

## STAFF, STUDENTS, FEES AND ASSESSMENT

### 4.2 ACADEMIC LINK TUTOR

- I. The role of the Academic Link Tutor is vitally important to collaborative provision. It includes contributing to the initial development of a new collaboration and, once an award has been validated, to providing continuity of contact and advice between the two institutions. (Please see the Academic Link Tutor Handbook). 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 processes;
  - Providing guidance on student representation and feedback;
  - Visiting the partner institution;
  - Participation in the University Collaborations Committee;
- II. 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 monitor 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.
- III. Specific tasks undertaken during a visit to a collaborative partner institution may vary according to the nature of the partner and the maturity of the relationship. A visit template is available (see 2.11.8). Key areas to be covered are:
  - a) Quality assurance procedures, especially assessment
  - b) Risk assessment
  - c) Monitoring admissions
  - d) Resourcing
  - e) Student feedback.

- IV. Specific tasks to be undertaken during visits may include:
- a) Observation of teaching
  - b) Programme/curriculum development
  - c) Modifications to modules/programmes
  - d) Audit of assessment process
  - e) Admissions decisions
  - f) Conduct of Examination Board
  - g) Discussions with staff, students and, external examiners
  - h) Review of resources
  - i) Administrative issues
  - j) Staff development
  - k) Discussions about external body visits
  - l) Student recruitment
  - m) Student achievement, progression and retention
- V. 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 collaboration administrator who will agree on how to communicate the issues raised with the collaborative partner institution and the timescales for issues to be addressed.
- VI. The UCC considers any issues raised and provides feedback to the Academic Link tutors.