Managing Collaborative Partnerships

(August 2012: 2nd Edition)
Introduction

Anglia Ruskin University works in partnership with a variety of public and private institutions both internationally and within the UK. We are committed to the development and maintenance of high quality, sustainable partnerships and this remains a key component of our Corporate Plan.

This document has been designed to act as a source of information for all staff (both at ARU and at Associate Colleges) involved in the management of the delivery of Anglia Ruskin University courses at our Associate Colleges. The final section provides information on how to access further information and other key documents.

Approaches to partnership

Anglia Ruskin University operates three key models of collaborative partnership- Franchise, Validation and Dual Award. These models of collaborative partnership are defined within the Senate Code of Practice on Collaborative Provision (www.anglia.ac.uk/codes).

Whilst many of the features of this guide are common to all three forms of partnership, the details within the role descriptions will necessarily vary depending on the model of partnership and the relationship with the individual Associate College.
Summary of key roles

_Institutional Oversight_

Responsibility for all collaborative provision rests with the Senate’s Quality and Standards Committee. The Chair of this Committee, the Deputy Vice Chancellor (Academic), oversees the operation of all collaborative partnerships at an institutional level with appropriate support and involvement from colleagues within the Academic Office, principally the Partnerships Manager.

_Link Tutor_

A Link Tutor is a permanent member of ARU staff appointed to oversee the delivery of one or more courses at an Associate College. Where an Associate College delivers courses from different ARU course groups, departments and faculties, more than one Link Tutor will be appointed. Much of the work of the Link Tutor will involve liaison with the local Course Leader and HE Coordinator, as appropriate.
**Higher Education (HE) Coordinator (Associate College)**

The HE Coordinator is the key role at the Associate College and is appointed to oversee the entirety of the College’s ARU provision. Normally a senior member of the academic staff, the HE Coordinator acts as the first point of contact for the College on all institutional-level issues and oversees the management and coordination of the delivery of ARU curriculum.

**Course Leader (Associate College)**

The Associate College appoints a Course Leader to oversee each course. In some instances the HE Coordinator may also act as Course Leader for one or more courses. Where an Associate College delivers courses across a number of ARU course groups, departments or faculties, the Course Leaders will act as the main contact point for the individual Link Tutors.

**Module Leader/Module Tutor**

In accordance with our regular approach to curriculum management, the Module Leader at Anglia Ruskin is responsible for the delivery of the module at all locations. In the franchise model, Associate Colleges appoint an approved Module Tutor who is responsible for delivery of the module at their own location. Hence the relationship between the Module Leader (ARU) and the Module Tutor (at the Associate College) is essential to the delivery of the curriculum within the franchise model. A description of the roles and responsibilities of each is provided below.

**Student Advisor (Associate College)**

As Anglia Ruskin devolves certain aspects of curriculum management, delivery and student support to the Associate College, each college is asked to nominate one member of staff to act as Student Advisor. A role description is provided below.

**Administrative Support**

Each ARU Faculty has an administrator, or administrative team, dedicated towards supporting collaborative partnerships. This role is responsible for much of the liaison work with Associate College staff and will provide advice and guidance on interaction with a variety of Anglia Ruskin administrative processes and services.
Support Services

Associate Colleges interact with many of Anglia Ruskin’s Support Services for a wide range of issues including admissions, IT provision and quality assurance. Each Support Service has staff time dedicated to this support.
Role of Link Tutor

*To take a proactive role in ensuring the effective management and delivery of Anglia Ruskin courses and to support Associate Colleges in providing quality learning opportunities for their students*

*In fulfilling this role the Link Tutor will:*

**GENERAL**

Act as the primary point of contact between the Faculty and the Associate College in respect of the course(s);

Develop and oversee relationships between Module Leaders (ARU) and Module Tutors (at Associate Colleges);

Provide support and guidance on the implementation of, and any changes to, Anglia Ruskin’s Academic Regulations and associated processes and procedures for all aspects of curriculum delivery, assessment and student support;

Monitor the continued effectiveness and adequacy of the Associate College’s learning resources to support delivery of the course(s);

Monitor the continued appropriateness of the staff delivering Anglia Ruskin curriculum at the Associate College;

**PRE-TEACHING PERIOD**

Through liaison with the local Course Leader, and Anglia Ruskin administrative support, ensure the Associate College is provided with appropriate and timely information on curriculum delivery and the sequencing of modules, including the timely provision of Module Guides;

Liaise with local Course Leader(s) and/or HE Coordinator regarding student and staff access to ARU resources, including E-Vision and the VLE, and seek solutions within ARU;

Advise the local Course Leader(s) of any changes to the curriculum (involving them in discussions where major changes are proposed);
Agree, monitor and contribute towards an ongoing Staff Development Plan for the Associate College, including sessions provided by the College and those delivered by Anglia Ruskin staff.

**TEACHING PERIOD**

Undertake one visit per teaching period (semester/trimester);

Attend meetings of the Course Management Committee as a designated observer, where possible;

**ASSESSMENT**

Oversee the coordination of the moderation process for assessment, ensuring that Associate College staff are aware of deadlines for delivery of assessed student work;

**ANNUAL REVIEW**

Provide advice and guidance on the completion of the Annual Monitoring Summary Report (or input to this report at course level)

Coordinate an annual audit of the admissions decisions made by the Associate College under devolved authority from ARU;

Provide an annual report on the operation of the partnership to the Faculty (to include reference to the Staff Development Plan)
Role of HE Coordinator

To oversee the operation of the partnership at an institutional level and coordinate the management and delivery of all ARU curriculum

In fulfilling this role the HE Coordinator will:

GENERAL

Act as first port of call for institutional-level ARU communication, ensuring that information is cascaded to staff as appropriate;

Coordinate response to ARU on all institutional issues;

Coordinate the preparations for Franchise Approval and Institutional Review events as required, including taking responsibility for the documentation produced;

PRE-TEACHING PERIOD

Ensure the appropriateness of staff delivering ARU curriculum and coordinate submissions to ARU for the approval of new staff;

Prepare, manage and monitor, in liaison with local Course Leader(s) and ARU Link Tutor(s), a Staff Development Plan for all College staff delivering ARU curriculum;

Ensure that all information regarding the ARU Academic Regulations and associated policies and procedures are cascaded to staff as appropriate;

TEACHING

Convene and Chair the Course Management Committee, once per semester/trimester, ensuring appropriate staff and student engagement;

Manage and oversee the work of the Student Advisor in all matters related to ARU students;

Manage and oversee the work of all academic staff in all matters related to the delivery of ARU curriculum;
ASSESSMENT

Coordinate the timely collation and despatch of an appropriate sample of assessed student work to Anglia Ruskin for each module;

ANNUAL

Coordinate the Associate College’s contribution to the annual monitoring process and prepare the Annual Monitoring Summary Report;
Course Leader (Associate College)

To manage the local delivery of the course(s), including curriculum delivery and management, learning resources, assessment and student performance

In fulfilling this role the Course Leader will:

Manage the delivery of the course, in liaison with the Link Tutor, ensuring the effective delivery and management of curriculum;

Ensure adequate staffing for the course, allocating individual members of staff to modules, and ensuring that all staff are approved by ARU;

Monitor the learning resources available to support delivery of the course, alerting the HE Coordinator to any issues;

Manage, in liaison with the HE Coordinator, the marking and moderation process, preparing samples of assessed student work for despatch to ARU;

Monitor the progression of students on the course and consider any additional student support and guidance that might be required;

Contribute to the preparation of the Annual Monitoring Summary Report;
Module Leader/Module Tutor*
*These responsibilities apply to the franchise model of delivery only

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<thead>
<tr>
<th>Module Leader (ARU)</th>
<th>Module Tutor (Associate College)</th>
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<tr>
<td>Be responsible for the effective operation of the module wherever, and by whatever means, it is delivered</td>
<td>Be responsible for the local delivery of the module, under the direction of the Module Leader</td>
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<tr>
<td>Initiate contact with all Module Tutors and agree a common approach to learning, teaching and assessment</td>
<td>Ensure thorough understanding of the approach to learning, teaching and assessment</td>
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<td>Provide advice and guidance on the preparation of teaching materials to support delivery of the module and the customisation of curriculum content to local delivery</td>
<td>Develop teaching materials to support the local delivery of the module, incorporating local customisation of curriculum on the advice of the Module Leader</td>
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<tr>
<td>Production of MDF and Module Guide</td>
<td>Receipt of MDF and Module Guide, providing additional information on local delivery to students, as appropriate</td>
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<td>Preparation of VLE module site</td>
<td>Preparation of VLE delivery site, customising materials as appropriate</td>
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<td>Production of assessment task(s), with the approval of the external examiner</td>
<td>Receipt of assessment tasks</td>
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<td>Provide timely responses to student and Module Tutor enquiries</td>
<td>Provide timely responses to local student enquiries, informed by advice from the Module Leader where appropriate</td>
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<td>Coordinate and oversee marking of the assessment task(s)</td>
<td>Undertake marking of the assessment task(s)</td>
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<td>Oversee internal and external moderation activities</td>
<td>Oversee internal moderation at Associate College; prepare a sample of moderated scripts to be sent to the Module Leader</td>
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<td>Attend the Departmental Assessment Panel</td>
<td>N/A</td>
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<td>Consider student feedback via module evaluation/Course Management Committees</td>
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<tr>
<td>Highlight and seek solutions to any operational difficulties affecting the module at all locations of delivery</td>
<td>Highlight and seek solutions to any operational difficulties affecting the local delivery of the module</td>
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Student Advisor (Associate College)

To act as an expert source of advice and guidance on the Anglia Ruskin Academic Regulations and associated policies and procedures for both students and colleagues:

In fulfilling this role the Student Adviser will:

Ensure current and detailed knowledge of the Anglia Ruskin Academic Regulations;

Maintain current, working knowledge of all relevant Anglia Ruskin policies and processes

Provide advice and guidance to students on all relevant Anglia Ruskin policies and processes;

Consider student requests for intermission for a period of up to 12 months, referring all requests for longer periods to the relevant Director of Studies at ARU;

Provide advice and guidance to students who are considering withdrawing from their studies;

Consider student requests for short term extensions, up to a maximum of 10 days;

Scrutinise student requests for long term extensions, referring to the Director of Studies at ARU for consideration;

Scrutinise student mitigation claims, referring to the ARU Mitigation Panel for consideration;
Administration and Support Services

Associate Colleges interact with a wide variety of ARU Support Services. Each Faculty has an administrative team dedicated to collaborative provision and they act as the first port of call for all queries. An Administrative Manual has been developed which provides much useful information on engagement with ARU administrative processes and how to access online systems. A web link to this document is provided below.

The Academic Office manages a variety of areas relevant to Associate Colleges, including quality assurance, assessment processes, and the production of Certification. The primary contact within the Academic Office is the Partnerships Manager.
Further Information

Academic Regulations
www.anglia.ac.uk/academicregs

Senate Codes of Practice (and associated Procedural Documents)
www.anglia.ac.uk/codes

Quality Assurance information (Academic Office website)
www.anglia.ac.uk/qau

Administrative Manual
(available on request from Academic Office)

TOR and Constitution of Course Management Committees
www.anglia.ac.uk/constitution