

**PROGRESSION AGREEMENTS
(ADVANCED STANDING) – APPROVED
PROCEDURES 2016 - 17**



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Indicate whether the document is for public access or internal access only Indicate whether the document applies to collaborative provision? <i>(Strikethrough text, as appropriate)</i>	Public Access Internal Access Only Applies to Collaborative Provision
Summary/Description:	
<p>This documents 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.</p>	

PROGRESSION AGREEMENTS (ADVANCED STANDING) – APPROVED PROCEDURES

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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)

This document adopts the definition of progression agreements provided by Chapter B10 of the UK Quality Code:

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 Policy* (previously APEL Policy). Applications are handled by Student Recruitment and Admissions (SRA). 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 <http://www.qaa.ac.uk/en/Publications/Documents/quality-code-B10.pdf>

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.

4.1 Initial agreement proposal

Proposals are normally prepared initially by central Professional Services, such as International Recruitment in Student Recruitment and Admissions (SRA), in close association with relevant programmes and Faculties in the University.

The Agreement proposer (or proposers) shall complete a 'Progression Agreement (advanced standing) proposal' using templates provided by the Quality Officer with responsibility for collaborative provision. In order to be approved the proposal shall comprise the following details at a minimum:

- a) Preliminary information about the proposal, including the business case, expected numbers of applicants, and the proposal's alignment with University/Faculty strategic objectives;
- b) Key information, covering quality assurance structures, about the organisation which students will have the opportunity to progress from (details shall cover whether the organisation is a University or other educational institution, public or private, whether NARIC listed or otherwise externally endorsed/recognised, and details on the courses, ie academic level equivalence);
- c) A completed risk assessment template (following the standard format used within the University);
- d) Identification of a named individual to oversee the arrangement if agreed (normally the Programme Leader);
- e) Evidence of scrutiny of qualification/award to ascertain appropriateness of academic standard and quality and evidence of mapping of the organisation's programme(s) onto the current programme at the University of Winchester onto which it is recommended that students be considered for admission with advanced standing (the University's template for considering RPL applications shall be used). This latter process shall be completed by the Programme Leader at the University;*
- f) Draft Progression Agreement (provided by AQD)

* *Mapping of the relevant curriculum and confirmation of the level and volume of credit equivalence shall take place. The standards of provision delivered by the organisation shall be assessed either through consideration of the local and/or national standards framework, or through sampling of student work.*

4.2 Agreement approval

Once the agreement proposer has completed the proposal paperwork they shall ask the Quality Officer with responsibility for Collaborative Provision to convene a 'Progression Agreements (advanced standing) Re/Approval Meeting'. This is a sub-committee of Senate Academic Quality and Development, with minutes being received at Senate Academic Quality and Development (SADC). Membership is defined as follows:

- First DVC
- Director of Academic Quality and Development, or nominee
- Relevant Chair of FADC

Attending, as proposers:

- Programme Leader
- Dean of Faculty
- International Recruitment staff (if necessary)

- Director of SRA

Attending, as Officer:

- Quality Officer (Collaborative Provision)

Following approval, the final 'Progression Agreement (Advanced Standing)' shall be confirmed by AQD. A standard template is used, however some aspects of the template may be amended according to the particular nature of the arrangement, subject to the agreement of both parties. Once finalised to the satisfaction of both parties, the Agreement shall be signed by the Vice-Chancellor (or nominee) and the equivalent senior officer of the signatory institution. The final version of the Progression Agreement shall be kept on file by the Quality Officer with responsibility for Collaborative Provision, with copies distributed electronically to SRA and the home Faculty/programme.

The Progression Agreement shall be signed by both parties prior to any advertising of the progression opportunity by either the University or the signatory institution.

Details of the agreement shall be recorded in the Register of Collaborative Provision maintained by AQD.

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.

AQD will support a paper-based annual monitoring of each progression agreement (advanced standing), completed by the programmes and SRA/International Recruitment. 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).

Annual monitoring reports shall be received by the Director of AQD, with any issues being reported to the First DVC. An annual report shall be submitted to SADC, completed by the Director of AQD on the basis of individually submitted reports.

4.4 Agreement re-approval

AQD shall maintain a log of when agreements are due for review and renewal. Towards the end of the agreement period a 'Progression Agreements (advanced standing) Re/Approval Meeting' shall be held, supported by the Quality Officer with responsibility for collaborative provision. Paperwork shall consist of:

- a) Annual monitoring reports prepared by the programme over the agreement's cycle;
- b) Revised information relative to that provided at the initial agreement proposal stage, or evidence that the information initially provided remains current.

See 4.2 for details of membership of the Re-approval Panel.

The options open to the Re-approval Panel are:

- a) cessation of the agreement;
- b) the extension of the current agreement or the issuing of a further agreement.

The Register of Collaborative Provision shall be updated accordingly.