

LINK TUTOR ANNUAL REPORT

Within the academic year link tutors provide regular verbal updates to the Faculty Collaborative Provision Committee (FCPC), and they are asked to produce a written annual report on the partnerships/programmes at the end of the academic year, to be completed by **31st August** each year. Dates for submission may vary for non-standard provision; please consult the FCPC.

The purpose of link tutor visits to the partner institution is to build relationships with staff and students, and to carry out quality monitoring activity including student feedback and staff development. Accordingly, link tutors are asked to:

- i. conduct student feedback sessions and report on these;
- ii. report to the faculty on key areas affecting the programme, new developments and the overall student experience;
- iii. report to the Account Manager (in GPU or UKVS) on matters pertaining to the partnership as a whole.

Link tutors are required to make up to two visits to the partner institution each academic year. Additional visits may be arranged as needed. Where it is not possible to visit in person, a virtual visit should be organised with students.

Where more than one programme is running at a partner institution this report may be used to provide information relating to more than one programme. Please ensure that information relating to different programmes is clearly indicated (under appropriate programme headings) within each section of the template. Similarly, where there are multiple cohorts for a programme these can be reflected in one report. Please ensure information relating to different cohorts is clearly indicated.

Completed Link Tutor Annual Reports should be sent to AQS, the UKVS/GPU Account Managers, the FCPC and shared with the partner institution.

Link Tutor Name:	
Faculty:	
Collaborative Partner	
Programme(s)	<p>.....</p> <p>.....</p>
Academic Year	2024 –2025
Dates of visits to the Partner	<p>Visit 1:</p> <p>Additional visit:.....</p>

1. Summary of Partnership

Please provide a brief summary of the partnership for the year, drawing together any overarching themes and conclusions, and outlining areas of good practice and areas for development / enhancement that may have been identified, together with any actions agreed.

Summary:

Good Practice:

-
-
-

Areas for Enhancement:

-
-
-

Actions:

-
-
-

2. Update on actions from previous Link Tutor Report

Please provide a brief update on the actions highlighted in the previous Link Tutor Report and how these were shared with the students.

3. Curriculum Development

Comment on the following: key areas affecting the programme, new developments, the overall student experience, opportunities for collaboration with DMU Leicester and any other locations of delivery, any other issues arising.

4. Collaboration & Meetings

Please comment on the appropriateness and effectiveness of meetings you have attended as a Link Tutor. In particular we are keen to hear about the following:

- Programme Management Boards (PMBs) or equivalent
- Link Tutor meetings with students

5. Resources

Please comment on the appropriateness of physical and learning resources available to students. Central to this should be whether the available resources meet the demands of the programme.

6. Quality Assurance

Please comment on how you have supported the partner in the understanding and implementation of university regulations, processes and procedures, including the operation of annual quality monitoring.

7. Student Feedback

Please comment on the following: teaching on the programme; learning opportunities for students; assessment and feedback; academic support; learning resources; student voice; the learning community; organisation and management of the course.

Commentary:

Action points:

-
-
-

8. Issues for the Account Manager (GPU/UKVS)

Outline and comment on any issues pertaining to the partnership as a whole to be shared with the partnership Account Manager.

9. Sustainability

Evaluate any [sustainability](#) initiatives that you are aware of at the partnership.
Have student feedback sessions elicited any feedback related to sustainability, and how was this feedback addressed?

10. Additional comments

Please comment on any other areas or issues not covered above, that you feel are important.

Outcomes of completed forms should be reflected in the Programme Appraisal and Enhancement (PAE) forms which are to be completed by the partner institution in consultation with the link tutor.

Completed Link Tutor Annual Reports should be sent to the following at the end of the academic year:

- Partnerships Team within Academic Quality Services (AQS)
- UKVS/GPU Account Manager
- Faculty Collaborative Provision Committee (FCPC)
- Partner Institution

Link Tutor Name	
Signature	
Date	