



**CITY UNIVERSITY
LONDON**

Academic Partnership Coordinators for Partnership Provision

Scope

An overview of the role of Academic Partnership Coordinator for Partnership Provision including Personal Profile and Role Profile Matrix

To be read in conjunction with *Partnerships Policy, Collaborative Provision Typology*

Updates approved by Education Committee, February 2013



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Academic Partnership Coordinators for Partnership Provision

The Academic Partnership Coordinator role is intended to help cement the relationships between partner institutions and City.

It is acknowledged that the role profile needs to be flexible in order to meet the varying needs of City's partners. It should be recognised that the Academic Partnership Coordinator role will require varying amounts of time and support, depending on the partner and type of partnership.

The Academic Partnership Coordinator will report to the Dean of the relevant School or his/her nominee on the partnership and is responsible for ensuring that the partnership programme is represented at the relevant Board of Studies.

In the event of there being a large number of programmes with a partner institution or the programmes being spread across more than one School, there is the potential for more than one Academic Partnership Coordinator. Senate may designate a partnership involving a mixture of provision and/or involving more than one School to be an 'Institutional Partnership'. A lead Academic Partnership Coordinator for Institutional Partnerships will be identified to report to Validation and Institutional Partnerships Committee.

The Academic Partnership Coordinator will be identified in the Memorandum of Agreement for the partnership provision alongside their counterpart at the partner institution.

Person profile

The Academic Partnership Coordinator will normally be a senior member of academic staff and will be familiar with the University's academic policies and procedures. They will normally have panel experience of internal procedures such as Periodic Review, Programme Approval (and re-approval) and Assessment Boards.

Ideally the Academic Partnership Coordinator will also have prior experience of working with a partner institution.

Advice and guidance on the University's academic policies and procedures is available to Academic Partnership Coordinators from Academic Services.

ACADEMIC PARTNERSHIP COORDINATOR - ROLE PROFILE MATRIX

This matrix is intended to provide an overview of the responsibilities of the Academic Partnership Coordinator for each type of partnership provision. It should be considered in conjunction with the Memorandum of Agreement for the partnership programme which sets out specific responsibilities for the management and oversight of the programme.

DUTY	TYPE OF PARTNERSHIP						
	Joint programme with non DAP	Joint/Dual award with DAP	Franchised provision	Off-Site delivery	Articulation agreement*	Access/feeder*	Franchised access/feeder*
Oversee the academic development of the programme/s and any new provision	•	•	•	•			•
Ensure that the Dean of School is updated on all matters relating to their Partner Institution	•	•	•	•	•	•	•
Update the Partner Institution on all University policy and procedure developments	•	•	•	•	•	•	•
Ensure that the programme is represented at School Board of Studies	•	•	•	•			•
Be a member of Assessment Boards, which would be chaired by the University (or as detailed in the MoA)	•	•	•	•			•
Conduct a minimum of 1 visit, as appropriate to the nature of the partnership, per year to the Partner Institution †	•	•	•	•	•	•	•
Ensure the Partner Institution is operating within the terms of the Memorandum of Agreement	•	•	•	•	•	•	•
Chair one annual meeting with a selection of students at the Partner Institution			•				•
Ensure University admissions processes are adhered to, including APL and APEL	•	•	•	•			•
Ensure appropriate University involvement in the induction processes	•	•	•	•			•
Contribute to the Programme Approval process	•	•	•	•	•	•	•
Contribute to the Periodic Review process	•	•	•	•			•
Liaise with the Partner Institution in writing Annual Programme Evaluations and ensure they are presented to the relevant Board of Studies	•	•	•				•

DUTY	TYPE OF PARTNERSHIP						
	Joint award with non DAP	Joint/Dual award with DAP	Franchised provision	Off-Site delivery	Articulation agreement*	Access/feeder*	Franchised access/feeder*
Ensure the Partner Institution is collecting and responding appropriately to student feedback	•	•	•				•
Liaise within the School to ensure nominations for external examiners are brought forward and reports are responded to	•	•	•	•			•
Ensure programme amendments are considered in line with University policy	•	•	•	•			•
Ensure that publicity relating to the partnership conforms with the University's requirements and is updated in a timely manner. All materials should be reviewed twice a year and copies of publicity materials and the location of web-based publicity provided to Academic Services on annual basis at the start of each academic year.‡	•	•	•	•	•	•	•
Ensure that when a programme is withdrawn or agreement terminated no further recruitment publicity is produced and that all recruitment publicity material relating to the programme(s) is withdrawn or amended appropriately during any exit period in liaison with the relevant University officers	•	•	•	•	•	•	•

* Responsibilities apply to the articulation, access/feeder or franchised access/feeder programme at the partner institution and not the University programme to which they articulate.

† In the case of Articulation Agreements and Access/Feeder Provision, Academic Partnership Coordinators should conduct at least one visit in the initial year of operation and then continue formal contact with the institution as appropriate. This could involve visits to the partner or meetings conducted via video link or Skype. A visit should be undertaken prior to renewal of an agreement.

‡ In liaison with the appropriate professional services staff within the School and University.