

Institutional Approval Visit – Template Report

Depending on the nature of the agreement, it may be necessary to undertake a formal institutional approval visit. This may be a visit of staff from the sponsor School/College or International Dean or alternatively a visit of an independent panel as requested by the Collaborations Group.

Generally, reports prepared following institutional visits should follow a format similar to that outlined below. The reports normally contain the names of the review team members unless members have requested otherwise.

Context	Purpose of Visit
Visit	Details of arrangements and panel members
Institution	History of Institution, structure and programme portfolio
Institutional Mission	Compatibility of Mission Statements
Institutional Stability	Financial and Legal standing
Institutional Management	Management Structure
Staffing	Procedures for appointment, appraisal and staff development
Resources	Library; IT; Estates; Staffing; Student Support, etc.
Learning & Teaching	Approach to Learning & Teaching
Academic Standards, Quality Assurance & Quality Enhancement	Arrangements for quality assurance and enhancement and knowledge of UK academic infrastructure.
Policy and Procedures	Compatibility of policies and procedures, e.g. Equality and Diversity; Academic Appeals; Student Complaints and Conduct; Bribery; Data Protection etc.
Other Areas discussed	
Summary of Discussions with Students	
Recommendations	
Future Developments and Enhancements	