# Collaborative Review Report
# Professional Services

In preparation for the collaborative review of the University's collaborative partnerships, key central departments involved in the management of provision at partner institutions are required to submit a report detailing the nature of their involvement with the partner, areas of good practice and recommendations for enhancement.

**Please click on the relevant service area below to complete the required report:**

- **De Montfort Students' Union**
- **Library and Learning Services**
- **Global Partnerships Unit (GPU) / UK Validation Services (UKVS)**
- **Academic Quality Services (AQS)**
- **Disability Advice and Support**
- **Academic Support Office**
- **Faculty Office**

All reports are to be submitted to the Servicing Officer.

For further information please see Section 4 in the Guide to Managing Collaborative Provision.

## De Montfort Students' Union (DSU)

| Name of partner: | |
|---|---|
| Report completed by: | **Name** |
| | **Role** |

**Communication with partner staff** – please detail the nature of involvement with the partner/your counterparts based at the partner institution including details of meetings held, events, training and support.

（空白框）

**Communication with students** – please detail the nature of involvement with students (if any):

（空白框）

**Good practice/recommendations for enhancement:**

（空白框）

**Other comments:**

（空白框）

## Library and Learning Services

| Name of partner: | |
|---|---|
| Report completed by: | Name |
| | Role |

**Please provide an overview of the library and IT resources at the partner institution, commenting on:**

- HE spend and library provision against module lists for validated programmes
- Communication with staff, including frequency – list meetings held, if applicable, and other methods of communication
- Staff training sessions held
- Communication with students
- Induction processes
- Access to and the use of DMU resources by partner staff and students
- Good practice/ issues outstanding and recommendations for enhancement

## Global Partnerships Unit (GPU)/ UK Validation Services (UKVS) (Account Manager)

| Name of partner: | |
|---|---|
| Report completed by: | **Name** |
| | **Role** |

In the table below, please list all provision approved for delivery at the collaborative partner.

| Programme title, including award | Mode<br>(full time, part time, distance learning) | Status<br>(active, suspended, closed) |
|---|---|---|
| | | |
| | | |

**Provide a critical appraisal of the partnership, to include information on:**

- The strategic direction of the partnership and plans for developing the provision. Have these been discussed with the partner at the time of writing? Are the strategic reasons for working with the partner, still valid?
- **Please provide a summary of the conclusions drawn from the most recent risk assessment report (e.g. Balance Scorecard or similar) or an Executive Summary of findings. Please do not make explicit any commercially sensitive information.**
- A statistical overview of recruitment trends (student numbers and FTE) across all programmes. Please do not include financial details.
- Evaluation of the responses to conditions, RTCs and/or recommendations identified at the last collaborative review and subsequent programme delivery approval events. The Collaborative Review panel will be looking at how well they have been implemented, any difficulties and their solutions. This can be derived from progress made following the six-month review of initial partnership approval or previous collaborative review.
- Communication with partner staff: log of account management visits/meetings, attendance at boards – issues raised regarding, for example the SLA etc.
- Evaluation of partner <u>responsiveness</u> to staff development opportunities at DMU,
- Compliance with annual quality monitoring requirements including the provision of staff CVs, student handbooks, PAEs, and acting on public information checks.
- Summary of outcomes of internal and external quality reviews (e.g. Ofsted, QAA Higher Education Review).
- Communication with partner students and alumni – please describe the agreed process and its effectiveness.
- Student experience, including interaction with the De Montfort Students' Union (DSU).
- Student administration – effectiveness of communication, evaluation and report of any issues outstanding e.g. in relation to confirmation and clearing, enrolment, admissions, inductions, management information or student finance.
- <u>Opportunities</u> for enrichment and enhancement of the partnership
- Commentary on, as relationship manager, and evaluation of, the interaction – and nature of queries – with Academic Services (Exams, Awards, Graduation, Certificates) and Student Support and Welfare or other Professional Services. (Please note that Disability, Advice and Support will complete a separate form)

**Please refer to specific examples where possible from existing reports and append them here.**

## Academic Quality Services

| Name of partner: | |
|---|---|
| Report completed by: | Name |

| | Role |
|---|---|
| | |

**Commentary on action taken in relation to any conditions, required actions and/or recommendations since the last collaborative review and subsequent programme approvals/validations/periodic reviews** – please confirm that all responses to outcomes were satisfactorily met, commenting on any issues raised with responsiveness or issues outstanding, if applicable.

<br><br><br><br><br><br>

**Commentary on Annual Quality Monitoring (AQM) requirements** – please detail the level of compliance and engagement with AQM processes, including programme handbooks, PAEs, programme compositions, external examiners reports, etc. Include details of any meetings held and training and support offered.

<br><br><br><br><br><br>

**Communication with partner staff** – please detail the nature of involvement with the partner/your counterparts based at the partner institution including details of meetings held, events, training and support.

<br><br><br><br><br><br>

**Communication with students** – please detail the nature of involvement with students (if any), including queries (nature and frequency) that needed to be re-directed

<br><br><br><br><br>

**Good practice/recommendations for enhancement:**

<br><br><br><br>

**Other comments:**

<br>

<br>

# Disability, Advice and Support

| Name of partner: | |
|---|---|
| Report completed by: | Name |
| | Role |

<br>

**Communication with partner staff** – please detail the nature of involvement with the partner/your counterparts based at the partner institution including details of meetings held, events, training and support.

<br>

**Communication with students** – please detail the nature of involvement with students (if any), including queries (nature and frequency) that needed to be re-directed

<br>

**Good practice/recommendations for enhancement:**

<br>

**Other comments:**

<br>
<br>

# Academic Support Office

| | |
|---|---|
| **Name of partner:** | |
| **Report completed by:** | **Name** |
| | **Role** |

**Communication with partner staff** – please detail the nature of involvement with the partner including areas such as student complaints and appeals.  Include details of meetings held, events, training and support.

| |
|---|
| |

**Communication with students** – please detail the nature of involvement with students (if any), including queries (nature and frequency) that needed to be re-directed

| |
|---|
| |

**Good practice/recommendations for enhancement:**

[ ]

**Other comments:**

[ ]

# Faculty Office

| Name of partner: | |
|---|---|
| Report completed by: | **Name** |
| | **Role** |

**Communication with partner staff** – please detail the nature of involvement with the partner/your counterparts based at the partner institution in areas such as student administration, recruitment and admissions. Include details of meetings held, events, training and support.

[ ]

**Communication with students** – please detail the nature of involvement with students (if any), including queries (nature and frequency) that needed to be re-directed

**Good practice/recommendations for enhancement:**

**Other comments:**