

Online Collaborative Events guidance

When working in collaborative academic partnership, it will be necessary throughout the lifecycle of the partnership for a range of events to take place. These include, amongst other events:

- Course Approval Events
- Partner Reviews
- Resource Visits

London Met will liaise with the Partner and its own staff as well as taking advice and guidance from agencies such as the Foreign, Commonwealth and Development Office (FCDO) to decide if the event may be held in person at the Partner's premises or if the event is to be held remotely using an online platform such as MS Teams.

This online process will follow the same format as if the event was a physical visit, but a tour of the proposed teaching location and if applicable specialist resources, will be provided to the Panel by the Partner as a video recording during the event.

Guidance for Video Tour made by Partner

A key purpose of any event is to be assured that the appropriate resources (physical, electronic and staffing) are in place, or planned for in order for delivery to take place and to maximise the student experience.

The video recording whilst being kept succinct, should include footage of the following key areas. It should also include a verbal commentary of what is being viewed to assist the Approval Panel with their decision making process.

- General teaching space
- Specialist teaching space and any specialist resources required to run the course
- IT facilities and computer suites accessible for student use
- Library and learning resources
- Self-study areas for students
- Catering and/or recreational spaces

It is not expected, nor required that a Partner incur any expense by commissioning a professional video; indeed an informal video taken using a mobile telephone or other device would be acceptable. There will be time allocated on an event agenda for the Partner to show the video. After the event, the Partner may be required to share the video with London Met so that it may be stored with the event documentation.