

## **Link Tutors for UA92 Guidance, Information and Procedures**

### **Overview**

#### **Key principles and purpose of the role**

The primary role of Link Tutors is to support the ongoing monitoring and maintenance of the quality and standards of Lancaster higher education programmes at UA92; in particular to ensure comparability of standards and the quality of the educational experience between Lancaster awards delivered at Bailrigg and at UA92.

The University is responsible for the standards of its awards, irrespective of whether all or part of the programme is delivered by a collaborative partner (or partners).

### **Link Tutor role**

Link Tutors will hold an academic post (teaching only and/or teaching and research, teaching and scholarship, teaching and engagement) at Lancaster University. Link Tutors must have a relevant subject specialism in at least a cognate academic area to the programme they are appointed to. Link Tutors must be able to demonstrate:

- a knowledge and understanding of the UK HE sector for the maintenance of academic standards and assurance and enhancement of quality;
- an awareness of current developments in the design and delivery of relevant curricula;
- familiarity with the standard to be expected of students to achieve the award that is to be assessed;
- experience of monitoring and enhancement of the student teaching and learning experience.

#### **Core remit and required duties**

In relation to annual review and monitoring Link Tutors are expected to:

- Monitor the quality, standards and comparability of the learning and teaching experience at UA92 with those of Lancaster awards delivered at Bailrigg;
- Discuss with and advise UA92 programme teams on matters related to quality and standards;
- Provide an end of year report to AQSC in July each year.

In relation to programme delivery Link Tutors are expected to:

- Discuss with and advise UA92 programme teams on matters related to programme delivery including staffing, resources, and learning, teaching and assessment;
- Discuss aspects of programme delivery with UA92 students to gain their feedback.

In relation to staffing, whilst UA92 are responsible for their own staff including appointment, induction and ongoing professional development, the University is responsible for ongoing oversight of any UA92 staff member to teach on a University programme. Link Tutors are expected to:

- Have oversight of UA92 staff appointed to teach on Lancaster programmes;
- Monitor UA92 programme staffing (both volume and appropriate expertise) through discussions with programme teams and students.

In relation to academic standards and assessment Link Tutors are expected to:

- Review a sample of UA92 student work to ensure that programme learning outcomes are being achieved;

- Provide comment on UA92 student achievement and the comparability of that achievement with Lancaster programmes delivered at Bailrigg;
- Attend UA92 examination boards as a University representative – typically, this would be the module board but can be the progression and award board, or both, at the Link Tutor’s discretion;
- Establish contact with the UA92 external examiner to discuss the programmes;

In reviewing a sample of work and attending examination boards, Link Tutors are looking at equivalence with Lancaster and are not acting as the external examiner. Unlike the external examiner, Link Tutors are not required to approve marking and moderation and final assessment results, though they may discuss these with the external examiner and programme team as part of ongoing monitoring of the programme(s). For the avoidance of doubt, in the areas of marking, moderation and final assessment results, the view of the external examiner is final and always takes precedence over that of the Link Tutor.

In relation to student support Link Tutors are expected to:

- Discuss with and advise UA92 programme teams on matters related to student support and assuring the student experience;
- Discuss aspects of student support with UA92 students to gain their feedback.

In relation to curriculum development Link Tutors are expected to:

- Discuss with and advise UA92 programme teams on matters related to curriculum development and currency of curriculum;
- Comment on UA92 programmes as they are developed for approval (this may involve commenting on Outline Planning Permission and programme documentation);
- Comment on and give approval for UA92 module and programme amendments before they are presented for formal UA92 and/or University approval.

In relation to admissions and recruitment Link Tutors are expected to:

- Discuss with and advise UA92 programme teams on matters related to recruitment, admissions and marketing;
- Grant final approval for Recognition of Prior Learning (RPL) applications taking account of UA92 and AQSC consideration.

In order to achieve the above, Link Tutors will establish and maintain contact with the UA92 programme team through regular communication. Link Tutors are required to visit UA92 to meet with staff and students in each semester during the year (therefore at least two visits per year).

## **Reports**

### **Content of reports**

Link Tutor reports are an important source of information and evidence to support the ongoing monitoring by the University of the quality and standards and student experience at UA92.

Link Tutors are expected to comment on the following areas in their end of year report:

- Programme delivery (including staffing and resources);
- Student achievement;
- Student support and student experience;
- Curriculum and development;
- Recruitment;

- Communications with UA92;
- Good practice/enhancement;
- Recommendations on issues for consideration.

### **Consideration of reports by the institution and UA92**

End of year reports are circulated by AQSC to the quality team at UA92 who disseminate these to programme teams. Those teams are required to consider the report as part of the Annual Programme Review (APR). All recommendations made in Link Tutor reports should be addressed and, where appropriate, programme level actions should be included in the programme rolling action plan which is monitored throughout the year by the appropriate programme level committee(s). Programme teams should also write to Link Tutors with a formal response to the report.

The end of year reports from Link Tutors will also be considered within the UA92 quality unit and by relevant UA92 managers/academic leaders as part of annual monitoring processes . Management level recommendations are discussed in the Annual Quality Report that UA92 submits to Lancaster University's Academic Standards and Quality team. Actions identified form part of the Annual Quality Report action plan. Within the University, AQSC consider all end of year Link Tutors reports as part of annual monitoring processes.