## Annexe 1



**Principles and process for the approval Articulation**

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| 1.1 | An articulation agreement is a formal agreement that allows specific credit that has been gained from one higher education institution to be transferred to another institution as advanced standing. The right to such advanced standing applies to all students covered by the agreement, who have gained that specific credit, without a further consideration of that credit, subject to any limitations set out in the agreement. As the University in receipt of the credits, UW will need to assure itself of the quality and standards of the learning that is undertaken at its partner. |
| 1.2 | Articulation agreements may develop from recognition arrangements, and sometimes programmes can be designed specifically with an articulation arrangement in mind. The critical difference between a recognition and an articulation arrangement is the expectation of the prospective student:   * *if the applicant’s admission profile is considered on an individual basis and there is no guarantee of entry/progression to the UW programme or award, it constitutes a recognition agreement.* * *if entry/progression to a UW programme or award is guaranteed, it constitutes an articulation arrangement.* |
| 1.3 | The approval of an articulation arrangement normally involves the following stages:  **Stages 1-4, as identified in 3.7 of the Partnership Approval Process:**  Stage 5: Full curriculum mapping Stage 6: Site visit  Stage 7: Articulation approval report compiled by the School for ASQEC and Academic Board approval of the proposed articulation arrangement  Stage 8: Articulation agreement |
| 1.4 | These are not necessarily consecutive stages, on occasion it may be appropriate, for example, to carry out the detailed curriculum mapping at an early stage in order to ascertain viability of the proposed arrangements. Equally, a site visit may take place at an early stage in order to progress discussion of the proposed partnership. |
| 1.5 | The approval of articulation arrangements brings together approval of the proposed partner and the specific proposed articulation arrangement. In most circumstances there is no requirement for a formal approval visit as set out in the above process. This is replaced by a site visit conducted by the relevant UW School. |
| 1.6 | It should also be noted that proposals for articulation arrangements may come from/involve awarding bodies rather than organisations delivering a particular programme. In some cases proposals may be based on programmes accredited or awarded by recognised international accreditation agencies, or by existing partners of the University. These factors will be taken into account in determining the nature of the evidence required for due diligence, curriculum mapping and site visits. |
| 1.7 | If a proposal for an articulation arrangement comes from an existing partner of the University, stages 2, 3 and 4 are not required (since they have already been |

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|  | completed through the partner approval process). Similarly a site visit may not be necessary. |
| 1.8 | Articulation arrangements and are subject to formal approval and confirmation through University procedures. In no circumstances should articulation arrangements be promoted to potential students in advance of formal approval. |
| 1.9 | The time period required for approval of a proposed articulation arrangement will depend on a variety of factors, including whether the proposal relates to an existing University partner, the status and national context within which the partner is working, and the nature and quality assurance arrangements relating to the proposed link programme of the partner. Arrangements with new partners, particularly overseas partners, are likely to take at least six months, if not more, to establish and prepare since they are likely to involve the building of relationships and mutual understanding as well as some formal due diligence and preparation of paperwork. Advice should be sought from AQU at the earliest opportunity. |
| **2.0** | **Stage 5: Full Curriculum mapping** |
| 2.1 | The School must undertake a curriculum mapping process to ensure that there is a match between the course at the partner institution and the UW programme at the point of entry in terms of academic standards, credit value and course content (ie the level, volume and content of prior learning). Such mapping serves to determine equivalence and that students have achieved the appropriate standards with pre- requisite knowledge and skills to join the University programme. |
| 2.2 | The output standards of the course at the partner institution must be directly evidenced, through scrutiny of curriculum specification/syllabi, assessments, marking and grading criteria, processes for quality assurance, samples of assessed work, external verification reports etc. Appropriate academic staff should be engaged in this scrutiny process and the external examiner should also be consulted. In some cases there may be a need for a bridging arrangement to be put in place, and consideration should be given to liaison and transition arrangements. Evidence of the curriculum mapping and scrutiny should be retained by the School. |
| 2.3 | A curriculum mapping report, to be appended to the articulation approval report, should be produced covering the following:   * review of programme specification/syllabus and match in terms of learning outcomes, content and level with UW programme * review of marking/grading criteria and samples of student work * external verification/accreditation or other reports for the programme * quality assurance mechanisms that apply to the partner’s programme * advice/confirmation from UW external examiner for UW programme * conclusions and recommendations. |
| 2.4 | The currency of curriculum mapping must be reviewed on an annual basis and updated as appropriate. Planned curriculum changes by either the partner organisation or the University to the relevant courses should trigger a check on the currency of the curriculum mapping. |
| **3.0** | **Stage 6: Site Visit** |
| 3.1 | Assessment and verification of the prospective partner’s premises is an essential part of the approval process and a written report is required. There may be circumstances where the need for a site visit and report are waived, but this is at  the discretion of the Director of Quality and Educational Development. Likewise, |

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|  | there may be circumstances where the arrangements for a site visit require additional personnel to be involved. Site visits are often combined with discussions with the partner about the operation of the articulation agreement. |
| 3.2 | A site visit should be conducted by a senior member of School staff, with the appropriate understanding of the requirements of the process and the expertise to make an assessment (eg where specialist facilities are required). |
| 3.3 | A short site visit report form, to be appended to the articulation approval report, should be produced covering the following:   * details of visit (dates, meetings, participants, etc) * physical facilities and teaching accommodation * learning resources * IT and computing resources * student records arrangements * specialist resources relating to the proposed articulated course * conclusions and recommendations. |
| **4.0** | **Stage 7: Articulation approval report compiled by School for ASQEC and Academic Board approval** |
| 4.1 | The Deputy Head of Academic Quality compiles the articulation arrangement approval report for Academic Standards and Quality Enhancement Committee (ASQEC). This is composed of an overview approval report, together with the due diligence report from the Deputy Head of Academic Quality, the curriculum mapping report, and the site visit report as annexes. |
| 4.2 | The report must be signed off by the Head of School. It is presented to ASQEC for scrutiny. ASQEC is responsible for confirming that the due diligence and approval process has been carried out robustly and in line with University policy and procedures. If ASQEC is satisfied with the report, it will recommend approval of the proposed partnership and articulation arrangement to Academic Board. The Board will receive for information the overview approval report. |
| **5.0** | **Stage 8: Articulation Agreement** |
| 5.1 | Once approved by ASQEC the School should provide to the Deputy Head of Academic Quality a draft articulation agreement based on the standard template, or a copy of the agreement prepared by the intended partner organisation as appropriate. |
| 5.2 | The draft agreement must accurately reflect the intended arrangements with the partner and should therefore be shared with the partner at the draft stage.  However, it is important that it is made clear that the draft agreement is subject to University level review and approval. |
| 5.3 | The articulation agreement is time limited, normally for a period of three years in the first instance. |
| 5.4 | Once the draft articulation agreement has been approved by the Deputy Head of  Academic Quality and relevant University officers, arrangements should be made for it to be signed and returned by the partner.   |  |  | | --- | --- | | **Approval Authority** | ASQEC | | **Date of Commencement** | 01/09/2018 | | **Amendment Dates** | n/a | | **Date for Next Review** | 01/08/2021 | | **Related Policies, Procedures, Guidance, Forms or Templates** | [Partnership Approval Process](http://www.worc.ac.uk/aqu/documents/Partnership_Approval_Process.pdf) | | **Guidance superseded by this version** | n/a | |