

International non- accredited T & L and related opportunities

Guidelines for Heads of School

This document aims to provide guidance to Heads of School whose staff are considering, or already involved in the development of non-accredited Teaching & Learning activities* with international clients or HEI partners. They have been made to empower Schools, as well as to address the need for transparency that will support our aspirations for a substantial and robust portfolio of international activities across the University. Guidelines for Staff are attached.

Much of the activity concerning internationalisation in Teaching and Learning is already dealt with as normal University business through well-established processes that have been developed in response to accredited provision. Recently new and exciting initiatives have given rise to significant opportunities in terms of non-accredited T & L provision. Benefits of such activities, undertaken as an integral part of our international portfolio, can be significant. However, initiatives or projects undertaken with overseas partners by individual Schools and other University departments can have a significant impact on the University as a whole, especially if they are poorly managed. There are potential negative impacts on reputation and income generation if appropriate processes and business behaviours are not in place and adopted.

The following recommendations have been made by the International Project Board to provide clarity:

1. The member of staff planning development of the course should discuss the plan with their Head of School to ensure that the proposed activity is appropriate in terms of resource and capacity, and that there are no conflicts with existing duties and responsibilities
2. Only those activities with identified benefits for the School and University are pursued
3. Business planning for non-accredited T & L activities should be undertaken where appropriate. Some small scale activities may require a minimal business case whilst others, with large scale resource and strategic implications, may require a more substantial business plan and approval from the Dean or International Project Board.
4. Research and Enterprise must be involved from an early stage so they can advise on appropriate legal agreements and costs
5. The Reading International Office is to be advised that you are operating in country
6. The resources required to deliver the activity appropriately must be identified, and the cost of the work calculated to ensure that the work is priced appropriately so the University recovers its costs

*These can be generally characterised as bespoke programmes which do not receive undergraduate nor postgraduate accreditation and that are generally aimed at professional attendees.

Guidelines for Staff when considering the development of International non- accredited T & L and related opportunities

- Discuss your proposal with your Head of School, considering issues such as its:
 - business case *
 - alignment with the School's Internationalisation and T & L strategy
 - implications for School resources and staff workload
- Contact your Contracts Manager in Research and Enterprise. An agreement will generally need to be put in place before the course is developed for a client or another HEI.
- Contact Quality Support if a Memorandum of Understanding needs to be in place.
- Contact The Reading International Office (**RIO**) and advise them of your plans.
- The course needs to be scoped out accurately and all costs for development, administration and delivery must be identified accurately. Management Accounts will be able to advise.
- Other issues may need to be identified at an early stage in your planning. Consider requirements such as:
 - Where the course will take place
 - RISIS registration
 - Library, particularly licensed, resources
 - Blackboard/ ITS access
 - Teaching Space
 - Accommodation
 - Visas
 - Pastoral care

* For more information contact;

Research and Enterprise Development
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