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**Articulation Arrangement Approval Form**

**(1.1) Details of the Department/Faculty/Institute proposing the Collaboration**

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| **Proposing Department and Faculty/Institute** |  |
| **Name and role of person at St Mary’s proposing the collaboration** |  |
| **Programme(s) involved in the collaboration**  *Please list all programme(s) involved in this collaboration at St Mary’s and at the proposed partner institution* |  |
| **Name and role of Academic Lead**  *Please list the person(s) responsible for the development of the collaboration proposal and ongoing support for the programme* |  |

**(1.2) Details of the proposed Collaborative Partner(s)**

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| --- | --- |
| **Name of Proposed Partner(s)**  *Full official name* |  |
| **Address of Proposed Partner(s)** |  |
| **Name and role of contact in Partner Institution** |  |
| **Email** |  |
| **Partner Institution Website** |  |
| **Language of Instruction** | *(state language of instruction at partner institution)* |
| **Subject to UKVI requirements** | Yes / No *(liaise with the UKVI Manager if you require guidance on visa requirements and regulations)* |

**(1.3) Collaborative Provision Model**

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| **What type of collaboration are you proposing?**  **Please state the number of years of study at the provider and number of years at St Mary’s** | *e.g. 1+2, 2+2, 3+1, other….* |
| **Outline details of the collaboration**  *Please give full details of the credit that is to be commuted and against which awards(s). Explain how registration will operate (split into different years if appropriate). Specify whether this is an articulation leading to a dual award or St Mary’s award only.* | |
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**(1.4) Proposed Timeframe and Student Numbers**

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| **Proposed Student Numbers**  *Please state minimum and maximum numbers of students for this arrangement* |  |
| **Recruitment Start Date**  *When will the recruitment cycle begin for this arrangement?* |  |
| **Date of first student entry**  *Please indicate the commencement of the partner institution’s programme of study and when students will enter St Mary’s* |  |
| **Proposed schedule of development**  *Please supply details of a proposed schedule of development leading to the proposed date of commencement* | |
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**(1.5) Rationale**

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| *Provide a rationale, indicating how the collaboration fits with the Faculty and University’s strategic objectives.* |
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**(2.1) Information about the Partner Institution(s)**

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| *Give a brief introduction to the partner institution(s), providing information on standing/rank; type of institution (whether educational, private or public), and the experience of the partner in providing HE at this level.* |
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**(2.2) Existing programmes with the Partner Institution(s)**

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| *Give details of any existing collaborations with the proposed partner including partnership model, subject area, student quality, recruitment performance and experience of working with the partner. The Quality and Standards Office will be able to provide information on collaborative partnerships and the International Office will be able to advise on Study Abroad arrangements.* |
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**(2.3) Market Viability**

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| *Proposals must be able to demonstrate market viability. Please comment on the attractiveness of the proposal, likely target market and potential to recruit. Please give an outline of the market research undertaken to support your comments.* |
| *Comment on min/max numbers proposed, likelihood of recruiting to target and sustainability of the link*  *Attractiveness of fees/discounts*  *Outline any potential market issues or recruitment barriers* |

**(2.4) Marketing and promotional activity**

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| **Provide details of how the provision will be marketed**  *Please liaise with the University’s Marketing Department to complete this section and include details of the marketing plan for promoting this opportunity to students. Specify responsibilities for the marketing of provision (will this reside with the University or the partner institution?) Will promotional visits be made?* |
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**(2.5) Draft Legal Agreement**

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| **Draft Legal Agreement attached** | **Yes / No** |
| *If no Legal Agreement is attached please state an approximate timescale for receipt of this from Legal Services.*  *Comments relating to any non-standard clauses in the legal agreement* | |

**(2.6) Curriculum mapping**

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| **Has the External Examiner had the opportunity to review and comment on the curriculum mapping?** | **Yes / No** |
| *If comments have been received please append these to this form and demonstrate how you have responded to these below if applicable. Consultation with the External Examiner should be completed and submitted before the articulation can be signed off.* | |

**(2.7) Admissions**

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| **Provide details of admissions procedures, including the monitoring of entry qualifications**  *The University needs to retain oversight of the admissions processes for St Mary’s to ensure that only suitable candidates are admitted to the programme. Admissions procedures will need to comply with university admissions policies and should be specified along with ongoing mechanisms to ensure that entry criteria are appropriate. Please specify how admissions processes for international students will address legislation affecting admission, such as visa requirements. Liaison with the Admissions team is recommended to complete this section.* |
| *Specify academic and language entry requirements, any module pre-requisites to be taken at the partner university, how the Department will ensure students select from limited choice of modules if required for home university award* |

**(2.8) Information for Students**

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| **Provide details of respective responsibilities for providing information to students**  *Detail the information that will be provided for students (e.g., pre-registration, on enrolment, student handbook, course materials etc.) and outline who in either the partner institution or the University will have responsibility for providing this, including mechanisms for updating information.* |
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**(2.9) Professional, Statutory and Regulatory Bodies (PSRBs)**

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| *Is the programme recognised by or subject to any special requirements of a Professional, Statutory or Regulatory Body, or other external agency? If so, please give details of the PSRB (or other agency) and details of the authorisation required and the schedule for achieving this.* |
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*Section 3: Endorsements/Approval*

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| **University Approval** | | |
| Recommended for approval at ADC by the Chair of CPSC: |  | CPSC date or Chair’s Action: |
|  |

**Appendix 1: Curriculum Mapping**

1. It is a requirement of all articulation arrangements that the programmes into which students gain advanced entry correlate with their prior learning at the partner institution. This is to ensure that students are suitably prepared for enrolment at a higher level of study and are able to present the same profile of knowledge and skills as if they had undertaken the St Mary’s programme(s) from the usual point of entry.
2. It is recognised that the programme’s curriculum will not map exactly. It is not a requirement that modules at each institution are matched like-for-like.
3. It is the responsibility of the lead St Mary’s Academic to confirm the suitability of the curriculum mapping. The External Examiner of the receiving programme(s) should be provided with the opportunity to review and comment on the proposed arrangement.
4. Further guidance on Curriculum mapping can be obtained from the Quality & Standards Team.

**Curriculum Mapping**

*This table must be completed for* ***each*** *programme at St Mary’s participating in the articulation*

|  |  |  |
| --- | --- | --- |
| **Module at partner institution**  *Include full title, code and type (Compulsory, Optional) if known* | **Module at St Mary’s**  *Include full module title, code and type (Compulsory, Optional)* | **Brief rationale for match**  *Briefly explain how the modules relate in terms of content, learning outcomes and other measures (e.g. assessment methods)* |
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**Appendix 2: Legal and Financial Due Diligence**

This section should be completed in conjunction with Legal Services and your Faculty Finance Partner. Early consultation is advised.

**Legal and Financial Due Diligence**

Please supply the following information in the English language and translations of relevant documents in English if necessary.

1. A copy of the university’s constitutional/registration documents or link to the university’s listing on its national database of organisations such as Companies House in the UK, with English translation where applicable.

2. Link to university’s national or international ranking if available

3. Name of proposed signatory (must be Vice President / PVC level or above

4. The audited accounts of the last year

5. Details of the tax status of the Organisation.

6. Details of any state or public sector funding applicable to the Organisation.

7. Details of any collaborations with third parties which the Organisation is currently involved with and if any collaborations have recently terminated, an explanation of the reasons for such termination.

8. Details of the Quality Assurance procedures and mechanisms in place at the Organisation.

**International Partners Only:**

This section must be completed by or in consultation with the International Office

1. Is the University already operating in this country?

Yes / No

Please give details.

2. How did the proposal to develop this partnership originate? How does the choice of country fit with the University’s international strategy?

3. Drawing on relevant information about the economic, political and social context of the country/region, provide supporting information on the stability of the country and indicate any potential risks associated with developing and being able to maintain a partnership there.

4. What are the current legislative and cultural requirements of the country in which the programme will be delivered, including Ministry of Education (or equivalent) requirements relating to the proposed provision? What are the implications for the University and the proposed partnership?

Are these requirements likely to change, and how might this affect the partnership? Would the University have permission to teach out the students in country if the partner ceased to exist?

5. Are there other universities operating in this region which may be in direct competition? Please provide an analysis of their success/market share.

6. What is the proposed partner’s capacity for delivering programmes in English? If the language of delivery is not English, please indicate the level of competence in this language available within the St Mary’s School or discipline area which will manage the partnership.

7. Mode of delivery requirements:

If the programme involves distance learning is this recognised in country? Is legislation required for this mode of delivery? Please give details.

If the programme is to be delivered in country by St Mary’s staff (flying faculty) do they require visas/permits to enter the country to work? If yes, give details of how this will be managed.

8. What currency is proposed for making payments to St Mary’s University?

NB: Payments must be in Sterling, US$ or Euros, and you should ensure that the partner has agreed to this before the proposal may proceed.

9. Is there a tax liability arising on payments out of the country to the UK, e.g. a withholding tax?

Yes / No

If yes, please give details.