

**Partnership Team Leaders (off campus provision)**

**Partnership Team Leader Responsibilities**

The **responsibilities of PTLs** are:

* to be a point of contact to provide academic discipline advice;
* ensuring that the necessary resources and facilities to support the University’s delivery of the programme (as agreed at validation) remain in place;
* where appropriate, approving, in consultation with appropriate members of University staff, the appointment of new staff by the partner institution linked 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.;
* serving in a ‘facilitating’ capacity at (re)validation/review events;
* attending Examining Board meetings where possible;
* 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 CP6g