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**Link Tutor Mid-Year Reporting – Guidance and Template**

1. The **purpose of the mid-year report is to act as an interim health check of partner courses**. It is designed to:

* reflect on the operation of a collaborative course early in the cycle
* confirm processes have been completed appropriately, e.g. admissions and registration, student attendance monitoring and
* highlight any issues that are impacting on academic standards and/or the quality of the student experience.

1. The report takes the form of a check list, with an opportunity to note any issues, actions planned or taken, and good practice. **Completion of this report is mandatory** and should not take long to complete.
2. The mid-year report is specifically for courses of one or more academic years’ duration. It should be **completed approximately half way through each academic year after the first Student: Staff Liaison Committee (SSLC)** - **normally by end January/early February**, for courses within the standard academic year. For courses that do not operate within the standard academic year, an alternative submission date can be agreed.
3. For courses with multiple entry points, the mid-year report will still be submitted by February and the main LT Report that accompanies the course AER in October, to allow the content of the reports to be included in the standard reporting cycles. Discussion of all intakes should be included where appropriate.
4. The report evidences proactive monitoring of changes in student cohorts, lecturing staff and public information and marketing materials and any issues that emerge that require immediate action. Arrangements that are working well should also be reported so that good practice can be disseminated.
5. **The mid-year report should be sent to the following people by the end of Semester 1 (and no later than end of February):**

* Course Leader (Partner)
* Relevant University Head of Department/Head of School (to agree the contents and any actions required).
* Head of Collaborative Programmes (with identified actions taken/planned)

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Link Tutor Partnership Course Mid-Year Report

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| --- | --- | --- | --- |
| **Partner Institution name:** |  | | |
| **Title of Course covered by Report:** |  | | |
| **Date Report Completed:** |  | | |
| **Name of Partner Course Leader:** |  | | |
| **Name of University Link Tutor and School/Department:** |  | | |
| **Registry Admissions Contact:**  **Registry Student Records Contact:** |  | | |
| **Have you visited the Partner and what was the purpose of the visit?** | Yes  No | | |
| **Who did you meet with on the visit?** |  | | |
| **Were there any areas for development or issues that you were made aware of that could compromise quality and standards (if yes, please provide summary):** | Yes  No | | |
|  | | |
| **Please identify actions taken or planned to resolve issues in the action plans at end of the Report** | | | |
| 1. **Partner Staff** | | | |
| Have there been any changes in **staffing** for the course during Semester One? | | | Yes  No |
| If so, have all new staff been approved as **registered lecturers prior to teaching** on the course? | | | Yes  No  N/A |
| **Any outstanding actions to be completed:** | | |
| Actions to be taken and by Who? | | |

|  |  |
| --- | --- |
| 1. **Student Registrations, Retention, Attendance and Feedback** | |
| Have all students been successfully registered on the Course? | Yes  No |
| How many students enrolled on the course (at each Level)? | *Insert Text* |
| Have any students withdrawn from the course during Semester 1? [*include number and actions taken below*] | Yes  No |
| Is student attendance being monitored? | Yes  No |
| Are all students attending and engaging with the course as expected? | Yes  No  If No, please identify issues below. |
| Have you met with students during Semester One**:** | Yes  No |
| Has the first SSLC meeting for the academic year taken place? | Yes  No |
| Are there any actions arising from Mid-Point or Module Evaluation in Semester 1? [*Identify actions planned below*] | Yes  No |
| **Please identify any issues discussed and actions planned/taken:** | |
| Actions to be taken and by Who? | |

|  |  |
| --- | --- |
| 1. **Public Information** | |
| Have you checked public information related to the course for accuracy and consistency? This includes the Course Handbook, Partner and UW website and partner prospectus (if relevant) | Yes  No |
| Are there any issues with the completeness, accuracy and currency of the public information related to the course? | Yes  No |
| If so, what are these? | |
| What actions have been taken or planned to resolve the issues? | |
| 1. **Good Practice** | |
| Please detail below any good practice you have noted in relation to this course: | |

|  |  |
| --- | --- |
| 1. **Course Annual Evaluation Enhancement Plan** | |
| Has progress been made on the actions in the Course Annual Evaluation Enhancement Plan? | Yes  No |
| Are there any new actions or changes to be made to the enhancement plan?  If so what are these? | |

|  |  |  |
| --- | --- | --- |
| **Identify any immediate actions arising from the mid-year report for the course team/partner institution and how these will be monitored** | | |
| **Actions:** | **Who?** | **By When?** |
|  |  |  |
| **Identify any immediate actions to be taken forward by the Link Tutor or University Department/School:** | | |
| **Actions:** | **Who?** | **By When?** |
|  |  |  |

**Actions for the partner course team/partner staff should normally be followed up by the Link Tutor.**

**Institutional/partnership issues should be addressed by the Head of School (or nominee) in liaison with the Head of Collaborative Programmes.**

**Sign-Off by Head of Department/School prior to distribution:**

|  |  |  |
| --- | --- | --- |
| **Head of Department (Name)** | **Received (Date)** | **Signature** |
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