**PROPOSED PARTNER SITE VISIT REPORT**

This proforma should be used to ensure that all relevant topics are covered during a site visit to a proposed partner. Please provide brief observations on each area, including your assessment of the ability of the partner to deliver or contribute to the programme. Where you have photo or video material to support your submission, please submit that material alongside this report. You will also be required to produce a short summary judgement of the quality of the proposed partner and a recommendation to the University with respect to their suitability as a partner institution.

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| 1. **GENERAL**
 |
| Name of Proposed Partner Institution/Organisation |  |
| Country  |  |
| Nature of Proposed Partnership |  |
| Date of visit: |  |
| Visit undertaken by:*Please provide names and roles of all Brunel University London representatives* |  |
| Personnel met during the visit: |  |
| 1. **THE DEPARTMENT(S) IN WHICH STUDENT(S) WILL STUDY/WORK**
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| **Is there a clear and effective management structure (academic and administrative)?** |
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| **Academic Portfolio**  |
| Main curriculum areas (with current numbers of full-time and part-time students) |
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| 1. **RESOURCES -** Do the premises provide adequate resources and facilities for study and/or research?
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| **The Campus in general** |
| Size, condition; lecture/seminar/tutorial rooms; social space, catering, residential accommodation; campus security; compliance with Health and Safety Regulations, etc. |
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| **Accommodation** |
| Please describe the standard and availability of residential accommodation that will be available to Brunel students |
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| **Computing Facilities** |
| Quantity and quality of hardware and software; opening hours; Internet access; user training and support |
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| 1. **SUPPORT SERVICES**
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| **Administration: arrangements for registration, payment of fees, student records, monitoring of student progress** |
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| **Learner support (academic and pastoral)** |
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| **Publicity material** |
| Does the publicity material give a fair and accurate description of the institution, the qualifications offered and the relationship with Brunel? |
| 1. **ANY PARTICULAR CONCERNS**
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| 1. **ANY OTHER COMMENTS**
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| 1. **CONCLUSIONS OF THE VISIT PANEL (including a summary judgement on the quality of the partner and recommendations to the University)**
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| **SIGNED****(Chair of Panel)** |  |
| **DATE** |  |