
10 Approval, monitoring and review of articulation agreements

10.1 Definition

Articulation is a formal process leading to the recognition of credit of a named qualification of an existing collaborative partner of the University, or another institution/organisation or awarding body. It allows the opportunity to transfer credit and enable student entry with advanced standing, and specific credit, from collaborative partners or other institutions/organisations to a named award of the University.

Articulation is a judgement by the University about the curriculum, its delivery and assessment by the partner or other institution and the learning environment at those institutions. Articulating awards may be owned by the institution or awarding body and awarded in the name of that institution or awarding body. In such cases the University recognises the standards of these awards through credit gained towards the achievement of qualifications owned by the University. Alternatively, articulating awards may be owned by the University and awarded in its name but delivered at a collaborative partner institution (for e.g. Foundation degrees).

Progression is a sub-category of articulation. Articulating progression agreements enable students entry to the start of all or selected programmes of the University. No credit recognition and transfer takes place.

10.2 Principles

Articulation will be considered for awards which will grant entry to FHEQ levels 5 and 6 of named awards of the University. Articulated programmes should, as far as possible, be delivered in a comparable style of assessment and learning so as not to disadvantage students' further study at the University. Where credit is granted at level 5 or above, the process will incorporate external examiner scrutiny.

Assessment of the achievement of programme outcomes at their highest level will always be solely undertaken on University programmes irrespective of whether these are taken on a University campus or in a partner institution. Recognised credit delivered through articulating partners will be clearly noted in the diploma supplement.

10.3 Responsibilities

Marketing Team

The University's Marketing Team tracks, coordinates, and manages articulation accounts. This involves liaising with faculties for curriculum matching, preparation, tracking, and storing of agreements as well as account management of the partnership throughout the articulation process. A database of institutions and agreements is held on MISIS, the central record system of the University.

The Marketing Team coordinates and manages articulation agreement annexes within Memoranda of Cooperation for collaborative programmes.

Faculties

Faculties map the curriculum of the institution to learning outcomes of MU programmes and agree conditions of the agreement including accreditation, entry requirements and entry levels, seeking external examiner to mapping where credit at level 5 and above is to be granted. They also appoint a link contact.

10.4 Institutional recognition

10.4.1 Initiation of articulation proposals

The first stage of the process is to recognise institutions/organisations or awarding bodies that are not already collaborative partners of the University as an Articulation partner. This institutional recognition, which forms the basis for the development of programme specific articulation agreements, is overseen by Collaborations sub-Committee. Once institutional recognition is granted, programme recognition may proceed

10.4.2 Procedure

Proposals for institutional recognition are submitted to the Marketing Team, to an agreed template (see *appendix 10a*). An initial review is undertaken by AQS and the Marketing Team and recommends to Collaborations sub-Committee whether the institution/organisation or awarding body under consideration is a suitable partner for the University for the purposes of articulation.

Institutions will be approved if the University can have confidence in the institution's/organisation's or awarding body's ability to maintain appropriate academic standards and ensure the quality of its provision over time without the need for direct monitoring by the University. Reputation alone is not a sufficient basis, and decisions will be made on the basis of sound evidence, either provided by the University's own quality processes, or via recognition of the institution/organisation as a quality education provider by a national quality agency/organisation, governmental or other authoritative body. Details of the evidence required are described in *guidance 10(i)*.

Types of institutions/organisations in this category may include:

- existing institutionally approved partners of MU;
- UK universities and other HE institutions with degree awarding powers in their own right;
- UK HE institutions without their own degree awarding powers but accredited by another UK HEI with degree awarding powers in their own right;
- UK FE Colleges with existing expertise in delivering HE provision;
- reputable private UK education providers with recent expertise of collaboration with other UK HEIs in the delivery of HE provision;
- state EU and overseas universities and other HE and FE institutions/organisations with internationally recognised degree awarding powers in their own right;
- state recognised or accredited private EU and overseas universities and other HE and FE institutions/organisations with or without degree awarding powers in their own right.

For state EU and overseas universities and other HE and FE institutions/organisations, further investigations into the status of the national quality assurance body or accrediting agency is required to establish their status and

standing. For EU institutions, membership of the European Network of Quality Assurance bodies (ENQA) of the recognising quality assurance or accrediting body/agency is sufficient. For overseas institutions the additional information required may be identified via UK NARIC. Any recent reports from external quality assurance/accreditation/professional bodies regarding the proposed articulating institution should also be provided.

Note: Articulation may be approved for an uncategorised institution where the institution is delivering a programme(s) from a recognised awarding body, e.g. Edexcel, SQA, who have a current Middlesex University Articulation Agreement in place.

10.4.4 Monitoring and review of institutional recognition

Monitoring will be through AQS and faculties. The process is outlined in *guidance 10(iii)*. There will be no formal re-approval of institutional recognition although articulation agreements will be updated annually, if necessary, and renewed at regular intervals - normally every 6 years unless required earlier due to major changes in the articulating and/or articulated programme(s).

10.5 Programme recognition

10.5.1 Definition

Programme recognition is the process of formal approval of programmes in terms of value of credit points and level(s) assigned to demonstrable learning. Programme recognition results in the award of specific credits and levels of credit for named University awards.

Templates for mapping programmes and modules are provided in *guidance 10v* and *10vi*.

10.5.2 Procedure

1. The articulating institution will provide faculties for whose award(s) articulation is sought with information about programme title(s), duration, mode of delivery, course outline(s)/syllabus, learning outcomes, assessment methods used to assess learning outcomes, language of tuition and assessment.
2. The faculty, through the appointment of a suitably qualified internal assessor, ascertains that the proposed entry programme is at an appropriate level for entry with advanced standing to the next highest level of our programme through mapping the knowledge and skills of the entry programme award directly to the proposed level of study in the University programme.

The assessor will make sure all knowledge and skills pre-requisites for the level of entry into the University programme are covered in appropriate breadth and depth and at the requisite level by the feeder programme.

3. Record the mapping on the appropriate module or programme proforma.
4. Where entry to the MU programme involves recognition of prior learning at level 4 or below, submit the signed proforma to the Head of International Marketing and Recruitment, Marketing Team.

Or

Where entry to the MU programme involves recognition of prior learning at level 5 or above, submit the signed proforma, together with the detail of the entry programme used for the mapping and the programme specification of the relevant MU programme to the external examiner. Faculty Quality committees will have oversight of the programme mapping process.

5. Submit signed form (or form together with confirmatory email from external examiner) to the Head of International Marketing and Recruitment, Marketing Team in order to draft agreement.
6. Outcomes will be noted by Collaborations sub-Committee.

Programme recognition for awarding bodies

The awarding body, e.g. Edexcel, SQA, will provide the relevant faculty with detailed programme information in order for the faculty to conduct curriculum mapping as described above. The awarding body is responsible for the monitoring of quality standards in any institution delivering these programmes. Institutions delivering an articulated programme(s) may use the Middlesex logo on the relevant programme page, subject to marketing guidelines.

10.5.3 Monitoring of students

Achievement of students from articulating institutions will be monitored through the Annual Report which details progression and achievement data, and is reviewed by the University's Assurance Committee.

10.6 Articulation agreements

The Marketing Team will draft articulation agreements and articulating progression agreements to a University template (see *appendix 10d, 10e, 10f*).

All articulation agreements will have a link contact in an account management function to develop and enhance articulation partner relationships. A role description for the link contact can be found in guidance *10iv*.

10.7 Termination of agreements

Agreements may be terminated in the following circumstances:

1. an insufficient amount of student demand to use the arrangement;
2. an inability by the articulating partner institution to provide required information upon request;
3. Middlesex has changed the content of the programme contained within the articulation arrangement;
4. the articulating partner institution has changed the content of the programme contained within the articulation arrangement.

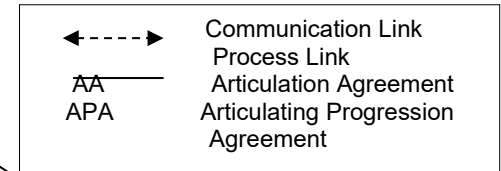
The decision to terminate an agreement is the responsibility of the Collaborations sub-Committee. The individual Faculty will inform partners of the decision to terminate the agreement.

MIDDLESEX UNIVERSITY ARTICULATION PROCESS

INSTITUTION APPROACHES MU OR IS APPROACHED BY MU PROPOSER* INITIATES

*Proposer: DVC, RD, DIP, AP,
Faculty Link, Deputy Dean etc..

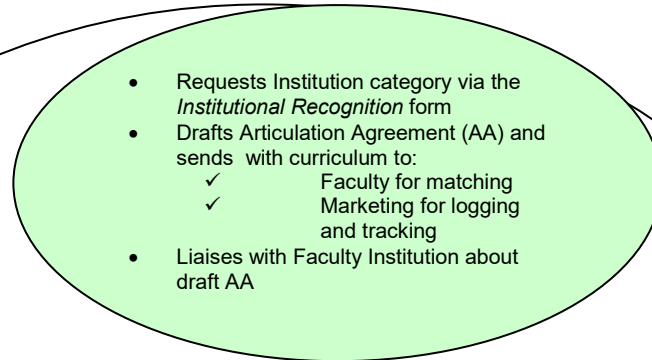
Key



COLLABORATIONS COMMITTEE

MARKETING TRACKS, COORDINATES AND MANAGES PARTNER

- Logs & tracks draft AA (*Work In Progress* spreadsheet)
- Checks for existing Agreements
- Prepares draft AA and liaises with Faculty for curriculum matching as required
- Reviews final draft and sends to Board
- Liaises with Faculty to implement Board changes
- Sends draft copy to Institution for comments
- Sends final to Chair for signature
- Chases Institution for fully signed AA
- Stores and distributes fully signed AA
- Records data re Institution/Agreement
- Maintains database of institutions/agreements
- Account manages the partnership throughout the articulation process



- Requests Institution category via the *Institutional Recognition* form
- Drafts Articulation Agreement (AA) and sends with curriculum to:
 - ✓ Faculty for matching
 - ✓ Marketing for logging and tracking
- Liaises with Faculty Institution about draft AA

AP RECORDS



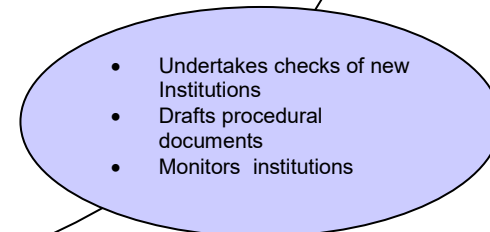
- Coordinates and manages articulation agreement annexes within Memoranda of Cooperation
- Submits annexes to the Committee for approval
- Officers Committee

COLLABORATIONS SUB-COMMITTEE



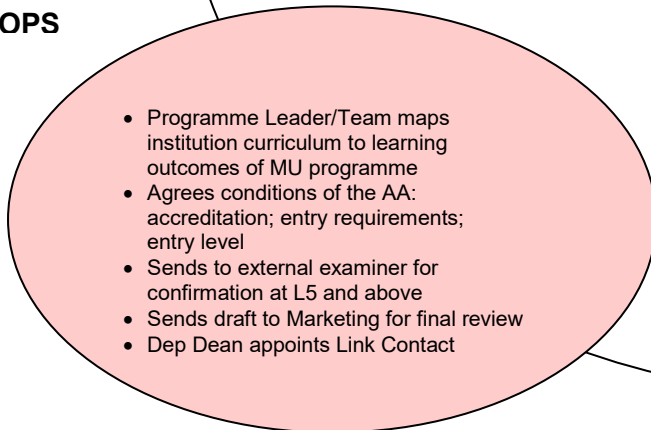
- Chair signs off new Institutions
- Receives and signs off summary of new Institutions and Programme agreements at each meeting

AQS OVERSEES QUALITY ASSURANCE



- Undertakes checks of new Institutions
- Drafts procedural documents
- Monitors institutions

FACULTY DEVELOPS



- Programme Leader/Team maps institution curriculum to learning outcomes of MU programme
- Agrees conditions of the AA: accreditation; entry requirements; entry level
- Sends to external examiner for confirmation at L5 and above
- Sends draft to Marketing for final review
- Dep Dean appoints Link Contact

