

**Partnership Team Leader Monitoring Report (postgraduate research programmes)**

It is expected that Partnership Team Leaders (PTLs) will have regular contact with collaborative partners.

PTLs normally undertake at least **one formal visit per academic year** to the partner institution. Where it is not possible to visit, alternative arrangements will be made, such as holding meetings by video call.

**For each partnership, the PTL is *required* to submit *one monitoring report per semester*, using this template.** The report should be based on all interactions with the collaborative partner (email, voice/video calls etc.)

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| **Name of PTL:** |  |
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| **Name of partner:** |  |
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| **Name of programme(s):** |  |
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| **Date of visit, where applicable:** |  |
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| **Name of any other UWTSD or external representative present at visit, where applicable:** |  |

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| **Actions completed since last monitoring report**  This section should be used as a tracking mechanism and action plan, to inform the work required by both the University and the partner and be cross-referenced to the ‘Actions Now Required’ section of the previous report. | | |
| **Action** | **By Whom**  **(name of individual and organisation)** | **When** |
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| **Staffing and staff development**  The University will have a full picture of the levels of staffing and staff development activities at validation, however, it is important that the University is informed of any changes. | | |
| Are the supervisory arrangements (and associated workload) satisfactory? | YES | NO |
| If no, please note course of action below and include in the ‘Actions Now Required’ section. | | |
| Are any new staff supervising/advising on UWTSD programmes? | YES | NO |
| If yes, have they been approved by the University and is appropriate mentoring and staff development in place? (Staff development may be provided by the Partner, the University or both). | YES | NO |
| If no, please note course of action below and include in the ‘Actions Now Required’ section. | | |
| Please note here any details of staff development events/courses attended by staff | | | |

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| **Student numbers**  The updated information on student numbers allows an ongoing check to be made on the student retention on the programme(s) and ensures that the data held by the University remains accurate. Where changes are significant, a reason should be recorded. | | | |
| Any changes in student numbers? | YES | NO |
| If yes, please record any observations here. | | | |

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| **Physical Resources**  The University will have a full picture of the levels of physical resources at validation. However, it is important that the University is informed of any changes. This could include equipment/books procurement details, any planned changes of venue etc. Please complete this section even if a visit has not taken place. |

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| Have there been any changes to physical resources? | YES | NO |

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| If yes, please record any observations here. |

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| **Issues raised by students or in relation to the student experience**  This section should be used to record issues relating to the student experience, either raised by students during a visit or which are raised by the partner staff, via forums such as programme team meetings (for taught research degrees), supervisory meetings, formal monitoring stages, partner Research Degrees Committee or equivalent, etc. The issues could either be programme related or be wider issues. Feedback should also be given (whether by the PTL or partner staff) to the student body, so that students are aware of what has been done to address the issues raised. |
| Please record any issues related to the student experience that were raised by partner staff. Any actions required should be recorded in the ‘Actions Now Required’ section. |

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| If you visited, did you meet with students from the programme(s)? | YES | NO |
| If yes, please record any observations here and record any actions required in the ‘Actions Now Required’ section. | | | |

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| **External examination/Examining boards**  This section should be used to report, as appropriate, on the examining board for taught research degrees or any vivas held by examining boards. |
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| **Programme management (and delivery for taught research degrees)** |

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| Have you sampled student work on this visit? | YES | NO |

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| If yes, please record any observations here. |
| Please record here any comments regarding the efficiency of the partner Research Degrees Committee or equivalent, where local meetings are in place (It would be expected that PTLs attend these local meetings, which could be done via video link etc.) |
| For taught research degrees, please record here any comments regarding general issues in relation to the programme’s delivery and management. |

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| **Research Environment and Culture**  This section should be used to record issues/observations in relation to areas such as academic and/or practice-based supervision, appropriate exposure to researchers working at the highest level in the student's chosen field and in cognate and related disciplines, opportunities to work and exchange ideas with colleagues in the wider research environment, access to academic and other colleagues able to give advice and support, guidance on the ethical pursuit of research and the avoidance of research misconduct. |
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| **Quality Enhancement**  This section should be used to record examples of good practice, so that initiatives, innovation and good practice in schools and the partners can be identified and shared across the University. |

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| Have you identified any examples of good practice(e.g. in relation to induction, supervision, skills development)? | YES | NO |

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| If yes, please record any observations here |

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| **Actions now required**  This section is designed to be detachable and to form the basis of an action plan and system for monitoring progress. It will require completion and define actions now required in relation to the partner. | | |
| **Action** | **By Whom**  **(name of individual and organisation)** | **When** |
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**PLEASE SEND A COPY OF THE COMPLETED REPORT TO THE PARTNER AND TO**

**THE COLLABORATIVE PARTNERSHIPS OFFICE**

You may also send a copy to your Institute Board, via the Principal Administrative Officer and to the University’s RDC