

## 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:** an arrangement whereby courses and modules delivered by a partner institution are formally recognised for the purposes of advanced standing towards a UEL award

- 2.1 A number of such types of relationships may be incorporated within this definition:
  - 2.1.1 direct entry, or entry with advanced standing, of groups of students to UEL by virtue of their satisfactory progress in approved courses in a partner institution;
  - 2.1.2 any other association which allows a partner institution to use the name of UEL, or to refer to an award of that institution in any context apart from those described in Part 11 of this manual.

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:

- 2.1.3 ensuring that the academic achievements of students completing these courses are appropriate for entry to specified University courses;
- 2.1.4 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;

2.1.5 assuring itself that the collaborating institution provides an appropriate educational experience for students;

2.1.6 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
<b>LOW</b>		<b>LOW</b>		<b>LOW</b>		<b>LOW</b>		<b>LOW</b>	

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
<b>HIGH</b>		<b>HIGH</b>		<b>HIGH</b>	

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 (<http://www.qaa.ac.uk/en/Publications/Documents/Framework-Higher-Education-Qualifications-08.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 who is based within the School to which the articulation arrangement will apply. The Proposer is responsible for collaborating with the Academic and Employer Partnerships Office (AEPO). The Proposer and AEPO will be responsible for ensuring that the Articulation proposal is completed and considered at the appropriate committees.
- 4.2 The completed Articulation proposal would be submitted to QAE in the first instance. QAE will review to ensure all sections (except mapping) are fully completed prior to the start of the Approval process
- 4.3 QAE will circulate the proposal to Stakeholders for a seven (7) day consultation period, following which the Chief Marketing Officer will review comments and confirm the outcome of the proposal. A proposal can be Approved to move forward or Rejected.
- 4.3.1 Approval: the proposer and AEPO are informed of the outcome and advised that either the low or high-risk mapping exercise should take place;
- 4.3.2 Rejection: the proposer and AEPO are advised that the proposal has not been approved and actions that require completion before re-submission of the proposal
- 4.4 The School Learning and Teaching Quality Committee (SLTQC) 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.
- 4.4.1 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 SLTQC.

- 4.5 A Quality Assurance Officer 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.
- 4.6 The SLTQC will either unconditionally approve the proposal or reject the proposal with feedback. The SLTQC may not impose conditions of approval, with the exception of a condition relating to the signing of the Memorandum of Co-operation.

#### **4 Articulation Agreement**

All collaborative partnerships require a written Articulation Agreement outlining the agreement and responsibilities between the two institutions. Quality Assurance and Enhancement will draft the Articulation Agreement in association with the relevant parties following receipt of SLTQC minutes confirming approval of mapping.

- 4.1 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.
- 4.2 The Articulation Agreement will, inter alia, and 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.
- 4.3 Once the advanced standing arrangement has been validated and the Articulation Agreement finalised, Quality Assurance and Enhancement will arrange for signature by all contributing parties. The Agreement will be signed by the Vice-Chancellor or Pro-Vice Chancellor (Careers and Enterprise) on behalf of UEL. **There are no other authorised signatories.**
- 4.4 Agreements for articulation arrangements will have a duration of four years following approval of the articulation mapping, else there is a risk that the mapping will be out of date and no longer valid. 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 Articulation

Agreement at a later date, the duration of the agreement will not change from the date of the original agreement.

- 4.5 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.

## **5 Financial Arrangements**

- 5.1 The Head of School or his/her nominee and the Head of the AEPO or his/her nominee are responsible for liaising with the Assistant Director of Financial Management concerning any financial arrangements.
- 5.2 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.

## **6 Renewal of Articulation Arrangements**

- 6.1 Six months prior to the expiry of the Memorandum of Co-operation, Quality Assurance and Enhancement will contact the Head of School or his/her nominee to request a decision on whether the arrangement is to be renewed.

Should the arrangement not be renewed then action will be taken to terminate the agreement (section 14). Should the articulation arrangement be continued then the Re-Approval process will be followed.

- 6.2 Where the arrangement is to be renewed, an Articulation Proposal document should be completed and submitted to QAE in the first instance.
- 6.3
- 6.4 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.
- 6.5 Following Re-Approval, QAE will draft a revised Articulation Agreement in association with the relevant parties. QAE will arrange for signature by all contributing parties. The Memorandum of Co-operation will be signed by the Vice-Chancellor or Pro Vice-Chancellor (Careers and Enterprise) on behalf of UEL. **There are no other authorised signatories.**

## **8 Progression**

- 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 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 lead to a University of East London Award. 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 assuring itself that the collaborating institution provides an appropriate educational experience for students;
  - 8.2.4 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 Approval Form will be completed between the proposer based within the School to which the Progression arrangement will apply and a member of the Academic and Employer Partnership Office.
- 10.2 The completed Articulation proposal would be submitted to QAE in the first instance. QAE will review to ensure all sections (except mapping) are fully completed prior to the start of the Approval process.
- 10.3 QAE will circulate the proposal to Stakeholders for a seven (7) day consultation period, following which the Chief Marketing Officer will review comments and

confirm the outcome of the proposal. A proposal can be Approved to move forward or Rejected.

10.3.1 Approval: the proposer and AEPO are informed of the outcome;

10.3.2 Rejection: the proposer and AEPO are advised that the proposal has not been approved and actions require completion before re-submission of the proposal.

## 11 Progression Agreement

11.1 All collaborative partnerships require a written Progression Agreement outlining the agreement and responsibilities between the two institutions. Quality Assurance and Enhancement will draft the Progression Agreement in association with the relevant parties following confirmation of Approval to proceed from the Chief marketing Officer.

11.2 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.

11.3 The Progression Agreement will, inter alia, and 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, QAE will arrange for signature by all contributing parties. The Agreement will be signed by the Vice-Chancellor or Pro-Vice Chancellor (Careers and Enterprise) on behalf of UEL. **There are no other authorised signatories.**

11.5 Agreements for Progression arrangements will have a duration of four years following approval, else there is a risk that courses from either institution will be out of date and no longer valid. 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 Articulation Agreement at a later date, the duration of the agreement will not change from the date of the original agreement.

- 11.6 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 Head of School or his/her nominee and the Head of the AEPO 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 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 action will be taken to terminate the agreement (section 14). Where the arrangement is to be renewed, Progression Proposal document should be completed and submitted to QAE in the first instance.
- 13.3 If there have been no changes to either the UEL or collaborating institution courses, then the Agreement can be automatically renewed. However, where there are changes to either the UEL or collaborating institution courses, an exercise should be undertaken to determine the appropriateness of both the specified collaborating institution and UEL courses listed under the Agreement.
- 13.4 Following Re-Approval, QAE will draft a revised Progression Agreement in association with the relevant parties. QAE will arrange for signature by all contributing parties. The Progression Agreement will be signed by the Vice-Chancellor or Pro Vice-Chancellor (Careers and Enterprise) on behalf of UEL. **There are no other authorised signatories.**

## 14 Termination of Articulation Arrangements

- 14.1 Proposals for termination of articulation arrangements will be considered by the Academic Partnerships Operational Group. Schools should complete the termination form (downloadable from <https://uelac.sharepoint.com/LearningandTeaching/Pages/quality-assurance-handbook.aspx>) stating the final date at which students on the course(s) granting advanced standing or progression can transfer to the UEL course(s). Advice on contractual matters relating to termination can be obtained from the QAE team, and termination letters should be signed by the Head of Governance and Legal Services.

***Manuals, Forms and Guidance notes relevant to Part 12 -***

<https://uelac.sharepoint.com/LearningandTeaching/Pages/forms-and-guidance-notes.aspx>

- Articulation Approval Form
- School Minutes Template
- Partnership Termination Form