|  |
| --- |
| Education Partnership Policy: Site Visit Checklist |

| Institution (name and location) |  |
| --- | --- |
| New/existing partnership |  |
| Nature of partnership |  |
| Date Site visit(s) completed |  |
| Names of those carrying out the site visit |  |
| Site Visit Checklist completed by: |  |
|  |  |

| **Issue** | **Response** |
| --- | --- |
| **Recruitment**  |
| Where and how will Programme be marketed? Who makes the decisions about marketing information? Who will produce marketing material? |  |
| **Admissions**  |
| Timetable of Admissions: when do applications start/ finish? |  |
| Through whom do students apply? |  |
| Who is responsible for application criteria being met? Including English Language |  |
| How and when are applications communicated and decisions made? |  |
| Will student have email account? If so do we require them to have Southampton email account? |  |
| Will student have local student ID number and identity card? How these correspond to Southampton ID arrangements? |  |
| Will deposits be charged? |  |
| What visas are required of international students to study at this location? Who processes these? |   |
| Is there an application fee?  |  |
| **Enrolment**  |
| Timetable of enrolment. When can student start to enrol? |  |
| Should student enrol to Southampton University online or via enrolment form? |  |
| Who will fees be paid to? |   |
| How will non payment of fees be handled and communicated? |  |
| Do we include students in 'Southampton welcome' website and communication? |  |
| How are original documents/qualification checked? |  |
| Do we need to report enrolment/progression/award details to local statutory authorities (i.e. equivalent of HESA) |  |
| How will personal student data be recorded i.e. address/telephone/next of kin? |   |
| **Student Support** |
| Will students have access to a Personal Academic Tutor/Senior Tutor system?  |  |
| Student Union? Is there a local equivalent of the Student Union? Will students be allowed to join and access Southampton Student Union? |  |
| Is there emotional/well-being support e.g. emergency/crisis contact or counselling for students?  |  |
| Are there arrangements in place to support students with disabilities?  |  |
| Are there arrangements in place to provide financial information for students?  |  |
| If applicable, is there support in place to provide visa information for students?  |  |
| Are there sport facilities provided by the institution?  |  |
| What accommodation support is there for students?  |  |
| What careers support is there for students?  |  |
| **Attendance**  |
| How is attendance tracked? |  |
| How is illness tracked? |  |
| How are suspensions and withdrawal administrated and communicated? Financial implications?  |  |
| **Assessment**  |
| What is the timetable for assessment? |   |
| What are the arrangements and timetable for external examining? |   |
| How is marking criteria communicated to students? What feedback is there to students on assessment? |   |
| Can assignments be hand in via Blackboard? |   |
| Who invigilates exams and is responsible for collection and posting of exam scripts? |   |
| What are the arrangements for exam boards? |   |
| Where will moderation of marks take place? |   |
| What regulations with regard to referral [resit] of assessments should be implemented, including fee for referral exams? |   |
| What regulations with regard to late submission of assessments should be implemented? |   |
| What regulations with regard to special considerations and extensions should be implemented? |  |
| Can additional assessment arrangements (e.g. extra time) be made for students with diagnosed/documented disabilities? |  |
| What regulations with regard to Academic Integrity should be implemented?  |   |
| **Curriculum and Quality**  |
| Under what regulations will the student be able to make a complaint? How is this communicated to students? |   |
| How will students be able to make an appeal?  |   |
| How do changes to programme or assessment have to be communicated and to whom? Timeframe required? |   |
| How will annual module and programme reports be collected? |   |
| **Student Engagement** |
| What are the arrangements for Module Survey?  |  |
| Will there be a local SSLC?  |  |
| How will students be represented at SPC and School level SSLCs?  |  |
| **Progression** |
| What is the timetable of progression? |  |
| How are progression regulations implemented and communicated? |   |
| **Award** |
| What is the timetable of awards? |   |
| How will certificates and diploma supplements be produced? |  |
| Will there need to be a different certificate design, or additional wording on the certificate to reflect location and/or language of study? |  |
| **Graduation** |
| Where will graduation take place? |  |
| If the graduation is not at Southampton, have the arrangements been agreed with the Exams, Awards and Graduation Team? |  |
| **Facilities/resources** |
| Are the staff at the proposed partner organisation committed to the partnership? Have they been fully briefed on the University's expectations, including those concerning resources? Give details. |  |
| Does the proposed venue have adequate teaching rooms for the delivery of the programme? Add comments on the quality of the teaching rooms, including if the rooms have any necessary audio visual or other technical equipment. |  |
| Are any specialist resources required for the delivery of the programme? If yes, does the proposed venue have these? Are these available to students outside any scheduled class time? |  |
| Does the venue have adequate library resources for students taking the programme? |  |
| Does the venue have adequate IT facilities for students taking the programme? Are these available to students outside any scheduled class time? |  |
| Is the venue suitable for students with mobility problems or for visually impaired or deaf students? Do the facilities meet UK requirements? Give details. Do the facilities meet the requirements of local legislation in this area? Please provide documented evidence of this. |  |
| Is there appropriate provision of non- academic facilities (for example, common rooms/social areas, cafe, toilets)? Will the catering provision and other facilities be available at the times when the programme will be delivered? |  |
| If the programme is to be delivered on a residential basis, is there suitable accommodation available for the students? |  |
| Does the venue have clear fire escape routes, fire instructions, fire doors and exits and fire alarms which are tested regularly? Does the venue meet local fire safety regulations (documented evidence of this required)? |  |
| Is first aid provision available at the venue and is this clearly signposted? |  |