**Visit Template (institutional level)**

**Institutional Visit Report**

**Section 1**

|  |  |
| --- | --- |
| **Name of Partner** |  |
| **Contact Details** |  |
| **Key Contact at Partner** |  |
| **Visit Undertaken By** |  |
| **Date of Visit** |  |
| **In Attendance from the Partner** |  |
| **Proposed Programme Title(s)** |  |

**Section 2**

|  |  |
| --- | --- |
| **General Status** *(including summary of meeting with British Council in country if applicable)* |  |
| **Corporate Governance** | **Financial Details** (eg financial regulations and policy) |
| **Governance** (eg structure of the organisation) |
| **Legal status** (eg Public or Private institution) |
| **Decision making/control** (how decisions are made) |
| **Anti-bribery Policy** |
| **Academic Experience** | **Current capacity** (eg number of students and programmes) |
| **Academic Level currently taught**  |
| **Current partners** |
| **Previous partners** |
| **Student Guidance and Support** | **Student Charter** |
| **Complaints Policy** |
| **Appeals Procedure** |
| **Resources***(brief description of number of rooms and equipment therein, library/other learning support environments, student facilities, number of staff academic and administrative,(full and part time, buoyancy of local recruitment market)* | **Procurement Policy**  |
| **Ability to purchase resources** |
| **Physical Resources** |
| **Human Resources** |
| **Management & Organisation of Delivery***(brief description of how the proposed partner manages delivery including programme management structure and administrative support)* |  |
| **Quality Assurance** | **Processes in place** (eg validation, review, annual monitoring, student feedback equivalents) |
| **External Examiner Arrangements** |
| **Assessments** |
| **Standards**  |
| **Teaching and Learning Infrastructure** *(eg what facilities are available, what facilities are required, how these are obtained)* | **Library** |
| **Teaching Approaches** |
| **Teaching Policy/Strategy** |
| **Institutional Health and Safety** *(does the proposed partner have adequate and appropriate health and safety procedures in place)* |  |
| **National Safety / Security Issues**(are there any safety / political issues to be considered for staff / students travelling to the partner, advice can be found at <https://www.gov.uk/government/organisations/foreign-commonwealth-office>) |  |
| **Travel Restrictions**(are there any reasons why obtaining a visa to travel to the partner / travel from the partner to the UK may present restrictions for managing the partnership)<https://www.gov.uk/government/organisations/uk-visas-and-immigration><https://www.liverpool.ac.uk/studentsupport/international/> |  |

**Section 3: Overall Recommendation**

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| --- | --- | --- |
| **Proceed?** | **Yes** | **No** |
| **Reasons** |  |

**Section 4**

|  |  |  |
| --- | --- | --- |
| **Report completed by:** | **Signature:** | **Date:** |
|  |  |  |
| **Report confirmed by:** | **Signature:** | **Date:** |
|  |  |  |

***Please return this completed report to AQSD.***