Policy and Guidance on Undergraduate and Taught Postgraduate Articulation Arrangements (International)

1. Introduction

1.1 The purpose of this Policy and Guidance on Undergraduate and Taught Postgraduate Articulation Arrangements (International) is to provide an effective pathway for the development of articulation arrangements with overseas organisations which takes full account of the University’s responsibilities for the setting and maintaining of the academic standards for all awards granted in its name.

1.2 An articulation arrangement is a particular form of formal credit-rating and transfer agreement between two institutions, one of which agrees to recognise and grant specific credit and advanced standing to applicants from a named programme of study pursued in the other institution.

1.3 Under an articulation arrangement the University will guarantee students with recognised credit consideration for admission to a specified programme. It will not guarantee entry to the programme.

1.4 Proposals for articulation arrangements with advanced standing will involve a formal credit-rating process based on the Scottish Credit and Qualifications Framework, which will allocate specific credit to attainment in the collaborating organisation in the context of the equivalent programme at the University. This process aims to ensure that students admitted to the University will:

- be appropriately prepared to commence studies; and
- have achieved learning outcomes which are broadly equivalent to those of the University modules for which credit is granted.

1.5 When an articulation arrangement includes provision for entry with advanced standing, the formal agreement will specify the extent of advanced standing in terms of specific credits to be granted to students on entry to the University.

1.6 Proposals for articulation arrangements will make clear the status of students admitted under the articulation arrangement regarding any professional, statutory and regulatory body (PSRB) accreditation or exemption associated with the programme(s).

1.7 Proposals for articulation arrangements will include identification of any specific bridging, academic and pastoral support requirements over and above that normally available.

1.8 Students admitted under articulation arrangements will be required to have achieved the University’s normal English language entrance requirements.

1.9 A report on the progress and experience of each cohort of students admitted under each articulation arrangement will be made by the designated Link Coordinator through the normal annual programme review process.

1.10 An upper limit may be applied to the initial intake of students under any new articulation arrangement, to permit confirmation of the appropriateness of the articulation linkage.

1.11 For international articulation arrangements, a minimum of 50% of the credits that contribute to the final award from the University of Dundee must have been gained from the University of Dundee. Consideration will be given on a case-by-case basis to exit awards.
where individual students are unable to complete their intended degree due to unforeseen circumstances.

2. Development of an articulation arrangement

2.1 In developing an articulation arrangement, two broad questions require consideration:

- Would students be appropriately prepared by their prior learning to commence studies at the proposed level? This includes consideration of their ability to learn and undertake assessment in the English language.
- Would students have demonstrated achievement of learning outcomes which are broadly equivalent to those of the University modules for which the students would be exempted (i.e. for which credit would be granted)?

2.2 In order to guide the development of an articulation arrangement, and to assure the School and the University that students will be prepared for entry at the proposed level and that the recognition of credit is appropriate, the proposer must complete the *Stage 2 Proposal Form: Articulations* including the module mapping template available as part of the Educational Partnership Development Unit’s collaborations toolkit.

2.3 Before proceeding with the required detailed evaluation of academic standards, the proposer should ensure that the Dean and Associate Dean (International) of the School, and the Director of the University’s Educational Partnerships Development Unit give approval to proceed following consideration of the potential for articulation.

2.4 The completed *Stage 2 Proposal Form: Articulations* should be considered by the School Quality and Academic Standards Committee or designated sub-group. Once recommended for approval at the level of the School, the proposal should be formally approved by the University’s Quality and Academic Standards Committee.

2.5 Where the University of Dundee is not recognising the credits taken elsewhere as contributing to one of its own degrees (e.g. for ‘3+1+1’ arrangements where certificates for successful completion of year 4 of undergraduate studies at the University of Dundee contribute to the degree awarded by the partner university), proposals for such arrangements need not be accompanied by the *Stage 2 Proposal Form: Articulations*. Approval to proceed should be at the level of the Educational Partnership Development Unit and the School using agreed procedures.

3. Development of the formal articulation agreement with the partner organisation

3.1 An articulation arrangement is always accompanied by a formal, legally-binding agreement with the other institution. The articulation agreement will describe the arrangement in which completion of all or part of a programme in the other institution is recognised by University of Dundee as a valid entry qualification to a programme at University of Dundee, usually with advanced standing, e.g. directly into SHE (Scottish Higher Education) level 2 or 3 of an undergraduate programme.

3.2 Articulation agreements should always be time limited (3-5 years) and include an option to terminate with appropriate notice.

3.3 Where possible, the articulation agreement should be based on the University’s articulation agreement template available from the Educational Partnership Development Unit.

3.4 Where a potential partner organisation requires that its own articulation agreement template is used as the starting point for the development of the agreement, the proposer or Link Coordinator should ensure that there is early liaison with the Educational Partnership
Development Unit to ensure that the articulation agreement covers all of the areas required by the University of Dundee.

3.5 All articulation agreements must be checked by the University’s Educational Partnerships Development Unit, Legal and the Quality and Academic Standards Office before being signed by one of the designated University signatories.

4. Avoidance of the double counting of credit

4.1 Occasionally a partner organisation will wish to recognise the credit obtained from the degree awarded by the University of Dundee as part of its own award, essentially meaning that students could receive two certificates for the same piece of work.

4.2 Under such circumstances it should be made clear on the student transcripts from both institutions that the award has been made on the basis of recognising the credit from the partner institution, and that the credit is contributing to another award from that partner institution. The transcript from the University of Dundee will state that the credit awarded by the University of Dundee for the specific named award from the University of Dundee is also being recognised by the named partner institution as contributing to the specific named award of the partner institution for that individual student.

4.3 For certain postgraduate articulation arrangements, students will complete a one year Masters degree (a minimum of 180 credits) at the University of Dundee and use the credit to count towards a two year Masters degree at an overseas institution. Under such circumstances, the articulation agreement should contain an obligation for the partner institution to provide a statement on their student transcript that the Masters degree from the University of Dundee has been recognised as credit that has contributed to the award made by the overseas institution.

5. Monitoring and review of articulation arrangements

5.1 As part of the annual programme review process within each School, the designated Link Coordinator should ensure that a report on the success and effectiveness of the articulation arrangement is provided to the programme leader and to the Educational Partnerships Development Unit. The report should be developed using the Annual Review Form B available as part of the Educational Partnership Development Unit’s collaborations toolkit.

5.2 There should be no automatic renewal of an articulation agreement. Prior to the renewal date, the School Quality and Academic Standards Committee (or designated sub-committee) should consider the overall success and effectiveness of the articulation arrangement over the time period. This should be informed by the normal annual reports provided by the Link Coordinator as well as a report from the Link Coordinator on any changes that have been made over the period to the content, delivery and management of the programme provided by the international partner. Where relevant, the original Stage 2 Proposal Form: Articulations should be updated accordingly to accompany the Educational Partnerships Development Unit’s International Collaboration: Renewal Form. Once approved at the level of the School and the Educational Partnerships Development Unit, the decision to renew the articulation agreement should be ratified by the University Quality and Academic Standards Committee. Where an original completed Stage 2 Proposal Form: Articulations is not available, advice should be taken from the Educational Partnerships Development Unit, and a new form should be completed by the Link Coordinator or proposer and the renewal should be approved by the School and the University in a way that is appropriate for the arrangement.

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