

**Partnership Team Leader Monitoring Report (Off campus partnership, taught programmes)**

It is expected that Partnership Team Leaders (PTLs) will have regular contact with collaborative partners.

PTLs normally undertake at least **one formal visit per academic year** to the partner institution.

**For each partnership, each PTL is *required* to submit *one monitoring report per semester*, using this template.** The report should be based on all interactions with the collaborative partner (email, voice/video calls etc.)

The expectation is that PTLs responsible for more than one programme at a partner institution will use one monitoring report for all programmes. **However, where one form is used for reporting on more than one programme please differentiate between comments made in relation to all programmes or a particular programme.**

**Please do not name individual staff members in the Monitoring Report.**

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| **Name of PTL:** |  |
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| **Name of partner visited:** |  |
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| **Name of programme(s):** |  |
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| **Date of visit, where applicable:** |  |
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| **Name of any other UWTSD or external representative present at visit, where applicable:** |  |

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| **Actions completed since last monitoring report)**  This section should be used as a tracking mechanism and action plan, to inform the work required by both the University and the partner and be cross-referenced to the ‘Actions Now Required’ section of the previous visit report. | | |
| **Action** | **By Whom**  **(name of individual and organisation)** | **When** |
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| **Student numbers**  The updated information on student numbers allows an ongoing check to be made on the student retention on the programme(s) and ensures that the data held by the University remains accurate. Where changes are significant, a reason should be recorded. | | | |
| Any changes in student numbers? | YES | NO |
| If yes, please record any observations here. | | | |

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| **Physical Resources**  The University will have a full picture of the levels of physical resources at validation. However, it is important that the University is informed of any changes. This could include equipment/books procurement details, any planned changes of venue etc. Please complete this section even if a visit has not taken place. |

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| Have there been any changes to physical resources? | YES | NO |

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| If yes, please record any observations here. |

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| **Issues raised by students or in relation to the student experience**  This section should be used to record issues relating to the student experience, either raised by students during a visit or which are raised by the partner staff, external examiners etc. The issues could be programme related or wider issues. Feedback should also be given (whether by the PTL or partner staff) to the student body, so that students are aware of what has been done to address the issues raised. |

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| Please record any issues related to the student experience that were raised by partner staff, external examiners etc. Any actions required should be recorded in the ‘Actions Now Required’ section. |

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| If you visited, did you meet with students from the programme(s) ? | YES | NO |
| If yes, please record any observations here and record any actions required in the ‘Actions Now Required’ section. | | | |

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| **Programme delivery/management** |
| Please record here any comments regarding general issues in relation to the programme’s delivery and management, including discussions with staff at the partner, module analysis, completion of the annual programme review report etc. |

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| **Quality Enhancement**  This section should be used to record examples of good practice so that initiatives, innovation and good practice in schools and the partners can be identified and shared across the University. |

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| Have you identified any examples of good practice? | YES | NO |

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| If yes, please record any observations here |

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| **Actions now required**  This section is designed to be detachable and to form the basis of an action plan and system for monitoring progress. It will define actions now required in relation to the partner. | | |
| **Action** | **By Whom**  **(name of individual and organisation)** | **When** |
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**PLEASE SEND A COPY OF THE COMPLETED REPORT TO THE PARTNER AND TO**

**THE COLLABORATIVE PARTNERSHIPS OFFICE**

You may also send a copy to your Institute Board, via the Principal Administrative Officer and to the relevant Programme Director, where applicable