

**Resource Visit Report Form**

This form should be completed according to the process set out in QA20 (section 7 and annex D).

Note: The resource visit team should receive the evidence/documentation provided to the Faculty/School Learning, Teaching and Quality Committee for stage two (detailed consideration) to inform them before the visit. The Library Checklist (found under the documentation for [QA20](http://www.bath.ac.uk/quality/documents/QA20.pdf) may be used as an indicative guide during the visit.

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| Name of Lead Proposer: |  |
| Department/School: |  |
| Proposed Partner Institution: |  |
| Country: |  |
| Date of resource visit: |  |
| Name and role of members of resource visit team (University of Bath staff and external advisor(s)) |  |
| Name and role of members present from the Partner Institution |  |

In order to assess the learning and teaching infrastructure of the proposed partner, please provide commentary on the following areas and confirm whether they are satisfactory in meeting standards and expectations of the University of Bath. Please note that the questions provided are a guide to help you complete these sections and there may be other questions that are raised that you wish to report on:

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| 1. **The Partner Institution as a whole**   *What is the size, structure and condition of the institution? What areas did you see on the visit? What was the general teaching accommodation like? Does it have dedicated social space for HE students, what does it offer in terms of catering? etc.)* |
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| 1. **The Library, IT and other learning resources**   *(What is the size, structure and condition of the Library? What are the opening hours for access to the Library and other learning resources? How are the staffing levels? How many copies of key texts does it hold? What access do they have to journals and electronic resources? Do they have quiet study areas as well as group work areas? What printing services do they offer? How many PCs available and how accessibility are they? Do they have the required specialist software? Do they have a Virtual Learning Environment (VLE) and how do they use it? Did the resource visit team receive any student feedback regarding the Library/IT/learning resources on the visit? etc.)* |
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| 1. **Student Support**   *(What academic support is in place for students? What pastoral support is in place for students? Does the institution offer counselling, funding advice, international student advice etc? )* |
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| 1. **Accommodation**   *(Did the resource team view any accommodation? What was the condition of the rooms and facilities? Are all students eligible for accommodation? Will students on the proposed programme be eligible for accommodation?)* |
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| 1. **Discipline specific resources**   *(Are the discipline specific resources available for the proposed programme appropriate and sufficient i.e. teaching rooms, laboratories, equipment, hardware, software?)* |
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| 1. **Support and accessibility for students with disabilities or learning difficulties**   *(What support is offered to students with disabilities or learning difficulties? i.e. does the institution offer note taking, one-to-one study skills tuition, support workers etc?)* |
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| 1. **Staffing**   *(Are there appropriate levels of suitably qualified teaching staff, support staff and other staff to deliver the programme? What support is available for staff development?)* |
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| 1. **Additional resources**   *(if applicable)* |
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| **Additional issues raised through reflection on the evidence provided for stage two approval (detailed consideration):** |
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| **Overall conclusion of the resource team**  *(What is the team’s overall impression? Do the resources meet the standards and expectations of the University? Are there any issues which need resolving before partnership is established? Have any areas of good practice been identifies through the visit?)* |
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*Once completed, this form should be sent to the resource visit team for confirmation before being submitted to Courses and Partnerships Approval Committee (CPAC, formerly Programmes and Partnerships Approval Committee) for consideration as part of the stage two submission.*