

Introduction

This Guidance provides information on the purpose of the partner visit, how it fits in to the approval and review processes and areas for discussion with staff and students. It is offered with a view to providing a basis for judgement and to support consistency of practice, and not intended to be comprehensive or prescriptive.

Purpose of Partner Visit

All collaborative partnership arrangements are subject to a Partner Visit as part of both formal course approval and periodic review processes. The visit confirms the management and support arrangements of the partnership, and views the learning and teaching environment and facilities to ensure they are of an appropriate standard. The duration of the visit and the focus may vary according to the partnership arrangement.

Visiting Party

The visiting party comprises two independent members of the panel acting on behalf of the course approval or periodic review panel. If there are specialist resources, equipment and/or facilities, the External Assessor as subject specialist, will be one of the members. The visiting party will meet with management, academic and support staff, and for periodic review, a representative number of students. The learning and teaching environment and facilities available for students are also viewed and evaluated.

Visit for Course Approval

If the visit is for course approval, it is advised to be conducted after the formal Collaborative Programme Approval Committee (CPAC) event has occurred, to confirm the arrangements as detailed at the CPAC event. The report from the visit will be submitted to the CPAC panel, the University's relevant Faculty Executive Committee and Quality Assurance Committee. If conditions are made by the visiting party they will need to be met before the course can commence.

Visit for Periodic Review

If the visit is for periodic review it is advised to be conducted before the review event to enable the visiting party to meet with and gain the views of students, and for the review panel to receive the visit report. The report from the visit will be submitted to the review panel, the University's relevant Faculty Executive Committee and Quality Assurance Committee. If conditions are made by the visiting party the University department will be required to produce an Action Plan detailing how these conditions will be met.

Areas and questions for Meeting with Staff

These are supplementary to the areas explored during the approval or review event at which partner staff attend; however, if the partner does not attend the approval or review event, then these questions can be expanded to include those in the relevant Guidance for Panel documents. These questions here have been written for a review visiting party, however are able to be tailored for an approval visiting party.

Strategy and Partnership arrangements

- What is the strategy and benefit to the partner for the collaborative partnership?
- What is partner's level of engagement and involvement in developing the partnership?
- How does the University support the partnership,
- How often do staff from the University visit and what do these visits entail?

Academic staff and development

- Are the roles and responsibilities of the partner clearly communicated by the University?
- What staff development is provided by the University?
- Do any staff from the partner attend staff development events at the University?
- What contingency plans are in place in the event of staff being unable to deliver?
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Learning, teaching and assessment

- Do the Academic and Administrative Contacts have access to the Partner Assessment Portal?
- How do exam boards operate and do External Examiners and University staff attend if they are held at the partner, and if held at the University, do partner staff attend?
- Does the partner use Moodle and is it suitable? If not, what VLE does the partner operate?

Student Feedback and Support

- Does the partner know and engage with the [University's Policy for Listening to and Responding to the Student Voice](#)?
- What surveys, ie Unit/Course and NSS, are conducted by the partner and how does the partner respond and disseminate results to students and staff?
- What action does the University take on University relevant items raised by students?
- What support is provided to students by the University?

Annual Monitoring

- Does the University respond to the Partner annual (ASQER) report?
- Does the partner receive the University Contact annual (ASQER) report?
- Does the University provide partner staff and students copies of the Examiner Reports and what is the engagement of partner staff with External Examiners?

Resources

- What University resources and support is available to, and used by, students and staff?

Areas and questions for Meeting with Students for Periodic Review

The following questions can be supplemented by any particular areas which have arisen from the review documentation or during discussions at the review event. Students should also be given the opportunity to raise any additional points.

The University

- What made you choose a University of Portsmouth course?
- How did you find out about us prior to starting, ie Open Days, Web et?
- What information was provided to you by the University before or at the start of, starting your course?
- Have you met any staff from the University?
- Did you get your Student Card, University email address/google account?
- What does being a University of Portsmouth student mean to you?

The Course

- Did you attend an induction event for each year of your course, and were any staff from the University there?
- Is the course what you expected it to be?
- Are you aware of progression and does it get more challenging through levels?

Teaching, learning and assessment

- Are the teaching methods appropriate and varied?
- When are you given assessment information, submission dates and marking criteria?
- Is there an appropriate amount and type of assessment?
- How is feedback on assignments provided and how useful is it?
- Is there a timescale on when you should receive feedback on assignments and is it met?
- Do you have formative assessment/feedback?
- Are the teaching staff approachable and helpful?

Feedback

- How are your views on the course, learning environment, facilities and support sought?
- Do you have Student Representatives? How are they nominated/appointed and trained? Is there any support/guidance provided by the University?
- Do you have Student Staff Consultative Committees/Boards of Study or equivalent? How often do they meet and are reports/minutes produced?
- How do you know what your institution/University has acted upon and do you receive feedback on issues you have raised, and if so, in what form?
- Are you aware of any changes that have come about from areas raised?
- Do you know where to access documents such as the Course/Student Handbook, Programme Specification, Examination Regulations etc?
- Do you receive, or have sight of, External Examiner Reports?
- Do you receive, or have sight of, any institution or partner annual reports?
- Do you know the procedure for making a complaint and an academic appeal?

Support

- Do you know where to go to if you need advice/help on any academic or personal matters?
- Do you have a Personal Tutor and are sessions one-to one and/or group and scheduled?
- What support and resources do you know about, use, expect and want from the University?

Learning environment, resources and facilities

- Are the lecture rooms and equipment provided appropriate?
- Is the Library accessible and well stocked with required books and journals?
- Are subject librarians helpful and do they provide information on referencing etc?
- Are the IT equipment, facilities, wifi and support appropriate?
- Do you have access to the University's Moodle environment? If not, does your institution have a VLE environment and how do you engage with it?
- What information is provided on the VLE?

General

- Do you know what the arrangements for graduation are?
- Do you know about the University's Student's Union and do they contact you about anything?
- Do you know about the alumni association?
- What are the best things about the course, the institution and University?
- What needs to be improved?

Tour of the learning and teaching environment, resources and facilities

Learning and teaching environment

- How many lecture/seminar room are there?
- What equipment is provided in the lecture/seminar rooms?
- Is there a separate study area?

IT Resources

- What IT resources are available and are they appropriate?
- What IT support is available?
- What is the internet/wifi facilities?
- Is there any specialist software/hardware required and are they appropriate?

Library provision

- Are the opening times of the Library adequate and does it provide the adequate number of core texts and reference materials required and are the library facilities appropriate?
- Do subject librarian provide information on areas such as referencing?
- Do students and staff have University online Library accounts?
- Do the University librarians visit the partner Librarians?

Other

- What other resources and facilities are available?