ACADEMIC LIAISON OFFICER’S REPORT ON COURSES
AT VALIDATED INSTITUTIONS AND PARTNER COLLEGES

*Please submit a report in relation to the courses for which you are appointed. This report should be completed in accordance with* [*Annex L*](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-l) *of the Code of Practice for Quality Assurance of Taught Courses of Study.*

# Academic Year:

# Course Qualification and Title(s):

# Name of Partner Institution:

# Name of Academic Liaison Officer:

# School:

# Division:

# Please provide a report on the following areas:

1. Were you able to complete a full schedule of visits for the academic year (a minimum of three visits should be made, one per term, including, where possible, a meeting with students) and were you in receipt of agendas and minutes of course team meetings?
2. Has data on the Partner Institution’s admissions decisions for the academic year been reviewed to ensure that they are in compliance with University admissions protocols? Please comment on any advice provided to the partner regarding future admissions decisions, or students admitted outside of non-standard entry requirements.
3. Have you reviewed the suitability of partner staff to be appointed as University of Kent examiners on course(s), including any new staff appointed during the academic year? Please comment on any advice provided to the partner regarding professional development for new or existing staff.
4. Have samples of student work been inspected, to obtain information about standards of student learning and achievement; effectiveness of strategy and criteria for assessment; whether marking is being undertaken rigorously and in accordance with assessment criteria? Please comment on any advice provided to the partner regarding assessment.
5. Have you reviewed the arrangements for approval of examination papers and monitoring of internal marking at the partner to ensure that they are being undertaken in accordance with the University’s Code of Practice?
6. Are you satisfied that the relevant Board of Studies have had oversight of quality assurance procedures such as external examining and annual monitoring for the courses concerned?
7. Where required has the partner completed a periodic course review for the courses concerned?
8. Please comment on any assistance provided to the partner with regard to curriculum development or new course/module proposals during the academic year:
9. Please comment on any assistance provided to the partner with regard to the appointment of External Examiners/panel members during the academic year:
10. Please comment on the liaison process and provide any suggestions for improvement:
11. Any Other Matters?

**Signature of Academic Liaison Officer:**

**Date:**

*Please send your report to the Quality Assurance and Compliance Office.*

*Note that reports will be considered under non-reserved committee business, i.e. in the presence of student representatives.*