

Guidelines for the Review of Collaborative and Transnational Taught Programmes

Guidelines for Conducting Tours of Facilities/Resources in Partner Institutions

The tour of the partner institution facilities/resources is an essential part of the review process.

The following indicative checklist has been compiled to guide Review Groups in order to ensure a reasonable level of consistency regarding the issues covered and the advice given to partner institutions as part of the preparation for review:

The Review Group will want to consider

1. Is there suitable accommodation for teaching? Is there an appropriate provision of rooms for lectures, seminars, tutorials and private study? How well are teaching rooms equipped with audio-visual or other appropriate technical equipment? If specialised facilities such as science or computer laboratories are required, are they of an appropriate standard? Do teaching staff have adequate access to offices for preparation, student interviews?
2. Does the accommodation provide adequate resources for study and research? If not, are such resources available to students externally?
3. Are there adequate library, IT and other facilities to support the students learning experience?
4. Is adequate space provided for the administration, both to enable the operation to be managed efficiently and to allow reasonable access for students and academic staff?
5. Is there appropriate provision of non-academic facilities (for example, common rooms/social areas, cafeteria, toilets)?
6. What is the standard of living accommodation provided for students, if appropriate?
7. In more general terms (and allowing for local conditions) does the accommodation provide an environment for teaching and learning commensurate with those available to students in higher education in Ireland?

Depending on the nature of the provision to be visited, it may sometimes be useful to include a presentation about a special aspect of the facilities – this might be appropriate, for example, where the college operates across a number of sites.

A member of staff in the college/organisation may prepare a planned itinerary around the organisation, and forward it to the Director of Quality at UCD in advance of the visit. Staff in the college/organisation should also be designated in advance to take the Review Group around. The college/organisation should indicate where the Review Group should go on arrival at the institution.

Partners should remember that the tour enables them to show the Review Group key aspects of their provision for students on the programme, and that it is an important part of the review process. It is anticipated that the tour would not exceed one hour.

UCD Quality Office
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