

Summary of Link Tutor Activities

Type of Programme Activity	Chapter in the Link Tutor Guidance with further information	Link Tutor Activity
Programme development and approval	Chapter 4: Programme Development and Approval	Supporting the collaborative partner in preparing for Validation/Periodic Programme Review
		Providing advice on curriculum design
		Facilitating programme set-up in LJMU's curriculum management system (CourseLoop)
		Supporting the processes for programme and module amendments
		Facilitating programme/module amendments via LJMU's curriculum management system (CourseLoop)
Public Information	Chapter 5: Public Information	Monitoring the publicity materials and information given to prospective and enrolled students
Staff Changes on partner awards leading to LJMU credit	Chapter 6: Interaction with Partner Staff	Monitoring for Changes in Staffing
		Facilitating Approval of New Staff
Communication and Advice for Partner Staff	Chapter 6: Interaction with Partner Staff	Maintaining regular contact with the collaborative Programme Leader and partner staff
Academic Framework and Academic Policies	Chapter 6: Interaction with Partner Staff	Referring queries relating to the application of the Academic Framework Regulations to an Associate Academic Registrar
SIS Records	Chapter 7: Student Admissions, Administration and Access to Resources	Establishing appropriate links for communication between the partner and Faculty administration staff for student enrolment, module registration and student withdrawals
Access to Learning Resources	Chapter 7: Student Admissions, Administration and Access to Resources	Establishing appropriate links for communication between LJMU's Library Services and partner staff
		Advising and facilitating the award of individual student RP(E)L credit

Recognition of Prior Learning	Chapter 8: Recognition of Prior Learning	Advising the partner when it might be appropriate to set up an Advanced Standing arrangement.
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Learning and Teaching	Chapter 9: Learning and Teaching	Supporting and offering constructive advice to partner programme teams
Partnerships Forum	Chapter 9: Learning and Teaching	Attending Partnerships Forum meetings
LJMU School Involvement in Assessment	Chapter 10: Assessment	Facilitating and, if necessary, co-ordinating completion of the School level activities, where required, in line with the responsibilities agreed in the Definitive Programme Documents.
External Examiners	Chapter 10: Assessment	Supporting the selection, nomination and timely appointment of an External Examiner for the partner programme
		Supporting partner staff in their interactions with their appointed External Examiner
		Supporting Partner Programme Leaders with the response to External Examiner Annual Reports
Boards of Examiners	Chapter 10: Assessment	Establishing appropriate links for communication between the partner and Faculty administration staff for timely module mark entry, pre-Board activity, and arrangements for Boards of Examiners.
		Attending Boards of Examiners
Continuous Monitoring and Enhancement (CME)	Chapter 11: Monitoring	Supporting the timely completion of the CME for collaborative programmes
Link Tutor Review points	Chapter 11: Monitoring	Completing Link Tutor reviews when prompted

Other monitoring processes	Chapter 11: Monitoring	Contributing to university and/or external reviews of the programme.
Boards of Study	Chapter 12: Student Feedback and Communication	Supporting the partner in management of the Boards of Study
		Attending Boards of Study
Student Progression	Chapter 12: Student Feedback and Communication	Facilitating the progression of students onto a Liverpool John Moores University programme delivered at or with a partner organisation (if applicable)
Partnership Review	Chapter 13: Partnership Review	Contributing to the completion of the Partnership Review
Closing Programmes	Chapter 14: Closing Programmes	Supporting and assisting in the processes required during a programme closure