

## Procedures for Approving Articulation Arrangements

### Introduction

It is becoming increasingly common for institutions, especially from overseas, to request articulation agreements with the University of Bolton. Before agreeing to such arrangements, it is necessary to be assured that the progression route is appropriate. It is also necessary to ensure that QA requirements are met which will apply particularly (but not exclusively) where the progression route is in any way guaranteed or if a student is given entry into the third year of an undergraduate programme.

The following procedures have been established in order to meet the above requirements efficiently and effectively. It can be seen that in most cases these procedures do not require a validation or other approvals panel to secure approval, although local<sup>1</sup> organisational units should ensure that the mapping exercise is formally considered and approved by the appropriate staff and committees within the local unit concerned.

### Procedures

1. Approval in principle should be first obtained from the Executive Head at the local level. Advice should also be sought from the Director of International Development and Associate Director of Marketing and Recruitment, with regard to the status, level and volume of the qualification, suitability of the partner, local environment etc and compatibility with other activities taking place within the University. The NARIC web site (<http://www.naric.org.uk/>) should be consulted and, if feasible, evidence provided of the benchmarking of the qualification against the UK higher education framework. A guide to UK qualifications and levels descriptors is at: <http://www.bolton.ac.uk/Quality/QAECContents/ModuleAndProgrammeDesign/Documents/Staffguide2QualLevelDescrip4TProgs.pdf>.
2. The curriculum of the prospective partner programme(s) should be mapped with the appropriate University programme(s) with which articulation is sought and approval obtained from the PL Quality or Executive Head at the local level, who may wish to put the proposals to the relevant committee. It may be appropriate to seek advice from the Head of Quality if there is any doubt about the requirements.

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<sup>1</sup> The term 'local' in this document denotes level of the relevant organisational unit within the University which, depending upon the prevailing organisational structure, might be a School, Faculty, Department, Subject Group, Field, Area or Division, Research Institute or Centre, or any other organisational unit which is constitutionally empowered to undertake the relevant activities.

A mapping form is available at: L:\Public\International\Articulation agreements\Procedures\Procedures and Mapping Form.

3. The following documentation should be submitted to the Quality Assurance and Enhancement Unit, for the attention of the Principal Quality Assurance Officer.
  - a. An ADA2 form  
(for a blank form see: [http://www.bolton.ac.uk/Quality/QAECContents/ADA/Documents/word/ADA2\(Aug%2009\).doc](http://www.bolton.ac.uk/Quality/QAECContents/ADA/Documents/word/ADA2(Aug%2009).doc); for a sample completed ADA2 for an articulation arrangement see: L:\Public\International\Articulation agreements\Procedures\Procedures and Mapping Form.
  - b. Documentation on the qualification.
  - c. The mapping form.
  - d. Evidence of quality approval at the local level.
  - e. Any other supporting papers, ensuring that the documentation set also encompasses the key features of the agreement and a description of all measures to be taken to assure quality. In the case of qualifications that are not accredited by a reputable external body, special attention must be given to the measures to be taken to ensure that appropriate and reliable assessment procedures are in place (i.e. attendance at exam boards, moderation of sample papers).
4. A copy of the documentation should also be passed onto the Director of International Development and Associate Director of marketing and Recruitment, who will work with the local unit to develop an appropriate agreement for signature by both parties.
5. The Principal Quality Assurance Officer will distribute the ADA2 as per the prevailing procedures.
6. The Head of Quality will simultaneously screen proposals and, if necessary, request additional documentation or information, normally within 2 weeks of receiving the proposals.
7. If the Head has concerns that cannot be resolved with the local unit, the proposal will be passed to a Standing Approvals Panel for consideration. In such cases, the Standing Approvals Panel and the local unit concerned should be advised clearly on the issue(s) to be addressed by the Panel. Any request for further documentation will relate directly to the issue being considered.
8. Articulation arrangements will be subject to annual monitoring to ensure their continued appropriateness (see Annex 4 at: <http://www.bolton.ac.uk/Quality/QAECContents/AnnualMonitoring/Home.aspx>)