University of Suffolk

**Progression / articulation agreement proposal form**

*All sections of this form must be completed and the form appropriately authorised before it is sent to the relevant committee secretary. It should be submitted at least* ***10 working days*** *before the meeting at which the proposal is to be discussed. The approval process must be completed prior to any Progression or Articulation Agreement being signed.*

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| 1. **Proposed partner institution**

*Please provide name, address and website address*  |  |
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| 1. **University of Suffolk academic school(s) involved in proposed arrangement**
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| 1. **Proposed date of commencement**
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| 1. **University lead contact***Please provide the name of the member of University staff coordinating the proposal and overseeing the proposed link*
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| 1. **Type of arrangement** *(please tick)*
 | [ ]  | Progression with no recognition of credit (no guarantee of entry) |
| [ ]  | Progression with recognition of credit (no guarantee of entry) |
| [ ]  | Articulation (guaranteed entry with recognition of credit) |
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| 1. **Course(s) involved in the proposed progression / articulation arrangement**

*Please list the course(s) at the proposed partner institution and the associated University of Suffolk course(s) to which students may progress / articulate under the proposed arrangement, including proposed level of entry in accordance with the Framework of Higher Education Qualifications and, where relevant, the intended volume of recognised prior learning (RPL). Relevant programme and module outlines from the partner institution should be attached to this form, as well as the definitive course record for the relevant University course(s).* |
| *From (partner course):* | *To (University of Suffolk course):* | *Level of entry* | *RPL credits* |
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| 1. **Academic and English language entry requirements**

*Please provide details of the minimum academic and English language entry requirements for consideration for admission of partner institution students to each of the University of Suffolk courses listed above.* |
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| 1. **Curriculum mapping**

*Please provide evidence of alignment between the course(s) at the proposed partner institution and the associated University course(s), including confirmation that students progressing or articulating to the University will be adequately prepared for admission at the proposed point of entry. For proposals involving recognition of prior learning, this should include curriculum mapping to ensure equivalency of level, volume, curriculum content and learning outcomes. Where any gaps are identified in the curriculum mapping process, please outline how these will be bridged.* |
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| 1. **Support for students during the transition and ongoing monitoring**

*Please indicate how students at the partner institution will be prepared for progression / articulation to the University, and arrangements within the University for supporting them during the transition (including monitoring their subsequent progression and achievement within the University).*  |
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| 1. **Rationale for proposed arrangement**

*Please provide a summary of the rationale for the proposal, including alignment with the University’s strategic plan (including international strategy where relevant), relevant School plans and any existing or planned partnership arrangements.*  |
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| 1. **Anticipated student demand**

*Please provide details of anticipated student demand for progression or articulation per annum over the next five years.* |
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| 1. **Financial implications**

*Please provide a formal costing model that has been reviewed by Finance & Planning to show (i) projected income arising from the arrangement and (ii) anticipated costs in establishing and maintaining the partnership.* |
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| **DUE DILIGENCE SCRUTINY OUTCOMES** |
| 1. **Institution type** *(e.g. university, college, alternative provider)*
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| 1. **Funding status** *(please select)*
 | Publicly-funded [ ]  | Private non-profit [ ]  | Private for-profit [ ]  |
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| 1. **Year founded**
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| 1. **Company registration number, company directors and UKPRN** *(where relevant)*
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| 1. **Campus location(s)**
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| 1. **HE portfolio**

*Summarise the range of existing subject areas and the level(s) of provision within the institution*  |  |
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| 1. **Student numbers**

*Please provide approximate student numbers within the institution at undergraduate, postgraduate taught and postgraduate research degree level* |  |
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| 1. **Language(s) of delivery and assessment**

*Please note the language of delivery and assessment for the proposed partner courses involved in the progression / articulation agreement* |  |
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| 1. **Resources and staffing**

*Please provide a summary of facilities and resources at the institution, including approximate staff numbers*  |  |
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| 1. **Legal standing**

*Please confirm whether the proposed partner institution has the legal capacity to enter into this type of partnership arrangement* |  |
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| 1. **Financial standing**

*Please provide a summary of the financial standing of the institution, drawing on relevant financial reports/accounts. Please highlight any business and/or ethical interests or links that might pose a reputational risk to the University. You should seek input from the University’s Finance team on completion of this section of the form.*  |  |
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| 1. **External reviews**

*Summarise the findings of any external reviews of the proposed partner (e.g. QAA or similar national bodies)* |  |
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| 1. **Ranking**

*Provide ranking (including year) for relevant global and national league tables, where available*  |  |
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| 1. **Collaboration with other UK higher education institutions (HEIs)**

*Provide information on any links with other UK HEIs. Where the organisation does work with other UK HEIs, please provide two references from those institutions.* |  |
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| 1. **National context** *(for international links only)*

*Please provide commentary on any in-country recognition / accreditation requirements; the stability of the region; risks associated with travel to the country; HE culture and ethos; etc* |  |
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| 1. **Other relevant due diligence information**

*Please provide any additional information on due diligence findings* |  |
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| 1. **Evaluation of risk**

*Please summarise the key risks involved in the proposed partnership and outline how they will be mitigated* |  |

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| 1. **Approval by Director of External Relations**
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| Signed: | Date: |
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| 1. **Approval by relevant Dean(s) of School**
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| Signed: | Date: |
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| 1. **Approval by Director of Finance and Planning**
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| Signed: | Date: |

**COMMITTEE APPROVAL** *(for official use only)*

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| **Committee** | **Approval date** | **Minute reference** |
| **Quality Committee** *(only required where the proposal involves recognition of credit)* |  |  |