# Form H2

# Articulation Proposal Form

Note: An electronic copy of this proposal and any supporting evidence should be submitted to QAE three weeks before the relevant sitting of an Articulation Approvals panel, which must be at least three months before the Articulation Agreement will come into effect.

Where future quality assurance arrangements are likely to be complex, an early discussion with QAE is encouraged.

## Approval of an Articulation Agreement

An Articulation Agreement applies when a course in a partner institution is recognised for credit and any student completing that course (and any other additional requirements) has the right to join a University course. The University has a responsibility to approve Articulation Agreements in a way that is likely to ensure that students joining the University course have an equal chance of success compared to any other student following that course. When an Agreement has been approved, the University also has the responsibility to quality assure the relationship to show that the planned outcomes of the Agreement occur and continue to occur.

**A. The Partnership**

|  |  |
| --- | --- |
| (i) | Partner Institution |
|  |  |
| (ii) | Has Institutional Approval been given to the proposed partner **YES/NO**If “no” is Institutional Approval being concurrently sought? (please provide details) |
| (iii) | Sponsoring Faculty(ies) |
|  |  |
| (iv) | Sponsoring School(s)/Department(s) |
|  |  |
| (v) | Name of Kingston University contact responsible for this submission |
|  |  |
| (vi) | Name of Kingston University member of staff who will be responsible for implementation of the agreement if different to (v) (University Point-of Contact Officer) |
|  |  |
| (vii) | Name, title, role and contact details of main contact person in partner institution |
|  |  |

**B. The Prior Course**

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| --- | --- |
| (i) | Title of prior course |
|  |  |
| (ii) | Nature of prior course (*e.g*. is it a nationally recognised qualification within a recognised qualification framework? etc). Is it “off-the-shelf” or has it been partly or wholly designed for the purpose of articulation? (see section H) |
|  | Note: where appropriate, supply information and evidence of the standing and recognition of the qualification locally and nationally (for overseas, this might include evidence from the British Council, NARIC statement or other forms of independent verification).  |
| (iii) | What Kingston University courses will articulate with the prior course? |
|  |  |
| (iv) | What is the likely impact on the Kingston University course(s) of groups of students from the prior course? |
|  |  |

**C. Summary Evidence of a Match of the Prior Course to the Kingston**

 **University Course(s)\***

 \*Note: the primary responsibility for curriculum matching lies with the recipient course team. This section of the proposal requires summaries only so that it is possible to assess the QA arrangements that should be built into the Articulation Agreement.

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| --- | --- |
| (i) | Is the prior course taught and assessed in English **YES/NO** |
|  | If “no” please provide details |
| (ii) | What is the evidence of curriculum content matching of the prior course to that which students will join? (see section H) |
|  |  |
| (iii) | What is the evidence that the academic standards reached in the prior course are appropriate for entry to the articulated Kingston University course(s)? (see section H) |
|  |  |
| (iv) | Do the learning, teaching and assessment styles of the prior course match those at the University? If not, what will be done to ease the transition of students?  |
| (v) | What are the typical qualifications of teachers and assessors on the prior course at the partner institution? |
| (vi) | Do student support arrangements (academic, pastoral and general) match those at the University? If not, what will be done to ease the transition of students?  |
|  |  |

|  |  |
| --- | --- |
| (vii) | Are there any additional requirements to be placed on conditions of entry to the University for all students taking the prior course? (*e.g*. English Language qualification, etc.)  |
|  |  |
| (viii) | What transition and/or induction arrangements will be put in place for students joining the University? |
|  |  |

**D. Quality Assurance Arrangements**

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| --- | --- |
| (i) | Indicate any Faculty quality assurance arrangements that are likely to be necessary throughout the life of the Articulation Agreement to ensure that students are likely to have an equal opportunity for success on the articulated University course as any other students.  |
|  | (Note: please also indicate whether the costs of any arrangements have been agreed). |
| (ii) | As part of the University quality assurance, work from the partner will need to be reviewed to ensure comparability of standards with the prior years of the KU course onto which the partner course articulates. Also describe the nature of assessment of the prior course, how the sample of student work demonstrates achievement across the equivalent Kingston University credit, and suggest a sample size based on expected uptake, to ensure sufficient confidence in comparability of standards.  |
|  |  |

**E. Articulation Agreement**

 A draft Articulation Agreement is not required as part of the approval process (see template H3) but should be submitted to QAE either with their proposal form or, as soon as possible, after consideration of the form when the implications of any conditions of approval can be considered.

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Submission Approved by Supporting Faculty

Dean (or authorised nominee) ………………………………………………………

Date ……………………………………………………………………………………