## **COLLABORATIVE PARTNER VISIT REPORT**

## TO BE COMPLETED BY ACADEMIC LIAISON TUTOR

**Note on purpose of the report:**

The purpose of completing this report is to support the continuous monitoring of the health of the partnership with particular emphasis on the quality of the student experience. It may be helpful to refer to the [*Collaborative Partner Continuous Monitoring Guide*](https://www.londonmet.ac.uk/media/london-metropolitan-university/london-met-documents/professional-service-departments/academic-quality-and-development-aqd/quality-manual/templates-forms-guidance/2023-24/Collaborative-Partnerships-Continuous-Monitoring-Guide.pdf) and the three AQD touchpoints which take place across the academic year. These relate to: (1) *Looking back: Student Outcomes*; (2) *On course: Student Voice*; (3) *Looking ahead: Planning and development*.

The expectation is that Academic Liaison Tutors (ALTs) conduct two formal visits\* per year to record knowledge gained about the partnership and actions arising to enhance the partnership.

\*Formal visits are structured visits to partners, with key agenda items.

**Section A: Collaborative Academic Partner Information**

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| **Name of the institution:** |  |
| **Address of the institution (if multiple sites, please note campus location and country only):** |  |
| 1. **Select type of visit and add Date of visit (DD/MM/YYYY):**
 | Choose an item. |  |
| 1. **Select type of visit and add Date of visit (DD/MM/YYYY):**
 | Choose an item. |  |
| **Course Title(s) and mode of delivery:** |  |
| **School (select via list):** | Choose an item. |
| **Name of Academic Liaison Tutor (ALT):** |  |
| **Have there been any relevant staffing changes since the last partnership cycle? If yes, please provide detail here.** |  |

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| **SECTION B: ACTION PLAN**:Please list any specific recommendations/action with associated timescales and personnel identified to complete these actions. These may be actions from continuous monitoring. |
| Action required and indicators of success | By whom | By when |
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**Section C: Physical and Online Infrastructure and Learning Resources**

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| *Please comment on the suitability of teaching facilities and resources (including lecture theatres, group work facilities), teaching aids and specialist equipment’s  e.g. AV equipment, video conferencing etc. and teaching resources (library, online resources)*  |
| VISIT 1 | VISIT 2 |

**Section D: Monitoring of Taught Provision**

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| *Comment on any lectures/tutorial/ group activities or viva session that you observed. Comment on any matters that were discussed in relation to assessment and student feedback/feed forward, including External Examining arrangements.*  |
| VISIT 1 | VISIT 2 |

**Section E: Staff Development**

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| *Comment on any staff development activity delivered by you and/or colleagues from London Met and any updates provided by the Collaborative Academic Partner regarding their annual staff development plan.* *Are there plans for future staff development?* |
| VISIT 1 | VISIT 2 |

**Section F: Course Committee Meeting**

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| *Comment on the discussions that took place during the course committee meeting. Were students representatives present? Was the course committee meeting structure and Terms of Reference followed? Were minutes taken? [minutes need to be sent to Academic Liaison Tutor – who should check and forward to AQD]*  |
| VISIT 1 | VISIT 2 |

**Section G: Meeting with Students and comments relating to student services**

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| *Did you have a meeting with students outside of the course committee meeting? Comment on the content of the meeting. Do you have any further comments on student services/pastoral support?* |
| VISIT 1 | VISIT 2 |

**Section H: Comments on Non-Standard Applications**

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| *Please record any comments relating to non-standard applications.* |
| VISIT 1 | VISIT 2 |

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| **Section I: Additional Comments** |
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