

## Royal Agricultural University Link Tutor Role and Responsibilities

For each programme of study delivered by a partner organisation of the University a Link Tutor will be appointed from an academic School within the University. The Link Tutor will have subject expertise within a cognate area and will be the University's main academic contact with the programme.

### The main aspects of the Link Tutor role are:

- Monitoring and liaising: being familiar with all relevant programme and institutional documentation, keeping in touch with the progress of the programme, oversight of programme standards and reporting on any difficulties.
- Development and enhancement: providing advice to the partner organisation on any possible areas for further programme development or enhancement in the subject area, and any opportunities for staff development.
- Overview of the assessment process: including ensuring that appropriate assessment mechanisms are in place to assure standards, contributing to discussions with external and internal examiners and attending the Examination Board.

### The Link Tutor role involves the following responsibilities:

#### 1) Quality assurance, monitoring and review

Link Tutors provide a first point of information in terms of monitoring how things are progressing with the programme. They are responsible for:

- Liaising with the Programme Manager regarding production of the Annual Programme Manager's Report.
- Ensuring that adequate consultative and feedback mechanisms exist between staff and students.
- Contributing to University and external reviews of the programme.

#### 2) Communication and liaison

Link Tutors are key personnel in facilitating communication between the University and the partner organisation on programme matters. They are responsible for:

- Maintaining a regular dialogue with the programme team (via personal visits, correspondence or telephone as deemed appropriate).
- Chairing Programme Committee and Joint Board of Study meetings.
- Liaising with other staff within the University, where appropriate, in order to foster links.

### **3) Assessment**

The Link Tutor has an important role to play in monitoring standards for the programme and assessment outcomes achieved by students. Specifically this includes:

- Ensuring that evidence of the partner organisation's internal moderation procedures are in place.
- Liaison with the External Examiner during External Examiner visits to the partner organisation.
- Attendance at the Examination Board, and:
  - (i) Advising on University assessment regulations as they apply to the programme.
  - (ii) Helping to ensure that students are treated equitably in progression and award decisions.

### **4) Development and enhancement**

Link Tutors can play an important role in supporting and offering constructive advice to the programme team on:

- Programme design and development, including assessment matters and programme amendments.
- Staff development opportunities.
- Resource enhancement.
- Possible progression routes to other programmes.
- The national academic infrastructure and quality assurance framework for higher education programmes.

#### **Procedures:**

##### Contact with the partner institution:

The main point of contact for the Link Tutor with the partner organisation is through the Programme Manager. Contact should be maintained by personal visits, by telephone and by e-mail. Link Tutors should, as a minimum, make the following visits:

- An initial visit to meet the programme team and students, and to see the partner organisation's facilities, if this has not been done already (for instance in the validation visit).
- Attendance at Programme Committee meetings.
- Attendance at meetings with the External Examiner.
- Attendance at Examination Board meetings.
- Attendance at any programme review meetings.

Programme Managers are responsible for contacting Link Tutors with dates for meetings, but it is expected that Link Tutors will have a proactive relationship with the Programme Manager.

#### **Length of tenure:**

Link Tutors will be appointed for a period of five years, renewable following review and agreement between the School and the Link Tutor.