**Site visit checklist form – international and UK non HEI partners**

This form should be used in conjunction with the College’s Procedures for the approval and monitoring of collaborative provision available at: <http://www.kcl.ac.uk/aboutkings/quality/academic/Collaborative-Provision/collabprov.aspx>

The purpose of the form is to provide King’s with the assurance that the premises of the proposed partner, where this is not another UK HEI, are suitable for those elements of the collaborative programme delivered away from the main College campuses. The information provided forms part of the due diligence process undertaken at the initial approval stage and as part of the review process undertaken at the monitoring and management stage.

The form should be completed by the relevant King’s department or office proposing the activity with the partner.

**Section one: Proposed partner premises**

|  |  |
| --- | --- |
| Date of visit: |  |
| Name of the King’s representative undertaking the visit: |  |
| Name of partner institution and location: |  |
| Please comment on opening hours and building accessibility including accessibility for students with impaired physical mobility or impaired vision: |  |
| Please advise whether emergency procedures at the partner’s premises are clearly signposted, e.g. fire exit instructions/signs, fire alarms tested regularly, first aid contacts: |  |

**Section two: Teaching and learning opportunities and student support**

|  |  |
| --- | --- |
| Proposed activity to be delivered by the partner: |  |
| Programme(s): |  |
| Details of visit, including the campuses/departments visited to check on resources being provided: |  |
| Where it was not possible/practical to undertake a site visit please provide an explanation for this and advise how resources were checked? |  |

|  |  |
| --- | --- |
| Indicate which of these resources will be provided by the partner and complete the relevant section(s) below: | IT resourcesLibrary resourcesSpecialist resourcesStaff resourcesTeaching spaceStudent support services |
| IT resources – does the partner have appropriate hardware and software in place, including technical support, please provide details of resources? |  |
| Library resources – does the partner have the appropriate library resources needed to support the delivery of the programme and are these easily available to students, please provide details of resources? |  |
| Specialist resources – what are the specialist resources being provided by the partner and are these appropriate for the delivery of the programme? |  |
| Staff resources – does the partner have sufficient staffing resources in place, with appropriate expertise, to deliver the programme, please provide details of resources? |  |
| Teaching space - does the partner have suitable teaching space for the delivery of the activity, including necessary technical equipment, please provide details of resources? |  |
| Student support – does the partner have suitable resources to support the student through the programme, including providing academic and pastoral support, orientation, language classes, please provide details of resources? |  |
| Has the partner or partner’s staff been fully briefed on King’s expectations for the resources they are delivering? |  |
| Please provide any additional information, useful to the proposal, not covered above. |  |

Please return completed form to:

Quality and Academic Support Office

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James Clerk Maxwell Building

Waterloo campus

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