**Partnership Approval Report**

This report should be completed by the approved reviewer(s), following their visit to the proposed partner institution, and submitted to Senate together with Form B. Following approval by Senate, Form C should be submitted to the Curriculum Strategy Committee (CSC) as an annex to Form D and to the Learning, Teaching and Quality Committee (LTQC), as an annex to Form E.

If a new site only is proposed then a New Site Approval Report (Form H) should be completed.

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| **Partner** |  |
| **Address** |  |
| **Date of visit** |  |
| **Programme(s):** |  |
| **School/Department:** |  |
| **Name and job title of report writer:** |  |
| **Date report completed:** |  |

The indicative questions and prompts below are to assist the reviewer(s) during their visit in ensuring that the required checks on the proposed partner institution are carried out. Some of the areas may not be relevant and there is likely to be varied approaches taken to the visit which will be proportionate to the level of risk associated with the proposed new partner.

1. **The Institution**
   * The mission statement
   * Based on the information available, does the institution’s values and ethos align with the university’s?
   * Strategic Plan
   * History and size of institution
   * Links with other HE institutions (UK or Overseas). Recognition of the institution by other organisations
   * Governance and organisational structure of the institution
   * Current academic provision
   * Does the institution deliver its own awards or those of another body?
   * Is the institution subject to any external quality audits?
   * Are the qualifications currently delivered by the institution recognised in the country of origin?
2. **Quality Assurance and Enhancements**

* What are the processes for curriculum development?
* What are the processes for programme approval, monitoring and review?
* Is there a teaching, learning and enhancement strategy in place?
* What are the arrangements for the setting of assessments?
* Do you have processes in place for the management of examinations?
* What the arrangements for giving feedback to students?
* What are the arrangements for receiving student feedback?
* What procedures are in place for the handling of complaints, appeals and academic misconduct?
* Confirmation that the language of instruction and assessment is English
* Does the institution have expertise in the subject area and level?
* What are the arrangements and systems in place to manage student data?

1. **Student Experience**

* What are the arrangements for academic support (e.g. study skills)?
* What are the arrangements for pastoral support (e.g. personal tutoring, careers, welfare)?
* What support is provided for disabled students?

1. **Staffing**
   * Under what form of contract are staff employed (FT v PT)?
   * What are arrangements for induction of new staff?
   * What are the arrangements for staff development?
   * Are staff expected to have a teaching qualification (Approximately what percentage of staff have a teaching qualification)?
2. **Resources**

* What resources are available to support the learning and the wider student experience e.g. library, online resources, IT facilities, specialist facilities (e.g. science or computer labs)?
* What is the availability, accessibility and quality of Campus facilities (catering, sports etc.)?

1. **Report**

(Using the information that has already been provided by the partner and the findings, based on the indicative list above, following the visit to the partner, a detailed report should be written below by the reviewer)

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| **Reviewer**  *I recommend this partner for approval with the following recommendations:* | |
| Recommendations | |
| Signature: |  |
| Name: |  |
| Date: |  |

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| **Senate** | |
| Date : |  |

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| **Curriculum Strategy Committee** | |
| Date : |  |

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| **Learning, Teaching and Quality Committee** | |
| Date : |  |