



**UNIVERSITY
ACADEMY 92**
MANCHESTER

Articulation Policy and Procedure

Implementation date:

September 2023

Version number:

1.4

<u>Document type</u>		Strategy
	✓	Policy
		Regulations
	✓	Procedure
		Code of Practice
		Guidance
<u>Area of UA92 business</u>	✓	Academic
		Finance
		Governance and Compliance
		Marketing and Engagement
		Operations
		People
		Registry and Quality
		Student Life
		Student Recruitment and Admissions
	Other	
<u>Document Name:</u>		Articulation Policy and Procedure
<u>Author:</u>		Registrar and Secretary
<u>Owner (if different from above):</u>		Registrar and Secretary
<u>Document control information:</u>		
<u>Version number:</u>		1.4
<u>Date approved:</u>		9 th December 2020
<u>Approved by:</u>		UA92 Academic Committee
<u>Implementation date:</u>		September 2023
<u>Review due:</u>		2024/25 academic year for implementation from September 2025
<u>Document location:</u>		UA92 website Microsoft Teams
<u>Consultation required:</u>		
<u>Equality & Diversity</u>		Yes
<u>Legal considerations (including Consumer Rights)</u>		Yes
<u>Information Governance</u>		<u>Yes</u>
<u>Students</u>		Yes
<u>Employee Engagement Forum</u>		N/A
<u>External</u>		Lancaster University

REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author

1.1	27 th January 2021	Change application process from 'direct' to an application form.	Helen Collinson
1.2	29 th July 2021	Added curriculum mapping template Updating of business areas.	Sophie Pegum
1.3	2 nd September 2021	Expand coverage to include overseas articulations (2.1) and update Committee titles.	Helen Collinson
1.4	31 st August 2023	Reviewed, no changes	Karen Kingston

Contents

1. Purpose	3
2. Scope	3
3. Articulation procedures	4
4. Management of an Articulation agreement	5
5. Related documentation	6

1. Purpose

- 1.1 The purpose of this procedure is to outline how University Academy 92 (UA92) will approve and manage Articulation agreements. Articulation agreements are where UA92 agrees to recognise specified qualifications offered by a partner institution for entry, or advanced entry, to specified UA92 awards.
- 1.2 Articulation partnerships are normally considered to be low risk (although they might be assessed as medium risk depending on the location or the particular circumstances of the proposed partner).

2. Scope

- 2.1 This procedure applies to all proposed articulation agreements that UA92 may wish to put in place. At this time, UA92 will only consider entering into an articulation agreement with a UK based education provider or with an overseas based education provider where there is an existing relationship with Navitas, UA92's partner in the UA92 Global campus.
- 2.2 Under the UA92 follows Lancaster University's regulations on RPL/RPEL, which is detailed in the Lancaster University Manual of Academic Regulations (MARP) <https://www.lancaster.ac.uk/media/lancaster-university/content-assets/documents/student-based-services/asg/marp/RPL.pdf>.

2.3 Under these regulations, a maximum of 1/3 of an award may be approved as part of an articulation agreement and entry with advance standing is only permitted onto UA92 Bachelors Honours degrees.

Award	Total credits for award	Maximum articulation	Maximum entry
Degree	360 credits	120 credits	Level 5

3. Articulation procedures

3.1 The level of scrutiny and investigation will typically involve an assessment of the following:

- a) whether the proposed partnership aligns with the UA92 strategy;
- b) the partner's reputation and academic standing;
- c) the partner's financial standing;
- d) the partner's governmental, legal and jurisdictional environment and Higher Education regulatory environment, framework and structures including its degree awarding powers, where relevant;
- e) whether there is market demand and an appropriate recruitment pool of potential students with the necessary qualifications and sources of funding;
- f) whether relevant provision is at the appropriate level, whether there is a good curriculum match with UA92 provision, and whether assessment and moderation arrangements are appropriate;
- g) whether the proposed partner deploys appropriate quality assurance procedures;
- h) the proposed arrangements for the day-to-day operational management of the partnership.

3.2 Stages in the approval procedure

Stage		Complete	Considered by	Approved by
1	Initial approval to progress	Template for Proposal for an Articulation Agreement (Initial approval) Appendix 1	UA92 Academic Development Group (ADG)	UA92 Leadership Team on recommendation from ADG

2	Approval by Lancaster University	Template for Proposal for an Articulation Agreement (Initial approval) Appendix 1	Lancaster University JIG	Lancaster University JIG
3	Mapping of partner programme to UA92 programme and collation of evidence, including but not limited to: <ul style="list-style-type: none"> i. Course specification, syllabus or handbook; ii. A copy of the module specifications, syllabi or handbooks; iii. A list of the topics covered in each module; iv. Assessment briefs; v. Entry requirements; vi. External examiner/verifier reports; vii. Mapping of partner programme to UA92 award; viii. Confirmation of mapping from LU Link Tutor; ix. Confirmation of mapping from UA92 External Examiner. 			
4	Academic approval	Template for proposal for Articulation Agreement (academic approval) and supporting evidence.	Academic Standards and Quality Group	Academic Committee on recommendation from Academic Standards and Quality Group (ASQG)
5	Confirmation of Articulation	Report from ASQG	Academic Committee	
6	Articulation agreement signed and able to admit students. Registry and Quality will provide the draft Articulation agreement.			

4. Management of an Articulation agreement

4.1 Students will need to submit an application form to UA92.

4.2 Deadlines for submission of applications are as follows:

	<u>September entry</u>	<u>January entry* (will only be permitted with an existing January cohort in place)</u>
Articulation agreement	Deadline: 1 month prior to the start of the first Block of study	Deadline: 6 weeks prior to the start of the first Block of study

4.3 Articulation agreements are monitored via the Annual Programme Review. Annual monitoring must be undertaken, with regard to the performance on a UA92 degree programme of those students admitted from the articulation programme(s) concerned. Performance monitoring must be benchmarked against all students in a degree programme cohort and also against appropriate peer groups. annual monitoring should be reported as part of the regular Annual Programme Review (APR) process for the relevant subject discipline area and included as part of that return.

5. Related documentation

5.1 Lancaster University Manual of Academic Regulations

5.2 <https://ua92.ac.uk/storage/app/media/MARP-UA92-Academic-Regs-2021.pdf>

5.3 UA92 Contract policy framework

5.4 [Student Regulations & Policies | University Academy 92 \(UA92\)](#)

6. Appendices

6.1 Appendix 1: Template for Proposal for an Articulation Agreement (Initial approval)

6.2 Appendix 2: Template for proposal for Articulation Agreement (academic approval)

6.3 Appendix 3: Template for Curriculum mapping

Appendix 1: Template for Proposal for an Articulation Agreement (initial approval)

Proposed Articulation Partner:			
Key contact (UA92):			
Key contract (partner):			
Alignment with Strategic Plan	DIRECT FIT	INDIRECT FIT	NO FIT
Legal status and credibility of proposed partner institution	<p><i>Include full name and address of proposed partner and information undertaken as part of initial due diligence. Give legal status and details of how quality is assured in the partner institution, including details of any external examining and/or inspections. Indicate if there are any other, existing collaborative arrangements or collaborations with other UK HEIs.</i></p>		
Proposed courses:	UA92 course	Year of entry	Partner course to articulate from
Proposed start date:			
Rationale for proposed articulation:			
Summary of discussions to date:			
Outcome of initial due diligence:			
Resource implications:			
Business case:			

Appendix 2: Template for Proposal for an Articulation Agreement (academic approval)

Proposed Articulation Partner:			
Key contact (UA92):			
Key contract (partner):			
Legal status and credibility of proposed partner institution	<p><i>Include full name and address of proposed partner and information undertaken as part of initial due diligence. Give legal status and details of how quality is assured in the partner institution, including details of any external examining and/or inspections. Indicate if there are any other, existing collaborative arrangements or collaborations with other UK HEIs.</i></p>		
Proposed courses:	UA92 course	Year of entry	Partner course to articulate from
Proposed start date:			
Admissions	<p><i>This should specify the qualifications of students at the point of entry to the partner’s programme. These would be expected to be equivalent to those students entering a similar award at the same level at UA92.</i></p> <p>You must include academic achievement required at the point of entry to the UA92 programme expressed in the appropriate format according to the Partner’s marking scheme marks/grades/cumulative GPA).</p>		
Match of subject teaching	<p><i>Need to confirm that there is a match between the course at the partner institution and UA92 at the point of entry and that there has been a scrutiny of syllabus content. This should include within their proposal the mapping exercise that has been undertaken between both institutions to ensure that students may be granted entry with Advanced Standing. The output standard of the feeder programme – i.e. that the learning outcomes/objectives are commensurate with the level of entry at UA92 – must be evidenced.</i></p> <p><i>As a minimum this should be evidenced through the syllabus and a sample of a range of student assignment briefs and/or examination papers as well as marked student work (if available). If these are not available then ‘model answers’ or details of successful progression to comparable courses at comparable HEIs might be considered. Where the articulating course is a well-recognised award, such as an Edexcel HND, evidence such as confirmation of appropriate QA processes – and/or a report from the External Verifier for the award would be acceptable.</i></p>		

	The proposing School should confirm that the External Examiner and the LU Link Tutor for the ‘receiving’ course has been consulted on the mapping process, and has given their support for the articulation.
Lancaster University Link Tutor	
External Examiner	
Liaison and support for transition	<p><i>Need to demonstrate that there is an agreed plan for regular on-going effective liaison between the course team at UA92 and the course team at the partner institution.</i></p> <p><i>Normally, there should be a minimum of 1 academic visit within the period of the agreement supported by skype, email and other forms of communication as appropriate. Annual liaison should take place to maintain confidence in the mapping and should also monitor other indicators such as the academic achievement of any progressing students. Should also provide evidence of how students will be given support for their transition to UA92.</i></p> <p>Notes: the formal Agreement will cover UA92 requirements regarding approval of all marketing and promotional material and the onus on both sides to ensure that the mapping of curriculum is maintained through the communication/negotiation of curriculum changes by either institution</p>

Appendix 3: Template for Curriculum mapping

CURRICULUM MAPPING FORM **FOR ARTICULATION AND PROGRESSION ARRANGEMENTS**

Section A – Framework for Higher Education Qualification Level Mapping

Please complete this section if there is no existing evidence to confirm alignment of the external provision to the UK FHEQ/QCF. Where the partner institution is International it will be necessary to complete this section.

	Framework for Higher Education Qualification /Qualifications and Credits Framework Alignment
1	Number of hours of student effort and credits achieved (per level) at the External Organisation and how this compares to the requirements of the FHEQ/QCF
2	Types of assessment undertaken at the External Organisation
3	Use of external examiners at the External Organisation
4	Number and breadth of student assessments reviewed by a member of UA92 staff
5	How articulating students will be prepared for study at UA92 (applicable if currently not studying in the UK)
6	How the external provision has supported the students' acquisition / development of critical and analytical skills (if the proposal relates to study at Level 7)

--

Section B – Programme Specific Mapping by Level of Study

This section must be completed by a subject academic. Matching of Learning Outcomes/subject content at the appropriate level should be done by level of study. Expand the table as required to ensure that all of the Learning Outcomes from the relevant level of the UA92 programme are included.

UA92 CertHE Level Learning Outcomes (extracted from the Programme Specification)	External Organisation (Level/Unit) Learning Outcomes (or equivalent)	Comments on Match

Section C - Subject Specific Mapping by Module

This section must be completed by a subject academic. Matching of Learning Outcomes/subject content at the appropriate level should be done by Module. Expand the table as required to ensure that all modules are included. If the External Organisation’s modules are smaller/larger than those delivered on the UA92 Programme, you may need to include units more than once to demonstrate full alignment.

Level 4 modules						
UA92 Module Title	Module Code	Credit Value	External Organisation Unit/Module Title	Credit Value	Level of Study	Comments on Match

Section D – Proposals for Bridging Content

Indicate in the table any essential gaps in content that need to be filled for the articulation to work. This should include the TTC modules (as appropriate).

Module Title	Module Code	Credit Value	Proposal and Rationale <i>(It may be deemed necessary to require additional content delivery to satisfy programme learning outcomes/accreditation/exemptions/prerequisite requirements for further study. Where it is deemed necessary a recommendation as to how the 'gap' should be filled should be supplied. Please include a recommendation as to whether this should be IDEALLY:</i> <ol style="list-style-type: none"> 1. <i>Delivered by Distance Learning</i> 2. <i>Delivered intensively upon arrival at UA92</i> 3. <i>Delivered through alternate modules at UA92.</i>

Bridging Content Approval (where appropriate)	
Agreed Bridging Content	
Confirmation of Bridging Content Approval by UA92 and Partner Institution	

Section E – Administrative Record for proposals

1	Date/s of Consideration by AQC	
2	Outcome <i>(Please Tick)</i>	Approved
		Not Approved <i>(Please see minutes for reasons for non-approval)</i>
3	Date sent to AC	