

**University Of Manchester**

**Directorate of the Student Experience**

**Division of Teaching, Learning & Student Development**

**ANNUAL COLLABORATIVE ACADEMIC ADVISER’S REPORT**

Please use this report form in conjunction with the guidance document.

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| **Year:** |  |
| **Name of Partner Organisation:** |  |
| **Programmes Validated:** |  |
| **Name of Adviser:** |  |

# **VISIT INFORMATION**

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| **Date of Visits:**  **Virtual visit(s)/meeting(s) may have taken place via platforms such as Zoom or Teams due to the Covid-19 pandemic. If so, please state that.** |  |
| **Meetings with Students:** Please list the number of students met and specify their level of study. | |
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| **Meetings with Staff:** Please list staff members by identifying their roles e.g. Programme Director, Head of Quality etc. | |
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| **Issues Raised in Previous Year:** Please list and comment on any key issues you have explored this year in relation to the previous annual monitoring produced by the validation partner and the last the Collaborative Academic Adviser’s report. | |
|  | |
| **External Examiner Reports:** Please list any issues you have explored this year in relation to last year’s External Examiners report**.** | |
|  | |
| **Policy and Procedures:** Please list any issues you have explored this year in relation to policy and procedures**.** | |
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| **Information to Students:** Please list any key issues relating to the current programme handbook. Please comment on the range and quality of information offered to students, for example web sites, induction, use of other documentation and the handbook.  **In March 2015, the Competition and Markets Authority (CMA) provided guidance to Higher Education institutions that provide undergraduate programmes about their obligations to students in terms of consumer regulations, including the provision of up-to-date, accurate programme information, including full costs of programmes:**  <http://documents.manchester.ac.uk/display.aspx?DocID=33053> | |
|  | |
| **Approval of Publicity Material:** Please list the approval of any publicity material that is used by the partner and includes reference to the University of Manchester. | |
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**GENERAL OBSERVATIONS**

# Please ensure that you clearly summarise any recommendations for the programme director under **section 11** of this report. This will assist staff at Partner Organisations to respond to and address, in a systematic way, particular areas of concern that you identify.

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| **1. Curricula:** |
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| **2. Teaching and Learning:** |
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| **3. Assessment:** |
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| **4. Student Progression:** |
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| **5. Student Support:** |
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| **6. Learning Resources:** |
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| **7. Quality Management and Enhancement:** |
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| **8. Dissemination of Innovation/Good Practice:** |
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| **9. Any Matters Raised by Students:** |
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| **10. Any matters relating to PGR provision (where applicable):** |
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| **10. Any Other Matters not Covered Above:** |
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**SUMMARY**

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| **Recommendations:** Please ensure this section is completed clearly by providing a summary of any recommendations with a clear identification of time scales, where possible |
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#### The Adviser should include the outcomes of the observation in the annual review report and highlight any areas of good practice and recommendations for improvement.

**Please complete and forward (via email) to:** [**Lisa.Carter@manchester.ac.uk**](mailto:Lisa.Carter@manchester.ac.uk)

January 2021