

## INSTITUTIONAL VISIT GUIDELINES

### UOL-XJTLU STUDENT EXCHANGE SITE VISITS

#### 1. Aim of the Visit

- 1.1. Site visits will be conducted for Category 2 institutions to assess the quality of student support and facilities (including library and IT facilities and teaching spaces) at the exchange partner organisation to ensure that they are of an appropriate quality.
- 1.2. In its assessment of the partner, the UoL representative(s) conducting the site visit will consider operational and quality assurance matters making specific reference to The Quality Code for Higher Education published by the Quality Assurance Agency in the UK and to University of Liverpool policies and procedures. XJTLU will review the partner with reference to its own institutional policies and procedures.

#### 2. Arrangements Prior to the Visit

The Academic Quality and Standards Division (AQSD) will be responsible for making the necessary arrangements prior to the visit. This will include:

- Working with XJTLU to request agenda items and all necessary documentation (see section 5 below) from the partner at least four weeks before the visit and circulating these at least three weeks before the visit;
- Drafting and circulating a draft agenda and itinerary for the visit three weeks before the visit. XJTLU will also circulate the same documents to its panel members and the exchange partner within this timeframe;
- Making all travel arrangements to include flights, taxis, accommodation and travel visas (where necessary) for the UoL representative conducting the site visit;
- Arranging a meeting with the UoL representative at least one week before the visit to:
  - Discuss the documentation received from the partner and agree issues to be further explored;
  - Confirm the travel arrangements;
  - Confirm the agenda/itinerary;
  - Confirm any dietary or individual requirements;
- Confirming all arrangements with XJTLU and the partner after the meeting of the panel.

#### 3. Required Documentation

3.1. To further assist UoL in determining the suitability of a Category 2 exchange partner, UoL will request for the following documentation from the partner at least four weeks before the visit:

- The partner's arrangements for communication with the relevant academic schools or departments at XJTLU;
- Information on student support (e.g. accommodation, public transport links near campus, pastoral support, etc);

- Data on student achievement at the partner institution;
  - Information on institutional policies, processes and procedures relevant to the student exchange (such as assessment regulations/processes, complaints and appeals procedure, and health and safety, accident/incident reporting and security protocols for students);
  - Summary of student evaluations of academic provision and the partner's responses to this evaluation (if available).
- 3.2. All documentation should be provided in electronic format (including weblinks) wherever possible.

#### **4. The Visit**

4.1. The Visit will take place over one day. The following meetings should be included:

- Welcome and introductions;
  - Tour of facilities including library, IT facilities, laboratory or other specialist facilities (as appropriate), teaching spaces, social and recreational facilities, student accommodation and student support facilities;
  - A meeting with key academics/support staff regarding quality assurance, learning, teaching and assessment, learning resources, the student experience and student support.
- 4.2. The partner is responsible for ensuring that appropriate members of its staff attend the relevant meetings so that all matters can be dealt with satisfactorily.
- 4.3. The timetable for the visit will be determined at least ten days before and should be informed by the documentation provided in advance of the visit. Adequate refreshment breaks should be built into the timetable. **Annex 1** is an aide-memoire consisting of questions and prompts to assist the UoL representative during the site visit and in the visit report. **Annex 2** provides a site visit report template.

#### **5. Following the Visit**

- 5.1. The UoL representative will be responsible for providing a Visit Report which should be drafted as soon as possible following the visit and circulated to panel members for comment.
- 5.2. The report should be submitted to the Collaborative Provision Committee (CPC) for approval/non-approval and any recommendations for further action. If endorsed by CPC, recommendations would be approved by Chair's Action on behalf of CPC and reported to CPC. XJTLU will inform the exchange partner of the outcome of the visit.

#### **6. Costs of the Visit**

The costs of the visit will be met by XJTLU.