**Partner Evaluation Checklist / Report**

**Recording the outcome of a partner evaluation visit**

This template has been designed to record the outcome of a partner evaluation visit. It provides the Collaborative Provision Committee and therefore, all areas of the University represented on the Committee, with an independent report on a proposed collaborative partner. It also offers an opportunity to verify the information contained within the CPC1 is accurate and up-to-date. Completed partner evaluation reports are retained on file for future audit and review purposes.

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| **Date of Partner Evaluation Visit** |  |
| **Assessor** |  |
| **Proposed Programme Title** |  |
| **School** |  |
| **Edinburgh Napier Nominated Coordinator** |  |
| **Proposed partner’s**  **Address:**  **Email:**  **Website:**  **Phone:** |  |
| **Named point of contact at the proposed partner** |  |
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|  |  | Conclusion of Partner Evaluation Visit |
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|  | Legal status of the proposed partner  (Ref CPC1) |  |
|  | National legal requirements e.g. Ministry of Education approval  (Ref Reputational Due Diligence Report) |  |
|  | British Council/NARIC information/advice on the proposed partner  (Ref Reputational Due Diligence Report) |  |
|  | Details of proposed partner’s organisational structure &  management |  |
|  | Details of proposed partner’s current educational provision/portfolio |  |
|  | Existing contact with Edinburgh Napier (e.g. articulation arrangements) |  |
|  | Current or previous partnership links with other UK or International HEIs |  |
|  | Existing quality assurance & enhancement arrangements including, for example, the role of external moderation and arrangements for the approval and monitoring of programmes  (Ref CPC1) |  |
|  | External quality assurance reports (attach copies) |  |
|  | Details of LTA strategy  (Ref CPC1) |  |
|  | Arrangements for admission of students and any requirements regarding articulation agreements/ credit rating and the recognition of awards/ qualifications |  |
|  | Learning & teaching resources (including laboratories (where applicable); library resources; IT access and availability) |  |
|  | Academic Staffing: staff appointment policies; number of academic staff required to support the proposal |  |
|  | Details of administrative and technical staff employed and the number required to support this proposal |  |
|  | Details of the type of student support offered including e.g. pastoral care; development of academic skills, language support careers information |  |
|  | Details of support, information, study support tools and resources specifically for students with additional support needs |  |
|  | Examples of promotional material (website links and any hard copies of promotional material) |  |
|  | Proposed partner’s response to any areas of concern highlighted through the reputational due diligence |  |
|  | Strategic fit of the partner in terms of the Online and TNE Strategy |  |
|  | Arrangements for ENU staff travelling to the partner |  |
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