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. Where a physical visit to the Partner is not possible, an online meeting may take place.

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| **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.