

10.2

PROGRESSION TO UNIVERSITY PROGRAMMES: APPROVAL PROCEDURE

CARDIFF METROPOLITAN UNIVERSITY

INTERNATIONAL PROGRESSION ARRANGEMENTS

The Academic Handbook entry Articulation of External Programmes contains a methodology through which students who satisfy academic criteria of a partner's programme may progress to specified University degree programmes with a specified amount of advanced standing but without the need for individual consideration.

This section covers formal arrangements whereby students who have successfully completed a programme at an approved partner organisation may be considered on an individual basis for entry to a Cardiff Metropolitan University programme. Subject to the specified entry criteria and available places, a progression agreement bestows a guarantee of consideration for entry.

Approval Process

1. Due Diligence

It shall be the responsibility of the School (EU based arrangements) and the School and Global Engagement (International arrangements) to identify a potential partner wishing to apply for a progression arrangement and the target degree programme(s) and to assist them in preparing for the formal approval process.

For EU based arrangements the School will carry out initial due diligence of the potential partners. For International arrangements liaising with the School as necessary, Global Engagement will carry out initial due diligence of the potential partner and report on such to the Portfolio Development Committee. Such report will include reassurance covering:

the potential partner's academic standing, its reputation in the subject area and the programme/qualification from which the partner's students are to progress;

whether any progression arrangements the partner has with other universities are working well;

if these include progression arrangements in the same subject area as the proposal, that there will be sufficient student numbers and how students will be selected.

2. Entry Requirements

The School will determine the compatibility of the partner's programme(s) with the entry criteria of the programme(s) to which progression is proposed. The School will ensure that academic entry requirements are in line with existing standard entry criteria and recommend, as necessary, any pass criteria (including

where appropriate, English Language requirements) which students must achieve for entry onto the University programme(s).

The English language level required for entry should reflect existing entry requirements and students should be asked to provide evidence of English language ability e.g IELTS.

3. Progression Agreement

The School (EU based arrangements) or Global Engagement (International arrangements) will submit a due diligence report to the Portfolio Development Committee together with a draft Progression Agreement, for which the approved template must be used.

For EU based arrangements upon Portfolio Development Committee approval of the progression proposal, the School Dean may authorise the Progression Agreement and arrange for a counter authorisation by the partner. For international agreements the President and Vice-Chancellor (or other duly authorised delegate) will be recommended to authorise the Progression Agreement. Global Engagement will then arrange for its counter authorisation by the partner.

Progression agreements should be agreed for a fixed period of time not exceeding 5 years and should be reviewed by the School (EU based arrangements) or Global Engagement in liaison with the School (International arrangements) on a regular basis.

Copies of the Agreement shall be lodged with the partner and in the School (EU based arrangements) or Global Engagement (international arrangements).

Financial Considerations

For EU based arrangements:

In normal circumstances, the partner shall pay any reasonable costs associated with consideration of the proposed progression arrangement. The PDC may waive such costs at the recommendation of its Chair. In the event a partner expects some form of tuition fee discount or scholarship, the School is responsible for agreeing the financial arrangement in consultation with the Director of Finance.

For International Arrangements:

In the event a partner expects some form of tuition fee discount or scholarship, Global Engagement in consultation with the School are responsible for agreeing the financial arrangement in consultation with the Director of Finance.

Monitoring and Review

For EU based arrangements the School is responsible for monitoring and evaluating the progression arrangements in accordance with the Agreement. For international arrangements Global Engagement, in liaison with the School, is responsible for monitoring and evaluating the progression arrangements in accordance with the Agreement.

The renewal of the Agreement will be at the discretion of PDC on the recommendation of the School (EU arrangements), or Global Engagement Office in liaison with the School (International arrangements). The renewal process will follow the process outlined above for initial approval.