University of **Reading**

Annex 7: Guidance for the Partnership Visit

Key meetings and activities for a programme approval visit

- Senior member of the institution at President/Vice-President level
- Dean/Head of School of the relevant area
- Academic staff who will be involved in the collaboration
- Administrative staff who will be supporting the collaboration
- Tour of all learning and support facilities that will be utilised by students:
  - Library
  - Classrooms
  - IT facilities
  - Laboratories or equivalent
  - Student support services (careers, study advice etc.)

Key questions to address

General

- Is there a clear sense of commitment to the proposed activity at all levels of management and among the academic staff involved?
- Who will be responsible for health and safety?

Programme operation

- Are systems for student feedback already in place? How do they work? Could they be an alternative to normal University methods?
- If partner staff are to be involved in assessment, how familiar are they in working with the relevant:
  - Assessment methods
  - Marking and moderation practices
  - Invigilation practices
- What systems are in place for management academic misconduct?
- What systems are in place for managing student complaints and appeals?

Resources

- Does the other organisation or body possess sufficient resources to discharge effectively its part of the proposed collaborative arrangement? It should be remembered that the student experience at the other organisation should be comparable with that of the University.

- Are the academic staffing resources sufficient for the programme?
- Do the administrative and database support systems appear adequate?
- Are staff appropriately qualified and experienced?
- What staff development arrangements are in place?
- Are the physical resources sufficient, of a suitable standard and adequate for purpose? *e.g.* teaching rooms, study areas, social space, catering facilities, academic and support office space.
- Will there be any constraints on students' access to these resources?
- Are laboratories required? If so, are they sufficient in size and equipment?
- Are the library facilities adequate? Have any recommendations been made for additional material?
- Are the IT facilities and technical support adequate?
- For distance-learning programmes, do students have access to their own PCs?
- Are any special items of equipment required? Is such equipment available for use on site?
- Is the physical learning and teaching environment accessible to disabled students?

Student support
- What tutorial support, both academic and pastoral, will be available?
- What are the general welfare arrangements?
- What support is available for disabled students?
- What are the facilities for dyslexia support, if required?
- What are the facilities for English Language support, if required?
- Are any other learning support resources required?
- What facilities are there for student counselling?
- What careers advice is available?