

**Partnership Team Leaders (post graduate research)**

**Partnership Team Leader Responsibilities**

The **responsibilities of PTLs** are:

* to be a point of contact to provide academic discipline advice;
* monitoring all supervisory arrangements, the supervisory capacity of the partner institution, composition of supervisory teams, the research environment and the assessment of student progress and performance;
* approving, in consultation with appropriate members of University staff, the appointment of new staff by the partner institution, to advise/supervise on 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;
* supporting the relevant partner institution staff in producing appropriate documentation for the University, such as annual monitoring reports;
* serving in a ‘facilitating’ capacity at review events;
* attending annual review meetings, and monitoring the outcomes;
* working with the partner institution to identify members of examining boards, for approval by the University;
* reporting to the partner, the relevant Institute and the Collaborative Partnerships Office using the template Appendix CP6e.