

Role of the Academic Quality and Standards Division in relation to XJTLU

The Academic Quality and Standards Division is responsible for coordinating liaison between UoL and XJTLU in relation to learning and teaching, and for working with academic departments/schools and other professional services to ensure effective communication between the two institutions.

This includes:

- The development of policies, procedures and guidance in relation to UoL's management of the partnership with XJTLU;
- Advising XJTLU on the development of its internal policies and procedures for the quality assurance of academic provision, and ensuring that these are approved through UoL committees, as required;
- Advising XJTLU of any changes to UoL policies and procedures relevant to the partnership;
- Facilitating the approval of academic provision by advising on the validation process, coordinating the presentation of programme materials for approval through UoL committees, and liaising with UoL academic departments/schools, as required;
- Facilitating the approval of XJTLU's student exchange partnerships (where credits lead to a UoL award) by advising on partnership proposals and the approval process, coordinating the presentation of partnership proposal materials for approval through UoL committees, liaising with UoL academic departments/schools, and conducting site visits to proposed partners as required (including the production of the visit report);
- Supporting the UoL Dean of XJTLU, UoL Study Abroad Team and XJTLU with the operation of the Year in China scheme, including relevant attendance at any Year in China Working Group meetings;
- Working with the Chief Institutional Moderator, lead moderators in UoL academic departments/schools and the Registry at XJTLU to support the assessment moderation process;
- Facilitating the approval and appointment of external examiners nominated by XJTLU, including the appointment of the Chief External Examiner;
- Coordinating the approval and appointment of external reviewers and moderators to support UoL in its moderation of XJTLU's assessments and to assist UoL in its advice to XJTLU on programme approval matters in subjects where UoL does not have the specific academic expertise;
- Coordinating arrangements for monitoring activity of XJTLU and providing secretarial support to the panel including the production of a report;
- Coordinating arrangements for XJTLU monitoring activity of UoL by coordinating visits with EQA and preparing necessary documentation for the XJTLU visit;
- Coordinating the logistical arrangements for the reaccreditation visit held every six years and providing secretarial support to the visit panel including the production of the visit report;
- Providing secretarial support to the XJTLU-UoL Joint Liaison Group and the XJTLU Link Tutors' Group and any other working groups or meetings arising from these bodies;
- Advising Link Tutors on matters relating to XJTLU, such as regulations, policies, processes, and articulation routes;
- Ensuring that agreements governing all aspects of the partnership between UoL and XJTLU are maintained and kept up to date;

- Facilitating the Finance Team in the invoicing of XJTLU's annual accreditation fees;
- Attending virtual / video conference meetings held between academic departments/schools at UoL and their counterparts at XJTLU.