PARTNERSHIP COORDINATORS AND LINK TUTORS

Overview

Faculties are responsible for the quality and standards of programmes delivered through the University's Partners. This responsibility is discharged through the Faculty Education Committee (FEC). Faculties must appoint a Partnership Coordinator who has overall responsibility for management of the Faculty's partner provision, and who should be a member of the FEC. Typically, this role is carried out at Associate Dean level, or similar. Partnership Coordinators are also responsible for overseeing and coordinating Link Tutors within the Faculty. Link Tutors should ideally be subject specialists and operate at a programme level. This model should be in place for all partners involved in the delivery of the following partnership models (as defined in *7A - Partnership Models and Definitions: Policy*, including those based overseas)

- Franchise
- Off-Campus Delivery
- Shared Delivery/Programme
- Validation

The Partnership Coordinator and Link Tutor roles should not normally be undertaken by the same individual. This is to ensure that there is an appropriate level of independent oversight within the Faculty of the activities and effectiveness of the Link Tutor. For the purposes of reporting on partnership activities, Partnership Coordinators should normally be overseen by the Deputy Dean (Education) (or equivalent) and in a similar way Link Tutors for the purposes of reporting on partnership activities, should be overseen by the Partnership Coordinator. It is expected that undertaking the Link Tutor role would form part of an individual's contribution to their Professional Practice activities. In some instances, it may be appropriate for this to be a developmental role.

The operational framework for the day to day management of programmes delivered through the University's partnership models are set out in the following Academic Regulations, Policies and Procedures:

Franchise Operations Manual
Validation Operations Manual

These documents set out key responsibilities for the University and the Partner and should be referred to as required.

Monitoring and Reporting

Link Tutors and Partnership Coordinators are required to prepare reports on activities using the templates in Appendices 5 and 6 respectively. Partnership Coordinators reports' provide a summary overview of provision with a specific Partner on the basis of Link Tutor reports.

Partnership Coordinators are required to attend FEC and the Partnership Coordinators Forum. The Partnership Coordinators Forum provides a platform to allow an overview of all partnership activity and to discuss and share good practice and identify areas for enhancement. See Appendix 7 for the Partnership Coordinators Forum Terms of Reference.

Workload Planning

For the purposes of workload planning, the time required to discharge these responsibilities will vary depending on the programme and the Partner. Additional time will be required to support new programmes and to advise on programme approval and reviews. The time allocated to both roles should be managed at a local level by the Faculty and reviewed in line with any substantive changes to partnership provision, managed within the Faculty.

Committee Membership

Partnership Coordinator:
- Faculty Education Committee
- Partnership Coordinators Forum (PCF)
  (if the Partnership Coordinator is unable to attend the PCF, they should nominate an alternative).

Link Tutor:
- Programme Team at the Partner (and in the University if the same programme is also delivered on campus)

The Role of the Partnership Coordinator – Purpose and Key Responsibilities

Purpose: To provide strategic level management oversight of partnership provision within the Faculty and be the senior management contact and liaison for Partners involved in the delivery of the following partnership models:

- Franchise
- Off-Campus Delivery
- Shared Delivery/Programme
- Validation

Indicative responsibilities and tasks:

1. To facilitate positive and productive working relationships between the University and the Partner.

2. To plan the allocation of Link Tutors allocated to specific programmes (in conjunction with relevant Line Managers).

3. To plan the scope and extent of activities at programme level for the upcoming academic year with individual Faculty Link Tutors, including the level of support to be provided to Partner programme reviews and evaluations.

4. To oversee and coordinate Faculty Link Tutors, ensuring that they are effectively fulfilling the requirements of the Link Tutor role, including submission of termly monitoring reports.

5. To manage the Faculty response to issues raised by Link Tutors as appropriate.

6. To liaise with the BU Services Development Manager on issues relating to the library and other academic resources as appropriate.

7. In consultation with the Head of Academic Quality, to approve annual programme Partner recruitment targets and advise on future plans.

8. To maintain oversight of programme reviews and evaluations and to liaise with the Partner as appropriate, including planning for future events.

9. To approve any academic staffing changes (including Programme Leader changes) which impact on the delivery of programmes leading to University awards. Any changes, either at the start of the academic year or during the year, must be approved in accordance with the Honorary Contract procedure.

10. To oversee and advise, as appropriate, on the Faculty response to Partner student appeals and complaints.

11. To prepare a summary report which should be submitted to FEC to ensure actions are identified, monitored and followed up. Reports should be completed using the template in Appendix 7.

12. Where appropriate, the Partnership Coordinator may chair partnership Assessment Boards.

13. To raise issues that occur outside of formal monitoring periods promptly through FEC, where appropriate, and to ensure actions are followed up.

14. To liaise with the Head of Academic Quality, as required.

The Role of the Link Tutor – Purpose and Key Responsibilities

Purpose: To support the academic delivery of partnership provision to ensure that standards and quality are maintained and that Partner programme teams are working in accordance with the University's regulations, policies and procedures.

Indicative responsibilities and tasks:

Day to Day Programme Monitoring

1. Working closely with the Programme Leader, to ensure programme teams are fully aware and informed of BU regulations, policies and procedures, understand what is required of them, and to provide advice and guidance as appropriate.

2. To facilitate subject-specialist advice and guidance to programme teams and to be the first point of contact for any academic-related programme issues or concerns raised by the Programme team and to take appropriate action in response, in consultation with the Partnership Coordinator as appropriate.

3. To confirm that dates for programme team meetings have been are set at the beginning of the academic year and to attend programme team meetings at the Partner location (usually one meeting per term).

4. To monitor Partner use of Virtual Learning Environments (VLEs) where these are used to support the delivery of BU programmes. Where the College VLE is used for teaching and learning purposes, the Link Tutor should also have access to this for monitoring purposes.

5. To act as a contact point for Partner students to raise issues directly with BU, where appropriate.

Recruitment and Admissions

6. To support the programme team with the development of an appropriate marketing plan and the development of marketing and publicity materials, including print-based and online materials, in consultation with the BU Marketing and Communications team.

7. To offer advice and guidance on admissions, including making decisions on non-standard applications and advising on applications involving RPL, ensuring that the required documentation is completed by the Partner.

8. To provide information and advice to students in relation to progression routes and arrange information sessions at the Partner and/or BU as appropriate.

Induction and Enrolment

9. To assist programme teams in the planning and delivery of student induction to facilitate new students' understanding of their programme of study and the expectations, policies and values of BU.

10. To check and approve student handbooks and to confirm these have been issued to students at the start of the programme.

Quality Assurance and Enhancement

11. To ensure that annual quality monitoring is carried out in accordance with BU procedures.

12. To prepare termly reports for Programme team meetings and ensure these are sent to the Partner Programme Leader and Faculty Partnership Coordinator in a timely manner. Reports should be completed using the template in Appendix 7.

Programme Review and Evaluation

13. To provide support to programme teams during the development and evaluation of new programmes, and periodic review and/or modification or closure of existing programmes.

Assessment

14. To check and approve Independent Marking Plans prior to the start of the academic year, ensuring compliance with assessment turnaround benchmarks, and to ensure that a copy of the Assessment Schedule is provided to students at the start of the academic year.

15. To provide advice and guidance on assessment, attend planning meetings (where appropriate), review drafts of assignment briefs and examination papers, and confirm that they have been submitted to the External Examiner for approval by the required dates.

16. To agree with the programme team on the requirements and scope for moderation of assessed work. This may involve other Partner college staff and/or BU staff. Where moderation is required, to assist in making arrangements for this to take place.

17. To attend Assessment Boards held at BU and/or Partner.