

Part 12

Admission with Advanced Standing or Progression Arrangements with Partner Institutions

1 Introduction

- 1.1 This part of the manual details the quality procedures for entry with advanced standing (articulation) and progression relationships.
- 1.2 In the context of this section of the manual, the term 'institution' is used to describe any educational establishment (e.g. college of further education, college of higher education, university), or public or private agency providing education.

2 Articulation Agreement

- 2.1 An arrangement whereby the University guarantees students consideration for admission (but not guaranteed entry) onto a UEL award with advanced standing, after successful completion of an award at another institution. This arrangement recognises credit awarded by the partner institution as contributing towards a University of East London award.
- 2.2 In these circumstances UEL is not responsible for the quality of a course offered by a partner because it does not lead to a UEL award. Nevertheless, UEL is responsible for:
 - 2.2.1 ensuring that the academic achievements of students completing these courses are appropriate for entry to specified University courses;
 - 2.2.2 ensuring that students taking these courses are not misled in any way about the character of the courses, or their prospects for future admission to a UEL course, by virtue of inappropriate information distributed by the collaborating institution;
 - 2.2.3 maintaining regular communications with the collaborating institution to encourage the success of the partnership.

3 Articulation Approval Form

- 3.1 The Articulation Approval Form is designed to ensure that each proposal is considered on the basis of the risk that it poses to UEL. Each proposal will consider the following risks:
 - 3.1.1 Location of the collaborating institution: Institutions located within the UK are identified as Low Risk and institutions located within the EU or International are identified as high risk;
 - 3.1.2 Publicly or privately funded: Proposals for articulations from institutions that are publicly funded are identified as low risk and institutions that are privately funded are identified as high risk;
 - 3.1.3 Status of awarding body: Proposals for articulations from recognised UK awarding bodies (e.g. Pearson) are identified as low risk and proposals for articulations from non-recognised UK awarding bodies are identified as high risk
- 3.2 Depending upon the combination of the above criteria, an institution will be required to complete a low or high-risk mapping of the proposed courses

3.2.1 Low-risk mapping to be completed in the following risk analysis outcomes

A	Low Risk		A	High Risk		A	Low Risk		A	Low Risk		A	High Risk
B	Low Risk		B	High Risk		B	Low Risk		B	High Risk		B	Low Risk
C	Low Risk		C	Low Risk		C	High Risk		C	Low Risk		C	Low Risk
LOW			LOW			LOW			LOW			LOW	

3.2.2 High-risk mapping to be completed in the following risk analysis outcomes

A	High Risk		A	High Risk		A	Low Risk
B	High Risk		B	Low Risk		B	High Risk
C	High Risk		C	High Risk		C	High Risk
HIGH			HIGH			HIGH	

- 3.3 The Proposer will ensure that the necessary Appendices have been completed by a member of staff suitably qualified to make judgements as to the equivalent levels of the courses.
- 3.4 When undertaking Low Risk Mapping, Schools are required to indicate which modules potential applicants to the specified UEL course would be exempt from undertaking and the equivalent modules at the partner institution which map against the exempted modules on the UEL course. The completed form should indicate the equivalent credit of the modules at the partner institution in the Framework for Higher Education Qualifications (<https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf>). A new Low Risk Mapping table should be completed for each pair of courses being mapped.

- 3.5 When undertaking High Risk Mapping, Schools are required to complete a table for each module on the UEL course to be exempted indicating how either the Learning Outcomes or Content of the module are met by the modules at the partner institution. It is likely that no one module at the partner institution will map directly against the UEL module, if this is the case the School should clearly indicate all of the modules at the partner institution that have been considered for the purposes of mapping the Learning Outcomes or Content.

4 Articulation Approval Process

- 4.1 Each new articulation arrangement will have a Proposer. The Proposer is responsible for liaising with relevant stakeholders (including Academic Partnerships, Student Recruitment and Marketing, International Student Recruitment and the School) and coordinating the completion of the Articulation Approval Form.
- 4.2 The completed Articulation Approval Form would be submitted to QAE in the first instance. QAE will review to ensure all sections are fully completed prior to the start of the approval process (Appendix A).
- 4.3 The completed Articulation Approval Form, including mapping, is considered by the School Quality Committee (SQC) in the first instance. The SQC will consider the mapping to ensure there is appropriate evidence that the relevant Learning Outcomes/Content of the UEL course is covered by the partner institution course with the necessary credit at the relevant level.
- 4.3.1 For courses with professional, statutory and regulatory body (PSRB) requirements, revisions to the course specification clarifying the status of the PSRB accreditation in relation to students joining the course via an advanced standing arrangement should be included in the submission to SQC.
- 4.4 An officer from QAE and member of staff from another School (normally a School Leader for Quality Assurance, but may be a Deputy Quality Leader, Head of School) must be present at the meeting.
- 4.5 The SQC will either unconditionally approve the proposal or reject the proposal with feedback. The SQC may not impose conditions of approval, with the exception of a condition relating to the signing of the Memorandum of Co-operation.
- 4.6 Following approval from the SQC, Quality Assurance and Enhancement (QAE) will circulate the Articulation Approval Form to Admissions who will consider the suitability of the proposal for entry with advanced standing and ensure that systems can be set up to support the enrolment of articulating students. Upon completion of consultation with Admissions, QAE will ensure that the Articulation Approval Form is submitted to APOG for consideration.

- 4.7 APOG will review the Articulation Approval Form, including feedback from Admissions, and confirm the outcome of the proposal. A proposal can be Approved to move forward or Rejected:
- 4.7.1 APOG Approval: the Proposer and Academic Partnerships are informed of the outcome and the Articulation Agreement can be produced;
- 4.7.2 APOG Rejection: the Proposer and Academic Partnerships are informed of the outcome and of any actions required before the proposal can be reconsidered.

5 Articulation Agreement

All articulation collaborative partnerships require a written Articulation Agreement outlining the agreement and responsibilities between the two institutions. Academic Partnerships will draft the Articulation Agreement in association with the relevant parties following receipt of APOG minutes confirming approval of the proposal.

- 5.1 The purpose of the Articulation Agreement is to:
- define the means by which the integrity of the collaborative arrangement shall be assured;
 - ensure that the collaborative arrangements are clearly set out and operate smoothly, and that clear channels of authority, accountability and executive action are identified;
 - detail the requirements for entry onto the UEL course(s) under the agreement.
- 5.2 The Articulation Agreement will, as appropriate to the nature of the arrangement and standing of the partner, include details of the way in which the arrangement will be managed and students admitted to UEL courses, proposed arrangements for monitoring, and arrangements governing information and publicity.
- 5.2 Once the advanced standing arrangement has been validated and the Articulation Agreement finalised, Academic Partnerships will arrange for signature by all contributing parties. The Agreement will be signed by the Vice-Chancellor, Pro-Vice Chancellor (Careers and Enterprise) or Provost on behalf of UEL. **There are no other authorised signatories.**
- 5.3 Articulation Agreements will have a duration of four (4) years following approval of the articulation mapping. The Articulation Agreement will outline the responsibility of each institution to inform the other of any changes to their course at which point it will be necessary for the School to undertake a further mapping exercise. If further courses are to be added to the Articulation Agreement at a later date, the duration of the agreement will not change from the date of the original agreement.

- 5.4 Deans/Heads of School have executive authority for the effective delivery of collaborative arrangements and for ensuring that the terms of the Articulation Agreement are observed.

6 Financial Arrangements

- 6.1 The Dean/Head of School or his/her nominee and the Head of Academic Partnerships or his/her nominee are responsible for liaising with the Assistant Director of Financial Management concerning any financial arrangements.
- 6.2 Any financial agreement made with the collaborating institution shall provide safeguards against financial temptations to compromise academic standards; or to register more students than can properly be accommodated by the partner institution.

7 Renewal of Articulation Arrangements

- 7.1 Six months prior to the expiry of the Articulation Agreement, QAE will contact the Dean/Head of School or his/her nominee to request a decision on whether the arrangement is to be renewed.
- 7.2 Should the arrangement not be renewed then no action will be required, and the articulation arrangement will come to an end on the expiration of the Articulation Agreement. Where the arrangement is to be renewed, an Articulation Approval Form should be completed and submitted to QAE in the first instance. This form will be considered via the Articulation Approval Process (section 4).
- 7.3 If there have been no changes to either the UEL or partner institution courses, then no further mapping is required. However, where there are changes to either the UEL or partner institution courses, a revised mapping exercise should be undertaken.
- 7.4 Following confirmation of reapproval, Academic Partnerships will draft a revised Articulation Agreement in association with the relevant parties. Academic Partnerships will arrange for signature by all contributing parties. The Articulation Agreement may be signed by the Vice-Chancellor, Pro Vice-Chancellor (Careers and Enterprise) or Provost on behalf of UEL. **There are no other authorised signatories.**

8 Progression Agreement

- 8.1 An arrangement whereby the University guarantees students consideration for admission (but not guaranteed entry) after successful completion of an award at another institution. This arrangement does not recognise credit as contributing towards a University of East London award.
- 8.2 In these circumstances, UEL is not responsible for the quality of the course offered within a Progression arrangement as it does not contribute towards an award from the University of East London. Nevertheless, UEL is responsible for:

- 8.2.1 ensuring that the academic achievements of students completing these courses are appropriate for entry to specified UEL courses;
- 8.2.2 ensuring that students are not misled in any way about the character of the specified UEL courses, or guaranteed consideration, but not guaranteed entry to a UEL courses, by virtue of inappropriate information distributed by the collaborating institution;
- 8.2.3 maintaining regular communications with the collaborating institution to encourage the success of the partnership.

9 Progression Approval Form

- 9.1 The Progression Approval Form is designed to ensure that each proposal is considered on the basis of the suitability of the specified course(s) delivered by the collaborating institution for admission to a specified UEL course.
- 9.2 Consideration of a proposed Progression arrangement will include:
 - 9.2.1 the academic credibility of the proposed courses at the collaborating institution;
 - 9.2.2 the appropriateness of the collaborating institution as a partner for UEL;
 - 9.2.3 the strategy for promoting and developing the partnership between the collaborating institution and UEL
 - 9.2.4 identification of potential risks and the management and mitigation thereof.

10 Progression Approval Process

- 10.1 Each new progression arrangement will have a Proposer. The Proposer is responsible for liaising with relevant stakeholders (including Academic Partnerships, Student Recruitment and Marketing, International Student Recruitment and the School) and coordinating the completion of the Progression Approval Form.
- 10.2 The completed Progression Approval Form would be submitted to QAE in the first instance. QAE will review to ensure all sections are fully completed prior to the start of the approval process (Appendix B).
- 10.3 QAE will circulate the Progression Approval Form to stakeholders for a seven (7) day consultation period. Upon completion of the seven (7) day consultation period, QAE will ensure that the Articulation Approval Form is submitted to APOG for consideration.
- 10.4 APOG will review the Progression Approval Form, including stakeholder comments, and confirm the outcome of the proposal. A proposal can be Approved to move forward or Rejected:

10.4.1 APOG Approval: the Proposer and Academic Partnerships are informed of the outcome and the Progression Agreement can be produced;

10.4.2 APOG Rejection: the Proposer and Academic Partnerships are informed of the outcome and of any actions required before the proposal can be reconsidered.

11 Progression Agreement

11.1 All collaborative partnerships require a written Progression Agreement outlining the agreement and responsibilities between the two institutions. Academic Partnerships will draft the Progression Agreement in association with the relevant parties following confirmation of Approval to proceed from the APOG.

11.2 The purpose of the Progression Agreement is to:

- define the means by which the integrity of the collaborative arrangement shall be assured;
- ensure that the collaborative arrangements are clearly set out and operate smoothly, and that clear channels of authority, accountability and executive action are identified;
- detail the requirements for entry onto the UEL course(s) under the agreement.

11.3 The Progression Agreement will, as appropriate to the nature of the arrangement and standing of the partner, include details of the way in which the arrangement will be managed and students admitted to UEL courses, proposed arrangements for monitoring, and arrangements governing information and publicity.

11.4 Once the Progression Agreement has been finalised, Academic Partnerships will arrange for signature by all contributing parties. The Agreement may be signed by the Vice-Chancellor, Pro-Vice Chancellor (Careers and Enterprise) or Provost on behalf of UEL. **There are no other authorised signatories.**

11.5 Progression Agreements will have a duration of four (4) years following approval. The Progression Agreement will outline the responsibility of each institution to inform the other of any changes to their course at which point it will be necessary for the School to undertake a review of appropriateness for students to progress onto a UEL course. If further courses are to be added to the Progression Agreement at a later date, the duration of the agreement will not change from the date of the original agreement.

11.6 Deans/Heads of School have executive authority for the effective delivery of collaborative arrangements and for ensuring that the terms of the Progression Agreement are observed.

12 Financial Arrangements

- 12.1 The Dean/Head of School or his/her nominee and the Head of Academic Partnerships or his/her nominee are responsible for liaising with the Assistant Director of Financial Management concerning any financial arrangements.
- 12.2 Any financial agreement made with the collaborating institution shall provide safeguards against financial temptations to compromise academic standards; or to register more students than can properly be accommodated by the partner institution.

13 Renewal of Progression Arrangements

- 13.1 Six months prior to the expiry of the Agreement, QAE will contact the Dean/Head of School or his/her nominee to request a decision on whether the arrangement is to be renewed.
- 13.2 Should the arrangement not be renewed then no action will be required, and the progression arrangement will come to an end on the expiration of the Progression Agreement. Where the arrangement is to be renewed, the Progression Approval Form should be completed and submitted to QAE in the first instance. This form will be considered via the Progression Approval Process (section 10).
- 13.3 Following confirmation of reapproval, Academic Partnerships will draft a revised Progression Agreement in association with the relevant parties. Academic Partnerships will arrange for signature by all contributing parties. The Progression Agreement will be signed by the Vice-Chancellor, Pro Vice-Chancellor (Careers and Enterprise) or Provost on behalf of UEL. **There are no other authorised signatories.**

14 Termination of Articulation and Progression Agreements

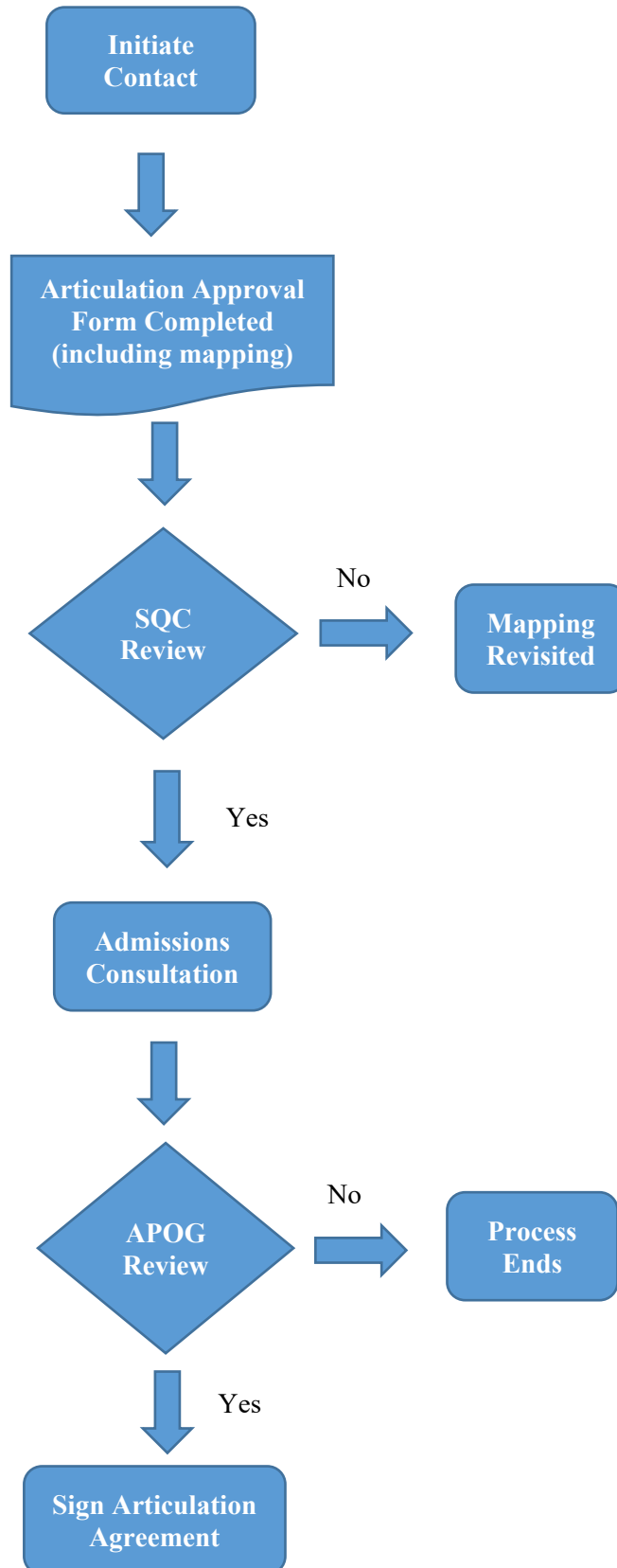
- 14.1 Proposals for termination of an Articulation or Progression Agreement, ahead of the expiry of its four (4) year term, will be considered by the APOG. Schools should complete the Articulation/Progression Termination Form stating the final date at which students at the partner institution will be granted entry to the UEL course(s) via the Articulation or Progression Agreement. The completed Articulation/Progression Termination Form would be submitted to Academic Partnerships who will ensure that it is considered by APOG.
- 14.2 Upon confirmation of approval from APOG, Academic Partnerships will draft a termination letter notifying the partner institution of UEL's intention to terminate the agreement. The termination letter may be signed by the Vice-Chancellor, Pro-Vice Chancellor (Careers and Enterprise) or Provost on behalf of UEL. **There are no other authorised signatories.**

Manuals, Forms and Guidance notes relevant to Part 12 -

<https://uelac.sharepoint.com/sites/QualityAssuranceandEnhancement/SitePages/Forms-and-Guidance.aspx#articulation-and-progression-agreement-proposals>

- Articulation Approval Form
- Progression Approval Form
- School Minutes Template
- Articulation/Progression Termination Form

**Articulation Approval
Process**



APPENDIX B

Progression Approval Process

