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## Guidance 5(ii) Responsibilities of Link Tutors

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### 1. Introduction

The overall responsibility for the development and operation of collaborative provision lies with the Academic Dean of the link Faculty. The academic development and management of collaborative provision is delegated to Deputy Deans, working closely with Academic Partnerships and the Academic Quality Service. The day-to-day academic operation of the provision is delegated to Link Tutors. The administrative operation and business relationship management is undertaken for and on behalf of faculties by the Academic Partnerships team.

### 2. Appointment of Link Tutors

Link tutors are appointed both within the University - the University Link Tutor (ULT) - and the partner institution - Institution Link Tutor (ILT). The ULT is an academic post. ULTs will have expertise in a cognate area to the programme(s) delivered by the partner institution. The ILT is normally an academic post but partner institution staff with a sufficient overview of the organisation may also be appointed to the post.

The relevant Deputy Dean coordinates the appointment of University Link Tutor(s) for collaborative programmes. The partner institution will appoint the Institution Link Tutor at the same time. ULTs may be responsible for more than one programme or programmes at more than one collaborative partner. ULTs will receive a workload allowance as agreed by line managers.

ULTs and ILTs are expected to attend staff development as appropriate to ensure they are familiar with University processes and procedures and the Link Tutor role and responsibilities.

### 3. Link tutor responsibilities

#### 3.1 Overall purpose of the role

Link Tutors are responsible for ensuring the maintenance of the standards and delivery of the collaborative programme, and for effective liaison with each other and with the key administrators in each institution, as laid out in this guidance. The ULT is the main University contact for academic aspects of the programme. Academic Partnerships are the main contact for all administrative procedures and communication regarding the programmes and the collaboration. ULTs and ILTs jointly ensure the programme is delivered in accordance with the arrangements at validation/review and/or PSRB accreditation.

ULTs and ILTs must familiarise themselves with the relevant University quality procedures and academic regulations and follow the MoC and any articulation agreements relating to the programme(s). Where the ULT has concerns with respect to the maintenance of standards or quality s/he should inform their relevant Deputy Dean as a matter of urgency.

#### 3.2 Key Individual responsibilities

##### 3.2.1 Communication and staff development

A key role is to be the main academic point of contact for communications and relationship building between the Faculty and the partner institution, to ensure that the partner institution is kept informed of developments within the University and that the University is updated with developments and issues within the partner programme. The ULT will monitor the health of a collaborative programme and partnership (for example, through visits or other communications) and to report to the Deputy Dean any actions that need to be taken to support the collaboration or on any

other matters relevant to the partnership. In order to fulfil the role effectively, a ULT should expect to visit the partner institution at least once a year; this visit would be expected to coincide with an assessment board or Programme Voice Group and additionally will provide the opportunity for discussion of the provision and delivery of staff development.

Both link tutors (if new to this role), will attend link tutor induction within three to six months of commencing the role, and Academic Partnerships will provide further 1:1 support as required.

The ULT will lead on identifying staff development requirements within the partner institution, including academic and subject-related staff development, and disseminating effective academic practice; developments in learning, teaching and assessment practice; and wider development needs, including training on University systems and process development. The ULT will work with Academic Partnerships to commission the staff development required, and lead on the delivery of staff development as appropriate. The link tutor is in an ideal place to disseminate practice from other parts of the university to partners.

**Annual information exchange (electronically wherever feasible)**

At the beginning of each academic year, Academic Partnerships will work with the ULT to ensure the exchange of all relevant information from the University to the partner institution.

The ILT will ensure that the information specified is exchanged from the partner institution to the University.

<b>From the University to the partner institution</b> - Links to the relevant information or electronic documents	<b>From the partner institution to the University</b> - Links to the relevant information or electronic documents
Relevant prospectus information	Relevant prospectus information
University regulations and notification of amendments	Proposed changes to partner regulations
Programme handbook for the year, including a current programme specification (joint/franchised programmes)	Programme handbook for the year, including a current programme specification (validated and validated/funded programmes)
Academic calendar to include principle University dates relevant to the collaborative programme (e.g. examination dates, dates for assessment boards, Programme Voice Group meetings, graduation ceremonies)	Academic calendar to include principle institution dates relevant to the collaborative programme (e.g. examination dates, dates for programme boards and assessment boards, Programme Voice Group meetings and graduation ceremonies)
Updated key personnel contact list	Updated key personnel contact list

**3.2.2 Assessment**

**Assessment Boards**

The University and Institution Link Tutors will ensure that all student work is moderated by the External Examiner(s) and that grades are considered by the appropriate assessment boards and in line with normal University assessment regulations. For joint and franchised programmes, assessment boards take place at the University. For validated programmes these are held at the partner institution. University and Institution Link Tutors are members of all assessment boards

concerned with the collaborative programme at the partner institution or the University. The table below sets out the attendance requirements of ULTs and ILTs for the various types of assessment boards.

Assessment board type	Joint and franchised	Validated
<b>Subject assessment board (1<sup>st</sup> tier board)</b>  and <b>Programme progression committee</b>	ULT (or academic nominee) must attend.  ILT must be fully involved in the decisions of the assessment board by correspondence but physical attendance is not required.	ILT (or academic nominee) must attend.  ULT must be available for consultation and be aware of the board's decisions (keeping a record of them) but physical attendance is not absolutely necessary.

Assessment board type	Joint and franchised	Validated
<b>Faculty assessment board (2<sup>nd</sup> tier finalist board)</b>	ULT (or academic nominee) must attend.  ILT must attend (This may be by video or teleconferencing).	ULT (or academic nominee) must attend.  ILT (or academic nominee) must attend.

### **Communication of assessment results to the university**

#### **Validated programmes**

For validated programmes the conferment/pass list confirmed by the institution's assessment board must be signed by the chair of assessment board and by the External Examiner appointed to the programme. Signed conferment lists/pass lists must be submitted to Academic Partnerships by the ULT within 7 working days of the programme assessment board. The ULT must keep a copy of the conferment lists/pass lists in case of subsequent queries. S/he must also keep a copy of all the decisions of the programme assessment board relating to non-finalist students.

#### **External examiner induction**

The ULT is responsible for ensuring the External Examiner is fully conversant with University procedures and regulations (where applicable) where the Examiner has not been able to attend a University induction event.

#### **Responding to external examiner reports**

The ILT and the ULT are jointly responsible for ensuring that copies of External Examiner reports are routinely submitted to the Programme Voice Group for discussion of any issues identified in those reports. Agreement on action(s) to be taken as a result of the discussion should be recorded and included in the current annual monitoring report. The ILT is responsible for ensuring that the response to recommendations in External Examiner reports is provided by the programme team of the collaborative institution to the link faculty no later than 4 weeks after receipt of the report.

#### **3.2.3 Monitoring quality**

##### **Educational Monitoring and Enhancement Reports**

The ILT will provide an annual monitoring report (EMER) to the Academic Quality Service via the ULT. The report shall be provided promptly in accordance with the

University's schedule for annual monitoring as outlined in section 7 of the Learning and Quality Enhancement Handbook. The ULT will assist in drafting the report and provide written feedback in the EMER. Final EMERs will be submitted for comment to the Programme Voice Group.

**Programme Voice Group**

The ILTs and the ULTs will attend these meetings as full members, and will act as necessary on any concerns. The ULT (or academic nominee representing the University) will normally attend at least one Programme Voice Group per year in person. Where the collaborative institution is mature, the Academic Quality Service may agree alternative arrangements. In such cases the minimum physical attendance requirement will be every other year and by video/audio conference otherwise. The Chair of the Programme Voice Group will approve the minutes and supply a final version to Academic Partnerships no later than four weeks after the meeting.

3.3 Summary of responsibilities

	University Link Tutor	Partner Institution Link Tutor
<b>Staff development</b>	Identify partner staff development needs: academic content related, pedagogic, or University systems and processes training; in liaison with Academic Partnerships commission delivery of training; this includes delivery of staff development as appropriate. Sharing good practice with the partner.	Identify partner development needs to ULT
<b>Communication</b>	Is the main academic point of contact for communications between the Faculty and the partner institution; ensure the ILT and partner admin staff are informed of any changes to key personnel and dates at the university	Is the main partner point of contact with the University; ensure Academic Partnerships and the ULT are informed of any changes to key personnel and dates at the partner
<b>Academic development</b>	<i>(validated programmes)</i> discuss proposals with partner and inform the relevant Faculty of any changes in modules or programmes for reporting to Faculty quality committee for approval	<i>(validated programmes)</i> inform the ULT of any changes in modules or programmes for approval
<b>Regulations</b>	<i>(for validated programmes not using MU regulations)</i> must inform Academic Registry of any changes in partners' assessment regulations for approval	<i>(for validated programmes not using MU regulations)</i> must inform the ULT of any changes in assessment regulations for approval
<b>Quality assurance and enhancement</b>	In consultation with the Academic Quality Service and Academic Partnerships, facilitate advice and guidance for staff at the partner institution on all aspects of quality assurance and enhancement of the programme(s)	
	Ensure that any difficulty and changes to the delivery of the programme are being recorded and addressed by the university and the partner institution	
	In consultation with Academic Partnerships, ensure that copies of external examiner reports are routinely	

	University Link Tutor	Partner Institution Link Tutor
	submitted to the Programme Voice Group for discussion of any issues raised in those reports	
	Assist in the production of the EMER and complete the ULT comments.	Together with colleagues, produce the EMER, ensuring final sign-off through relevant committee (Academic Board or equivalent)
<b>Equality and diversity</b>	Ensure ILTs and staff at the partner institution are aware of equal opportunity requirements and provide support to the ILT and staff at the partner institution to embed diversity within the curriculum and assessment	
<b>Programme handbooks</b> <b>Programme specifications</b>	( <i>validated programmes</i> ) working with Academic Partnerships ensure that the partner institution provides updated programme handbooks and programme specifications following the university format	( <i>validated programmes</i> ) provide updated programme handbooks and programme specifications following the university format to Academic Partnerships
<b>Student registration</b>		( <i>validated programmes</i> ) ensure all students are correctly registered with the University by specified deadlines
<b>Staff recruitment</b>		Notify the ULT of staff changes including brief CV
<b>Validation and review</b>	Support the programme team in the preparation of internal validation and review of programmes s/he is responsible for. Attend internal validation and review events as a member of the programme team.	Be fully involved in the preparation of internal validation and review of programmes s/he is responsible for. Attend internal validation and review events as a member of the programme team.
<b>External review</b>	Be involved in the preparations for external review procedures undertaken by the QAA and professional bodies (if applicable)	Be involved in the preparations for external review procedures undertaken by the QAA and professional bodies (if applicable)
<b>PSRB accreditation events</b>	Inform Academic Quality Service of PSRB accreditation events in advance and of the results	Inform the link faculty of PSRB accreditation events in advance and of the results
<b>Marketing materials</b>	Working with Academic Partnerships ensure that the partner institution provides copies of all marketing material relevant to the link for approval	Provide copies of all marketing material relevant to the link to Academic Partnerships for approval by the link faculty and marketing

	University Link Tutor	Partner Institution Link Tutor
<b>Student feedback</b>	Working with Academic Partnerships and the Academic Quality Service ensure that programme feedback mechanisms are in place and evaluated.	
<b>Diploma supplements and certificates</b>		<i>(for validated programmes)</i> ensure the provision of diploma supplement format to Academic Partnerships to ensure it meets approved specification
		<i>(for validated programmes)</i> ensure the provision of diploma supplements for university verification to Academic Partnerships