University and Partner Link Officer

Mid-Year Visit Report

The following report requires completion by the University and Partner Link Officer at a mid-point in the academic year, normally by the end of February. The deadline for its completion can be confirmed by [partnerships@southwales.ac.uk](mailto:partnerships@southwales.ac.uk). Where a physical visit to the Partner is not possible, an online meeting may take place.

|  |  |
| --- | --- |
| **University Link Officer** | **Partner Link Officer** |
| Name: | Name: |
| Faculty: | Email: |
| Partner Institution | |
| Course(s): | Date of visit: |
| **REPORT OF THE VISIT** | |
| **Attendance at meetings (include staff and students)** | |
| **Names** | **Designation** |
|  |  |
| **Record of the topics discussed.**  E.g. staff development; external examiner reports; staff changes; resource issues | **Actions required and by whom** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| **Issues to carry forward to the next meeting** | |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

Please submit your report to the Course Leader at the University and at the Partner, and to [partnerships@southwales.ac.uk](mailto:partnerships@southwales.ac.uk).