Guidance 5(ii) Responsibilities of Link Tutors

1. Introduction

The overall responsibility for the development and operation of collaborative provision lies with the Dean of the respective Faculty. The academic development and management of collaborative provision is delegated to the Deputy Dean or nominee, who will work 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 exceptionally appointed to the post.

The relevant Deputy Dean coordinates the appointment of ULTs for collaborative programmes. The Partner Institution will appoint the ILTs. 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 professional service departments 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 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, processes and academic regulations and follow the Memorandum of Co-operation (MoC), and any articulation agreements relating to the programme(s) where applicable. Where the ULT has concerns with regard to the maintenance of standards or quality, they should inform their relevant Deputy Dean and Academic Partnerships 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 (PVG) 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 the University's Link Tutor Introduction within six months of commencing the role. . . The ULT should also arrange a meeting with the Academic Partnerships team to discuss the partnership and to seek any further 1:1 support required. The Faculty may also offer briefings/workshops that ULTs should attend. The Partner Institution should provide an induction and any relevant support for ILTs new to the role.

The ILT will be responsible for ensuring that the CVs of new teaching staff are shared with the ULT. For Joint and Franchise programmes, any proposed teaching staff will require approval from the University before they are able to teach on the programmes. The Joint and Franchise CVs should also be shared with Academic Partnerships.

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.

The ILT will also ensure that marketing materials are provided to the University for approval prior to publication via the Academic Partnerships team. The Partner Institution needs to be aware of the Competition and Markets Authority (CMA) guidance for Higher Education providers and ensure all materials complies with these requirements. ULTs will review partner programme marketing materials and websites.

Annual information exchange
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.

From the University to the Partner Institution - Links to the relevant information or electronic documents	**From the Partner Institution to the University** - Links to the relevant information or electronic documents
Updated key personnel contact list	Updated key personnel contact list
University regulations and notification of amendments	Proposed changes to partner regulations or relevant approved procedures

Programme handbook for the year (Joint/Franchise programmes) or template to be used in their production.	Programme handbook for the year (Validated programmes)
Academic calendar to include principle University dates relevant to the collaborative programme (e.g. dates for assessment boards, semester dates, graduation ceremonies etc.)	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 partner graduation ceremonies)
Student Entitlement sheet(s) outlining the relationship with the University	Confirmation that marketing materials have been approved by the University
	New staff CVs for approval and access to MyMDX request forms (Joint/Franchise programmes)

3.2.2 Assessment
Assessment Boards
The University and Institution Link Tutors will ensure that student work is moderated by the External Examiner(s) and that grades are considered by the appropriate assessment boards and in line with the relevant assessment regulations. For Joint and Franchise 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.

Type of Programme	Link Tutor Attendance Requirements
Joint and Franchise	The University's Programme Assessment Boards (PABS) – considering grades, progression and final classifications: • ULT (or academic nominee) must attend. • ILT must be fully involved in the decisions of the boards by correspondence but physical attendance is not required. Postgraduate Research Board/ Progression, Support and Awards sub-committee/ Assessment Panels: • ULT (or academic nominee) must attend. • ILT must normally attend (may be by video or teleconferencing).

Validated	Module grade and progression boards: • 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. Finalist / Research Programme Boards: • 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 the assessment board, the ULT and by the External Examiner appointed to the programme. Signed conferment lists/pass lists must be submitted to the University's Conferment Team by the ILT (or nominee) within 10 working days of the programme assessment board. The ULT should be included in the final correspondence and must keep a copy of the conferment lists/pass lists in case of subsequent queries. They must also keep a copy of all the decisions of the programme assessment board relating to non-finalist students.

External Examiner induction

The ULT and ILT are responsible for ensuring the External Examiner is fully conversant with relevant assessment procedures and regulations (where the Examiner has not been able to complete the University induction course.

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 AQS 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 (LQEH). The ULT will assist in drafting the report and provide written feedback in the EMER.

Programme Voice Group (or equivalent)
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 (PVG) per year in person or by video conference. Where the Partner Institution wishes to deviate from the PVG terms of reference or operational guidance stated in the LQEH, ILTs will need to seek approval for any alternative arrangements from the University (via the Academic Partnerships Team). The Chair of the Programme Voice Group will approve the minutes and ILTs will supply a final version to Academic Partnerships no later than 4 weeks after the meeting.

Programme validation/review and changes

ILTs and ULTs will be required to support the programme validation/review processes and any requested changes to the academic provision and delivery. ILTs will lead on submitting a curriculum business case and marketing insight report for programme validation/reviews, providing Academic Provision Proposal Forms (APPF) with the details of the programme proposal, as well as any requested changes to the validated terms of the programme delivery. ULTs will liaise and support ILTs with these processes. ULTs and ILTs will be required to attend meetings and/or validation/review events as required to support this activity.

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3.3   Summary of key responsibilities

<mark>The below should be read in conjunction with the operational calendar for Link Tutors located in Guidance 5(vi) of the LQEH.</mark>

	University Link Tutor	**Partner Institution Link Tutor**
Staff development	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
Communication	Is the main academic point of contact for communications between the Faculty and the Partner Institution; ensure the ILT and professional service departments are informed of any changes to key personnel and dates at the University	Is the main partner academic 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
Academic development	(*Validated and Joint programmes*) discuss proposals with partner and inform the relevant Faculty of any changes in modules or programmes for reporting to Faculty quality committee for approval (Franchise programmes) discuss any potential changes to the University programme, exploring the impact on the partnership	(*Validated programmes*) inform the ULT of any proposed changes in modules or programmes or delivery arrangements for approval
Regulations and procedures	(*Validated programmes not using the University regulations*) must inform the University of any changes in partners' assessment regulations for approval	(*for Validated programmes not using MDX regulations*) must inform the ULT of any changes in assessment regulations for approval (*all*) must inform Academic Partnerships of changes to any procedures or policies that have been approved by the University.

	University Link Tutor	Partner Institution Link Tutor
Assessment Boards	Attend assessment boards as required.	Attend assessment boards as required. For Validated programmes, ensure the completion and submission of the conferment list and progression data to the University as per stated time scales.
Quality assurance and enhancement	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	
	Ensure that copies of External Examiner reports and programme survey results are routinely submitted to the Programme Voice Group for discussion of any issues raised in those reports	(all) Ensure that copies of External Examiner reports and programme survey results are routinely submitted to the Programme Voice Group for discussion of any issues raised in those reports (*Validated programmes)* ensure the response to External Examiner recommendations are provided to the University within stated time scales.
	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 at the Partner Institution (Academic Board or equivalent)
Equality and diversity	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	(*Validated programmes)* ensure equal opportunity aspects and diversity is embed in delivery and curriculum/assessment.
Programme handbooks	(*Validated programmes*) working with Academic Partnerships ensure that the Partner Institution provides	(*Validated programmes*) provide updated programme handbooks following the university format to Academic

	University Link Tutor	**Partner Institution Link Tutor**
Programme specifications	updated programme handbooks and programme specifications following the university format (Joint and Franchise programmes) working with Academic Partnerships, faculty support staff and ILTs to ensure accurate programme handbooks are provided to the Partner Institution and programme specifications are available to students.	Partnerships. Ensure the programme specifications are available to students. (Joint and Franchise) provide feedback to Academic Partnerships, ULT or Faculty support staff as part of the production of the programme handbook. Ensure the Joint programme specifications are available to students (if applicable).
Admissions/ Student registration	(Joint and Franchise programmes) provide guidance and approval (if required) of the admission requirements in liaison with Academic Partnerships and Admissions. Assist with processes any recognition of prior learning claims.	(*Validated programmes*) ensure all students are correctly registered with the University and changes to existing records are provided by specified deadlines.
Learning Materials	(Joint and Franchise programmes) Ensure that the learning materials are available on the University's virtual learning environment and relevant staff have access.	(Validated and Joint programmes) Ensure that the learning materials and resources are available to students.
Staff recruitment	(Validated programmes) review new staff CVs and provide feedback as appropriate. (Joint and Franchise programmes) provide advice and support to Faculty on proposed new teaching staff as part of the approval process.	Notify the ULT of staff changes including the provision of brief CV.
Validation and review	Support the programme team in the preparation of internal validation and review of programmes they are 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 they are responsible for. Attend internal validation and review events as a member of the programme team.

	University Link Tutor	**Partner Institution Link Tutor**
External review	Be involved in the preparations for external review procedures undertaken by the OfS, professional bodies (if applicable) or other regulatory bodies as required.	Be involved in the preparations for external review procedures undertaken by the OfS, professional bodies (if applicable) or other regulatory bodies as required.
PSRB accreditation events	Inform Academic Quality Service of PSRB accreditation events in advance and of the results	Inform the ULT and link faculty of PSRB accreditation events in advance and of the results
Marketing materials	Working with Academic Partnerships ensure that the Partner Institution provides copies of all marketing material relevant to the link for approval prior to publication.	Provide copies of all marketing material relevant to the link to Academic Partnerships for approval by the link faculty and marketing prior to publication.
Student feedback	Working with Academic Partnerships and the Centre for Academic Practice Enhancement to ensure that programme feedback mechanisms are in place and evaluated.	(*Validated)* to ensure that programme feedback mechanisms are in place and evaluated.
Diploma supplements and certificates		(*for Validated programmes*) ensure the provision of diploma supplement format to the Conferment team to ensure it meets approved specification.
		(*for Validated programmes*) ensure the provision of the final student diploma supplements to the Conferment team.