|  |  |
| --- | --- |
| **Partner:** |  |
| **Programmes(s)** |  |
| **School** |  |
| **Period of Review** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Registration Service Report:**  Provide details on the numbers of students registered on each year of the programme for the past five years:  In relation to the following services please confirm if access to the following was provided:   |  |  |  | | --- | --- | --- | | **Service** | **Yes** | **No** | | Student Card |  |  | | On-line Library Service |  |  | | On-site Library Access |  |  | | Student Pastoral Services (e.g. Medical, Counselling etc.) |  |  |   Please highlight if there were any issues arising that the University should consider if renewing the partnership: | | |
| Signed: | | Date: |
| **Examinations Report:**  In relation to the following, please confirm what services were provided, either by the Examinations Office or by School staff:   |  |  |  | | --- | --- | --- | | **Service** | **Yes** | **No** | | City Campus Examination Centre used |  |  | | Staff Attendance at Examination Boards |  |  | | Module results into Banner |  |  | | Award only into Banner |  |  | | Transcripts issued |  |  | | CPD Certs issued |  |  |   Provide details on any graduation arrangements:  Please highlight if there were any issues arising that the University should consider if renewing the partnership: | | |
| Signed: | Date: | |
| **Fees & Income Office Report:**  Provide year on year details of invoices issued and amounts paid:  Has there been any difficulty obtaining payment? Yes / No. If Yes, please provide commentary:  Any suggestions for changes to the financial schedule and payment arrangements? | | |
| Signed: | Date: | |

**School Report:**

Any particular comments regarding receiving feedback from functional areas during the management of the agreement?

Comment:

Finance Fees & Income \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procurement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Management Accounting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Finance Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Secretary’s Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Risk & Planning Co-ordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quality Assurance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General feedback on internal processes for managing partnerships:

Any suggestions for improvement?

|  |  |
| --- | --- |
| Signed: | Date: |