

10.1

ARTICULATION OF EXTERNAL PROGRAMMES FOR THE PURPOSES OF ADVANCED STANDING ONTO CARDIFF METROPOLITAN UNIVERSITY PROGRAMMES

*(including Annual Critical Self-Evaluation Report: On Campus
Articulation, Annual Critical Self-Evaluation Report and
Memorandum of Articulation templates)*

CARDIFF METROPOLITAN UNIVERSITY

ARTICULATION OF EXTERNAL PROGRAMMES FOR THE PURPOSES OF ADVANCED STANDING ONTO CARDIFF METROPOLITAN UNIVERSITY DEGREE PROGRAMMES

1 Introduction

1.1 The Academic Handbook entry "Admission of Students to First Degree, HND and HNC Programmes: Advanced Standing" allows consideration to be given to individual students in relation to such students entering onto University programmes at beyond the normal first year entry point.

1.2 This section establishes a methodology through which external programmes may be examined with a view to "Articulation" such that students who successfully complete such programmes may progress to specified University degree programmes with a specified amount of advanced standing but without the need for individual consideration.

1.3 Types of Articulation

- (i) For on-campus admission;
- (ii) For admission onto programmes offered collaboratively (by franchise/validation).

1.4 Articulation of Stand Alone Programmes

The University will also consider the articulation of programmes awarded by OFQUAL-approved UK awarding bodies, under the Qualifications and Credit Framework (QCF) (e.g. Edexcel, City & Guilds) that are not based at single institutions. International qualifications will also be considered on a case-by-case basis. An Institutional visit may not be required but all other monitoring and review requirements still apply.

2 Initial Stages

2.1 It shall be the responsibility of the associated School(s) to liaise with any external organisation wishing to apply for articulation and to assist them in preparing for the formal articulation approval process.

2.2 As soon as it is satisfied that it wishes to pursue a proposal for articulation, the associated School(s) shall notify the Quality Enhancement Directorate and the Director of Global Engagement (for articulation from organisations based outside the UK) via a

formal instruction to proceed from the Dean or Deputy/Associate Dean which will include an outline of the proposed articulation.

2.3 If the external organisation is a new partner, the School shall carry out initial scrutiny of the external organisation's standing, including academic standing. If the proposal is for an organisation based outside the UK the school must also seek appropriate due diligence checks via the Director of Global Engagement.

2.4 Upon the basis of the information available, the Portfolio Development Committee shall decide whether or not the articulation proposal may proceed to the academic approval process.

3 The Articulation Process

3.1 The academic approval process shall normally consist of two parts:

- a) programme document scrutiny
- b) a visit to the external organisation (see 3.4 below).

Part b) will normally be waived if, for example, the organisation applying for articulation is an existing partner or if the qualification(s) in question is awarded by an OFQUAL-approved body. Where the articulation application is part of a collaborative proposal (franchise/validation), parts a) and b) may be incorporated into the business of the Panel established to consider the proposal:

3.2 Programme Document Scrutiny

(i) An organisation wishing to submit a programme for Articulation should normally submit the following information regarding the qualifications and institution to the relevant schools:

- Details of the modules/subjects/units including learning outcomes and content
- Assessment details (including sample assessment material)
- Entry requirements
- Quality Assurance Procedures
- Details of resources

The documentation shall also make clear with which University degree programme or programmes it wishes to have the qualification articulated.

In the case of qualifications awarded by an external awarding body, full details regarding the awarding body should also be provided.

- (ii) Prior to submission to QED the associated School(s) shall undertake an examination of the documentation to determine the degree of 'fit' which the programme proposed for Articulation has with the target Cardiff Metropolitan University programme. The following limits will apply to advanced standing:

Undergraduate: 240 credits (remaining credits must be at level 6);

PG Certificate: 30 M level credits;

PG Diploma: 60 M level credits;

Master's Degree: 120 M level credits.

- (iii) The associated School(s) shall submit a report to the QED for consideration by the Academic Quality & Standards Committee (or by a validation panel if the articulation is linked to a collaborative proposal). This report should:

- Provide a brief analysis of the programme proposed for articulation in comparison with the target University programme(s) on the basis of module/subject/unit content, credit and level; reference should also be made to if/how the students' EDGE competencies are developed compared to those on the University programme;
- Recommend the entry point onto the University programme;
- Recommend, as necessary, any pass criteria (including where appropriate, English Language requirements) which students must achieve for entry onto the University programme(s)

- (iv) Where an institutional visit is not required, AQSC may approve the application for articulation at the end of the document scrutiny stage. In such cases, the QED will draft a memorandum of articulation for signature by both parties.

3.4 Institutional Visit

- (i) If the Academic Quality & Standards Committee decides that a visit to the partner is required, the QED, in consultation with the Chair of Academic Quality & Standards Committee, shall

establish a Panel to visit the submitting institution. The Panel shall normally consist of the following:

- a member of University academic staff who is an experienced Chair and is not associated with the School(s) in which students from the Articulated programme will be received, nominated by the Chair of the Academic Quality & Standards Committee (Chair)
- the programme director(s) of the receiving programme(s).

The Chair of the Academic Quality & Standards Committee may vary the Panel membership if necessary.

A representative of the QED may accompany the Panel for the purposes of providing a written report.

(ii) The Panel shall visit the external organisation to:

- ensure that the facilities and staffing are adequate to provide ongoing outcome standards which will not disadvantage students joining the University programme(s);
- evaluate QA procedures;
- explore student work and assessment evidence where available;
- meet with staff and, wherever possible, with students.

(iii) A report on the findings of the visit shall be compiled and submitted to the Academic Quality & Standards Committee.

(iv) This report shall incorporate previous reports prepared by the relevant School(s).

(v) Articulation will normally be approved for a period of five years.

4 Memorandum of Articulation

4.1 Should the Academic Quality & Standards Committee, following consideration of the Visit Report, approve the programme(s) Articulation, the QED shall prepare a Memorandum of Articulation to be agreed and signed by the President & Vice-Chancellor of the University (or nominee) and the Principal (or equivalent) of the external organisation. The Memorandum of Articulation shall give information pertaining to:

- the name and location of the external organisation;
- the programmes providing entry onto University programmes;
- the University programme title to which students may progress;
- the start-date and duration for which articulation shall apply;
- details of monitoring of the articulated programme (see also 6 below);
- any other details which the University and/or the partner organisation wish to include.

Copies of the Memorandum shall be lodged with the external organisation and in the University.

- 4.2 The Recognition of Prior Learning procedure shall apply unless and until a signed Memorandum is in place.

5 Financial Considerations

- 5.1 In normal circumstances, the external organisation shall pay any reasonable costs associated with consideration of the articulation process, in particular where Panel travel/accommodation and subsistence is concerned. Estimates of such cost should be made known to, and agreed by, the external institution at an early stage. However, the Deputy Vice-Chancellor may recommend to Academic Quality & Standards Committee, where it is in the University's interests, to waive costs.

6 Monitoring and Review

- 6.1 For collaborative programmes, the University Moderator/Link Tutor will oversee the articulation arrangements. For on-campus programs, the Programme Director will be responsible.
- 6.2 For collaborative programmes, at the end of each academic year the partner organisation will submit an annual critical self-evaluation report to the University. The format of the report will be considered by the Moderator/Link Tutor, and any issues arising will be taken up with the Partner and reported to the Collaborative Provision Committee. The annual critical self-evaluation report will vary according to the nature of the articulated qualifications.
- 6.3 For on-campus programmes, both the partner and the associated University School will prepare an annual critical self-evaluation

report for consideration by the autumn meeting of the School Learning and Teaching Committee.

- 6.4 The annual critical self-evaluation report should be reflected upon in the associated Annual Programme Review (APR) and included in the APR evidence trail.
- 6.5 At the end of the agreement period the articulation will be subject to a re-articulation exercise. Where renewal of an existing articulation is required and no major areas of concern have been identified, the re-articulation shall be carried-out as a paper-based exercise. Where major areas of concern have been identified, the Chair of the Academic Quality & Standards Committee may decide that an institutional visit is required.

Appendix 1

Articulation of External Programmes for the purpose of advanced standing onto Cardiff Metropolitan University Programmes.

Annual Critical Self-Evaluation Report: On Campus Articulation

Details of Articulation Arrangement
Name of Collaborative Partner:
Title of Articulated Programme(s):
Cardiff Metropolitan University Target Programme(s):

Part 1: to be completed by the Partner in respect of internal awards made by the Partner
Report compiled by:
Period covered by this report:
What Quality Assurance review procedures are in place for the articulated programme? Have these procedures been completed successfully? (Please append any relevant reports, e.g. external examiner(s) report(s) and responses to the external examiners) What issues were identified by these procedures? How were these actioned? What changes if any have been made to the Articulated Programme during the last year?
Declaration: I certify that the arrangements conferred under the articulation agreement have been properly exercised.

Signed:
On behalf of Collaborative Partner

Date:

Part 2 To be completed by the Cardiff Metropolitan University Programme Director of the Target Programme on receipt of Part 1. Parts 1 and 2 once considered by the Learning and Teaching Committee to be sent to Partner via QED for their records.

Title of Articulated Programme(s):

Cardiff Metropolitan University Target Programme:

Period covered by this report:

What procedures are in place to monitor the quality of the target programme?

**Have these procedures been completed successfully?
(Please append any relevant reports, e.g. external examiner(s) report(s) and responses to the external examiners)**

What issues were identified by these procedures?

How were these actioned?

What changes if any have been made to the target programme during the last year?

Comments on the standard of performance of students from the partner on the target programme at Cardiff Metropolitan University:

Any further comments

Declaration: We certify that the arrangements conferred under the articulation agreement have been properly exercised.

Signed:
Cardiff Metropolitan University Programme Director
Date:

Signed:
Chair of School Learning and Teaching Committee
Date:

Note on process:

1. Details section to be completed by QED and report form sent to Partner to complete Part 1.
2. Report form with completed Part 1 returned by Partner to QED for forwarding to Programme Director for completion of Part 2.
3. Report form with completed Parts 1 and 2 submitted by Programme Director to autumn meeting of School Learning and Teaching Committee.
4. Completed report form and Learning and Teaching Committee minute submitted by Programme Director to QED.
5. QED submits completed report form to Partner for their records.
6. QED reports completion to AQSC.

Appendix 2

Articulation of External Programmes for the purpose of advanced standing onto Cardiff Metropolitan University Programmes.

Annual Critical Self-Evaluation Report

To be completed by partners in respect of awards made by an external body.

Name of Collaborative Partner:	
Title of Articulated Programme(s):	
Cardiff Metropolitan University Target Programme:	
Report compiled by:	
Period covered by this report:	
What Quality Assurance review procedures are in place for the articulated programme? Have these procedures been completed successfully? (Please append any relevant reports, e.g. external examiner(s) report(s) and responses to the external examiners) What issues were identified by these procedures? How were these actioned? What changes if any have been made to the articulated programme during the last year? Comments on standard of student performance on Cardiff Metropolitan University programmes:	
Signed: Collaborative Partner	Date:

Reflective Statement by the Cardiff Metropolitan University academic link:

Declaration: I certify that the arrangements conferred under the articulation agreement have been properly exercised.

Signed: Cardiff Metropolitan University Academic Link

Date:

TEMPLATE

(please insert detail where directed)

**MEMORANDUM OF ARTICULATION BETWEEN
CARDIFF METROPOLITAN UNIVERSITY**

AND

(insert name of external organisation)

Articulation

of

(insert name of articulated programme)

with

**Cardiff Metropolitan University *(insert name of target
programme)***

Five Academic Years from *(insert xxxx/xxxx)*

THE ARTICULATION AGREEMENT

1. Parties Involved

1.1 The parties involved in this Memorandum of Articulation (hereinafter referred to as the Memorandum) are:

- (i) Cardiff Metropolitan University
PO Box 377
Western Avenue
Cardiff
CF5 2SG

Herein after referred to as the University, and

- (ii) *(insert company/partner name and registered address)*

Herein after referred to as the External Organisation

2. Introduction

2.1 This Memorandum provides a framework to ensure that all functions delegated by the University are discharged effectively. All procedures to be conducted in a spirit of partnership and cooperation.

2.2 This Memorandum covers five academic years commencing *(insert xxxx/xxxx)* only, a renewal of this Memorandum being required thereafter.

2.3 Both the University and the External Organisation will exercise their responsibilities to assure and enhance the quality of the articulated programme so that the programme provides an educational experience that allows students from the External Organisation to attain an academic standard of achievement appropriate with taught modules of the University programme, which are at Level-*(x insert level)* of the Framework for Higher Education Qualifications in England Wales and Northern Ireland (UK FHEQ).

2.4 Both the University and the External Organisation will consult if major programme modifications are proposed within the five-year period of the articulation.

2.5 The University has taken into account the outcome of internal and external audits and reviews of the External Organisation's quality assurance mechanisms and their assessment of the attainment of quality and teaching by the *(insert name of quality*

assurance body e.g. Office of Qualifications and Examinations Regulations [Ofqual].)

3. The Agreement

- 3.1 This articulation appertains to the *(insert name and level of articulated programme)* awarded by the External Organisation (hereinafter referred to as The Articulated Programme) for a period of five years from the signing of this Memorandum. At the end of the stipulated period an articulation review will take place.
- 3.2 The students at the External Organisation who successfully complete the Articulated Programme may progress to a specified University degree programme, which in this case is the *(insert name of the University programme and level)* (hereinafter referred to as the Target Programme) with a specified amount of advanced standing which in this case is *(insert volume of credits)* credits at Level- *(insert level of credits)* of the UK FHEQ and without the need for individual consideration.
- 3.3 The articulation agreement was reached following the procedure set-out in the University's Academic Handbook.

4. Agreed Conditions of Articulation

- 4.1 The powers conferred in this agreement apply only to taught programmes, which have been appropriately articulated and are controlled by the External Organisation according to the terms and conditions of the agreed delegated authority.
- 4.2 For the Articulated Programme the External Organisation will be responsible for nominating and employing the external examiners.
- 4.3 The University will appoint an academic link person to act as Moderator for the Articulated Programme.
- 4.4 The External Organisation will submit an annual critical self-evaluation report to the University that certifies that the programme review procedures have taken place, that external examiner reports have been scrutinised and will report the action taken on these reports. Copies of any external examiner reports should be included with the annual critical self-evaluation report.
- 4.5 The External Organisation will receive from the University an annual critical and reflective statement that certifies the

powers conferred under the articulation agreement have been properly exercised.

- 4.6 The University retains the right to require further information and reports from the External Organisation on any matter relating to articulation, to consult with the External Organisation on any major curricula developments, and to act as it may judge necessary to assure itself that the standard of the awards of the University are being maintained.
- 4.7 If the University is dissatisfied with aspects of the Articulated Programme during the period of the agreement it may withdraw articulation subject to consideration that the External Organisation is able to maintain its contractual obligation to its students.
- 4.8 The Annexe to this Memorandum outlines the administrative and operational responsibilities of both parties.

5. **Financial Considerations**

- 5.1 The External Organisation shall pay any reasonable costs associated with the articulation process, including travel and subsistence incurred by the Articulation Panel, and the reasonable costs of monitoring, review and re-articulation of the Articulated Programme including travel, accommodation and subsistence.
- 5.2 Payments shall be made in accordance with invoices prepared and dispatched by the University Finance Department.
- 5.3 Payments shall be made within 30 days of receipt of such invoices.

6. **Authorisation**

Agreement to the conditions set out in this Memorandum and its Annexe is hereby given:

Signed: **Date:**

Position: Deputy Vice-Chancellor & Director of Student Experience duly authorised for and on behalf of Cardiff Metropolitan University

Signed: **Date:**

Position: *(insert designation)* duly authorised for and on behalf of *(insert full name of the external organisation)*

ANNEXE TO THE MEMORANDUM OF ARTICULATION ADMINISTRATIVE AND OPERATIONAL AGREEMENT

1. The External Organisation is responsible for the administrative procedures involved in the delivery of its *(insert full name of the articulated programme)* (hereinafter the Articulated Programme) as prescribed by Cardiff Metropolitan University.
2. The University will be responsible for the administrative arrangements leading to the award of the *(insert name and award of the Cardiff Metropolitan University target programme)* (hereinafter the Target Programme).
3. The External Organisation will be responsible for:
 - .1 The provision of reports and documentation as agreed within the Memorandum of Articulation (hereinafter the Memorandum);
 - .2 The programme documentation to include the programme specification for the Articulated Programme and details of any subsequent changes;
 - .3 The submission of a critical self-evaluation report to the University Moderator in accordance with paragraph 4.5 of the Memorandum by *(insert agreed date e.g. the end of July)* annually;
 - .4 The admission of students in accordance with specified admissions and marketing policies.
 - .5 Provision of a statement of overall admissions policy and requirements for the Articulated Programme.
4. The External Organisation will be responsible for admitting students with advanced standing on to the Articulated Programme.
5. The External Organisation will be responsible for numbers of students entering the Articulated Programme and the dates involved.
6. The External Organisation will be responsible for:
 - .1 The administrative and funding responsibility of the students following the Articulated Programme;
 - .2 The students' rights of appeal within their designated procedures specifying the grounds and process for appeals.

7. The External Organisation will be responsible for the organisation, remit and composition of the relevant committees associated with the Articulated Programme.
8. The External Organisation will be responsible for the criteria and procedures for submission by the external examiner(s) of annual reports and their availability to the University. External examiner(s) fees shall be paid by the External Organisation.
9. The External Organisation will be responsible for the criteria, principles and procedures for examination boards for the Articulated Programme. The External Organisation will additionally monitor and decide procedures for non-standard arrangements and decisions including confirmation of results and the assent of external examiners.
10. The External Organisation will be responsible for the consideration and the administrative detail regarding the progress of students on the Articulated Programme.
11. The External Organisation will hold and maintain all academic records for the Articulated Programme and for issuing transcripts of studies in respect of the students on the Articulated Programme.
12. The External Organisation will be responsible for the arrangement of Award Ceremonies for the Articulated Programme and conditions of participation by Cardiff Metropolitan University if applicable.

ARTICULATION MAPPING REPORT (TEMPLATE)

Articulating Body: *Cardiff Metropolitan University*

Articulated Course and Institution:

Receiving Programme:

Completion of this form confirms that the School has undertaken a thorough examination of the documentation to determine the degree of 'fit' which the programme proposed for Articulation has with the University programme in relation to specific credit at particular levels (no credit can be given for level 6 study). Please refer to the Academic Handbook – the following limits will apply to advanced standing: PG Certificate – 30 M level credits, PG Diploma – 60 M level Credits, Masters Degree – 120 M level Credits.

Introduction

The purpose of this report is to establish the degree of fit that exists between the Collaborative Institution's Programme and the host programme for an Advanced Standing arrangement.

Modular Mapping

A thorough analysis of the degree of fit between the Collaborative Institution's programme XXXX and the University XXXX has been carried out, and the module content correspondence is summarised in the tables below.

Please provide a table mapping the structure of the external Institution's programme against the equivalent Level 4/Level 5 University modules:

Collaborating Institution Name of Programme Year 1			Cardiff Metropolitan University Programme Level 4	
Module Name and Number & credits (or equivalence)	Module Name and Number & credits		Module Name and Number & credits	Module Name and Number & credits
Module Name and Number & credits	etc		Module Name and Number & credits	etc

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Collaborating Institution Name of Programme Year 2			Cardiff Metropolitan University Programme Level 5	
Module Name and Number & credits (or equivalence)	Module Name and Number & credits		Module Name and Number & credits	Module Name and Number & credits
Module Name and Number & credits	etc		Module Name and Number & credits	etc

Please add any explanatory notes as necessary below (in particular relating to **if/how students' EDGE attributes are developed compared to those on the University programme**):

Conclusions

Please give a brief conclusion and highlight any recommendations in relation to the Programme and the Articulation agreement.

In particular please give:

- The recommended entry point onto the University Programme, and where such recommendation recognises minor deficiencies in relation to incoming students, specify what actions will be taken to cater for such deficiencies;
- Commentary on the suitability of available resources;
- Recommend, as necessary, any pass criteria (including, where appropriate, English Language requirements) which students must achieve for entry onto the University Programme(s).

N.B. This report will be presented to the Collaborative Provision Committee and the Academic Quality & Standards Committee for consideration.