Visiting Professors scheme – Q & A

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Reporting dates and types

Report	Completion Date	Details
Initial	1 September/October 2017	Just ticking you have started and report any changes
1st	2 February 2018	1st year data only
2nd	6 July 2018	1st year full report and data for the year
3rd	1 February 2019	2nd year data only
4th	5 July 2019	2nd year full report and data for the year
5th	31 January 2020	3rd year data only
6th	17 July 2020	Final year report and data for the year

See appendix 1 of the rough guide for reporting process and questions to cover

Data report questions

- Number of taught sessions
- Total length of taught sessions in days
- Number of activities (if different to taught sessions – else put the number of taught sessions
- Number of learner groups covered in this period
- Total number of female students in sessions
- Total number of male students in sessions

Reporting on Grant Management System (GMS)

- Academic Champion completes this on line through GMS (Same system and process as the application)
- You must select Education (Visiting Teaching Engineers) to access the correct data report
- Then you upload the report along with expenditure statement.