**PATHWAYS TO COIL**

Checklist for course proposers and administrators

|  |  |  |
| --- | --- | --- |
| **Action** | **Refer to guidance section** | **Completed** |
| 1. Partner(s) identified | 3.1 |  |
| 2. Partnership assessment and agreement completed and filed | 3.3 |  |
| 3. Data sharing agreement in place | 3.4 |  |
| 4. Scheduling agreed, considering time zone differences as appropriate | 3.1, 3.2 |  |
| 5. Tentative dates scheduled for COIL partnership review | 3.5 |  |
| 6. Relevant staff notified of COIL course and partnership | 6 and *passim* |  |
| 7. Course meets COIL threshold of minimum of 5 teaching sessions | 1 |  |
| 8. Course in line with AILP (Accessible and Inclusive Learning Policy) | 5 |  |
| 9. ILOs have been adjusted to account for COIL activity (but are achievable if COIL activity does not occur) | 4 |  |
| 10. Assessment has been designed to suit COIL activity (but is achievable if COIL activity does not occur) | 5 |  |
| 11. Course documentation submitted to Board of Study, with COIL box checked, and approved | 6 |  |
| 12. Local PIP administrator has been contacted and is aware of reporting guidance around Mobility KPI monitoring and HEAR recognition | 6.1, 6.2 |  |
| 13. All necessary technological arrangements are in place | 7 |  |
| 14. All learning and teaching materials have been updated and made available on Moodle | 7 and *passim* |  |