

**Proposal for a new recognition arrangement**

**Institute:**

**International Recruitment Team:**

**Author of form:**

1. **Name and address of prospective recognition organisation:**
2. **Purpose of process**

The purpose of the process of approval is to confirm that all prospective recognition arrangements are developed with both organisations and qualifications which meet the University of Worcester’s (UW) criteria for recognition, and which accord with the University’s and the relevant Institute’s strategic direction and priorities.

The University defines *recognition* within the [Collaborative Academic Arrangements Policy](http://www.worc.ac.uk/aqu/documents/Collaborative_Academic_Arrangements_Policy(1).pdf) as *an arrangement whereby a named award delivered by another institution is formally recognised as appropriate for entry with or without advanced standing to one or more specified UW programmes, thereby providing a basis for individual applications to the course. There is no guaranteed entry through any recognition arrangement.*

It is the University’s expectation that *recognition arrangements* will normally be developed with NARIC or otherwise externally recognised international organisations (including international colleges based in the UK provided all other criteria can be met) and internationally recognised awarding bodies, or with FE Colleges or other UK based organisations with Highly Trusted Status. Equally, *recognition* will normally be applied to NARIC listed or internationally recognised qualifications e.g. Edexcel or ABE, provided there is assurance that these are of the appropriate standards and quality, involving external validation. In the case of recognition arrangements involving advanced standing for students, there must be a detailed mapping between the qualification of the recognition body and the relevant University of Worcester award(s).

1. **Report**

The following report provides a *brief* summary of key relevant features referenced to supporting evidence (as appropriate). The nature of the report will be such as to assure the University that the necessary investigations have taken place in order to inform judgements by Academic Standards and Quality Enhancement Committee on the security of the proposed arrangement.

**3.1 Rationale for the development**

[Provide details of the reasons for wishing to establish the proposed arrangement in the context of UW and Institute strategy, plus the proposed commencement date.]

**3.2 Institutional details**

[Provide basic details of the nature of the organisation specifying as a minimum:

* university or other educational institution
* public or privately funded
* NARIC listed or otherwise externally endorsed/recognised (including if UK based whether have Highly Trusted Status)
* current partnerships/agreements with UK HEIs.]

**3.3 Course details**

[Provide basic details of the organisation’s course(s) to be recognised specifying as a minimum:

* award
* academic level
* awarding body
* NARIC listed or internationally recognised qualification e.g. Edexcel, ABE, IAM] or otherwise externally validated/recognised
* UW course(s) to which the recognition award would be mapped (indicate the level of the UW awards, including whether ‘top-up’ at Level 6), plus any specific entry requirements e.g. IELTs
* equivalence to UK award
* name of UW member of staff who has scrutinised award of recognition organisation, and date of scrutiny.

NB. If the proposal concerns either an organisation which is not NARIC or otherwise externally endorsed/recognised or the qualification is not NARIC listed or internationally recognised, advice should be sought from Academic Quality Unit in the first instance.]

**3.4 Assessment and management of risk**

Recognition is normally considered by the University to be a low risk activity on the basis that arrangements will only be entered into with NARIC listed or otherwise externally recognised institutions/organisations, UK organisations with Highly Trusted Status and externally recognised awards.

[Within these parameters please provide a *qualitative* assessment of risk taking into account as appropriate:

* length of establishment of the award(s) concerned
* external recognition/validation
* familiarity with UK HE expectations
* effectiveness of communication with UW to date in developing the arrangement
* any perceived reputational risk for UW in entering into the arrangement
* other.

In the event that specific foreseeable risks are identified and the Institute wishes to proceed, it should include:

* how the risk is to be mitigated and managed.]

**3.5 Anticipated number of applicants**

Specify the numbers of applications (per year) anticipated in the first three years of the arrangement, including comment on how deviations from this estimation would be managed.

**3.6 University of Worcester contact**

Identify the named Institute or International Recruitment Team responsible for developing the proposal and the link.

**3.7 Agreements for recognition with advanced standing**

Agreements pertaining to advanced standing must ensure an appropriate member of academic staff associated with the relevant UW course (eg course leader) to which students will enter, has undertaken a detailed mapping exercise, and that this has been agreed by Institute Quality Committee (IQC).

The mapping should demonstrate to IQC that someone with relevant expertise has looked at the content/curriculum/outcomes of the external courses and mapped these to demonstrate there is a good fit with the UW course, ie that students will have met the ‘pre-requisite’ knowledge, skills, understanding etc.  This might take the form of a list of the modules on the UW award and an indication of how the external course prepares students through its curriculum (referring to any mandatory modules and a sufficient number of optional modules). Documentation underpinning the mapping should be retained by the Institute and made available on request.]

The proposal for a recognition agreement providing advanced standing, as indicated above, has been subject to detailed curriculum mapping, and I confirm that the award is of an appropriate standard and content for the advanced standing.

Name: Signature: Date:

Post:

Chair of IQC:

**4. Recommendation for approval**

All recommendations for approval should evidence appropriate consultation between the Institute, the International Recruitment Team and the Academic Quality Unit.

The proposal detailed above has been considered, and we confirm that the proposal fits with the Institute’s and International Recruitment Team’s strategic direction, priorities and resources and recommend it for approval by the Academic Standards and Quality Enhancement Committee.

Head of International Recruitment Team

Name: Signature: Date:

Head of Institute

Name: Signature: Date:

[Head of Institute‘s Office to forward the signed paper to the Academic Standards and Quality Enhancement Committee for approval.

Draft memorandum to be appended only in instances where variations from the standard memorandum template have been introduced. All documentation to be retained by the Institute or International Recruitment Team as appropriate.]

Version reference:   2.1

Document approved by: ASQEC 8th January 2014

Date document comes into effect: immediate

Author of the document:  Director of Quality and Educational Development

Date document is due for review:   early 2015/16

**Revision History**

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| **Committee** | **Date** | **Change** |
| ASQEC | 24th September 2014 | Document revised following inclusion of recognition agreements within collaborative academic arrangements policy and approval of proposals by ASQEC. |
| ASQEC | 8th January 2014 | Document revised to permit International Recruitment Team to bring forward proposals, and to streamline processes.  Revision of definition of ‘recognition’. |
| *(University Executive)* | 14th November 2012 | Agreement that the folder to record recognition arrangements and Memorandum of Understanding be established. |
| Academic Board | 25th April 2012 | Original recognition principles and process agreed. |