

UNIVERSITY ACADEMY 92

MANCHESTER

Articulation Policy and Procedure

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	92 website	
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Equality & Diversity Yes	3	
Legal considerations (including Yes		
Consumer Rights)		
Information Governance Yes	3	
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	caster University	

REVISION HISTO	RY		
Version	Date	Revision description/Summary of changes	Author

1.1	27 th January	Change application	Helen
	2021	process from 'direct' to	Collinson
		an application form.	
1.2	29 th July 2021	Added curriculum	Sophie Pegum
		mapping template	
		Updating of business	
		areas.	
1.3	2 nd September	Expand coverage to	Helen
	2021	include overseas	Collinson
		articulations (2.1) and	
		update Committee titles.	
1.4	31st August 2023	Reviewed, no changes	Karen Kingston
1.5	2 nd July 2024	Updated committee	Karen Kingston
		names	

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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 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 UA92 Global.
- 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

Stag	e	Complete	Considered and approved by
1	Initial approval to progress	Template for Proposal for an Articulation Agreement (Initial approval) Appendix 1	Joint Academic Group (JAG)

2	Approval by Lancaster University	Template for Proposal for an Articulation Agreement (Initial approval) Appendix 1	Lancaster Univ	ersity PMG
3	ii. A copy of t iii. A list of the iv. Assessme v. Entry requi vi. External ex vii. Mapping o viii. Confirmatio	not limited to: ecification, syllabus he module specific e topics covered in nt briefs;	s or handbook; cations, syllabi or each module; corts; ne to UA92 awar n LU Link Tutor;	handbooks;
4	Academic approval/Completion of Agreement	Template for proposal for Articulation Agreement (academic approval) and supporting evidence.	Joint Academic Group	Joint Academic Group
6	Articulation agreement signed and able to admit students. Registry/Global will provide the draft Articulation agreement.			

4. <u>Management of an Articulation agreement</u>

4.1 Students will need to submit an application form to UA92/Global. Deadlines for submission of applications are as follows:

Articulation	Deadline: Completed
agreement	agreement 1 month prior
	to the start of the first
	Block of study

4.2 Articulation agreements are monitored via the Annual Programme Review.

Annual monitoring must be undertaken, regarding 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 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 <u>Manual of Academic</u> Regulations and Procedures Lancaster University
- 5.2 UA92 Policy webpage https://ua92.ac.uk/about-ua92/corporate-information/policies-and-regulations/

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	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.			
Proposed courses:	UA92 course		Year of entry	tner course to culate 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 Proposed courses: Proposed start date:	al due diligence. ils of how quality is as s of any external exam ere are any other, exis	sured in the partner nining and/or ting collaborative
Partner: Key contact (UA92): Key contract (partner): Legal status and credibility of proposed partner institution Proposed courses: Include full name and addrawandertaken as part of initia Give legal status and details institution, including details inspections. Indicate if the arrangements or collaborate UA92 course Proposed start	al due diligence. ils of how quality is as s of any external exam ere are any other, exis tions with other UK Hi	sured in the partner nining and/or ting collaborative Els. Partner course to
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Proposed start	Year of entry	
		1
1		
Admissions This should specify the quato the partner's programme equivalent to those student level at UA92. You must include acader of entry to the UA92 programmat according to the Financks/grades/cumulative	e. These would be ex ts entering a similar a mic achievement req gramme expressed in Partner's marking sc	pected to be ward at the same uired at the point the appropriate
Match of subject teaching Need to confirm that there partner institution and UA9 been a scrutiny of syllabus proposal the mapping exemboth institutions to ensure Advanced Standing. The Carlot of entry at UA92 - i.e. that the learning out the level of entry at UA92 - As a minimum this should sample of a range of stude papers as well as marked available then 'model answ to comparable courses at the Where the articulating course an Edexcel HND, evidence processes — and/or a report would be acceptable.	22 at the point of entry a content. This should reise that has been unthat students may be output standard of the comes/objectives are comust be evidenced through ent assignment briefs a student work (if availal wers' or details of succession as well-recognise e such as confirmation	and that there has include within their dertaken between granted entry with feeder programme commensurate with the syllabus and a and/or examination ble). If these are not cessful progression the considered award, such as a of appropriate QA

	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	Need to demonstrate that there is an agreed plan for regular ongoing effective liaison between the course team at UA92 and the course team at the partner institution. 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. 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

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
		2 011 01 0			,	

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 (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: 1. Delivered by Distance Learning 2. Delivered intensively upon arrival at UA92 3. Delivered through alternate modules at UA92.

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	Approved
	(Please Tick)	Not Approved
		(Please see minutes for reasons for non-approval)
3	Date sent to AC	