

Academic liaison tutor for research degree collaborations: role requirements

1. Introduction

- 1.1 The academic liaison tutor acts as a representative of the University as the awarding body. Their primary role is to:
 - a. ensure, through a spirit of partnership, that academic standards, quality and student learning opportunities are maintained.
 - b. act as a critical friend, providing advice and guidance, and facilitating two way communication between the partner and the University.
- 1.2 An academic liaison tutor is a specialist in the management of research degrees, representing the University Research Degrees Committee (URDC) and University Research Committee. Their role is to ensure, through a spirit of partnership, that the academic standards, quality and health of the provision are maintained.
- 1.3 An academic liaison tutor is appointed for a period of three years (in line with the period of approval of the partnership). At the end of the appointment period, the academic liaison tutor is expected to participate in the Periodic Collaborative Review as a review panel member.

2. Role and Responsibilities

- 2.1 The main aspects of the role of the academic liaison tutor for Research Degree collaborations are as follows:
 - maintain an overview of the processes in place at the partner to manage the key milestones in the post-graduate research student journey through membership of the partner's Research Degrees Committee;
 - attend the partner's Research Degrees Committee (via video conference where appropriate);
 - visit the partner at least once per year;
 - produce an annual report for URDC;
 - comment on the URDC annual report to verify that the report adequately and accurately reflects the health of the provision;

- report to URDC on the suitability of nominations for the appointment of external examiners from the partner;
- maintain oversight of published information produced by the partner using the NTU logo

2.2 Academic liaison tutors **must not** be involved in the following activities:

- preparing the partner for approval or review visits;
- recommending specific and detailed requirements prior to an approval or review visit;
- the day to day running of the provision;
- advising on regulations, complaints, appeals and misconduct as this role is undertaken by the Head of the NTU Doctoral School.

Policy owner
CADQ

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	30.09.16	01.10.16	Change from VS14 to VS9
Sept 2017	12.09.17	01.10.17	Change of name from verifier to academic liaison tutor
Sept 2018	12.09.18	01.10.18	None

Equality Impact Assessment		
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Sept 2016	04.09.16	CADQ