

**Site Visit Checklist for Flying Faculty arrangements (overseas) and offsite delivery arrangements (UK) of UCL programmes**

The purpose of this checklist is to enable UCL to assure itself that the proposed venue for the delivery of any UCL programme is appropriate and has the requisite facilities and resources. The checklist is intended for Flying Faculty or offsite arrangements where teaching is being delivered to students at a location away from UCL premises. Please note that student placements are subject to the processes set out at <http://www.ucl.ac.uk/estates/safetynet/guidance/off_site/>.

This checklist will be completed by the Academic Lead during a visit to the proposed partner institution and will form part of the partner approval documentation.

|  |  |
| --- | --- |
| 1. **Name of proposed collaborative partner institution and location, including country.**
 |  |
| 1. **Nature of proposed collaborative arrangement**
 |  |
| 1. **Programme**
 |  |
| 1. **Faculty**
 |  |
| 1. **Department**
 |  |
| 1. **Academic Lead**
 |  |
| 1. **Administrative contact**
 |  |
| 1. **Date of site visit and name of person carrying out the visit**
 |  |
| 1. **Are the staff at the proposed partner organisation committed to the collaboration? Have they been fully briefed on UCL's expectations, including those concerning resources?**

**Give details.** |  |
| 1. **Does the proposed venue have adequate teaching rooms for the delivery of the programme and will these be accessible to staff and students (e.g. any local ID cards required)?**

**Add comments on the quality of the teaching rooms, including whether the rooms have any necessary audio visual or other technical equipment.** |  |
| 1. **Are any specialist resources required for the delivery of the programme?**

**If yes, does the proposed venue have these?**  |  |
| 1. **Are these available to students outside any scheduled class time?**
 |  |
| 1. **Does the venue have adequate and accessible library resources for students taking the programme?**
 |  |
| 1. **Does the venue have adequate and accessible IT facilities for students taking the programme? Are there any constraints, e.g. weekend closure? Are these available to students outside any scheduled class time?**
 |  |
| 1. **Is the venue suitable for students with mobility problems or for visually impaired or deaf students?**
2. **Do the facilities meet UK requirements? Give details.**
3. **For Flying Faculty arrangements, do the facilities meet the requirements of local legislation in this area?**

**Please provide documented evidence of this.** |  |
| 1. **Is there appropriate provision of non-academic facilities (for example, common rooms/social areas, cafe, toilets) for both UCL staff and students?**
2. **Will the catering provision and other facilities be available at the times when the programme will be delivered?**
 |  |
| 1. **If the programme is to be delivered on a residential basis, is there suitable accommodation available for staff and/or students?**
 |  |
| 1. **Does the venue have clear fire escape routes, fire instructions, fire doors and exits and fire alarms which are tested regularly? Does the venue meet local fire safety regulations (documented evidence of this required)?**
 |  |
| 1. **Is first aid provision available at the venue and is this clearly signposted?**
 |  |
| 1. **Is it clear who UCL staff and students should contact in the case of an emergency?**
 |  |