

# Link Tutor Role Profile\*

*\* The Link Tutor role is managed differently across faculties and varies according to the specific partnership arrangements in place. Therefore this Role Profile is intended to be indicative only. It does not attempt to describe the role in relation to any given partner.*

## Context

A Link Tutor (LT) is a member of academic staff within one of the four faculties at De Montfort University (DMU) and is responsible for acting as the link between DMU and one or more programmes taught partly or wholly by a collaborative partner. A Link Tutor may have responsibility for more than one collaborative partner.

## Introduction

LTs play an important role in maintaining and developing the relationship with our partner institutions and their students as well as assuring the quality of the provision delivered through collaborative arrangements. In most instances, a Programme Leader/HE Coordinator will also be appointed within the partner institution, who is likely to be the member of partner staff with whom the LT will have most contact.

Given the range of partner institutions it is recognised that the role of the Link Tutor will vary depending on the nature of the collaborative provision. The guidance for the role outlined below is given as key minimum requirements and responsibilities with which the Link Tutor is expected to be involved.

## Overall purpose of the Role

The LT establishes and builds upon relationships with the appropriate Programme Leader/HE Coordinator within the partner institution. They play an active role in the student journey, from application through to the promotion of progression pathways and the transition of students from our partners to DMU (where appropriate). The LT provides support to the Programme Leader/HE Coordinator at the partner institution including providing quality oversight of the programmes and monitoring the application of quality assurance and enhancement procedures to ensure the correct processes are being followed and timely intervention occurs where appropriate.

## Time commitment

It is acknowledged that each partnership and programme is different, varying in size and complexity of provision, and therefore requires a varying level of support from the Link Tutor. Academic Quality Services (AQS) cannot advise directly on Link Tutor workload allocation, however as a rough guide the Link Tutor role time commitment for UK partners may be estimated in the region of 6 - 9 days per academic year\*. Within this time allocation is a minimum expectation that the Link Tutor will visit partners at least twice during the academic year (the visits should ideally be bilateral, with the relevant partner institution staff visiting the university on an annual basis), with the remaining time allocated to providing support from the University. Where a physical visit is not possible, Link Tutors may undertake virtual meetings with the partner and students. By the very location of overseas partners there will be a larger allocation of time required to support this provision. Consequently, the time commitment required to support the provision may be estimated in the region of 15 – 20 days per year\*. As with a UK

partnership, there is an expectation that the Link Tutor undertakes two visits a year to the partner. Where a physical visit is not possible, Link Tutors may undertake virtual meetings with the partner and students. Workload allocations for Link Tutors are agreed with their line managers in the faculties.

*[\* Agreed at University Collaborative Provision Committee, 2014]*

## Induction

LTs are required to attend a **formal Link Tutor briefing** provided by Academic Quality Services via Teams or in person as preparation for the role. Link tutor briefings are held regularly and are bookable through the DMU Hub. ***It may also be possible to arrange “buddying” where a more experienced Link Tutor provides support to a new Link Tutor during their first year.***

## Queries/concerns

If LTs have concerns regarding the management or quality of a collaborative course they should seek guidance from the faculty Associate Professor Quality/Head of Quality in the first instance. The APQ/HoQ is responsible for ensuring quality management functions are fulfilled across the faculty working closely with the Associate Dean Academic (ADA) where activities relate to the operation of collaborative provision within the faculty. Queries relating to verification of assessments and moderation of student work may be addressed to the APQ/HoQ or the ADA. The Associate Dean International (ADI) may assist with any queries relating to the faculty international strategy and advice on international recruitment targets/activity. In addition the Head of the UK Validation Service (UKVS) Bobby Upple, and the Associate Director of TNE in the Global Partnerships Unit (GPU), Neil Hart, can assist with any generic quality or operational queries/concerns. For each partner there is an Account Manager in either UKVS or GPU who will liaise closely with Link Tutors on a regular basis on operational matters. The AQS Partnerships team can offer advice on all aspects of quality assurance for partnerships.

If partner staff have queries regarding the Link Tutor role they should seek guidance from the member of staff in the relevant partner institution with responsibility for partnerships and collaborative provision as appropriate.

## The Link Tutor Role

### ***Provide a link for partner students:***

- a. Play a role in the student application process
- b. Participate in student induction and enrolment
- c. Promote progression and support transition from partner institutions to the University (where appropriate) through informal contacts within our partners; organising visits to the Faculties to meet staff and other students and view facilities; encourage attendance at any special events held in or by the faculties or the university, which could include visiting lecturers and social events; and support arrangement of guest lectures by other staff from the Faculty to partner students.

Link Tutors can work with partner institution staff to advise partner students on subject-specific areas where they might usefully focus their interests to help fulfil their progression goals. For example, a Link Tutor might work with an partner institution tutor on specifying choices of major

projects or choices of assignments by some students to assist them with their transition to their next programme at DMU.

- d. Visit students on DMU programmes at partner institution, listen and collect their feedback, and address any concerns that can be dealt with promptly *in situ*, and work with both partner and DMU staff to resolve any issues arising.

***Provide support to Programme Leader or key contact at partner institution:***

- a. Support the programme team in the understanding and implementation of University regulations, processes and procedures as developed for use in the partner institutions.
- b. Respond to issues raised by the course team and liaise with other University staff to elicit responses and support as necessary, and ensure that contacts are put in place with relevant central departments (e.g. GPU or UKVS, Registry Services, Library Services).
- c. Check assignments and module examinations and mark schemes for appropriateness (verification).
- d. Direct the programme team to staff development opportunities, including those available at the University.
- e. Play an active role in course enhancement to ensure the ongoing currency of the course.
- f. Support the programme team in preparing for course re-approvals and formal reviews.
- g. Provide information to the partner institution team on developments within the degree offerings of the Faculty, and other significant Faculty news.

***Provide quality oversight of the provision:***

- a. Ensure that the programme is operating in accordance with the Faculty and University quality assurance requirements.
- b. Ensure annual quality monitoring (AQM) is undertaken.
- c. Endorse CVs of any new staff appointed by the partner to teach on the programme and seek endorsement by the PMB Chair
- d. Support the programme team in the production of the annual programme monitoring report, such as the Programme Appraisal and Enhancement (PAE) or PSAR, including completing sections assigned to the Link Tutor
- e. Submit an annual Link Tutor Report.
- f. Provide verbal or written updates on the partnership at Faculty Collaborative Provision Committees (FCPC).
- g. Review and approve Programme Handbooks before the start of the teaching year.
- h. Support the Programme Leader in preparing a response to the External Examiner Report.
- i. Review and approve Programme Compositions and ensure that they reflect current provision.

***Monitor the application of quality assurance and enhancement procedures to ensure the correct processes are being followed and timely intervention occurs where appropriate, including:***

- a. Visit the partner and undertake student feedback sessions annually, ensuring that any issues are reported back to DMU if appropriate
- b. Check that appropriate arrangements are in place for obtaining student feedback, including module evaluation
- h. Confirm that satisfactory and timely moderation of marking has taken place. (Where agreed by the faculty as part of the Link Tutor duties for a partnership, carry out moderation of student work.)

***Attend the following meetings:***

- a. Attend the Link Tutor Forum to maintain currency and share good practice.
- b. Attend the Programme Management Boards as required.
- c. Attend Programme Assessment Boards as required.
- d. Attend Faculty Collaborative Provision Committees.

***Support partner and programme approval and review activities, including:***

- a. Participate in the partner approval process
- b. Support the faculty and partner through the collaborative review process
- c. Support programme approval and management activities including programme validations, modifications, suspensions and closures.
- d. Support periodic review activities