Progression Agreements (Advanced Standing) – Approved Procedures

Academic Quality and Development
September 2019
Summary

This document sets out the approved procedures that shall be applied when the University enters into an agreement with another HE provider to consider on an individual basis applicants from that provider for entry with advanced standing at the University of Winchester.
**SUMMARY OF CHANGES**

This list summarises the changes since 2016/17. The date confirms when the changes were implemented.

<table>
<thead>
<tr>
<th>Date</th>
<th>Changes</th>
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<tbody>
<tr>
<td>04/09/19</td>
<td>1. New cover sheet and logo</td>
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<td>2. Revised procedures to move responsibility for approval of agreements to the relevant Faculty and to make the process more in line with the RPL process.</td>
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1. INTRODUCTION

The University has determined that it is advantageous to enter into ‘Progression Agreements (advanced standing)’ with regional, national, or international HE providers in order to provide agreed opportunities for students who have achieved an appropriate certificated level and/or credit equivalence with that organisation to be considered for entry with advanced standing at the University of Winchester.

The following approved procedures shall apply when the University enters into an institutional agreement to consider graduates from the signatory institution for advanced standing onto one of the University’s programmes. Where ‘Progression Agreements (advanced standing)’ are signed the University is obliged to undertake some initial due diligence, to consider how the programme at the signatory institution relates to that of Winchester’s, and to ensure that the agreement is monitored and reviewed. This document sets out these procedures.

2. DEFINITION OF PROGRESSION AGREEMENTS (ADVANCED STANDING)

The University defines ‘progression agreements’ as:

Arrangements whereby students who have completed a programme at one organisation successfully may be considered for entry (on an individual basis) either to the beginning, or to a more advanced stage, of a programme of the degree-awarding body.¹

Progression agreements provide a context for students from a signatory institution to be considered, on an individual basis, for entry onto a University of Winchester programme. Applicants apply on an individual basis in accordance with the University’s Admissions Policy for Taught Programmes and admission processes and procedures, and the Recognition of Prior Learning (RPL) Policy. Applications are handled by the Admissions Team within the Department of Communications and External Relations. There is no guarantee of entry and students are not admitted as a cohort – such an arrangement would fall under the terms of ‘Articulation’ and is covered by the University’s Quality Assurance of Collaborative Provision Policy and Articulation Agreements – Procedures for Academic Approval. Progression agreements are known by some UK Universities as recognition agreements.

Progression may be onto Level 4 of the programme, for UG programmes, or at the beginning of Level 7 study for PG taught provision. This is defined as progression without advanced standing, and applicants who are considered for admission onto a University of Winchester programme at the standard entry point are guided by the University’s admissions policies and procedures.

3. GUIDING PRINCIPLES

The following principles guide the procedures that apply to the quality assurance of “Progression Agreements (advanced standing)”:

- All Progression Agreements (advanced standing) shall be based on appropriate assurances that the qualification of the signatory institution is of an appropriate standard and quality;
- All Progression Agreements (advanced standing) shall be based on appropriate assurances that the alignment of programmes of study and qualifications/awards has been carried out;
- All Progression Agreements (advanced standing) shall be appropriately approved, monitored and kept under review.

¹ This definition is taken from Chapter B.10 of the previous UK Quality Code
4. PROCEDURES FOR PROPOSING, APPROVING, MONITORING AND RE-APPROVING A PROGRESSION AGREEMENT (ADVANCED STANDING)

Procedures covering initial agreement proposal development, approval, monitoring and re-approval are interpreted in proportion to the reputational risk posed by progression agreements.

It is important to note that although Progression Agreements (Advanced Standing) provide an approved route for recognition of prior learning (RPL), there is no guarantee that a student who applies to the University of Winchester from the signatory institution will be eligible for advanced standing. The student must still apply to the University through the regular channels and meet the necessary entry criteria.

4.1 Initial agreement proposal

Proposals for international partnerships are normally prepared initially by International Recruitment within the Department of Communications and External Relations, who identify potential programmes that may be appropriate for a progression agreement (advanced standing). International Recruitment will gather an initial outline of curriculum details for the proposed programme and share it with the relevant Programme Leader for discussion.

If the Programme Leader is interested in taking the proposal further, the International Recruitment team will contact the international HE institution to gather further information, using the template in appendix 1.

* Required information will include:

- a) Full details of the curriculum content that is being proposed to act as RPL for advanced standing
- b) Contact details within the institution
- c) Evidence of in-country recognition of the institution
- d) Evidence of in-country recognition of awarding powers

The Programme Team will then consider the curriculum for RPL and provide mapping to the relevant programme Learning Outcomes (the University’s template for considering RPL applications will be used).

Following this scrutiny, if the Programme Leader and Head of Academic Department consider the proposal appropriate, they shall contact the Dean of Faculty for approval.

* In the case of regional or national HE providers, it will be the responsibility of the Programme Leader to liaise with the contact at the signatory institution to gather the required information and to complete the template in appendix 1.

4.2 Memorandum of Understanding

Following the Dean’s approval, the Faculty will draw up a Memorandum of Understanding (MoU) to include the agreed RPL. The MoU should include details of how the University can cease the agreement if there are any concerns or if the signatory institution changes elements of their provision part-way through the agreement.

The MoU shall be signed by both parties prior to any advertising of the progression opportunity by either the University or the signatory institution. The MoU should be signed by the Dean of Faculty and the equivalent person at the signatory institution.

The MoU should last for no longer than 6 years.
4.3 Agreement monitoring

The home programme/Faculty and International Recruitment (if relevant) are responsible for overseeing and monitoring the details of the agreement and maintaining communication with the provider.

Annual monitoring shall consider specifically:

a) whether the initial mapping remains current;

b) whether the arrangement has been satisfactory in other respects eg accuracy of public information provided by the signatory institution;

c) the numbers of students progressing through the arrangement and their performance in relation to students at the same level (reporting against previously enrolled students who have progressed through the arrangement may make the analysis more meaningful).

Details of this review should be included in the programme’s Annual Programme Evaluation (APE) to be approved by FADC.

4.4 Agreement re-approval

In the final year of the agreement, it will be due for review and renewal.

The Programme Leader shall confirm to the Dean of Faculty that the information provided initially remains current and there are no concerns with the arrangements. If this is the case, and assuming both parties wish to renew the agreement, a new MoU will be drafted and signed (for no more than 6 years).

If there have been changes to the programme at either institutions, revised information should be sought (in liaison with International Recruitment, where appropriate) and re-mapped to the programme Learning Outcomes before the agreement is re-approved.

If the home programme/Faculty does not wish to renew the agreement, the signatory institution should be informed within the time frame noted in the MoU.
APPENDIX 1 - Template for consideration of a proposed Progression Agreement (Advanced Standing)

Section 1 - To be completed by International Recruitment (for international HE Institutions) or relevant Programme Leader for regional/national HE Institutions

<table>
<thead>
<tr>
<th>Name of Signatory Institution</th>
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<tr>
<td>Contact at Signatory Institution (Name and contact telephone/ email address)</td>
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<tr>
<td>Evidence of in-country recognition of the signatory institution</td>
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<tr>
<td>Evidence of in-country recognition of Degree awarding powers</td>
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| Title of University of Winchester programme/s (which would be the subject of the Progression Agreement (advanced standing)) |
| Level of study which students would enter University of Winchester programme/s following proposed RPL |
| Proposed first intake to programme |
| Full details of the curriculum content that is being proposed to act as RPL for advanced standing (Relevant programme information such as module level/programme level Learning Outcomes can be appended to this form) |

Section 2 - Programme Leader and Head of Department endorsement

I confirm that mapping of the relevant curriculum and confirmation of the level and volume of credit equivalence has taken place and is appropriate for RPL for advanced standing at the level of entry indicated above. (RPL template to be appended to form for Dean’s approval.)

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<th>Programme Leader name</th>
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<tr>
<td>Programme Leader signature</td>
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<td>Date</td>
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<tr>
<td>Head of Department name</td>
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<td>Head of Department signature</td>
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Section 3 – approval

I confirm that the proposed Progression Agreement (advanced standing) is approved, subject to a signed Memorandum of Agreement, to be sent to the signatory institution within 1 month of the date below:

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<th>Dean’s name</th>
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