

**Partnership Team Leaders and Executive Partnership Team Leaders (taught programmes)**

**Partnership Team Leader Responsibilities**

The **responsibilities of PTLs** are:

* to be a point of contact to provide academic discipline advice;
* reviewing and providing written comments on draft assessments, including examination papers;
* checking that marking responsibilities have been assigned and that moderation (including, where appropriate, cross moderation with other partners delivering the same programme) is undertaken;
* sampling student work ensuring that student performance is assessed against established criteria to ensure fairness and consistency in the assessment process;
* approving, in consultation with appropriate members of University staff, the appointment of new staff by the partner institution to teach on the collaborative programme;
* holding meetings with students where possible and/or recording any issues related to the student experience that were raised by partner staff.;
* supporting the relevant partner institution staff in producing appropriate documentation for the University, such as Annual Programme Reports and documentation for (re)validation.
* serving in a ‘facilitating’ capacity at (re)validation/review events;
* attending Examining Board meetings where possible;
* working with the partner institution to identify and nominate external examiners for approval by the University;
* Where the programme is also delivered at the University (franchise, off-campus), liaising with the relevant Programme Manager to ensure that the partner institution programme is consistent with University requirements and that programme information in disseminated to the parties involved;
* reporting to the partner, the relevant Institute and the Collaborative Partnerships Office using the template Appendix CP6a.

**Executive Partnership Team Leader Responsibilities**

Where partnerships involve several programmes, an EPTL is appointed to oversee all the programmes within the partnership. Where the programmes are located in more than one Institute, one Executive PTL will normally work across the Institutes. Executive PTL’s will be supported by one or more subject specific PTLs who will undertake the assessment functions for particular programmes.

The **responsibilities of EPTLs** are:

* holding meetings with students where possible and/or recording any issues related to the student experience that were raised by partner staff;
* approving, in consultation with appropriate members of University staff including subject specialists, the appointment of new staff by the partner institution to teach on the collaborative programme;
* serving in a ‘facilitating’ capacity at (re)validation/review events;
* reporting to the partner, the relevant Institute and the Collaborative Partnerships Office using template CP6a;
* liaising with subject specific PTLs who will undertake the assessment functions, as appropriate (see appendix CP6b)

Where EPTL duties also incorporate those of subject specific PTLs they will also be responsible for:

* being a point of contact to provide academic discipline advice;
* reviewing and providing written comments on draft assessments, including examination papers;
* checking that marking responsibilities have been assigned and that moderation (including, where appropriate, cross moderation with other partners delivering the same programme) is undertaken;
* sampling student work ensuring that student performance is assessed against established criteria to ensure fairness and consistency in the assessment process;
* supporting the relevant partner institution staff in producing appropriate documentation for the University, such as Annual Programme Reports and documentation for (re)validation.
* attending Examining Board meetings where possible;
* working with the partner institution to identify and nominate external examiners for approval by the University;
* Where the programme is also delivered at the University (franchise, off-campus), liaising with the relevant Programme Manager to ensure that the partner institution programme is consistent with University requirements and that programme information in disseminated to the parties involved;