

The role of the International Link Tutor

Note

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Overall purpose of the role

The primary role of the International Link Tutor is to facilitate regular two-way communication between the programme-level staff teams within the collaborative partner and key staff in the university/faculty. International Link Tutors keep in touch with partner staff and students on relevant programmes electronically and through face-to-face visits.

International Link Tutor duties are carried out under the direction of the senior manager responsible for specific sets of partnerships in the faculty, but also involve close liaison with, and support from, other key members of faculty staff and the appropriate Heads of School. The pivotal role of the International Link Tutor will also be supported by the collaborative partner Programme Leader and, where appropriate, the Higher Education Co-ordinator (or equivalent).

Key Responsibilities

- oversight of programme(s) delivered by collaborative partners on behalf of the faculty
- fostering a culture of collaboration between the partner and university staff
- maintaining regular contact/dialogue with staff and students engaged with the university's collaborative programme(s)
- ensuring the implementation of university and faculty policy initiatives
- identifying issues and action required, arising from operational aspects of the provision and university quality assurance processes
- where appropriate, organising cross-moderation exercises and liaison with external examiner(s).

In carrying out the above, it is expected that the International Link Tutor will ensure regular dialogue with the collaborative partner via visits (as appropriate), conference links and email. As a minimum, International Link Tutors must:

- visit the collaborative partner at least once during each academic year to meet with senior managers and teaching staff
- hold a meeting as part of the visit(s) with students studying on programme(s) within the faculty's area of provision
- provide feedback on the collaborative partnership, and review how issues arising from dialogue between staff, programme committees and student meetings are being addressed by the partner/faculty/university. A report should be provided for every visit using the MS Teams Forms facility that can be found on the [Link Tutor and Partnership Support Hub](#). New International Link Tutors should email the International Partnerships Team (ipo@greenwich.ac.uk) to gain access to this site.
- attend International Link Tutor workshops for additional staff development and sharing of good practice
- be proactive in identifying where staff development needs of collaborative partner staff can be met through faculty/university activity
- be proactive in ensuring that student concerns (and opportunities) are addressed by the university/faculty/partner as appropriate
- provide guidance to collaborative partner staff concerning partnership portfolio development
- where appropriate, coordinate activity across collaborative partners for which s/he is responsible.

Visiting the partner

The visit schedule should include all of the following activities. Provision can be made to cover this agenda by means of more than one visit.

- Meeting with partner senior management (at least once each year)
- Meeting with programme managers and teaching staff
- Tour of partner facilities
- Scrutiny of locally produced publicity and promotional materials
- Check of application forms and supporting documentation
- Staff development activities
- Meeting with students
- Teaching on the programme, where appropriate