# COLLABORATIVE PARTNER MONITORING VISIT REPORT

The Academic Liaison Tutor is responsible for completing the report after completing the bi-annual visit to a Collaborative Academic Partner institution. If the bi-annual meeting takes place online, the ALT will be required to complete the report.

The completed report and any supporting documents e.g. course committee meeting minutes, are to be submitted to the School Learning Teaching and Quality Committee (SLTQC) or School Partnerships Meeting and to the Collaborative Taught Provision Sub-Committee (CTPSC) via the Quality Manager (Partnerships).

## Section A: Collaborative Academic Partner Information

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| **Name of the institution:** |  |
| Address of the institution: |  |
| **Date of visit:** |  |
| **On-site visit or online visit:** |  |
| **Course Title(s) and mode of delivery:**  |  |
| **School e.g. School of Social Sciences:** |  |
| **Name of Academic Liaison Tutor:** |  |

## Section B: 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)* |
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## Section C: 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.* |
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## Section D: External Examining

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## 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.* |
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## 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]* |
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## Section G: Meeting with Students

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| *Did you have a meeting with students outside of the course committee meeting? Comment on the content of the meeting.* |
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## Section H: Academic Support

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## Section I: Student Services and any other Services to Support Student Wellbeing

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## Section J: Sampling of Student Applications (Standard Applications) and Comments on Non-Standard Applications

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| *Please comment on sampling of standard applications for the courses and on any points related to non-standard applications. Please note that you are required to review a sample total of 10% of all standard applications once per academic year. Please record any comments relating to non-standard applications.* |
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## Section K: Additional Comments and Recommended Actions to be Reviewed by the Next Visit

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