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| PARTNER COURSE(s) LOCATION VISIT STATEMENT |

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| **Document Owner:** Student Learning &Academic Registry  **Version number: 7.1**  **Effective date:** September 2023 (Academic Year 2023-24)  **Date of next review:** July 2024  *This document is part of the University Quality Framework, which governs the University’s academic provision.* |



**Student Learning and Experience Committee**

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| **PARTNER COURSE(S) LOCATION VISIT STATEMENT** |

**Guidance Notes for Completion of the Template for Partners**

This template will be emailed to the Partner before the Location Visit.

The Partner is required to complete the “Partner Commentary” column, attaching supporting documentary evidence (electronic preferably). Where the Partner does not have any documentary evidence, please state ‘no evidence provided’. The completed template and electronic copies of the documentary evidence cited should be forwarded to the University following the instructions given in the email in accordance with specified timescales.

*This form may be completed to support the approval of additional short awards with an existing partner as part of a lower risk event.*

**Location Visit:**

A location visit would normally be undertaken by a university representative. The visit is scheduled to confirm the Location Visit Statement accurately reflects both physical and staffing resources are available at the Partner Institution to support the successfully delivery of a ***new course*** whilst providing a positive student experience. Teesside University recognises that the Location Visit may be completed through a variety of mechanisms for example:

* Part of the Location/Course(s) Validation event held at the Partner Institution,
* A visit by Teesside University (TU) staff in advance of the Location/Course(s) Validation event held at TU, or
* For existing Partners extending their provision via virtual discussion and confirmation resources.

On occasions, and for existing Partners only, the Teesside University School may deem that a revised Location Visit Statement is not required for a specific course. However, the relevant Associate Dean (International/Enterprise & Knowledge Exchange) must confirm in writing that the Partner has access to all physical and staff resources required to deliver the course.

As a minimum, the University would normally expect the following to occur during a location visit:

* Meeting with a sample of current students *(not applicable for lower risk activity).*
* Tour of facilities.
* Meeting with relevant senior staff of the Partner *(not applicable for lower risk activity).*

The university representative will complete “Teesside University response” based on the information forwarded in advance of the visit and the actual outcome of the visit.

**Course Approval / Review Evidence File**

All relevant documentation collated as part of this exercise will be made available, normally via an electronic evidence file, for consideration by all Panel Members.

**PARTNER COURSE(S) LOCATION VISIT STATEMENT**

***(Initial completion by the Partner, then comments to be incorporated by Teesside University Representative)***

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| **Teesside University School** |  | |
| **Partner** |  | |
| **Partner Mid-Cycle/Review scheduled to take place** | **Mid-cycle Review: Academic Year 20xx/xx**  **Full Review: Academic Year xx/xx** | |
| **Partner Status *(e.g., University, College or Private Provider)*** |  | |
| **Course(s) associated with the Location Visit Statement** |  | |
| **Typology(s)**  *(\*Confirm Typology(s) associated with Partner)* | 🖵 2. Co-delivery  🖵 3. Franchised  🖵 4. Validated  🖵 7. Placement/Workplace Learning | 🖵 8a Dual Award  🖵 8b Joint Award  🖵 9. Remote Delivery  🖵 Not applicable |
| **Notes:** | |

| **Aspect** | | **Partner Commentary** (please attach evidence, where appropriate) |
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|  | **Confirm access to General teaching resources for the course(s)** (e.g., teaching accommodation)   * Specialist laboratories/studios and other specialist spaces required to deliver the academic content for the course(s) * Other physical or virtual aspects required, in accordance with the Distinctive Features |  |
|  | **Confirm access to Learning resources specific** to the course(s) (including specialist books/journals, or virtual access etc.) |  |

**Additional Discussion Items (for completion by the Teesside University representative)**

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| **Please provide an outline of the discussion with students** *(with particular reference to the support (academic and pastoral), organisation and management issues, and resources (both virtual and physical) available at the Partner location* |

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| **Will the additional course(s) impact on the delivery of current provision approved with the Partner** and reflect changes within the Operations Manual Addendum. |

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| **Additional information:**  *(Please detail any further evidence collated whilst undertaking the tour of facilities and/or meeting with Senior Staff)* |

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| **Teesside University representative comments:**  *(Please provide an overview of your Conclusions and Recommendations following review of the evidence presented, as well as your assessment on the level of risk)* |

**Signature ……………………………………………………………..….. Date ………………………………………….….**

**Designation ………………………………………………………..…….**