

## Academic Link Tutor Role Descriptor UG and PGT provision

Academic Link Tutors act as key University representatives supporting the academic quality and standards of UG and PGT franchised, validated and dual award taught provision - including those within an Apprenticeship framework.

The role covers three broad areas: supporting University oversight of academic standards; overseeing the quality and enhancement of the learning opportunities and student experience; and helping to ensure the application of the University's Quality Management Framework.

In accordance with the University's [Academic Link Tutor policy](#), holders of the role will:

- Be the primary point of contact for the partner course team on academic and student experience matters, signposting to other University services as required.
- Receive onboarding information from AQS and the Head of Post-16/International Partnerships, and join Academic Link Tutor CPD organised by AQS, Post-16/International Partnerships or the School dependent on experience and type of collaboration.
- Act as an expert on their collaborative course, liaising with Course Directors, Heads of Department and Associate Deans Students to ensure School oversight of partnership provision. In dual award provision, the Academic Link Tutor will also liaise with the designated academic lead overseeing the dual award portfolio with a given partner to ensure there is consistency across dual award programmes within that collaboration.
- Plan annual activity with the partner and visit at least twice per year, meeting with staff and students and completing a report for each visit. For international partners, one of those visits can be a virtual meeting.
- Provide guidance to the partner on academic matters and related University policy. Liaise with Post-16/International Partnerships, Quality and Student and Academic Services for further partner guidance where required, and work with other ALTs for academic consistency across the same partnership.
- Raise key developments or concerns with the Course Director, Head of Department and/or Associate Dean Students, and with the Heads of Post-16/International Partnerships and the Quality Service as appropriate.
- Assist the partner on course validations, revalidations and changes as the Staffordshire course lead. This involves ensuring the relevant course and partner documentation provided to the University for these exercises meet University standards, checking adequate resources are in place, and helping the partner address related conditions.
- Discuss and maintain the Course Monitoring Plan(s) for their respective partner course(s), sharing updated copies with the partner and supporting Course Monitoring exercises.

- Ensure that the partner follows the University's principles regarding assessment and internal verification, internal moderation, and correct examination processes are duly followed.
- Contribute to the effective operation of External Examining arrangements for their collaborative course(s), assisting on their appointment and taking the lead in sourcing suitable candidates, reviewing External Examiner Reports and sharing relevant elements with the partner, and ensuring their feedback is incorporated in the course team/department answer.
- Ensure course-level student representation and feedback systems are effective, e.g. through meeting students in physical or virtual visits to the partner, Course Committee attendance where appropriate, and Course Monitoring Plan discussions with the partner.
- Put forward partner staff for University approval following the [Procedure for the Approval of New Staff](#) Teaching/Assessing on University of Staffordshire courses delivered through Collaborative Academic Partnerships before they start teaching on University of Staffordshire courses.
- Check any University course materials bearing the University's name prior to publication. This includes course VLE information as well as promotional items together with Post-16/International Partnerships, following the Procedure for the [Approval and Monitoring of Collaborative Academic Partners' Marketing and Publicity Materials](#).
- Contribute to the processes overseeing the continued health of collaborative provision, including providing input, advice, and recommendations relating to programmes operating with reference to student outcome data and metrics, NSS and wider student feedback, and course delivery and management.
- Attend partner Course Committee meetings and Award Boards (or equivalent) in person or virtually as feasible.

Academic Quality Service  
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