 AU-CPSG-17-0551-B

**GUIDANCE NOTE FOR VISIT REPORTS**

Visits to collaborative partners may occur for a number of reasons: to carry out due diligence, to review facilities or to meet students, for example.

Proposers may find it helpful to visit prospective partners early on. CPSG will also give initial scrutiny to a potential collaborative arrangement and will decide if a further or independent visit to the other organisation is required and whether that visit should be carried out by a person external to the University.

Where a visit is carried out as part of due diligence, a draft programme might comprise

 an initial meeting with the head of the organisation or other appropriate person;

 a meeting with key programme staff responsible for learning and teaching and student support;

 a tour of premises: teaching rooms; library provision; IT resources; social spaces;

 a meeting with current students if appropriate;

 a meeting with support or technical staff;

 feedback to the organisation’s programme team.

A suggested template for a visit report is available at <https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/index>.

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