**Articulation Arrangements: approval, monitoring and review**

Identification of potential articulation arrangement by Institute

Initial discussion with AQU for advice on viability and process

Institute carries out preliminary enquiries in relation to the proposed partner and completes first part of the Articulation Arrangements Approval form for consideration by University Executive

Agreement to proceed to formal approval

Not agreed

AQU formally writes to proposed partner outlining approval processes and schedule, and terms and conditions, with information pack

AQU either requests completion of due diligence form by proposed partner and initiates appropriate due diligence legal, reputational and other checks to prepare due diligence report OR requests Institute to prepare short due diligence report based on publicly available information and relevant checks

Institute arranges for site visit to review resources and student management systems etc

|  |  |  |
| --- | --- | --- |
| Institute arranges for curriculum mapping to be completed | | |
| Review curriculum, assessments and marking/grade criteria | Sample student work from proposed articulated courses | Review any external accreditation/examiner etc reports |

Institute consults with external examiner for UW course about academic standards and appropriateness of proposed articulated course of partner

Institute produces reports on curriculum mapping and report on site visit (and due diligence if appropriate)

Institute completes Articulation Approval Report, appending due diligence, site visit and curriculum mapping reports

Articulation report considered by EPPSC/ASQEC

Approved

Not approved

Institute drafts Articulation Agreement using standard template and forwards to AQU

AQU checks and finalises draft Articulation Agreement for signature by

UW and Articulation Partner

Articulation Arrangement entered onto collaborative register

**Key**

AQU Academic Quality Unit

ASQEC Academic Standards and Quality Enhancement Unit

EPPSC Externally Provided Programmes Sub Committee

UW University of Worcester

January 2013