

Guidelines for the Review of Collaborative and Transnational Taught Programmes

Guidance on drafting the Review Group Report

The report of the Review Group should typically cover the following topics:

- a) Details/Dates of the visit; Review Group members, and outline the review process.
- b) Background: The Partners and any particular context/constraints within which the partner organisations operate. This should also include the name of the Partner, relevant School and a list of programmes.
- c) A short commentary on, for example:
 - context/vision/mission of the partner organisation
 - progress following any previous review
 - entry to the programme, recruitment strategy
 - English language qualification/standards
 - student numbers e.g. are enrolments falling, steady, increasing?
 - teaching and learning; curriculum (including programme specification and module descriptors)
 - assessment; student progression
 - resources and teaching space
 - quality assurance arrangements e.g. how well are policies and procedures followed? Are they fit for purpose?
 - staffing/staff development – adequate? Opportunities for staff development?
 - publicity and marketing arrangements – approval protocols?
 - student support systems
 - student comments/issues raised (if appropriate)
 - finance— is the arrangement viable? Is it likely to remain so?
- d) The overall strengths/examples of good practice, as well as weaknesses should be commented on and recommendations for improvement/further action identified.
- e) Memorandum of Agreement — any issues? Is it to be reviewed? How long should it remain in force?
- f) Conclusion: a clear recommendation as to whether or not the arrangement should be renewed, for what period of time, and whether or not approval is subject to conditions.