**Academic Quality Service**

## 

## Approval visit to [name of satellite/campus site], of [name of institution] on [date]

### Middlesex University Visit Team

[name] [designation] chair

[name] [designation] officer

[name] [external assessor] for resources

Site Address

[Address]

[Address]

[Address]

[Address]

[Address]

## 1. Introduction

1.1 This report is based on a review of documentation supplied by [institution name] in advance and discussions conducted during the visit. It makes a recommendation as to whether approval of the satellite site /campus is to be granted/not to be granted as well as any specific conditions.

## 2. Purpose of the visit

2.1 The purpose of the approval visit was to review the suitability of the new site and thereby confirm that the management of academic quality and standards, the student experience and resources at [name of satellite site] of [institution name] are congruent with those established centrally by [name of institution] and meet the requirements of Middlesex University.

## 3. Meetings

Meetings were held with the following staff

### 3.1 Senior staff

[names and designations of those staff]

### Staff involved in student support

[names and designation of all such staff]

### 3.3 Teaching staff

[names and designations of those staff]

## 4. The new site/campus

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### 4.1 Rationale for the new site and its relationship to the primary site

### 4.2 Site ownership/lease confirmation

### 4.3 Management structures in place at site

### 4.3 Financial arrangements with the primary site

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### 4.4 Insurance arrangements

### 4.5 Planned academic provision to be delivered at the site

### 4.6 Quality assurance arrangements for the new site

* Curriculum development
* Programme approval, monitoring and review
* Management and administration of recruitment and admission processes
* Collection and evaluation of student feedback
* Management and administration of assessment processes
* Feedback to students on assessed work
* Maintenance of student records and tracking student progression and achievement
* Student academic support
* Student pastoral support
* Student consultation and representation systems
* Processes in place for managing student complaints, appeals and academic misconduct
* Confirmation of CMA Compliance

### 4.7 Staffing including recruitment, peer observation and development

### 4.8 Resources and tour of facilities

* Appropriateness of teaching facilities
* Appropriateness of IT and other facilities
* Library and access to other learning centres
* Learning materials

**4.9 Multiple delivery sites/campuses – parity of delivery (if applicable)**

## 5. Conditions and Recommendations

|  |  |
| --- | --- |
| **Condition** | **Response** |
|  |  |
| **Recommendation** | **Response** |
|  |  |

## 6. Decision of the Panel

**6.1** The Panel approves/does not approve [name of site] of [institution name] and confirms all conditions (refer section 5 above) have been met.

Signed Chair of the Panel

Date: