							
Ensuring student access to appropriate IT resources							
Student Assessment							
Setting of final examinations							
Setting of formative assessments							
Setting of summative assessments, including retakes							
Invigilation and security of examinations							

Activity	Responsibility for Action			Approved By			Details
	LSHTM	Partner	Both	LSHTM	Partner	Both	
Collection of work submitted for assessment							
Appointment of examiners, both internal and external							
Marking and other assessment activities							
Confirmation of examination results							
Provision of assessment marks							
Feedback to students on assessed work							
Student Feedback							
Design of student feedback mechanisms							
Collection of module-level feedback and							

Activity	Responsibility for Action			Approved By			Details
	LSHTM	Partner	Both	LSHTM	Partner	Both	
associated action-taking							
Collection of course-level feedback and associated action taking							
Participation in national surveys, i.e. PTES, PRES and associated action taking							
Formal response to various types of student feedback							
Student Support							
Disability support, including identifying and making reasonable adjustments							
Financial support, i.e. hardship funds							
Advice on academic progression							

Activity	Responsibility for Action			Approved By			Details
	LSHTM	Partner	Both	LSHTM	Partner	Both	
Other pastoral support, such as counselling, accommodation advice etc.							
Student Monitoring							
Annual reporting requirements							
Provision of student data, e.g. contact details, assessment results							
Arrangements for withdrawal or suspension of students or the course/programme							
Costs of auditing and other monitor visits to partner institutions							

Activity	Responsibility for Action			Approved By			Details
	LSHTM	Partner	Both	LSHTM	Partner	Both	
Staff							
Appointment of teaching staff							
Induction and training of teaching staff							
Determination of staff development and training needs							
Addressing any cultural differences that may impede communications in relation to academic provision							
Examination							
Location of exam board or viva take place							
Organisation of exam board or viva, including administrative support							

Activity	Responsibility for Action			Approved By			Details
	LSHTM	Partner	Both	LSHTM	Partner	Both	
Reporting the outcome of examination to student							
Graduation							
Invitation to graduation							
Support for any special arrangements							