**Panel Site Visit Agenda Template**

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| --- | --- |
| **Partner Name:** | Enter Partner Name |
| **Date:** | Enter Date(s) of Panel Site Visit |
| **Location:** | Enter Location |

## Agenda

|  |  |
| --- | --- |
| **Time** | **Agenda Item** |
|  | **Arrival** |
|  | **Pre-meeting of the panel to finalise the agenda** |
|  | **Welcome and apologies** |
|  | **Presentation from Partner**   * Overview of the Institution * Details of partners site as a teaching/supervision location |
|  | **Administration and Quality Assurance**   * The Programme * Statutory and PSRB indications * Management and administration of teaching/assessment/supervision * Feedback to students on assessments/supervision * Student academic support * Student support arrangements * Maintenance of student records * Student representation – student voice |
|  | **Teaching Facilities and Resources**   * teaching staff, teaching facilities (Partners/BULs) * IT and other facilities for students (Partners/BULs) * Library and Learning materials |
|  | **Recruitment of students** |
|  | **Recruitment and monitoring of teaching staff at the Partner site** |
|  | **Staff development** |
|  | **Tour of teaching sites and resources** |
|  | **Outcomes of the Pane Site Visit:**   * Actions, person(s) responsible and completion dates * recommendations |

## Panel Site Visit Membership List

### Brunel University London Panel Site Visit Members

|  |  |
| --- | --- |
| Enter Name | **Brunel Chair**  Enter job title |
| Enter Name | **Brunel Secretary to Panel**  Enter job title |
| **Brunel University London Panel Site Member** | |
| Enter Name | Enter job title |
| Enter Name | Enter job title |
| Enter Name | Enter job title |
| Enter Name | Enter job title |

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| --- | --- |
| **Partner Panel Site Visit Representatives** | |
| Enter Name | Enter job title |
| Enter Name | Enter job title |
| Enter Name | Enter job title |
| Enter Name | Enter job title |
| Enter Name | Enter job title |
| Enter Name | Enter job title |

**Panel Site Visit Agenda Briefing Note**

Briefing note for the Panel Site Visit taking place on Date at Partner Name.

1. **Background Information**
2. **Purpose of the Panel Site Visit**
3. **Overview of the Panel Site Visit**
4. **Scope of the Meetings**
5. **Proposed Outcomes of the Panel Site Visit**