**Panel Site Visit Outcome Report Template**

***Partner Name Panel Site Visit Outcome Report for the Joint Delivery of BUL Programme/Joint Research Degree/Co-Supervision of Research Degree (Amend/Delete as required)***

**Enter Date**

**Enter location of Review**

**Guidance for completing the Panel Site Visit Outcome Report**

The Panel Site Visit Outcome Report Template must be completed by the appointed Brunel Panel Member to record the outcomes of a Panel Site Visit for the Academic Approval for Joint Delivery Partnerships Frameworks. The report forms part of the information required for the academic approval of a new programme, a variation to an existing programme or collaborations through which a single, dual undergraduate or research degree programme is delivered.

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| **Heading 1 – Membership List** |
| The Panel Visit Membership List should include the following:* Brunel Panel Site Visit Members:
* Appointed Brunel Chair of the Panel Site Visit
* Appointed BUL Secretary for the Panel Site Visit
* Brunel Staff
* Partner Panel Visit Representatives
 |
| **Heading 2 – Introduction** |
| * Overview of the Panel Site Visit
* Scope of the meeting (See Brunel Panel Site Visit Agenda Briefing Note)
 |
| **Heading 3 –Partner Information** |
| * Brief overview of the Partner
* Partner’s Strategy, Vision, Mission and Values
* Statutory/Regulatory Considerations for the partnership
 |
| **Heading 4 – Summary of Panel and Partner Discussions** |
| * Summary of the points discussed (please used Panel Visit agenda for sub-headings *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; Recruitment of students; recruitment and monitoring of teaching staff; staff development; Tour of teaching site and resources.*
* Summary of discussion with students
 |
| **Heading 5 – Outcome of Panel Site Visit** |
| * Panel decision on the outcome of the Panel Site Visit
 |
| **Heading 7 – Actions**  |
| * Actions and their completion date
 |
| **Chapter 8 - Recommendations** |
| * Recommendations and completion date
 |

### **Panel Site Visit Member Lists**

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

### **Introduction**

### **Partner Information**

### **Summary of Panel Discussions**

### **Outcome of the Panel Visit**

### **Actions**

### **Recommendations**