

---

### Guidance 10(iv) Link contact role and responsibilities

---

#### **Rationale**

All articulation agreements specify the names of link contacts for the institution and for Middlesex University. The role of the Middlesex link contact is essentially an account management function, intended to develop and enhance fledgling articulation partner relationships. The Middlesex link contact will work closely with the institutional link contact, the relevant regional office/s, Middlesex Faculties and the Academic Partnerships team to ensure that activities are co-ordinated across the University, and that interactions are timely and consistent. The link contact role for articulation agreements should not be confused with the link tutor role (ULT) which is an academic role reserved for collaborative partnerships.

#### **Responsibilities and skills**

The link contact should have strong ambassadorial skills and a good knowledge of University policies, procedures and products. Only one link contact is needed per agreement. Appointed by, and responsible to the Faculties involved, the link contact can be an academic or administrator, drawn from within Faculties or from Services.

Working together with the relevant regional office/s, the link contact will:

- Establish and maintain an appropriate working relationship with the articulation partner via the institution's link contact.
- Provide regional offices with the relevant programme information to enable them to provide students with appropriate pre-departure information.
- Make the articulation partner aware of significant changes to Middlesex curricula.
- Notify the faculties of any significant changes to the institution's curricula.
- Identify potential additions/amendments to agreements or possible changes/developments to relationship.
- Publicity/marketing: ensure that regional offices have sight of any available programme marketing materials and ensure that any materials produced by the regional offices are approved by the University.
- Undertake any staff development that is relevant to this role.