



LSHTM Academic Manual 2024-25  
Chapter 6: Collaborative Provision

- Taught Programme Director *or nominee*
- Associate Dean of Education (Quality, Academic Standards and Collaborative Provision) *or nominee*
- Pro Director Education *or nominee*

We will complete a comprehensive update to the Academic Manual later in 2024/2025 ready for publication in 2025/2026.

## 6.1 Introduction

- 6.1.1 In line with the London School of Hygiene & Tropical Medicine (LSHTM)'s [Strategy](#), we aim to extend our impact and potential through increased focus on national and international strategic partnerships and collaboration in order to deliver health and socioeconomic benefits across the world.
- 6.1.2 In recent years LSHTM has expanded its portfolio of collaborative courses (i.e. short courses) and programmes (i.e. MSc, PhD, MPhil, DrPH) delivered with partner institutions and bodies. These partners include other Member Institutions of the University of London (UoL), universities in the UK and overseas and other bodies (for example research centres).
- 6.1.3 Collaborative provision is an arrangement between two or more organisations to deliver aspects of teaching, learning, assessment or student support. It refers to collaborative arrangements involving students and/or awards which include those involving guaranteed progression and sharing of services. Partnership arrangements may apply to the delivery of whole courses of study or to elements of courses, individual modules, or self-contained components of study, including alternative sites and contexts for learning or assessment.
- 6.1.4 This chapter is designed to:
- apply to credit-bearing provision and Professional Diplomas offered in collaboration with partner institutions;
  - provide a taxonomy of the various types of collaborative provision LSHTM is involved with and to provide guidance and information on models of design, delivery and awards;
  - provide a procedure so that proposals for new collaborative courses and programmes are designed with appropriate forethought and with the necessary level of planning for the management and development of such provision;



### 6.3 Strategic Development and Proposal of Collaborative Provision Partnerships

6.3.1 Although in practical terms collaborative partnerships involve mainly LSHTM Faculties, they are a formal relationship between the LSHTM and the partner organisation. The Pro-Director Education should be informed early on, and will brief the Executive Team. Once the relevant Dean of Faculty and Executive Team have approved any proposal of collaborative provision partnerships, governance in terms of mandating and decision-making, sits with Senate.

6.3.2 In the first instance, the LSHTM staff member seeking to explore and instigate a collaborative partnership must seek initial endorsement to proceed from the Dean of Faculty and inform the Pro-Director Education and the International Partnerships Officer. Such partnerships must be considered in line with LSHTM Strategy and Mission. The Dean of Faculty may seek advice from the Associate Dean of Education (Quality Assurance Standards & Collaborative Provision) or the Head of the Doctoral School regarding taught provision and Research Degrees, respectively. LSHTM should contact the University of London Worldwide (UoLW) [quality office](#) in the first instance, for advice and guidance for Collaborative Provision that may be delivered via distance learning.

6.3.3 At this stage the faculty should consult with LSHTM's legal department and (al de)3(par)-2(tment )JTJETQq0.000008871 0 595.32 841.92 reW\*nTQq0.000008871

6.3.5 The faculty will be required to undertake a due diligence exercise to ensure that any proposed partnership does not pose any legal, financial, or reputational risk to LSHTM. This usually involves

Undertaking an investigation at the early stages of discussions to verify that the proposed partner has the necessary legal capacity and any required institutional and other approvals to enter into the partnership,

Undertaking a [site visit](#) at the early stages of discussions to verify, inter alia, that the proposed partner has appropriate resources and infrastructure to enable the creation of an effective and sustainable partnership.

Ensuring governance arrangements, legal status, financial status and controls, external accreditation, staff and resources, student support procedures, operational processes and record-keeping, academic standards, quality assurance systems and public reputation all meet the high standards LSHTM expects.

Identifying the conditions necessary for the success of the proposed

6.3.9 The risk analysis, due diligence exercise and any peripheral research will inform the type of

- 6.4.1 LSHTM procedures for the design and approval of new modules and programmes can be viewed in [Chapter 3, Programme Management, Monitoring and Evaluation of the LSHTM Academic Manual](#).
- 6.4.2 For new collaborative provision that has had strategic, financial and planning approval from Senate (as outlined in section 6.3 of this chapter), [follow Chapter 3 Programme and Module Approval Procedure stage 2: Development Approval, through to Stage 5: Final Approval](#).
- 6.4.3 On the recommendation of the Chair of Senate Postgraduate Taught Committee (Pro-Director of Education) the approval procedures may be varied for proposals involving partner institutions. This should allow aspects of a proposed partner's procedures or standard documentation to be used, to minimise duplication of work. However, the approval procedure must always ensure that sufficient information is available for the Validation Panel to make informed decisions.
- 6.4.4 For approval of new LSHTM distance learning programmes run in collaboration with the University of London Worldwide (UoLW), UoLW documentation and forms may be used in lieu of LSHTM versions. However, it is expected that such documentation will be completed in a way that covers all the requirements of the LSHTM procedures—these have been written with awareness of UoLW requirements built in, and should be broadly consistent with them. Staff should be aware that approval will be required through both LSHTM and UoLW procedures—the Head of the Programme Administration Office can provide further guidance and help act as a liaison point regarding UoLW procedures.
- 6.4.5 [Chapter 3 of the LSHTM Academic Manual](#) sets out an approximate timeline for the design and approval of new courses and programmes, two years from inception to the first intake. For provision involving significant collaboration this may be lengthened to two to three years, dependent upon the complexity of due diligence and legal requirements, comprehensive course/programme design and the need to articulate, in detail, how the course/programme itself and related financial and marketing/advertising and student recruitment aspects will be managed.









6.6.2 Joint Programme Committees will be constituted as defined by the Memorandum of Agreement (MoA) to facilitate effective communication between partners and to manage the collaborative provision.

6.6.3 LSHTM maintains oversight of its collaborative provision through joint Exam Boards and Programme Committees with partner institutions. LSHTM operates a principle of proportionality with regard to the monitoring and review required for all collaborative programmes and courses. For each category of collaborative provision there are targeted mechanisms that address those principles for each category (see the sections on joint provision and collaborator supported provision below).

6.6.4 Any concerns about an academic partnership or collaborative provision should be referred to the relevant Faculty Taught Programme Director or Faculty Research Degree Director.

Joint Provision

6.6.1 Joint provision is a programme delivered or jointly delivered by two or more organisations, irrespective of the award (whether single, joint, dual/double or multiple). It refers to the education provided rather than

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and monitoring provision this will usually be an agreed adaptation of existing review procedures already in place across all partners. The course or programme will therefore be reviewed in line with the arrangements agreed at design stage and confirmed in MoAs and other legal documents as required;

Joint Programme Committee to be established to meet once per term and manage and review the course or programme activities (or as defined in the MoA);

Academic Lead for the course or programme to sit on the relevant Faculty Postgraduate Taught Committee and report back to the Joint Programme Committee on LSHTM and Faculty developments;

Representation from all partners on the joint Exam Board;

A biennial site visit to the partner/s to review facilities for students and

6.6.10 A distinction is drawn between a collaborative provision arrangement that applies to a cohort of students (i.e. to a course or programme as a whole) and to collaborative provision arrangements that are negotiated on an individual student basis. The most common example of the latter category would include taught programme project placements, and arrangements for these are managed in a different way to other forms of Collaborator Supported Provision.

6.6.11 LSHTM's monitoring arrangements for Collaborator Supported Provision are set out below:

For Courses or Programmes

- o Programme Team to follow LSHTM procedures for annual monitoring as set out in [Chapter 3 of the LSHTM Academic Manual](#);
- o An annual site visit to the partner/s to review facilities for students and to meet with key staff, undertaken by members of the Programme Team.

For Individual Students

For arrangements relating to individual students, LSHTM's Combined Academic & Risk Assessment Ethics Approval (CARE) Form requires all postgraduate taught students to undertake and articulate a necessary risk assessment. Faculties are responsible for managing arrangements relating to individual research students registered in their Faculty via existing processes and procedures.

## 6.7 Suspension and Discontinuation of Collaborative Provision

6.7.1 Each Memorandum of Agreement contains information about the procedure to be followed should collaborative provision need to be discontinued or suspended prior to the end of the active agreement period.

6.7.2 The principles for the suspension and discontinuation of collaborative provision will be the same as for any LSHTM-only provision, detailed in section 3.3 of [Chapter 3 of the LSHTM Academic Manual](#).