

## UNIVERSITY OF PLYMOUTH

### APPROVAL AND REVIEW OF ARTICULATION ARRANGEMENTS

#### INTRODUCTION

Definition of term – an **Articulation Arrangement** is an 'Arrangement with a partner institution (usually overseas) in which the University recognises specific credit and advanced standing to cohorts of students progressing to appropriate programmes identified by University staff. Articulation differs to APE/CL arrangements which only apply to individuals.'<sup>1</sup>

It is important to note that the recognised programme at the partner is not a University award and no University credit is awarded for study at the partner. In this way, articulation differs from other collaborative arrangements such as co-design/delivery, validation or contracted-out provision.

The University Taxonomy (Typology) defines the range of **formal** collaborative arrangements in which the University may participate.

#### Development of articulation arrangements

Articulation agreements are designed to build strong partnerships and coordination between PU and the partner institution, promoting recruitment and furthering the aims of the University's internationalisation strategy. The University recognises that articulation arrangements may take time to develop, building upon emerging relationships with partners. In many cases the establishment of such an arrangement may be preceded by other, less formal, interactions. For example, Articulation Arrangements may develop out of existing Memoranda of Understanding or progression arrangements. A Memorandum of Understanding is not a formal agreement but sets out a starting point for possible future collaboration between two institutions and formal agreements being concluded thereafter (e.g. Articulation, Academic Collaborative Agreements). Progression agreements are defined as arrangements which cover only entry to the first year of a higher education programme (i.e. without advanced standing).

Plymouth Global, within Academic Partnerships will work with Faculties and Schools to support the development and oversight of articulation arrangements. In particular AP may provide:

- Expert advice on the proposed articulation
- Introduction to new potential articulation partners via the Plymouth Global/Associate Dean – International, supported by staff from the International Office.
- Support in the development and oversight of articulation agreements to Schools, Faculties and, in particular, key academics.

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<sup>1</sup> University Taxonomy (Typology) – approved UTLQC September 2013

## APPROVAL

- As the first stage of approval, the Faculty/Academic Partnerships (AP) must conduct initial investigations to ensure that the proposed articulation is viable and that the arrangement supports the Faculty/School/AP's strategic plan. These investigations should include a visit to the proposed articulation partner by a member of Faculty/AP/International Office staff (unless the institution is already a partner of the University) to determine the academic quality and good standing of the partner, including meeting teaching staff and seeing samples of marked student work. The purpose is to provide confidence that the HE provision in terms of experience and expectations is sufficient to prepare students for study at the appropriate level at the University.
- New developments (and extensions to existing arrangements) must be discussed with relevant stakeholders within the Faculty (e.g. Head of School & Dean) in consultation with the relevant Partnerships Manager in AP (Head of UK Partnerships or Associate Dean – International (Plymouth Global)).
- A curriculum mapping exercise must be carried out by the relevant academic staff within the “receiving” faculty. This must be documented and a copy of the curriculum map retained by Senior Administrator (Quality) within the Faculty. Whilst the format of the curriculum map is for individual Faculties to determine, it must demonstrate explicitly the alignment between study in the articulating partner and that in the receiving University programme.
- Where changes to the curriculum at the partner are notified to the University in accordance with the articulation agreement the curriculum mapping exercise must be updated and if necessary this may trigger discontinuation (see Renewal or Discontinuation section on page 3).
- Faculty/AP will develop and agree an articulation arrangement agreement with the partner. [Template articulation agreements](#) have been developed for both UK and International Articulation Arrangements with the support of the University Solicitor and these templates must be used for all such arrangements. Should any changes to template provisions be required, these must be agreed with AP and the University Solicitor prior to the agreement being issued for signature.
- The approved University's signatory protocols must be adopted for the signature of articulation agreements.<sup>2</sup>
- Following signature by **all parties** the TNE & Articulations Manager, Plymouth Global will ensure that the Articulation Arrangement agreement is reported through the next meeting of the Academic Development and Partnerships Committee [notifying Central Quality Office at the same time and uploading the final agreement to the University's Salesforce database].
- Following report to ADPC the TNE & Articulations Manager, Plymouth Global will submit all **original** Articulation Arrangement agreements to the CQO for secure storage to be arranged.

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<sup>2</sup> Agreements covering academic collaboration between Plymouth University and other organisations (i.e. signatory protocol) – December 2013 (Academic Board) [Updated 2017]

## ANNUAL REPORTING

- The TNE & Articulations Manager, Plymouth Global, will prepare a composite annual report for all University articulation arrangements – focussing in particular on student numbers, the contact and engagement with the articulating institution in the previous academic year and the success of students entering PU programmes under the articulation. The template for such annual reports is appended to these procedures (see pages 4-5).
- The TNE & Articulations Manager will forward the report to the University Internationalisation Group (UIG), chaired by the Deputy Vice-Chancellor (International & Planning) for its consideration.
- The findings of UIG will be disseminated to the respective Faculties and the TNE & Articulations Manager via Associate Deans (International).
- Any changes to articulation agreements as a result of annual reporting must be reported to ADPC and copied to CQO for any resultant changes to the Collaborative Provision Register/Salesforce.

## RENEWAL OR DISCONTINUATION

- Articulation arrangements are normally agreed for an initial term and then renewed on a periodic basis (as specified in the Articulation Agreement). The University – and the partner – are able to withdraw from, or modify, the arrangement between reviews, provided the notice period stipulated in the Agreement is observed.
- As indicated above, if the Faculty intends to discontinue an arrangement this should be undertaken in line with the terms of the articulation agreement.
- The admission of students with advanced standing via articulation arrangements is dependent upon the correlation between the programme at the partner and that at the University. Hence, specific attention must be paid to the impact on articulating students if the curriculum is adjusted in Plymouth. This may affect the decision on whether or not to continue with the articulation.
- The Periodic Review of the subject area will incorporate consideration of the management of articulation agreements (where these exist) relating to the area under scrutiny; the Review Panel will seek reassurance that arrangements are being properly managed and reviewed by the School/Faculty in line with the processes described earlier in this paper.
- Any changes to articulation agreements as a result of review must be reported to ADPC and copied to CQO for any resultant changes to the Collaborative Provision Register/Salesforce.

## **Annual Report on an Approved Articulation Agreements**

*This report must be completed annually by the TNE & Articulations Manager. The report will be forwarded to the University Internationalisation Group (UIG) for consideration. Findings of the UIG will be disseminated to the respective Faculties and the TNE & Articulations Manager via Associate Deans (International)*

### **Proposed headings [please note that these might change]:**

1. Total number on articulation/progression agreements
  - 1.1 Total number by faculty
  - 1.2 Total number by country
  
2. Name of articulation/progression partners
  - 2.1 Articulating/progression model (i.e. 2+2, 3+1, first year or PGT entry)
  - 2.2 Agreement renewal date
  
3. Current and previous two years student number
  
4. Visit activities during the year (including IO/PG/academic staff) and planned activities for the following year
  
5. Tuition fee generated from each partner
  - 5.1 Tuition fee divided by country
  - 5.2 Tuition fee divided by faculty
  
6. Cost of serving the agreement by partner
  - 6.1 Cost of serving the agreement by country
  - 6.2 Cost of serving the agreement by faculty
  
7. Net income generated from each partner
  - 7.1 Net income divided by country
  - 7.2 Net income divided by faculty
  
8. Student performance
  - 8.1 student performance by partner
  - 8.2 student performance by country
  - 8.3 student performance by faculty
  - 8.4 student performance by school
  
9. Agreement/partnership “champion” and comments from the “champion” on each partnership

## 10. Recommendations to UIG

6	5	4	3	2	1
Commended for good performance with some form of 'thank you' to the partner	No major concern, continue routine monitoring	Expression of minor concern at performance and agreement to put extra effort in to growing the numbers	Expression of major concern at the performance of the agreement and share these concerns with the partner raising possibility of termination	Terminate the formal agreement and replace with a simple letter confirming eligibility to apply UoP programmes	Terminate agreement and have no relationship in future

### **Further comments on the above table**

- System based on principle that university wishes to have a small number of major strategic articulation partners to which it will devote most of its resources. It will then have a larger number of small-medium articulation partners.
- And will have two types of agreement – full formal agreement and less formal 'letter of eligibility'.