# Site Visit Report

A Site Visit Report should be completed in the following scenarios:

* An initial site visitto prospective partner
* A site visit to an existing partner

The relevant member of Brunel staff should complete this form and submit it to the Partnerships Team [partnerships@brunel.ac.uk](mailto:partnerships@brunel.ac.uk) Please complete and add section headings as required

## Date of Site Visit: Click or tap to enter a date.

|  |  |  |  |
| --- | --- | --- | --- |
| Report Author | **Name:**  **Title** | Click or tap here to enter text.  Click or tap here to enter text. | |
| Select College. | | | Select Department |

### Academic Partner Details

|  |  |  |
| --- | --- | --- |
| **Name of Partner** |  | |
| **Address of Partner**  *(Location(s)Visited)* |  | |
| **Country** |  | |
| **Key Contact at Partner** | Names  Title  Email | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |

### Partner Site Visit Attendees

#### Brunel University Staff Members

|  |  |
| --- | --- |
| *Enter Name* | *Enter job title* |
| *Enter Name* | *Enter job title* |
| *Enter Name* | *Enter job title* |

#### Partner Representatives

|  |  |
| --- | --- |
| *Enter Name* | *Enter job title* |
| *Enter Name* | *Enter job title* |
| *Enter Name* | *Enter job title* |

**1. Introduction**

* 1. This Site Visit Report can be used to **(1)** record the visit to a partner’s campus **(2)** set a brief background about the partner’s proposed or existing relationships with Brunel. *Please edit as required and add the relevant summary.*

**2. Purpose of the visit**

* 1. The purpose of the visit is to review the suitability of the partner, which may include indications that partner’s campus facilities and resources are suitable for **(1)** the delivery of Brunel programmes(s) **(2)** a location for research supervision **(3)** as a location at which Brunel staff and students will be based **(4)** set out other arrangements to be developed relative to establishing the partnership **(5)** record issues that were discussed and to be resolved. *Please edit as required and add the relevant information about the purpose of the visit*

**3 Background Information on the proposed academic Partner**

* 1. *Please enter brief background information on the partner*

1. **Rationale for partnership (New Partnerships)** 
   1. Please enter rationale for the proposed partnership (indicate the proposed partnerships framework to be explored) *Please add summary text required*

**5 Campus – Facilities and Resources**

* 1. *Please enter* ***summary*** *information about the partner’s campus: e.g. – local environment, teaching and/or research facilities, student communal areas, specialist teaching equipment, study areas and library. Please add summary text and use the table below if required/or remove if not used.*

|  |  |  |
| --- | --- | --- |
| **Facility** | **Number** | **Notes** |
| Lecture rooms |  |  |
| Seminar rooms] |  |  |
| Study spaces |  |  |
| Library |  |  |
| IT resources |  |  |
| Admissions office |  |  |
| Student support office |  |  |
| Academic staff |  |  |
| Student Facilities |  |  |
| Lab resources |  |  |

1. **Staff and Administration**
   1. *Please add information about administration and the staff working at the campus and their roles (relevant to the proposed collaboration)*
2. **Academic Quality and Standards**
   1. *Please add information about academic quality and standards (relevant to the proposed collaboration)*
3. **Students (Proposed Number of Students)**
   1. *Please add the proposed number of students e.g., for enrolment for Brunel Campus based UGT/PGT/PGR, or enrolment at the partner for TNE UGT/PGT/PGR or exchange as required.*
4. **Students Support and the Student Experience**
   1. *Please comment on the student experience – to what extent it will be/is* *similar to the on-campus student experience at Brunel if any Brunel registered students are based on the proposed partner’s campus?*
5. **Health and Safety** 
   1. *Please comment on any matters relating to health and safety that are relevant to the partnership.*
6. **Other Information Relevant – Social, Political, Economic and Legal (Statutory)** 
   1. *Please add information if it is relevant to the proposed partnership*
7. **Additional Comments**
   1. *Please add information if it is relevant to the proposed partnership*
8. **Outcome of Site Visit**
   1. Please add details as required regarding **(1)** general comments on the partner based – recording the outcome of an initial visit, or **(2)** a recommendation of the proposed partner’s campus/premises to be approved as a site at which Brunel registered students/staff may be based **(3)** initial recommendation for the approval of the partners campus, facilities, resources and the maintenance of academic standards as part of a Brunel Panel Site Visit for the formal academic approval of a joint delivery taught programme or research supervision **(4)** any actions that will need to be completed. *Please add relevant site visit outcome details as required.*