**Link Tutor Report to Programme Team Meeting and Partnership Coordinator**

**Notes for completion**

Link Tutors are responsible for reporting termly to the Programme Team Meeting. Following the meeting Sections A and B below should be completed as relevant. The report should be submitted by the Link Tutor to the Faculty Partnership Coordinator and the Partner Programme Leader.

A report should be completed for each programme. This report should be added to for each of the monitoring periods to provide an overview of the academic year as a whole.

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| --- | --- | --- | --- | --- |
| ***Link Faculty*** |  | | | |
| ***Partner*** |  | | | |
| ***Partnership Model*** |  | | | |
| ***Academic Year*** |  | | | |
| ***Link Tutor*** |  | | | |
| ***Programme*** |  | | | |
| ***Level*** |  | | | |
| ***Mode of Delivery (FT/PT)*** |  | | | |
|  | | ***Term 1*** | ***Term 2*** | ***Term 3*** |
| ***Date of Programme Team Meeting:*** | |  |  |  |
| ***Date of Link Tutor Report:*** | |  |  |  |
| ***Date Link Tutor Report submitted to the Partnership Coordinator and the Partner Programme Leader:*** | |  |  |  |

***Section A: Key tasks undertaken (based on role description)***

The extent of planned activities should be clearly established at the start of each academic year, in consultation with the Partnership Coordinator and the programme team (where appropriate). The Key Tasks listed below should be undertaken in all cases.

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| ***Key Tasks (to be completed in all cases)*** | ***Tick to indicate activity has been undertaken (as appropriate)*** | | |
| ***Start of Academic Year*** | ***Term 1*** | ***Term 2*** | ***Term 3*** |
| Confirm that dates for programme team meetings have been set. |  |  |  |
| Assist programme teams in the planning and delivery of student induction. |  |  |  |
| Check and approve Student Handbooks and confirm these have been issued to students. |  |  |  |
| Check and approve Independent Marking Plans (and associated assessment schedules), ensuring compliance with BU assessment turnaround benchmarks. |  |  |  |
| Ensure assignments and exam papers are agreed and copies sent to External Examiner. (This activity may also take place during the academic year, if so, please note in Section B). |  |  |  |
| Confirm that a copy of the Assessment Schedule is provided to students. |  |  |  |
| Agree with the programme team on the requirements and scope for moderation of assessed work. Where moderation is required, to assist in making arrangements for this to take place. |  |  |  |
| Check and confirm there is an appropriate marketing plan in place. |  |  |  |
| Confirm that the student-facing information on Academic Offences has been included in Programme Handbooks and assignment briefs/exam papers. |  |  |  |
| ***During the Academic Year*** | ***Term 1*** | ***Term 2*** | ***Term 3*** |
| To offer advice and guidance on admissions, including making decisions on non-standard applications and advising on applications involving Recognition of Prior Learning (RPL), ensuring that the required documentation is completed by the Partner. |  |  |  |
| Provide information and advice to students in relation to progression routes and arrange information sessions at the Partner and/or BU as appropriate. |  |  |  |
| To ensure that annual quality monitoring is carried out in accordance with BU procedures and that programme teams are aware of, and understand the requirements. |  |  |  |
| Prepare termly reports for Programme team meetings and ensure these are submitted to the Faculty Partnership Coordinator and the Partner Programme Leader. |  |  |  |
| Attend Assessment Boards at BU and/or Partners. |  |  |  |
| Attend programme team meetings. |  |  |  |
| To monitor Partner use of the Virtual Learning Environment (VLE). |  |  |  |
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***Section B: Other activities undertaken based key responsibilities and tasks in Role Description***

The range of activities undertaken will vary depending on factors such as the level of HE experience of the programme team, outcomes of programme evaluations, issues identified in the Annual Monitoring and Enhancement Review (AMER) process etc.

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| ***Description of activities undertaken*** | ***Term 1*** | ***Term 2*** | ***Term 3*** |
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| ***Section C: Programme Report*** |
| ***Term 1*** |
|  |
| ***Term 2*** |
|  |
| ***Term 3*** |
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