

Part 12

Admission with Advanced Standing and Similar Arrangements with Partner Institutions

1 Introduction

- 1.1 This part of the manual details the quality procedures for entry with advanced standing, or articulation, relationships:

Articulation: an arrangement whereby programmes and modules delivered by a partner institution are formally recognised for the purposes of advanced standing towards a UEL award.

- 1.2 A number of such types of relationships may be incorporated within this definition:

1.1.1 direct entry, or entry with advanced standing, of groups of students to UEL by virtue of their satisfactory progress in approved programmes in a partner institution;

1.1.2 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 programme offered by a partner because it does not lead to a UEL award. Nevertheless UEL is responsible for:

1.1.3 ensuring that the academic achievements of students completing these programmes are appropriate for entry to specified University programmes;

1.1.4 ensuring that students taking these programmes are not misled in any way about the character of the programmes, or their prospects for future admission to a UEL programme, by virtue of inappropriate information distributed by the collaborating institution;

- 1.1.5 assuring itself that the collaborating institution provides an appropriate educational experience for students;
 - 1.1.6 maintaining regular communications with the collaborating institution to encourage the success of the partnership.
- 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 Approval Form

- 2.1 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:
- 2.1.1 Status of awarding body: Proposals for articulations from recognised UK awarding bodies (e.g. Pearson) will require the proposer to complete Low Risk Mapping (Appendix A), whereas overseas qualifications that are not awarded by a recognised UK awarding body will require the proposer to complete High Risk Mapping (Appendix B).
 - 2.1.2 Location of the collaborating institution: Proposals for articulations from institutions that are outside of the UK will require the proposer to complete a Site Visit Report (Appendix C), irrespective of whether the institution is publicly or privately funded.
 - 2.1.3 Publicly or privately funded: Proposals for articulations from institutions that are privately funded will require the proposer to complete a Site Visit Report (Appendix C), irrespective of whether the institution is inside or outside of the UK.
- 2.2 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 programmes.
- 2.3 When undertaking Low Risk Mapping in Appendix A of the Articulation Proposal Form, Schools are required to indicate which modules on the UEL programme potential applicants would be exempt from undertaking and the equivalent modules at the partner institution which map against the exempted modules on the UEL programme. The completed form should indicate the equivalent credit of the modules at the partner institution in the Framework for Higher Education Qualifications (<http://www.gaa.ac.uk/en/Publications/Documents/Framework-Higher-Education-Qualifications-08.pdf>). A new Low Risk Mapping table should be completed for each pair of programmes being mapped.
- 2.4 When undertaking High Risk Mapping in Appendix B of the Articulation Proposal Form, Schools are required to complete a table for each module on the UEL programme 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.

- 2.5 Prior to completing the Site Visit Report, a representative from the School with relevant subject expertise should have undertaken a visit of the partner institution. In situations where a non-subject specialist undertakes a site visit, subject specialist advice should be sought prior to the visit and the outcomes of the visit should be discussed and agreed with the subject specialist. The purpose of the Site Visit Report will be to ensure:
- that the resources, facilities, staff, traditions, ethos and academic and non-academic capability and achievements of the collaborating institution are appropriate for the type of arrangement proposed;
 - there are suitable arrangements for the operational management of the arrangement;
 - there are adequate procedures to verify the integrity of the assessment process, and the output standards, of any course leading to entry to a UEL programme;
 - that confirmation is available from official sources concerning appropriate recognition of the course, or of the limitation or conditions applying in respect of recognition.

3 Articulation Approval Process

- 3.1 Each new articulation arrangement will have a Proposer who is based within the School to which the articulation arrangement will apply. The Proposer will be responsible for ensuring that the Articulation Approval Form is completed and considered at the appropriate committees.
- 3.2 The Articulation Approval Form would be submitted to the Partnerships Development Committee in the first instance. It is a minimum requirement that all Blue sections of the form are completed prior to submission to the Partnerships Development Committee.
- 3.3 Partnerships Development Committee would consider the proposed articulation from an operational perspective and a decision by Partnerships Development Committee to approve the proposal is confirmation that, at an institutional level, it is considered that the proposal may proceed to Education and Student Success Committee to consider the proposal from a strategic perspective.
- 3.4 Partnerships Development Committee will either unconditionally approve the proposal or reject the proposal with feedback.

- 3.5 Upon approval by the Partnerships Development Committee, the Proposer will submit the Articulation Approval Form to Education and Student Success Committee for consideration.
- 3.6 Education and Student Success Committee would consider the proposed articulation from an institutional perspective and a decision by Education and Student Success Committee to approve the proposal is confirmation that, at an institutional level, it is considered that the proposal accords with UEL's strategic plan and that the proposal may be developed further towards final approval.
- 3.7 Education and Student Success Committee will either unconditionally approve the proposal or reject the proposal with feedback.
- 3.8 Upon approval by the Education and Student Success Committee the Proposer will submit the Articulation Approval Form to School Learning and Teaching Quality Committee. It is a minimum requirement that the relevant Appendices, as defined by the risk assessment outlined in paragraph 2.1, are completed.
- 3.9 The School Learning and Teaching Quality Committee will consider the proposal from a quality perspective and will ensure that all relevant sections of the form have been satisfactorily completed and that the mapping provides appropriate evidence that the relevant Learning Outcomes/Content of the UEL programme have been covered by the partner institution programme with the necessary credit at the relevant level. The following documentation should be included with the Articulation Approval Form:
- 3.9.1 For programmes with professional, statutory and regulatory body (PSRB) requirements, revisions to the programme specification clarifying the status of the PSRB accreditation in relation to students joining the programme via an advanced standing arrangement should be included in the submission to School Learning and Teaching Quality Committee.
- 3.10 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.
- 3.11 The School Learning and Teaching Quality Committee will either unconditionally approve the proposal or reject the proposal with feedback. The School Learning and Teaching Quality Committee may not impose conditions of approval, with the exception of a condition relating to the signing of the Memorandum of Co-operation.
- 3.12 The Articulation Approval Form will be submitted to Validation & Review Sub-Committee for formal validation. The following documents should be included with the Articulation Approval Form:
- 3.12.1 The School Learning and Teaching Quality Committee minute recommending approval.

- 3.12.2 For programmes with professional, statutory and regulatory body (PSRB) requirements, a revised programme specification clarifying the status of the PSRB accreditation in relation to students joining the programme via an advanced standing arrangement.
- 3.13 The Validation & Review Sub-Committee will either unconditionally approve the proposal or reject the proposal with feedback. The School Learning and Teaching Quality Committee may not impose conditions of approval, with the exception of a condition relating to the signing of the Memorandum of Co-operation. Approval shall be time limited for a maximum of three years.

4 Memorandum of Co-operation

- 4.1 All collaborative partnerships require a written Memorandum of Co-operation outlining the agreement between the two institutions. Quality Assurance and Enhancement will draft the Memorandum of Co-operation in association with the relevant parties following approval of the Articulation Approval Form by Validation & Review Sub-Committee.
- 4.2 The purpose of the Memorandum of Co-operation 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 programme(s) under the agreement.
- 4.3 The Memorandum of Co-operation 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 programmes, proposed arrangements for monitoring, and arrangements governing information and publicity.
- 4.4 Once the advanced standing arrangement has been validated and the Memorandum of Co-operation finalised, Quality Assurance and Enhancement will arrange for signature by all contributing parties. The Memorandum of Co-operation will be signed by the Vice-Chancellor or Deputy Vice-Chancellor on behalf of UEL. **There are no other authorised signatories.**
- 4.5 Memoranda of Co-operation for articulation arrangements will have a duration of four years following approval of the articulation mapping by Validation and Review Sub-Committee, else there is a risk that the mapping will be out of date and no longer valid. The Memorandum of Co-operation will outline the responsibility of each institution to inform the other of any changes to their programme at which point it will be necessary for the School to undertake a further mapping exercise. If further programmes are to be added to

Memorandum of Co-operation at a later date the duration of the agreement will not change from the date of the original agreement.

- 4.6 Heads of School have executive authority for the effective delivery of collaborative arrangements and for ensuring that the terms of the Memorandum of Co-operation are observed.

5 Financial Arrangements

- 5.1 The Head of School or his/her nominee and the Head of the Academic Partnership Office 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.
- 6.2 Should the arrangement not be renewed then action will be taken to terminate the agreement (section 7). Should the articulation arrangement be continued then the Re-approval process will be followed
- 6.3 Where the arrangement is to be renewed, an Articulation Re-Approval document should be completed. The Articulation Re-Approval document should be submitted to the School Learning and Teaching Quality Committee for consideration in the first instance, followed by the Partnership Development Committee.
- 6.4 If there have been no changes to either the UEL or Partner Institution programmes then no further mapping is required. However, where there are changes to either the UEL or Partner Institution programmes, a revised mapping exercise should be undertaken.
- 6.5 Following Re-Approval at the Partnership Development Committee, the existing Memorandum of Co-operation will draft a revised Memorandum of Co-operation in association with the relevant parties. Quality Assurance and Enhancement will arrange for signature by all contributing parties. The Memorandum of Co-operation will be signed by the Vice-Chancellor or Deputy Vice-Chancellor on behalf of UEL. **There are no other authorised signatories.**

7 Termination of Articulation Arrangements

- 7.1 Proposals for termination of articulation arrangements will be considered by the Learning, Teaching and Quality Committee. 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 programme(s) granting advanced standing can transfer to the UEL programme(s). Advice on contractual matters relating to termination can be obtained from the Quality Assurance and Enhancement 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
- Minutes template for SQSC minutes for articulation proposals
- Partnership Termination Form