UG logo

# Site Visit Assessment Form for New Student Exchange Partner

This form is intended to provide a quality assessment checklist regarding the facilities at partner institutions, and to identify any changes and/or potential problems.

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| 1. Name of institution |  |
| 1. Name and position of UoG staff member conducting visit |  |
| 1. Date of visit |  |
| 1. Contact Details of International Office for incoming students |  |
| 1. Have you met with the contacts detailed above? If not, give details of who you have met with. |  |
| 1. Visit Arrangements | *Please detail programme of visit.* |

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| 1. **STUDENT SUPPORT SERVICES** | Please tick if these services are available | Please tick if you met with a representative from these services | Comments  *Are these centralised or department/faculty specific? Where are they located?* |
| * Disability Services |  |  |  |
| * Counselling/Psychological Services |  |  |  |
| 1. Additional Learning Support Services |  |  |  |
| * Student Representative Services |  |  |  |
| * International Student Support Team |  |  |  |
| * Visa/Immigration Advice |  |  |  |
| * Orientation/Induction |  |  |  |
| * On-site Medical Services   Please also comment on what is required in terms of Health Insurance. (Obtained through partner? Mandatory/not?) |  |  |  |
| 1. **RESOURCES** | ***Please comment on the quality of:*** | | |
| * Library Facilities |  | | |
| * IT Facilities |  | | |
| * Sports Facilities |  | | |
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| 1. **POLICIES & PROCEDURES**   Please provide a link/links to the following policies, where available:   * Equality and Diversity Policy * Student Code of Conduct * Data Protection Information   If no policy appears to be available, please add a comment to this effect. |  | | |
| 1. **LEARNING & TEACHING** | ***Please comment on:*** | | |
| * Credit Requirements for incoming students | *Eg, what is the required number of credits per semester/year for a full time course load?* | | |
| * Is the Language of Teaching English?   If the answer is no, please indicate the minimum language requirement (eg B2 CEFR) | *Yes*  No | | |
| * What is the Resit Policy – ie are resit examinations offered and if so where? | *Please comment* | | |

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| 1. **ACCOMMODATION**  * Is university accommodation available? * If no university accommodation available is there support to find alternative accommodation   Please provide further details | Yes  No  Yes  No |
| **Please provide further information if possible on the following:**  *Single or shared rooms?*  *Self-catering or meal-plan?*  *Specialised accommodation options for students registered with disability services (i.e. wheelchair users/limited physical mobility/24-hour care)?*  *Secure entry?*  *On-site wardens/staff?*  *Specialised campus night bus service?* | **Comments** |
| 1. **LOGISTICS** | ***Please comment on the following:*** |
| * If more than one University campus, which campus will incoming students be based at? |  |
| * Is the University campus rural or urban-based? |  |
| * Cost of Living |  |
| * Is a high level of language other than English required for daily living? |  |
| 1. **SAFETY & SECURITY** | Please tick if these services are available  Please tick if you met with a representative of these services and give contact details |
| *Is there an on-campus safety protocol?*  *Is there a 24-hour emergency/security telephone number?*  *Is there a Crisis Management Team?*  *Do any aspects of the physical layout of campus give cause for concern? (e.g. geographic location within the city / any campus areas which are remote or not well lit etc.)* | Comments |
| 1. **OTHER CommentS (If applicable)** |  |

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| Signed by (Please print name): | |
| Title: | Signature: |
| Date: |