



## Articulation Arrangements: Guidance

### What is an articulation agreement?

An articulation agreement is a formalised arrangement whereby students who have successfully part-completed a programme at a partner institution are eligible for advanced entry onto a degree programme at St Mary's University, providing they have successfully achieved the relevant modules at the partner institution. Articulation arrangements can take place either at undergraduate level or postgraduate level. Undergraduate arrangements involve students following the first one or two years of an undergraduate degree at another institution and then progressing to either the second or third year of an undergraduate degree at St Mary's. Postgraduate articulation arrangements can take various forms, including studying for the first semester at another institution and then completing the award at St Mary's.

Please note that where a model is described in number form (e.g. 2+2), the first number usually relates to the years spent at the partner institution and the second number refers to the years spent at St Mary's.

### What are the benefits of an articulation agreement?

Articulation agreements are a useful tool for recruitment because they offer a relatively 'secure' feeder route of students when compared with recruitment from the open market. Articulation agreements need commitment and investment of time and resources from both parties if they are to be successful. Faculties and/or the International Office should take a strategic approach in selecting partners and where possible focus on partners with potential not only for recruitment but also longer-term collaboration in research and/or teaching. Faculties and/or the International Office should also be confident that the arrangement will be attractive to the target market by assessing the market viability of a proposed articulation. It is important to agree with the partner a minimum number of students expected to progress through the arrangement each year.

### Do articulation agreements offer guaranteed progression?

It is important to note that an articulation agreement does not offer students from the partner university guaranteed progression to a programme at St Mary's. Rather, the agreement offers a guarantee to be considered for entry, subject to the specified entry criteria which should be made clear on the articulation agreement (e.g. specific marks in Year 1 and Year 2 and English language level).

STAGE OF PROCESS	GUIDANCE
Development of initial proposal	<p>The steps in assessing the viability of any potential articulation agreement are:</p> <ul style="list-style-type: none"> <li>• <b>Assessing the target degree programme(s):</b> Identify specific programmes at the partner institution which offer potential to articulate with programmes at St Mary's.</li> <li>• <b>Assessing market viability:</b> Liaise with the Quality and Standards Office to find out if the proposed partner has existing partnerships with St Mary's or other UK universities and if these are working well. If the institution is overseas, liaison with the International Office should also take place at this stage. If the partner has more than one articulation agreement in the same subject area then consider if there will be sufficient numbers of students to make the agreement effective and how students will be selected. Wherever possible, a representative(s) from the University should visit the partner institution during this initial proposal development stage.</li> <li>• <b>Memorandum of Understanding:</b> A Memorandum of Understanding (MoU) template must be filled in with background to the strategic decision to pursue this partnership. This should be submitted to SMT who will indicate whether the partnership is approved to progress to the next stage.</li> </ul>
Due Diligence	<ul style="list-style-type: none"> <li>• <b>Assessing the potential partner university/organisation:</b> Due diligence will need to be undertaken – early consultation with Legal Services and Finance is advised to understand their requirements for documentation from the partner.</li> </ul> <p>The Quality and Standards office will conduct checks on the Quality Assurance mechanisms within the institution in order that the University can be satisfied that these are robust. Access to the institution's Quality procedures (or similar) will be required.</p>
<b>INTERNAL APPROVAL PROCESS</b>	
Prepare necessary internal paperwork	<p>All documentation is available from the Quality and Standards intranet pages. The International Office should be consulted if the arrangement is with an overseas institution.</p> <p><b>1) Complete articulation approval form</b></p> <p>To complete the articulation approval form, the following needs to be considered:</p>

	<ul style="list-style-type: none"> <li>• Admissions criteria including entry requirements: academic and English language entry requirements should be in line with existing standard entry criteria. Undergraduate students progressing through articulations will either apply via UCAS or directly to the University. Consider whether students may need to take a pre-sessional programme in order to meet the conditions of their offer prior to commencing study at St Mary's.</li>   <li>• Number of students expected to progress to St Mary's through the agreement: specify minimum and maximum number of students expected per year, taking into account cost-effectiveness if the intake is likely to be very small. It is recognised that programmes which recruit low volumes of international students or which have capacity issues may wish to make a case for viability.</li>   <li>• Timetable for recruitment: determine when the first students would be expected to progress to St Mary's and work backwards.</li>   <li>• The Faculty (in discussion with the Faculty Management Accountant) is responsible for agreeing the financial arrangement. For overseas arrangements, the International Office can advise on typical rates that would be in line with other partnership agreements with the partner or in the market.</li>   <li>• Academic lead: the individual who will have responsibility for academic oversight of the collaboration and supporting the students involved must be named.</li> </ul> <p><b>2) Prepare draft legal agreement</b></p> <p>When all the details required in the articulation approval form have been agreed, the partner should be sent a draft agreement. Wherever possible, the University's Legal Services department will develop the contract. However, if the partner requests to use their own template, the Academic Lead will liaise with Legal Services to check its suitability.</p>
<p><b>Curriculum Mapping</b></p>	<p>Programme specifications (or equivalent programme documentation) and detailed information on teaching and assessment methods should be exchanged with the partner in order to determine the compatibility of courses. Partner institutions should provide a copy of the curriculum in English (a list of module titles in English is not sufficient) and the partner's mark scheme should be checked. Proposers should be satisfied that students at the partner university/organisation will have covered all important material at St Mary's at a similar level. It will be necessary to demonstrate how learning outcomes or content of the modules offered at St Mary's, and those offered by the partner, have been mapped and matched.</p> <p>A Curriculum Mapping Exercise will be conducted using the template provided on the articulation approval form. The Mapping Exercise should be completed by the proposer (an academic member of staff)</p>

	on the University template and sent to the External Examiner of the St Mary's receiving programme for comment. It should be noted that is not within the remit of the External Examiner to 'approve' or not, the Curriculum Mapping, but rather to offer advice and guidance regarding the proposed arrangement.
<b>University level approval</b>	All of the above documentation should be sent to the Secretary of CPSC with a copy of the draft contract. If all documentation has been received satisfactorily it will be recommended for approval at ADC by the Chair of CPSC.