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Insert Collaborative

Partner Logo

**Outcomes Full Report Template**

**Institutional *Review/ Approval* (Delete as appropriate) of:**

* ***Enter Name of the Collaborative Partner***

***Enter Date***

***Enter location of where event took place***

**Guidance to writing the report**

This form ***must*** be completed by the Secretary to the Panel, to record the outcomes of an Institutional Approval or Institutional Review event. The report should be submitted to the Chair of the event to review and approve prior to sending it to the Collaborative Partner.

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| **Chapter 1 – Membership List** |
| The Membership list should contain a list of the following staff with their job description:1. Panel Members:* Chair of the event
* Secretary
* University Internal Staff Member
* External Advisor

2. Prospective/Collaborative partner Team3. In attendance:* Head of Partnerships
* Head of School(s)
* Academic Partnerships Manager
 |
| **Chapter 2 – Introduction to the event** |
| * Overview of the day e.g. date
* Scope of the meeting (refer to Panel briefing note)
 |
| **Chapter 3 – Background to the Collaborative Partner** |
| * Brief overview of history of the Partner
* Collaborative Partner’s Strategy, Vision, Mission and Values
* Current provision and other awarding bodies and institutions that the partner collaborates with.
* Outcome of last QAA Review (if applicable)
* Date and outcome of last review or approval event conducted by London Met (if applicable)
* Overview of performance and plans for next three years (if applicable) – *Please refer to Institutional Self-Evaluation document if the report is for an Institutional Review.*
 |
| **Chapter 4 - Summary of Panel and Collaborative Partner Discussions** |
| * Summary of discussion points (please use the agenda as sub-headings e.g. Teaching, Learning and Assessment)
* Summary of discussion with students
 |
| **Chapter 5 – Outcome of the Institutional Approval/ Institutional Review** |
| * Panel decision on the outcome of the approval event/ review event
 |
| **Chapter 6 - Commendations** |
| * List all commendations made by the Panel
 |
| **Chapter 7 – Conditions**  |
| * List all conditions and completion date
 |
| **Chapter 8 - Recommendations** |
| * List all recommendations and completion date
 |

**Contents Page**

[1. Membership List 3](#_Toc14182659)

[2. Introduction 4](#_Toc14182660)

[3. Background 4](#_Toc14182661)

[4. Summary of Panel and Collaborative Partner Discussions 4](#_Toc14182662)

[5. Outcome of the Institutional Approval / Institutional Review Event 4](#_Toc14182663)

[6. Commendations 4](#_Toc14182664)

[7. Conditions 4](#_Toc14182665)

[8. Recommendations 4](#_Toc14182666)

1. Membership List

|  |  |
| --- | --- |
| **University Panel Members** |  |
| ***Enter Name*** | **Chair***Enter Job Title and Institution Name* |
| ***Enter Name*** | **Secretary to the Panel***Enter Job Title and Institution Name* |
| ***Enter Name*** | **Internal Panel Member***Enter Job Title and Institution Name* |
| ***Enter Name*** | **External Advisor***Enter Job Title and Institution Name* |
| ***Enter Name*** | **External Advisor** *Enter Job Title and Institution Name* |
| **Representatives – *Enter Name of Collaborative Partner*** |  |
| ***Enter Name*** | *Enter Job Title*  |
| ***Enter Name*** | *Enter Job Title*  |
| ***Enter Name*** | *Enter Job Title*  |
| ***Enter Name*** | *Enter Job Title*  |
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| ***Enter Name*** | *Enter Job Title*  |
| ***Enter Name*** | *Enter Job Title*  |
| **In Attendance** |  |
| ***Enter Name*** | *Enter Job Title and Institution Name* |
| ***Enter Name*** | *Enter Job Title and Institution Name* |
| ***Enter Name*** | *Enter Job Title and Institution Name* |
| ***Enter Name*** | *Enter Job Title and Institution Name* |
| ***Enter Name*** | *Enter Job Title and Institution Name* |

\*Denotes non-attendance

1. Introduction
2. Background
3. Summary of Panel and Collaborative Partner Discussions
4. Outcome of the Institutional Approval / Institutional Review Event
5. Commendations
6. Conditions
7. Recommendations