



Academic Link Tutor

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Index

1. Purpose	2
2. Scope	2

Version History

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1	David Holliman	Chris Maskell	15/11/2023

1. Purpose

- 1.1 The role of the Academic Link Tutor is vitally important to collaborative provision. This includes contributing to the initial development of a new collaboration and, once a programme or programmes have been validated, providing continued advice and input.

2. Scope

- 2.1 The exact role of the Academic Link Tutor may vary according to the nature of the collaboration but is likely to include:

- Liaison with colleagues at the partner institution.
- Participation in the validation and review activity in an advisory capacity.
- Support and advice on admissions processes.
- Support and advice on assessment, learning and teaching.
- Providing guidance on student representation and feedback.
- Chairing research degree Vivas.

- 2.2 Academic Link Tutors are normally expected to visit the collaborative partner institution at least once each academic year. The main aims of the visits are:

- To maintain and develop links with colleagues at the partner institution.
- To assist in monitoring the quality assurance arrangements for the collaborative programme.
- To discuss the management and operation of the collaborative programme
- To address any other issues identified by the University.

- 2.3 Specific tasks to be undertaken during visits may include:

- Observation of teaching.
- Programme/curriculum development.
- Modifications to modules/programmes.
- Audit of assessment process.
- Admissions decisions.
- Attendance at Examination Board.
- Discussions with staff, students and, external examiners.
- Review of resources.
- Administrative issues.
- Staff development.
- Discussions about external body visits.
- Student recruitment.
- Student achievement, progression and retention.

- 2.4 In the event of Academic Link Tutors identifying major issues in the delivery or management of the collaborative provision, they should report their findings to the Head of Collaborations and/or the link Collaborations Manager or Coordinator who will agree on how to communicate the issues raised with the collaborative partner institution and the timescales for issues to be addressed.

- 2.5 In extreme circumstances the Link Tutor may communicate concerns to their Faculty Dean but only where referring to a member of the Collaborations Staff would not be appropriate.