# Imperial College London

## Collaborative Provision:  Site Visits

1.1.   The Academic Strategy Committee is responsible for approving the strategic concept of a partnership with an institution/organisation and whether the partnership should be institution/organisation wide or only with specified departments/subject areas within the institution/organisation. The academic content of individual programmes and awards is subject to further checks that they will conform to, or are equivalent to, College standards and regulations. Depending on the nature of the proposed collaboration, the due diligence enquiries (including site visits) which need to be undertaken will vary.  A due diligence check normally includes enquiries relating to the governance, ethos, status, capacity, reputation and general suitability of the potential delivery organisation or support provider.  Where necessary, these investigations include checking the legal status of the prospective partner, and its capacity in law to contract with Imperial.  Due diligence enquiries are also refreshed periodically and also where circumstances change (for example, if the activities are extended or if the ownership of a delivery organisation or support provider changes).

1.2.   Imperial's Registry's Quality Assurance Team, together with the Imperial academic lead for the proposed collaboration, are responsible for collating the information for consideration by the Academic Strategy Committee and the relevant quality committees.  The Vice Provost (Education and Student Experience) will determine whether an initial site visit is required as part of the approval of the partnership.  The relevant quality committee will determine the nature and frequency of any further site visits required during the programme approval stage and/or during the life-span of the collaboration.

1.3.   If the Vice Provost (Education and Student Experience) determines an initial site visit should be undertaken this will be undertaken by at least one senior member of the College, normally not involved with proposal.  This member of staff will make a report of the visit using the site visit template.  If required, the fact-finding site visit to the proposed partner institution/organisation will normally take place before an individual programme is considered by the relevant quality committee but, at the very latest, before the Memorandum of Agreement is drawn up.  At programme approval stage, the relevant quality committee will be asked to determine the nature and frequency of any future site visits.  These visits may be undertaken by staff associated with the proposal. For each visit the member of staff will make a report of the visit using the site visit template and return it to the Registry's Quality Assurance Team.

1.4.   The department/Faculty proposing the programme is required to fund the initial visit and any subsequent visits carried out by members of the College for due diligence/quality assurance purposes throughout the duration of the partnership.

1.5.　It is also good practice for departments to visit partner institutions/organisations, especially when establishing a new partnership.  It is important that brief reports of any such visits are documented as these will be considered as evidence of quality assurance and will also inform the College's approval and review processes

1.6.　For more information on due diligence check see the documents "Guidelines for Establishing and Reviewing Collaborative Provision" and "Collaborative Provision: Due Diligence Check"

1.7.　In order to determine whether site visit(s) are required, the document "Key criteria when establishing collaborative arrangements" is used.

1.8.　For information on due diligence and site visits for placement learning see the Placement Learning and Good Practice procedures.

**Site Visit Report**

**Name and location of Proposed Partner Organisation:**

**Date of Visit:**

**Name of Reviewer:**

**Name of Proposed Programme (if applicable):**

**Issues identified by the Vice Provost (Education and Student Experience) and/or quality committee for resolution (*to be completed by the Registry's QA Team prior to visit*):**

[ ]

**General comments on facilities / resources (*to include as appropriate laboratory and teaching facilities, IT and Library support, student accommodation, social/sports facilities and welfare and pastoral support*):**

[ ]

**Additional Comments:**

[ ]

**Signed:**

**Date:**

| Document title: | | Site Visits | |
|---|---|---|---|
| Version: | 2 | Date: | June 2023 |
| Location and filename: | | R:\7.Quality Assurance\3. Policy Framework\8. Collaborative Provision\Collaborative Provision\Collaborative Provision Site Visits | |
| Approved: | | QAEC 16 Jan 2014 / Senate: February 2014 | |
| Effective from: | | Immediate | |
| Originator: | | Registry Quality Assurance & Enhancement Team | |
| Contact for queries: | | Assistant Registrar, (Partnerships, Monitoring and Evaluation) | |
| Cross References: | | *Guidelines for Establishing and Reviewing Collaborative Provision* <br> *Procedure for Establishing Undergraduate and Master's Level Collaborative Programmes and Awards* <br> *Procedure for Establishing Research Degree (PhD and EngD) Collaborative Programmes and Awards* <br> *Procedure for Establishing Collaborative Modules* <br> *Key Criteria for consideration when establishing collaborative arrangements* <br><br> *Due Diligence Check* <br><br> *Academic and Governance Issues* <br><br> *Procedures for the Approval, Renewal and Review of Partner Research Institutions* <br> *Procedures for the Approval and Review of Split PhDs* <br> *Imperial Recognised Location* | |
| Notes and latest changes: | | Formatting changes made on 15 March 2016 <br> Links updated on 19 February 2018 <br> Updated June 2023 to reflect change of approving body to Academic Strategy Committee | |