

Appendix 7

Partnership Manager Role Description

The Head of Department will nominate a member of academic staff to act as the Partnership Manager. The Partnership Manager will be a member of staff with experience of programme administration and an understanding of the University's quality assurance procedures. The role may be undertaken by a programme convenor. He or she will be the main point of contact for the partner. The role will include responsibility for:

1. Assisting the University in managing the quality and standards of the collaborative provision
2. Providing academic advice, as required, on programme development
3. Advising on comparability with similar programmes in the University
4. Offering advice on University Regulations and procedures
5. Offering advice on assessment practices, including examinations and attending Boards of Examiners, as required
6. Advising the Head of Department on the suitability of staff in the partner institution to teach on the collaborative programme
7. Serving as a member of the Board of Studies or equivalent body, and the Board of Examiners
8. Visiting the partner as appropriate
9. Reviewing publicity material
10. Liaising with the partner and the University's Library and IT Services on arrangements for the provision of library and IT resources for the programme, where such provision forms part of the agreement.
11. Feeding into the annual developmental review process and providing an annual report on the partnership to the Collaborative Partnership Management Group