

Combined Annual Partnership Liaison Manager’s Report and Site Visit

This report should be submitted to the Quality and Standards Office (qateam@stmarys.ac.uk). This report will be considered by the Collaborative Provision Sub-Committee during semester 1 and should be submitted by Friday 18 September 2020. This report should be shared with the partner institution and will feed into their annual monitoring report.

Please note that you should arrange to meet with a selection of students from the programme of study as part of this visit.

Where possible the following additional information is also to be provided with the report:

* Prospectuses and other promotional literature;
* Reports (if applicable) of recent external quality assessments (e.g. QAA)
* Documentation that may have changed since the initial due diligence, e.g. equality and opportunity policy, library, IT policies/strategies, admissions policy

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| **PARTNER INSTITUTION DETAILS** |
| **NAME AND ADDRESS OF PARTNER ORGANISATION**  |
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| **WEBSITE ADDRESS** |
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| **TYPE OF COLLABORATION[[1]](#footnote-1); AWARD AND TITLE OF PROGRAMME** |
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| **NAME OF PARTNERSHIP LIAISON MANAGER** |
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| **ACADEMIC YEAR THIS REPORT APPLIES TO** |
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| **DATE OF SITE VISIT** |
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| **DELIVERY AND MANAGEMENT INFORMATION** |
| **FACILITIES FOR DELIVERY OF THE PROGRAMME AND LEARNING RESOURCES/IT SERVICES** |
| *Please evaluate the sufficiency of the facilities and resources available to both staff and students and provide details of any resource requirements (eg. staff additions, books, electronic resources, laboratory equipment)* |
| **QUALITY ASSURANCE ARRANGEMENTS** |
| *Please indicate the processes undertaken by the partner institution and St Mary’s University to ensure the provision is monitored effectively. Detail your involvement in any QA procedures (eg. participation in QAA review or internal audits, Programme Boards, Exam Boards, Programme Team meetings)*  |
| **ADMISSION/INDUCTION PROCEDURES FOR STUDENTS** |
| *Please provide details of the induction/orientation period for students and state whether recruitment is the responsibility of the partner or the University (or joint)* |
| **ACADEMIC STANDARDS** |
| *Comment on any issues arising from Programme Board or Programme Examination Boards and state how they are being actioned (if none, please state this)* |
| **ACADEMIC MISCONDUCT** |
| *Please provide details of the procedures in place for cases of suspected academic misconduct. Please also include the number of suspected cases raised over the course of the year* |
| **COMPLAINTS AND APPEALS** |
| *Please provide details of the number of formal complaints and/or appeals that have arisen from students at the partner institution (if none, please state this)* |
| **CURRICULUM CONTENT** |
| *Please provide comment on the currency of the curriculum content, the suitability of the assessment strategies employed in relation to the content and programme learning outcomes and any other areas you wish to highlight. (You may use external examiner reports, student feedback and meetings with the delivery team to inform this section)* |

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| **ASSESSMENT PRACTICES** |
| **ASSESSMENTS** |
| *Please summarise items of note regarding the assessment strategy of the collaborative programme(s) and provide detail regarding your involvement in the following:*1. *Modification of curriculum content (e.g. changes to assessment, changes to delivery, new or modified modules)*
2. *Review of assessment questions/tasks, use of marking criteria, moderation participation and/or support, Module Convenor support*
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| **MODERATION** |
| *Please provide an evaluation of the effectiveness of moderation practices at the partner institution (include consideration of whether first and second marking was fair and consistent; methods employed to reconcile differences between first and second marking). Please note areas of good practice or concern regarding moderation practices at the partner institution* |

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| **STUDENT SUPPORT** |
| **STUDENT FEEDBACK OPPORTUNITIES** |
| *Comment on the opportunities that lie within the programme for the receipt of student feedback (both formal and informal mechanisms). Summarise how the partner institution responds to issues raised and the processes used to inform students of any changes made as a result of their feedback (provide examples if possible)* |
| **MEETINGS WITH STUDENTS**  |
| *You should meet with a group of students studying on the programme of study under consideration by this report. Please provide details of the meeting below – sample questions are included but are neither exhaustive nor prescriptive**Sample questions:** *Why did students choose the institution and what did they enjoy most about studying there?*
* *Has the programme of study met their expectations?*
* *Do students know who to approach if they have any concerns or issues?*
* *Do students feel their feedback is actively considered by the programme team and/or institution?*
* *What are the students’ views regarding the assessments on their programme (eg. quantity; sufficiently challenging; adequate preparation)?*
* *Are the students enjoying their programme? Is there anything they would change?*
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| **STUDENT SERVICES – SUPPORT AND FACILITIES** |
| *Please provide details regarding the support and facilities available to students (eg. wellbeing, dyslexia/disability, study skills)* |

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| **MARKETING, RECRUITMENT, STAFFING** |
| **MARKETING ARRANGEMENTS** |
| *Please provide details of the way the programme is marketed and append any relevant materials* |
| **STAFFING: RECRUITMENT AND APPOINTMENT OF ACADEMIC STAFF** |
| *Please provide details of the procedures followed to ensure oversight by St Mary’s University of new academic staff* |
| **ARRANGEMENTS FOR STAFF DEVELOPMENT** |
| *Please provide details of any staff development that has occurred witin the partner institution, or any opportunities offered by St Mary’s University* |

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| **FUTURE PLANS** |
| *Please provide details of any known future plans or developments for this collaborative partnership* |
| **CONCLUSIONS AND RECOMMENDATIONS** |
| *Please note any concluding remarks or recommendations you may wish to include in this report* |

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| **PARTNERSHIP LIAISON MANAGER’S CONTACT DETAILS** |
| **Name/Position:**  | **Department:**  |
| **E-mail:**  | **Ext.**  |

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| ***Signed*** |  | ***Date*** |  |

1. Types of collaboration could be: validation; flying faculty; franchise; part-franchise; articulation; joint or dual degree [↑](#footnote-ref-1)