
Guidance 5 (vi) Operational calendar for Link Tutors

Specific Tasks to be fulfilled throughout the lifecycle of the Link Tutor role

- **Institutional Link Tutor (ILT)**
- **University Link Tutor (ULT)**

Start of new partnership or role	<ul style="list-style-type: none"> • Attend a Link Tutor Introduction and/or Faculty briefings/workshops. • (Franchise and Joint Partners) arrange access to the University's systems (via MyMDX) by contacting the Partnership Operations Team. Staff will be required to complete the University's online Data Protection (GDPR) course and the online Cyber Security course. • Access the Academic Partnerships page on MyLearning/Moodle for guidance on the role and how partnerships operate. • Familiarise yourself with the relevant University quality procedures and the approved academic regulations (this is normally the University regulations, however check if any exceptions to the regulations have been approved by Middlesex University Academic Registry), the Memorandum of Co-operation and any Articulation Agreements relating to the programme(s) (if applicable). • ULT and ILT to arrange a meeting to formally introduce themselves and liaise on how the partnership will operate and communication preferences. • ULT to arrange a meeting with the Middlesex Partnership Manager and Partnership Operations Officer to discuss the new partnership and/or new role. • Provide advice and guidance for staff at the Partner Institution on aspects of quality assurance and enhancement of the programme(s). • (Validated Partners) ILT to ensure any service level agreements for access to University facilities/resources are in place if required.
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<p>Published materials – annually or following changes</p>	<ul style="list-style-type: none"> • Check that the Partner Institution provides copies of all marketing materials relevant to the relationship to the Partnership Operations Team for approval. • Check that Middlesex University and Partner Institution websites accurately portray the partnership and programmes validated to run. • Ensure the Competition and Markets Authority (CMA) guidance is adhered to for all published materials.
<p>Admissions – throughout the year</p>	<ul style="list-style-type: none"> • Contribute to admission of students.
<p>Staff Development – as required at each regular or specific visit</p>	<ul style="list-style-type: none"> • Provide or facilitate the provision of training for Partner Institution staff as required.
<p>Information exchange at start of each academic year</p>	<ul style="list-style-type: none"> • Check Partner has access to: regulations, academic calendar, updated list of key contacts, principal dates e.g. graduation ceremonies, examination dates and dates for assessment boards for Franchised and Joint programmes. • Check Partner has provided copies of the following to the Partnership Operations Team: marketing materials, updated programme handbooks, academic calendar, updated list of key contacts, principal dates (e.g. graduation ceremonies, Programme Voice Group meetings, Validated programme assessment boards), changes to regulations (if applicable) and changes to any partner procedures or processes or exceptional arrangements previously approved by the University (e.g. RPL, Appeals, Academic Integrity, Extenuating Circumstances, Complaints, Cyber Security, Programme Voice Groups, Data Protection, Student Protection Plans etc.). • (Franchised programmes) ULT to ensure the Academic Partnerships Team receives the London programme handbook for the year. • (Joint programmes) ILT and ULT to liaise and finalise the programme handbook for the year. • (Franchised and Joint programmes) ULT to ensure module handbooks are available to the Partner and students for the University’s modules. ILT to ensure module handbooks are available to the University and students for any modules on Joint programmes the Partner is responsible for.

	<ul style="list-style-type: none"> • (Franchised and Joint programmes) ULT to ensure reading lists are updated and available to the Partner and students for the University's modules. ILT to ensure reading lists are available to the University and students for any modules on Joint programmes the Partner is responsible for. • (Franchised and Joint programmes) ensure learning materials are on the Virtual Learning Environment and that students and staff have access.
<p>Programme Voice Group once each semester</p>	<ul style="list-style-type: none"> • Ensure Programme Voice Groups (or equivalent) are set up and that you can attend - arrange video conferencing if necessary for ULT. • ULT to attend at least one Programme Voice Group per year in person or virtually; if not attending check minutes for any issues that might need to be resolved. • Contribute to the Programme Voice Groups and ensure that arrangements for the operation of the Programme Voice Groups adhere to the University's procedures. • Ensure Partner sends minutes after the Programme Voice Group meetings to the Partnership Operations Team.
<p>Student feedback</p>	<ul style="list-style-type: none"> • Ensure that programme feedback processes are in place and evaluated (e.g. PVGs, surveys).
<p>Communication regarding programme and staff changes</p>	<ul style="list-style-type: none"> • (For Validated and Joint programmes only) inform the Faculty, Academic Partnerships and Academic Quality Service (AQS) of any proposed changes in Partners' assessment regulations and/or of any changes in modules or programmes or delivery sites, to ensure that the formal MDX approval processes are followed before implementation. • (Franchise) inform Faculty, Academic Partnerships and AQS of any proposed changes to approved delivery sites. • (Franchise and Joint) ILT to ensure the CVs of any new proposed teaching staff are provided to ULT and Partnership Operations Team for approval. • (Validated) ILT to ensure the CVs of any new proposed teaching staff are provided to ULT for review to ensure continuing suitability to deliver the curriculum.

	<ul style="list-style-type: none"> • Provide updates throughout the year of any changes to key staff involved in the partnership.
Communication regarding programme delivery	<ul style="list-style-type: none"> • Liaise and provide guidance on academic aspects of the programme delivery and any proposed changes. • Ensure that any difficulties, risks and changes to the delivery of the programme or partnership are being recorded and addressed by the University and the Partner Institution. Academic Partnerships are to be kept informed. • ULT and ILT to share areas of good practice identified. Faculties and Academic Partnerships to be informed to assist in enhancing operations.
External Examiner	<ul style="list-style-type: none"> • (Validated and Joint) support Partners in the External Examiner nomination process. • Ensure the External Examiner is fully conversant with University procedures and has all the necessary information and materials relating to Partner and programmes. • Review the External Examiner’s report and identify actions needed where required. • (Validated and Joint) ILT to ensure Partner provides the response to the External Examiner report. ULT to consider Partner’s response also.
Assessment Boards – dates as advised	<ul style="list-style-type: none"> • Contribute to the Assessment Boards, ensuring relevant information is made available and ensure that assessment procedures are properly observed and maintained. • (Validated programmes only) ULTs may be nominated by the University to Chair the Partner’s Finalist Assessment Boards. Senior staff at the Partner may be approved by the University to Chair these boards after 3 years of operation. Training by the University will be required prior to Chairing boards. • (Validated programmes only) –provide completed conferment list and progression data to the University’s Conferment Team within 10 working days of the Assessment Boards. Assessment Board minutes should also be provided.
Educational Monitoring and Enhancement	<ul style="list-style-type: none"> • ULT to support ILT/Partner to produce their Educational Monitoring and Enhancement Reports (EMERs) and provide feedback.

	<ul style="list-style-type: none"> • Ensure that the Partner submits the EMER by the published deadline. • ULT to provide written feedback as part of the EMER, including confirming that CV reviews/approvals have taken place, along with any training/development recommendations, in the relevant staffing feedback section of the EMER.
Validation/review	<ul style="list-style-type: none"> • Support the programme team in the preparation of internal validation and review of programmes. • Attend validation and review events (as appropriate) as a member of the programme team.
External review	<ul style="list-style-type: none"> • Be involved in the preparations for external review procedures undertaken by the Office for Students (OfS) professional bodies (if applicable) or other regulatory bodies as required.
Graduation	<ul style="list-style-type: none"> • ILTs to ensure relevant Partner staff are aware of MDX graduation dates and that those staff attending have booked gowns or tickets. ILTs to inform ULTs if Partner will be attending. • (Validated programmes only) ILTs to ensure MDX has been provided with the list of students attending the MDX ceremony.