|  |  |
| --- | --- |
| **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: |