

Link Tutor Role Description - XJTLU

The role of the Link Tutor is to facilitate good working relationships between UoL and XJTLU and act as the main point of contact for academic related issues within their subject area. The Link Tutor will support the development and monitoring of the partnership and act as 'critical friend' to staff in the equivalent department at XJTLU. Link Tutors are normally appointed at subject rather than individual programme level.

The Link Tutor would normally be a member of academic staff at UoL with knowledge and experience of handling quality assurance issues and/or working with partner organisations. It may be appropriate to appoint as Link Tutor a member of staff who is either familiar with the Chinese Higher Education system, or is a specialist in the particular discipline(s) offered at XJTLU.

Key areas of responsibility are:

1. To work alongside the Academic Quality and Standards Division in the ongoing management of the partnership within the relevant subject area;
2. To maintain frequent communication with staff at XJTLU, including the coordination of regular video conference meetings to discuss academic related issues and the overall student experience (with reference to the separate guidance for such meetings);
3. To provide notes of video conference meetings and summary notes of any other meetings with or visits to or from XJTLU staff, recording key areas of discussion and any required actions. The notes and summaries should be forwarded to AQSD for reporting to Collaborative Provision Committee.
4. To facilitate the approval of programmes at XJTLU by:
 - a. Promoting iterative discussion with counterparts at XJTLU on programme proposals to be considered by the University Approval Panel prior to XJTLU submitting final documentation
 - b. Coordinating the provision of critical commentary by relevant staff at UoL on new programme proposals put forward by XJTLU;
 - c. Coordinating the provision of feedback to XJTLU on proposed programme modifications;
5. To facilitate the approval of XJTLU's exchange partners by:
 - a. Coordinating the provision of feedback to XJTLU by relevant staff at UoL on partner proposals submitted by XJTLU, including an assessment of XJTLU's curriculum mapping.
6. To advise XJTLU of any modifications to UoL programmes which form articulation routes for XJTLU students, and work with academic colleagues to support any necessary modifications to XJTLU provision required as a result;
7. To work with the UoL lead moderator for the subject area (where this role is fulfilled by another member of staff) to facilitate liaison in relation to the moderation process;
8. To work with the Student Recruitment and Admissions Teams and the Student Administration and Support Division to support students transferring from XJTLU to UoL through formal articulation routes;
9. To act as a point of contact for XJTLU students who have transferred to UoL and work with other staff within the subject area to ensure that suitable ongoing support is provided, as appropriate;

10. To work with the Study Abroad Team to support UoL students participating in the Year in China at XJTLU;
11. To share practice and advise XJTLU on academic related matters such as mechanisms for obtaining student feedback, provision of information to students such as handbooks, development of course materials etc.;
12. To attend the XJTLU Link Tutors' Group, report on departmental issues requiring institutional consideration, and share any relevant matters arising from the meeting with academic colleagues;
13. To facilitate discussions between the subject areas at the two institutions in relation to research collaboration;
14. To advise the relevant Board(s) of Studies, or equivalent committee(s), within the subject area on matters relating to the partnership with XJTLU, as required.