University of Essex
Partnerships Team

Academic Link Tutors for Partner Institutions

Introduction

Where a collaborative academic partnership is initiated by and closely aligned to an academic department at the University, one or more academic link tutors will be allocated for the programme(s) delivered by the partner institution. The academic link tutor role will be undertaken by members of academic staff within the relevant department at Essex. The academic link tutor plays a significant part in the quality assurance mechanisms underpinning the partnership. The role will provide for the sharing of good practice and experience and for involvement in quality assurance and enhancement processes.

Role

Specific objectives and priorities for the role should be discussed and agreed with the Head of Department before discussion with the partner. As a minimum, it is expected that the link tutors will visit the partner at least once per annum. Communication may also take place via email, telephone, video-conference or Skype.

The focus of the role may vary over time depending on the needs of the partner institution as identified by the University. Activities and areas in which the academic link role could be involved include:

- Taking part in course team meetings
- Taking part in meetings with students
- Curriculum development
- Review of assessment arrangements
- Attendance at meetings of Boards of Examiners
- Review of external examiner reports
- Annual Monitoring of courses
- Helping course team members with preparation for validation or periodic review
- General advice on UK HE systems and requirements as appropriate
- Specific advice on Essex processes and requirements as appropriate
- Staff development

The academic link should receive documentation from the partner institution, including:

- validation documents
- external examiner reports and team responses
- annual course and module review reports
- minutes of any relevant course team meetings, including course committees
- prospectus and other publicity material

Reporting

The academic link tutor will produce an annual report of their activities, outlining any issues, areas for further development, and areas of good practice for wider dissemination. The report should be submitted to the Partnerships Team in the first instance. The report will be shared, in full or in part, with the partner institution.