



BUCKINGHAMSHIRE  
NEW UNIVERSITY

EST. 1891



# ARTICULATION AGREEMENTS

Effective from March 2011

## Contents

<b>1</b>	<b>Introduction .....</b>	<b>3</b>
<b>2</b>	<b>Where applicable.....</b>	<b>3</b>
<b>3</b>	<b>Process for exploring and approving an articulation agreement .....</b>	<b>3</b>
<b>4</b>	<b>Monitoring of quality and standards .....</b>	<b>5</b>
<b>5</b>	<b>Registration and enrolment of students .....</b>	<b>5</b>

## Appendices

Appendix 1:	Exploration and approval of articulation agreements – Process Map
Form 1:	Proposal for a New Articulation Agreement (blank)
Form 2:	Articulation Agreement (blank)

### **Preamble**

All University formal documents relate to the policies, strategies, procedures and regulations of the University having been approved by the appropriate formally recognised and constituted body. All University staff and students are required to adhere to the formal processes and regulations of the University.

This document should not be read in isolation as other University processes/formal documents could be relevant. A full listing of all formal documents is available on the University's website.

Any interpretation of the content of this formal document will be at the discretion of the **Director of Academic Quality**.

All previous versions of this document as approved by before **March 2011** shall be rescinded.

The names of committees and titles of posts may change from time to time. This shall not invalidate the powers of the equivalent successor committees or post holders.

If required this formal document is available in an alternative format eg Braille, tape, disc, email or a larger font size. Please contact **the Academic Quality Directorate**.

## 1 Introduction

- 1.1 The University defines articulation agreements as: **formal agreements between the University and other educational institutions (UK and overseas) whereby the University formally evaluates and recognises the award of the other institution as permitting application for entry, with or without advanced standing, to a University award.**

Note: Other educational institutions, (UK and overseas) must be recognised as such by their respective governments.

- 1.2 In entering into such agreements, responsibility for the quality and standards of the providing institution's awards remains that of the providing institution. The University has an expectation that the providing institution adheres to the Standards and Guidelines for Quality Assurance in the European Higher Education Areas (2005) and that its programmes can be mapped to the QAA Framework for Higher Education Qualifications.
- 1.3 Articulation agreements relate to entry to University awards, **with or without Advanced Standing**, as opposed to formal collaborative partnership agreements whereby partners are responsible for delivering University awards. As such, articulation agreements are relatively straightforward to establish and approve.
- 1.4 **Where an articulation agreement ends or is terminated by either party, any student enrolled on the providing institution's award prior to the agreement terminating must be permitted the opportunity to progress to the University award should they so wish.**

## 2 Where applicable

- 2.1 This process, including the signing of a formal articulation agreement, is required where there is to be a formal arrangement for entry, with or without advanced standing, of students on a regular basis to University courses.
- 2.2 Formal articulation agreements are not necessary for students covered by an Erasmus Agreement.
- 2.3 **Until such time as direct Hefce funding for students be withdrawn**, exemption rules that apply to home students in relation to Hefce's Equal or Lower Qualifications (ELQs) will also apply to European Union Students and should be considered by faculties when exploring the possibility of developing a formal articulation agreement.

*Note: Further information in respect of ELQs can be obtained from the Directorate of Business Planning.*

- 2.4 Individual students can be admitted to University courses on an 'advanced standing' basis in accordance with the University's approved Credit Accumulation and Transfer Scheme **(see formal document Credit Accumulation and Transfer Scheme)**.
- 2.5 **Where entry with advanced standing takes place the credits achieved by the student from their prior learning, and not the marks, will count towards the University award.**

## 3 Process for exploring and approving an articulation agreement

- 3.1 A process map is detailed in **Appendix 1**.
- 3.2 The faculty sponsor is responsible for undertaking due diligence on the proposed feeder institution and for providing **Faculty Management Team (FMT) or Faculty Academic**

- Management Team (AFMT)** with outline information on the proposed partner and possible feeder course(s) as per the information required by the Proposal for a New Articulation Agreement Pro-forma (section 1 – 4) (**see Form 1**).
- 3.3 Where approved for further development by **FMT or AFMT** the faculty sponsor is responsible for liaising with appropriate faculty academic staff including suitable subject specialists and admissions staff and, to explore recent examples (from the previous two years) of information on the proposed feeder course(s) including:
- a) Course syllabus
  - b) Course learning outcomes
  - c) Coursework and examination briefs set
  - d) Examples of students' work (coursework/examinations/portfolios/practice)
  - e) Operation of Boards of Examiners or equivalent
  - f) Student achievement
- 3.4 The evidence reviewed together with evaluative comments in respect of how this would prepare students for entry into the proposed University award should be detailed on the Proposal for a New Articulation Agreement Pro-forma (sections 5 – 9) (**see Form 1**).
- 3.5 Where considered appropriate a bridging course or additional requirements may be specified in the requirements for entry to a University course, **for example, the level of English language proficiency required**.
- 3.6 **Following completion, the Proposal for a new Articulation Agreement is presented to the faculty CATS Committee for consideration of the proposed articulation agreement in respect of:**
- a) fit with the learning outcomes of the proposed University award to which students will be articulating;
  - b) the processes required to ensure the ongoing monitoring of quality and standards of students entering through the proposed articulation agreement.
- 3.7 Faculty CATS Committee will, **via the Academic Quality Directorate**, either:
- a) recommend approval of the articulation agreement to the Quality Enhancement Committee (QEC) for signature
  - b) refer the proposal back for further investigation/evidence of appropriateness of fit with the University award
  - c) reject the proposal outright
- 3.8 Where proposals are approved by QEC the faculty is responsible for preparing a formal articulation agreement (see **Form 2** for a standard pro-forma) and for forwarding this, **via the Academic Quality Directorate**, together with the extract from the QEC minutes, to the Vice Chancellor **or Deputy Vice Chancellor** for signature. The **Academic Quality Directorate** is responsible for ensuring that the formal articulation agreement is signed by the Head of the partner institution.
- 3.9 Where necessary, the faculty is responsible for preparing a separate financial agreement and for arranging its signature by the Vice Chancellor **or Deputy Vice Chancellor** and the Head of the partner institution.
- 3.10 A signed copy of the formal articulation agreement must be retained in the **Academic Quality Directorate (AQD)** for information.

3.11 AQD will be responsible for maintaining the institutional register of approved articulation agreements and for providing Senate with updates of this register as required.

3.12 AQD will be responsible for providing information relating to the articulation agreement to all appropriate University departments eg Marketing, Admissions and Recruitment, the International Office and central Finance.

3.13 AQD will be responsible for entering and maintaining the information relating to the articulation agreement and/or partner organisation on the University's contacts records system.

## 4 Monitoring of quality and standards

4.1 Depending upon the nature of the course from which students are articulating this section may not be necessary. For example, if students were articulating from a standard Edexcel course being monitored by Edexcel the University may have confidence in the ongoing monitoring and quality of standards. However, if the students were articulating from a non UK designed course the University may wish to put in place mechanisms for monitoring the ongoing standard of achievement of students. Details of these may include the following:

a) The Faculty is responsible for appointing a Link Tutor who will be responsible for liaison with the partner on a regular basis in relation to:

- advice on any necessary staff development requirements
- moderating a sample of partner students' coursework/examination scripts to ensure the standard achieved is maintained at the level at which the original agreement was approved
- attending Boards of Examiners for the partner's feeder course (would necessitate a visit or video conferencing)
- arranging staff visits/exchanges as appropriate
- meeting with students (this may necessitate a visit or video conferencing)

4.2 As part of the ongoing monitoring process, the faculty is responsible for ensuring that students entering a programme via an articulation agreement are monitored separately including progression/achievement rates. This should form part of the Annual Review & Evaluation of the University programme on which the students enrol.

4.3 The duration of a formal articulation agreement should be no longer than five years after which the agreement should be reviewed and, if appropriate, re-signed.

## 5 Registration and enrolment of students

5.1 Where students are registered and enrolled on a University course having entered through an agreed articulation agreement the faculty is responsible for ensuring that students are enrolled correctly on the Student Records System. It is important that students are recorded at the correct point of entry to a qualification and any credits exempted recorded in order that they can be returned correctly to the funding council or other appropriate government or PSRB.

Prepared by:	Academic Secretary	Date:	3 December 2007
Final Approval by:	Academic Planning Committee – 11 December 2007		
Review Date:	2012/13		
Updated on:	09 March 2011 by Senior Registrar – Student Conduct & Partnerships		

© Buckinghamshire New University

