**Link Tutor Visit Report Questions**

Thank you for submitting your Link Tutor report. This is the list of questions you will find on the online MS Form. **PLEASE NOT**E you cannot save your progress on MS Forms, you will need to submit your answers in one go. If you prefer to work on the questions offline at your own time, use this template, you can then copy and paste into the MS Form when ready:

<https://forms.office.com/r/gFBw3j5piZ>

Once you submit this form you will receive email confirmation with a PDF of your answers attached, and the relevant faculty teams will be copied in. All reports are stored in a centralised spreadsheet.

Some questions will be some version of multiple choice, for example:

* Confirm button
* Dropdown menu
* Yes / No / Other

Which we hope will save you time, however there are questions that require qualitative answers and have a freeform response box, which will take you more time.

We have put the response type in *red italic* which you can delete/replace with your answer.

Where you see an ‘Other’ box you can write freeform additional comments.

**Section 1 - Personal details**

1. Please enter your first name

*(Freeform response)*

1. Please enter your surname

*(Freeform response)*

1. Please enter your university email address

*(Freeform response)*

1. Please confirm the academic session

*(Confirm button)*

**Section 2 - Partner details**

1. Which partner did you visit

*(Freeform response)*

1. What was the date of your visit

*(Dropdown menu will offer choices)*

1. Please select which faculty this is for. If multiple faculties, please select the host/lead faculty and note the rest in the ‘Other’ box

*(Dropdown menu will offer faculties)*

1. What is the programme title(s)

*(Freeform response)*

1. What is the programme code(s)

*(Freeform response)*

1. Was the visit face-to-face or virtual

*(Dropdown menu will offer choices)*

1. Please list the names/email address of any other University of Greenwich staff that attended the visit

*(Freeform response)*

1. During your visit were other Link Tutors present? Did you arrange to meet together? And what programmes did they cover? (This will help everyone cross reference each other’s reports)

*(Freeform response)*

**Section 3 - Meetings**

1. Did you have meetings with the partner's programme leader/HE coordinator or equivalent role

*(Yes / No / Not applicable / Other)*

1. Did you have meetings with the partner's teaching staff

*(Yes / No / Not applicable / Other)*

1. Did you have meetings with the partner's professional services staff

*(Yes / No / Not applicable / Other)*

1. Did you have meetings with the partner's students

*(Yes / No / Not applicable / Other)*

1. If yes to Question 16, please provide a summary of the meeting held with students and any issues raised

*(Freeform response)*

1. Did you attend a programme committee meeting or equivalent e.g., student liaison meeting, etc

*(Freeform response)*

1. Please provide a summary of any issues/concerns noted in relation to programme management

*(Freeform response)*

1. Please note any issues/concerns arising from programme delivery, for example: module assessment (including plagiarism), module content, module resource materials, project/dissertation supervision. In particular, record any modules where further follow up action may be required with the University of Greenwich module leader

*(Freeform response)*

1. Are there any opportunities for other schools in the faculty or other faculties to work collaboratively with the partner

*(Freeform response)*

1. Did you visit any of the following in the area

*(Dropdown menu will offer choices)*

* 1. Potential educational partners
  2. Potential employability partners
  3. Ministry of education / Governmental department
  4. Local accreditation agency
  5. British Council
  6. Other

1. If yes to any of the above, please provide a summary and include any outcomes and contact details to follow up with

*(Freeform response)*

**Section 4 - Reporting**

1. Please report on follow-up actions taken in response to points listed in your last report

*(Freeform response)*

1. Did you undertake any teaching while on the visit

*(Yes / No / Not applicable / Other)*

1. Did you have a tour of the partner's premises

*(Yes / No / Not applicable / Other)*

1. Please summarise the resources available to students, such as the provision of core texts, e-learning, strength of internet signal, teaching space, recreational space, etc.

*(Freeform response)*

1. Did you find the Student Registration process was undertaken in a timely fashion and the students were attached to the correct programmes resources such as their Moodle site, student ID and library resources

*(Freeform response)*

1. Did you find the processes relating to interruptions and withdrawals were managed correctly

*(Freeform response)*

1. Please provide a summary of the outcome of discussions with partner staff in terms of timely and efficient access to University of Greenwich support materials

*(Freeform response)*

1. Please provide a summary of the outcome of discussion with partner staff in terms of timely and efficient access to the partner’s support materials

*(Freeform response)*

1. Do staff and students have access to the University of Greenwich I.T systems such as the portal and Banner

*(Yes / No / Not applicable / Other)*

1. Are partner staff and students aware of staff development opportunities and do they know to visit the Learning & Support pages of the portal

*(Yes / No / Not applicable / Other)*

1. Did you discuss opportunities for

*(Dropdown menu will offer choices)*

* 1. Research
  2. Consultancy
  3. Student exchange
  4. Staff exchange
  5. Other

1. Please note actions to be taken by faculty(s) to address issues identified

*(Freeform response)*

1. Please note actions to be taken by University of Greenwich central directorates to address issues identified

*(Freeform response)*

1. Please note actions to be taken by the partner to address issues identified

*(Freeform response)*

**Section 5 – General comments**

1. Please provide any other feedback you would like to record

*(Freeform response)*