Royal Agricultural University

Venue Check –
Approval of a Delivery Venue at a Collaborative Partner Institution

Name of person(s) conducting the check:	Click here to enter text
Position:	Click here to enter text
Contact email:	Click here to enter text
Date:	Click here to enter text

Collaborative Partner Institution	
Name of institution:	Click here to enter text
Name and address of site visited:	Click here to enter text
Programme(s) to be taught at this site:	Click here to enter text
Estimated number of students to be taught at the site:	Click here to enter text
Effective from:	Click here to enter text
Name of staff member(s) met at the institution:	Click here to enter text
Rationale for site visit:	Choose an item.

Section 1: Site Facilities and Resources Comment on the suitability of the general learning environment for HE delivery (number and size of teaching rooms, lecture halls, learning technology rooms, their furnishings, state of repair and general condition)	
Accessibility of campus location:	Click here to enter text
Suitability of teaching premises (size, accessibility, layout, furnishings, etc)	Click here to enter text
Suitability of specialist teaching facilities (laboratories, stables, etc)	Click here to enter text
Appropriateness of Health & Safety arrangements in place (H&S equipment, trained staff, etc)	Click here to enter text

Teaching equipment incl. IT equipment, internet access, whiteboard etc.	*Click here to enter text*
Availability of group / silent study rooms	*Click here to enter text*
IT infrastructure e.g. open access laboratories (and hours of access), number of PCs available, laptop loan service available, open hours of open access, etc.	*Click here to enter text*
Does the institution use a virtual learning environment (VLE) to support course delivery? How is this used and supported?	*Click here to enter text*
Who is responsible for management of content and user interface?	*Click here to enter text*
How is IT support provided for students and staff?	*Click here to enter text*
Describe the infrastructure to register and manage student data	*Click here to enter text*
Availability of Campus facilities (e.g. student accommodation, gym, dining facilities etc)	*Click here to enter text*
Any other comment:	*Click here to enter text*

Section 2: Library facilities please comment on the availability and mechanisms for providing the following	
Does the institution have a designated library space on the premises? What is the capacity / opening hours?	*Click here to enter text*
Does the library have sufficient space for group work and quiet study?	*Click here to enter text*
Does the institution have an allocated library budget and how is this reviewed?	*Click here to enter text*
How many library staff are there / in what roles to support student enquiries?	*Click here to enter text*
Does the institution have a purchasing policy (taking into account number of copies per cohort size, e-copies and book copies, different loan types)?	*Click here to enter text*
Considering the reading lists contained in the module descriptors, have there been any gaps in the learning material identified? How are these addressed?	*Click here to enter text*

Do students receive a library induction and ongoing information skills support?	Click here to enter text
Do students have access to online learning resources including databases?	Click here to enter text
Do students have guest access at other libraries?	Click here to enter text
Any other comment:	Click here to enter text

Section 3: Student Support Services comment on the availability and mechanisms for providing the following	
Student Support	Click here to enter text
Study Skills	Click here to enter text
Language Support	Click here to enter text
Special Needs	Click here to enter text
Counselling	Click here to enter text
Financial guidance	Click here to enter text
Careers Advice	Click here to enter text
Any other comment:	Click here to enter text

Section 4: Programme specific or specialist resource requirements	
Is this subject new to the institution at this level or have the resources been built up over a number of years?	Click here to enter text
Is the overall profile of resources, including books, journals, audio-visual material, sufficient for the subject area? How up-to-date are the resources?	Click here to enter text
How is the budget allocated for specialist resources, eg. Technical	Click here to enter text

equipment for field work, software, etc.?	
Are there specialist staff, eg. technicians, available that students can approach for support?	Click here to enter text
Any other comment:	Click here to enter text

In addition, the following may be submitted to support the approval process:
- A campus brochure
- Photos
- Weblink to campus videos
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Please send the completed form and supporting material to
collaborative.provision@rau.ac.uk