



Processes for the Approval and Management of Articulation and Progression Arrangements

POLICY SCHEDULE	
Policy title	Processes for the Approval and Management of Articulation and Progression Arrangements
Policy owner	Registry
Policy lead contact	Admissions Management / Head of Collaborative Provision
Approving body	Academic Board
Date of approval	tbc
Date of implementation	2022/23
Version no.	2.0
Related Procedures	<ul style="list-style-type: none">• Process for Due Diligence of Academic Collaborative Provision
Review interval	3 yearly

NB. This policy is available on the University of Cumbria website and it should be noted that any printed copies are uncontrolled and cannot be guaranteed to constitute the current version of the policy.

Background and Rationale

This set of processes is jointly owned by the University's Admissions Manager (for Progression) and the Head of Collaborative Provision (for Articulation).

Articulation and Progression Arrangements support the University's student recruitment activity. Such arrangements are sets up with another education provider and help facilitate entry (or advanced entry) from that provider to the University. These may facilitate recruitment from pre-HE onto the University's programmes or from one HE programme to another.

The main purpose in developing an Articulation or Progression Arrangements is to help facilitate student recruitment from a specific institution. In some instances, a formal agreement might be only way to secure recruitment (esp in some international markets) or it might form a part of a more wide-ranging partnership (such as with an FE College). In all developments, there are 2 underlying principles that are never assuaged. In entering into an agreement:

- The University's Academic Standards will not be compromised.
- In considering an articulation or progression arrangement, the overall learning experience shall be considered such that students are not set up to fail.

In entering into an Articulation or Progression Arrangement, the University establishes a relationship with another education provider. In themselves, these agreements do not result in the University entering into a direct contractual relationship with a student. There is no contractual relationship with a student until the point at which the University issues a formal offer of a place.

Introduction

This document describes the different types of articulation and progression arrangements the University will enter into, and the processes used for consideration and approval. They are designed to apply to both UK and international developments.

This set of processes are designed to complement the University's substantive Admissions processes (including APL). Articulation and Progression arrangements are created to facilitate the process by which students at another education provider are able to apply to the University, either for entry or advanced entry. Individual applications for advanced entry continue to be considered and progressed through the APL processes. Other types of proposals, for example should an *awarding body* be seeking acceptance of its awards for entry to the University, are managed by the Admissions Office.

The CP Team in AQD (Articulation) and Admissions in SAAS (Progression) are jointly responsible for the management of this set of processes, with the International Office taking a lead on all international developments. The CP Team in AQD are involved in the initial development of new proposals, with proposals for Progression arrangements then passed to the Admissions Manager for further consideration.

The Admissions Manager is responsible for holding Progression Agreements; the Head of Collaborative Provision is responsible for hold Articulation Agreements.

These processes will apply to new developments from Sept 2022 onwards. Any existing arrangements will be incorporated into these processes through the review points.

Types of Articulation and Progression

There are a number of different models with which the University will operate. These are summarised as:

Arrangement	Variations
Progression Arrangements	The use of a <u>completed</u> award gained from another institution as a route for <u>entry</u> to a UoC programme at a standard entry point
	The use of a <u>specific and defined part</u> of an award studied at another institution and used for <u>entry</u> to a UoC programme
	The use of a <u>quantity of credit</u> gained from an award studied at another institution and used for <u>entry</u> to a UoC programme
Articulation Arrangements	The use of a <u>completed</u> award gained from another institution as a route for <u>advanced entry</u> to a UoC programme
	The use of a <u>specific and defined part</u> of an award studied at another institution used for <u>advanced entry</u> to a UoC programme
	The use of a <u>quantity of credit</u> gained from an award studied at another institution used for <u>advanced entry</u> to a UoC programme

Initial Consideration and Due Diligence

This set of processes describes how each type of articulation or progression arrangement is developed and approved. These types of arrangements do not normally require a business case to support approval. Exceptions to this are where the proposal fits within a larger development that carries financial implications, or where the proposed arrangement includes discounts to the University's standard student fees. In these types of cases, the relevant Institute would lead on developing the overarching business case to support this (with support from Finance and International Office as appropriate). Where a business cases is required, this would be signed off as per the Scheme of Delegation and should be complete prior to any Articulation or Progression Agreement being signed.

Where a new proposal comes forward, there is initial discussion, led by CP Team in AQD for UK proposals, International Office for International proposals, with the Admissions Manager, relevant academic Institute, and input from Marketing and Recruitment Team to agree if the proposal is something to support in principle and the type of arrangement being sought. Input from the other organisation will be gathered as needed to enable informed decisions to be made.

Where a proposal relates to an organisation the University does not already have an agreement with, the CP Team AQD will undertake initial exploratory work and due diligence investigations. This will be proportionate to the scale of risk for the University by entering into such an arrangement. Therefore, this will take the form of the following:

- Liaising with the University’s Marketing and Recruitment Institute Lead and the School and Colleges Team (and International Office where applicable) to gather feedback on any existing strategies for working with the education provider and awareness raising to enable the effective support of any ongoing engagement modelling work.
- Gathering information such that the University has a clear understanding of the organisation it is entering into partnership with. This would normally include:
 - The type of education provider, its status and how it fits into the local education system.
 - Collating public information about the other organisation to gauge reputational risk for the University.
 - Any additional requirements that might have an impact on the way the University enters into the proposed type of agreement (for example, specific in-country requirements for international developments).
- Gathering information about the programme that is studied at the other organisation. This is likely to include:
 - The name of the programme studied, quantity and level of credit achieved (or equivalent).
 - The Programme Specification (or equivalent).
 - A set of Module Descriptors (or equivalent) where relevant.
 - An understanding of the type of award studied and how it fits into the local qualification framework.

This work enables the University to take an informed view about the organisation it is proposing an arrangement with. It also gathers a set of key information to enable the ongoing consideration processes to take place.

The Head of CP will produce a short report to be circulated to the University team involved in the development (Admissions Manager, Head of CP, International Director, Institute Lead for Student Recruitment and Portfolio Development). A recommendation is made to the relevant Director of Institute on agreeing to proceed with the development. Where the due diligence investigation raises queries such that a decision on proceeding cannot be reached, the proposal may be presented to the University’s Due Diligence Panel for consideration and way forward.

At this point, proposals for Progression are led by the Admissions Manager and the International Office (for international developments). The Admissions Manager reports Progression proposals to Recruitment Management Group for note and are progressed according to the type of arrangement under consideration.

At this point, proposals for Articulation are led by the Head of CP and the International Office (for international developments). Articulation proposals are reported to CPSC for note and are progressed according to the type of arrangement under consideration.

Progression Arrangements

Progression arrangements may take a number of forms, but the key aspect is they seek to facilitate *entry* onto a UoC programme at the standard entry point for that programme. They do not lead to guaranteed entry and applicants would still be required to go through the application and admission process (including any interview where needed).

Progression arrangements may be established with another institution based on:

- Certificated learning where a completed award is approved as meeting the entry requirements to a UoC programme.
- Credit and volume of learning achieved to a certain point is approved as meeting the entry requirements to a UoC programme.

Approval

Supported by the information already gathered through the due diligence stage, the relevant University academic (normally the Programme Leader) works with the Admissions Manager (and International Office as appropriate) to undertake a check the certificated qualification meets the University's entry requirements for the programme. Consideration of any other requirements for entry would also be considered (such as English Language requirements). Where the proposed progression is based on accumulation of credit (rather than a defined part of an award), a review is undertaken that, at the intended point of progression, the quantity *and* level of credit achieved and the learning undertaken satisfies the University's entry requirements for the programme. Other factors may also be considered, including an alignment of the range of assessment methods used, Grade Point Average (GPA), etc.

In consideration for approval, the team could apply a range of stipulations. For example:

- A limit on eligibility for progression based on currency of learning completed or qualification gained (this would normally be within the previous 5 years).
- Progression being subject to studying certain modules or taking a particular pathway through the entry qualification programme.
- Progression being subject to gaining a certain grade in the entry qualification programme.
- Progression being subject to an interview or completion of an additional piece of work or bridge.

Once this work is completed, it is signed off by the Admissions Manager, International Director (where applicable), Institute Lead for Student Recruitment and Portfolio Development, with final sign-off by the Director of Institute. The Admissions Manager will draw up a Progression Agreement to be signed by the Deputy Vice Chancellor (Academic) and an appropriate counterpart at the other organisation. Where there is a requirement to use a template from the other organisation, the Admission Manager and International Office will liaise with ensure this meets the University requirements and escalate any queries as appropriate. Following signing, new Progression Agreements are reported to RMG.

Following sign-off, it would be expected the Institute Lead for Student Recruitment and Portfolio Development (or International Office where applicable) coordinate ongoing meetings, to include the Programme Leader, the University's Schools and Colleges Team with relevant staff from the other organisation, to agree an implementation plan to help ensure effective communication and engagement with the agreement.

During the period of approval, in the event of changes in circumstances that lead the University to feel its academic standards or reputation could be compromised by having an agreement with the other education provider, the University will take steps to withdraw from the arrangement.

Review

Progression Agreements will be reviewed prior to the formal end date of the agreement. The above processes will be followed again to enable the University to identify any changes that need resolving.

In addition to this, and where appropriate, student recruitment as a result of the agreement as well as any issues related to student outcome data will be used to help inform decision-making. Where no particular concerns are raised, a new Progression Agreement is signed. Where the review process identifies queries or concerns, these will be reviewed by the Admissions Manager, Institute Lead for Student Recruitment and Portfolio Development, the Institute Lead for Learning Teaching and Student Experience, and International Director (where applicable) to make a recommendation to the Director of Institute for a decision on renewal.

Articulation Arrangements

Articulation arrangements may take a number of forms, but the key aspect is they seek to facilitate *advanced entry* onto a UoC programme. This type of agreement would normally include a guarantee of advanced entry (subject to meeting all requirements) although students would still be required to go through the application process.

Articulation arrangements may be established with another institution based on:

- Certificated learning where a completed award is mapped to the validated Programme Aims and Outcomes such that students may be permitted to commence the University programme with advanced standing.
- Credit and volume of learning achieved to a *particular and specified point* in a programme is mapped to the validated Programme Aims and Outcomes such that students may be permitted to commence the University programme with advanced standing.
- Credit and volume of learning achieved in a programme is mapped to the validated Programme Aims and Outcomes such that students may be permitted to commence the University programme with advanced standing.

In considering articulation arrangement, the University utilises the credit exemption allowances as stated in the Academic Regulations (C6.3) as limits on advanced entry. In addition, where a student commences on a programme through this type of arrangement, prior learning will normally be recorded as general credit. Where the arrangement requires learning to be recorded as specific credit, the University will undertake a greater level of scrutiny in mapping to gain assurance of a full map.

Approval

Supported by the information already gathered through the due diligence stage, the relevant University academic (normally the Programme Leader) works with the APL Office (supported by the International Office where applicable) to undertake a mapping exercise between the learning achieved at the other institution and that against which articulation is sought. The mapping will focus on an assurance of alignment in learning outcomes and volume of credit achieved. Where general credit is sought, mapping will focus on an alignment of the other institution's provision to the University's Programme Outcomes. Where specific credit is sought, mapping will focus on an alignment of the other institution's provision to the University's Module Outcomes. Any other requirements for entry will also be considered at this point (such as English Language requirements).

Once completed, the mapping is reviewed by another academic from a similar subject area. In consideration for approval, the team could apply a range of stipulations. For example:

- A limit on eligibility for articulation based on currency of learning completed or qualification gained (this would normally be within the previous 5 years).

- Articulation being subject to studying certain modules or taking a particular pathway through the entry qualification programme.
- Articulation being subject to gaining a certain grade in the entry qualification programme.
- Articulation being subject to an interview or completion of an additional piece of work or bridge.

Once this work is completed, it is signed off by the Head of CP, International Director (where applicable), Institute Lead for Student Recruitment and Portfolio Development, with final sign-off by the Director of Institute. The CP Team notify relevant parties of the decision. The CP Team will draw up a Progression Agreement to be signed by the Deputy Vice Chancellor (Academic) and an appropriate counterpart at the other organisation. Following signing, new Articulation Agreements are reported to Collaborative Provision Sub-Committee (CPSC).

Following sign-off, it would be expected the Institute Lead for Student Recruitment and Portfolio Development (or International Office where applicable) coordinate ongoing meetings, to include the Programme Leader, the University's Schools and Colleges Team with relevant staff from the other organisation, to agree an implementation plan to help ensure effective communication and engagement with the agreement.

During the period of approval, in the event of changes in circumstances that lead the University to feel its academic standards or reputation could be compromised by having an agreement with the other education provider, the University will take steps to withdraw from the arrangement.

Review

Articulation Agreements will be reviewed prior to the formal review date. The above processes will be followed again to enable the University to identify any changes that need resolving. In addition to this, and where appropriate, student recruitment as a result of the agreement as well as any issues related to student outcome data will be used to help inform decision-making. Where no particular concerns are raised, a new Articulation Agreement is signed. Where the review process identifies queries or concerns, these will be reviewed by the Institute Lead for Student Recruitment and Portfolio Development, the Institute Lead for Learning Teaching and Student Experience, the Head of CP, and International Director (where applicable) to make a recommendation to the Director of Institute for a decision on renewal.

