**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 |

|  |
| --- |
| **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**