Partner Proposal: Approval for Articulation and Progression arrangements

The School Quality Panel is to consider the proposal in relation to: the strategic fit of the proposed partnership (university strategy and partnership strategy); the nature of the proposed partner; risk in relation to compliance; capacity (partner and University); and financial viability.

***Prior to completion, the SQP Chair must consult with the Academic Registrar, Director of Admissions and Director of YSJ Global****.*

Following SQP consideration, this proposal should be submitted to [quality@yorksj.ac.uk](mailto:quality@yorksj.ac.uk) for approval with the Collaborative Partnership Sub-Committee

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| **Proposed type of partnership** *(delete as appropriate)* | Articulation agreement  Progression agreement |

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| **Articulation**  The process by which all students who satisfy academic criteria on a specified programme delivered at another institution, are automatically entitles, on academic grounds, to be admitted with advanced standing, to a subsequent stage of a programme at York St John University.  **Progression**  The process by which all students who satisfy academic criteria on a programme, delivered at another institution, are deemed to have attained a qualification that enables them to be considered for entry, possibly with advanced standing,  to a subsequent stage of a programme at the University. |

Further information on YSJ Collaborative Provision and partnership models and definitions can be found at : [Collaborative provision | York St John University (yorksj.ac.uk)](https://www.yorksj.ac.uk/quality-gateway/collaborative-provision/) and in the operation manuals found here: [Partner Approval | York St John University (yorksj.ac.uk)](https://www.yorksj.ac.uk/quality-gateway/collaborative-provision/partner-approval/#school-appoints-a-collaborative-programme-representative)

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| Partnership Summary Information | | | | | |
| Name of Proposed Partner |  | | | | |
| Lead University contact |  | | | | |
| Proposed School(s) | Choose an item | | | | |
| Proposed type of Collaboration | Choose an item | | | Nature of partner organisation | Choose an item |
| Proposed Partnership Commencement Date | | | Click here to enter a date | | |
| Proposed Programme Commencement Date | | | Click here to enter a date | | |
| How long is it planned to offer the partnership in the first instance? | | |  | | |
| *Proposer to discuss proposed dates with Academic Quality Manager prior to submission* | | | | | |
| Partner Contact Details | | *Address* | | | |
| Main contact | | *Name and role* | | | |
| OfS Registration Date | |  | | | |

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| Nature of the Proposal (What is being proposed) | |
| Summary of the proposed partnership (200 words) | *Please provide a clear explanation of the progression/articulation proposal* |
| Summary of the proposed partner (100) | *Include information on the nature and size of organisation and a breakdown of staff and student numbers* |
| Strategic Fit (What is the benefit of the proposed partnership to University) | |
| Rationale for the partnership: compatibility with the University (150 words) | *Include a statement on how the development fits with the University’s partnership strategy:*   * *baseline value and impact of partnerships;* * *economic, cultural and social impact;* * *increased recognition and reputation of the University;* * *employer engagement;* * *collaborative research bids.* |
| Reason(s) why the organisation is seeking a partnership with the University and for the particular programme(s) (150 words) |  |

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| Recruitment Schedule (start dates for cohorts, as appropriate) | | | | | | | | | | | |
| Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
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| *red: proposers to discuss with Assessment Manager prior to submission* | | | | | | | | | | | |

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| Proposed Programme Titles; Level & Mode of Study; student numbers | | | | | |
| Programme Title(s) | Student Numbers (per cohort) | | | | Mode of Delivery |
| UG (FHEQ 4,5,6) | | PG (FHEQ 7) | |
| Full Time | Part Time | Full Time | Part Time |
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| Financial Viability: University income | | | | | | | | |
| *The Proposer must complete and discuss this section with Finance prior to submission to Collaborative Partnership Sub-Committee* | | | | | | | | |
| Minimum cohort size per programme (normally 10 to secure quality of student experience) | |  | | Maximum cohort size (consider impact of Franchise on University services: admissions, finance, registry, ILS) | | |  |
| Projected % growth rate over 5 years | 2nd year | | 3rd year | | 4th year | 5th year | |
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| Origin of Students | Choose an item | | | | | | |
| Source of Funding | Choose an item | | | | *To be completed by Finance* | | |
| Fee charged to Partner |  | | | | *To be completed by Finance* | | |
| Fee charged to Students |  | | | | *To be completed by Finance* | | |
| Basis on which fee will be levied | *per student/cohort*  *per intake/on-going cohorts* | | | | *To be completed by Finance* | | |

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| Financial Viability: University Expenditure | | |
| *The Proposer must complete Annex 2 and discuss this section with Finance prior to submission to Collaborative Partnership Sub-Committee* | | |
| Total Costs Y0 |  | *To be completed by Finance* |
| Total Costs Y1 |  | *To be completed by Finance* |
| Total Income Y1 |  | *To be completed by Finance* |

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| Finance Recommendation | |
| RAG rating | *(Red, Amber or Green)* |
| Signed |  |
| Position | Director of Finance |
| Date | Click here to enter a date |

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| Collaborative Partnership Sub-Committee Checklist | | |
| To be completed by: | *The proposer is responsible for ensuring that all elements have been completed by School and site visitor (as appropriate) prior to submission* | |
| Compatibility | | |
| School | *State the level of academic programme and subject areas that the proposed partner is currently delivering; links with UK partners; experience of working in the proposed subject area(s).* |  |
| [[1]](#footnote-1)Site visitor | Are there any differences in approach at the proposed partner which might compromise the University’s standards? | Choose an item |
| Site Visitor | Is there evidence of experience at the proposed partner of delivering comparable programmes at a similar level? | Choose an item |
| CPSC | There is a strategic fit with the proposed partner and University mission, values and strategy. | Choose an item |
| [[2]](#footnote-2)Ethics | | |
| School | Partner’s mission and values (including ethical considerations) *Give evidence of the academic standing of the proposed partner, including a brief outline of the history and development of the organisation within the context of the home country’s education system.* |  |
| CPSC | The proposed partner conducts business in a manner and within an ethical framework that supports diversity and equal opportunities. | Choose an item |
| Academic standing and quality assurance | | |
| School | *Have the standards of provision at the proposed partner been assessed as appropriate?* | Choose an item |
| Site Visitor | Is the partner familiar with the standards of UK higher education? | Choose an item |
| CPSC | The proposed partner is providing the correct level or standard of provision | Choose an item |
| Additional Information | | |
| School | *Include any other relevant information that would assist with the decision to engage with the proposed partner. Note any special or unusual features of the proposed collaboration which should be drawn to the attention of those considering the proposal.* |  |
| School | *Are there any risks that may arise from this partnership not covered above, and how might they be mitigated?* |  |

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| List of supporting documentation |

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|  |  | Confirmation of attachment | Reason documentation not included: | Registry/QSC approval |  |
| 1 | Mapping Documentation | Choose an item. |  | Choose an item. |  |
|  | *Please list any additional documentation appended to the proposal:* |  |  |  |  |
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| School Quality Panel Outcome | | | |
| The partner is | | | Choose an item |
| Type of arrangement: | | | Choose an item |
| Any additional information for CPSC to consider: | | |  |
| Printed name and signature |  | | |
| Position | SQP Chair | Click here to enter a date | |

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| Collaborative Partnership Sub-Committee Outcome | | | |
| The partner is | | | Choose an item |
| Type of arrangement: | | | Choose an item |
| Minimum number of students | | |  |
| Maximum number of students: | | |  |
| Earliest commencement date for the arrangement | | |  |
| Printed name and signature |  | | |
| Position | Chair of Committee | Click here to enter a date | |
| CPSC date | |  | |

**Annex 1**

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| Risk Assessment (Partner) | | | |
|  |  |  | Additional information[[3]](#footnote-3) |
| 1 | English language  Please state the language of instruction at proposed partner, if not English | Choose an item. |  |
| 2 | location of partner | Choose an item. |  |
| 3 | status of partner | Choose an item. |  |
| 4 | University expertise in this subject | Choose an item. |  |
| 5 | host School’s experience of collaboration | Choose an item. |  |
| 6 | partnership model | Choose an item. |  |
| 7 | partner’s experience of collaboration with UK/non-UK HEIs | Choose an item. |  |
| 8 | partner’s expertise in this subject | Choose an item. |  |
| 9 | status of programme | Choose an item. |  |
| 10 | highest FHEQ level delivered by the partner | Choose an item. |  |
| 11 | highest FHEQ level to be delivered under the partnership | Choose an item. |  |
| 12 | Tier 4 student recruitment | Choose an item. |  |

**ANNEX 2**

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| Financial Viability: University Expenditure (white boxes to be completed by proposer). | | | | | | | | |
| *The Proposer must discuss this with Finance prior to submission to School Quality Panel. The proposal cannot progress without this* | | | | | | | | |
| Visits to Partner: Set Up (Year 0 partnership development) (insert rows as necessary) | | | | | | | | |
| Purpose | Staff Role / Scale (for costing) | | Number of Staff | | Number of days including travel | | Estimated Flights and subsistence costs | Finance Comments |
| School Scoping Visit | 10 | |  | |  | |  |  |
| External Panel Visit | £200/day | |  | |  | |  |  |
| Committee Approval |  | |  | |  | |  |  |
| Partner/Programme Approval Event (Chair; internal member; Quality; External Panel members) | 1x10+  1x8  1x5  2x£200 | |  | |  | |  |  |
| Partner Induction | 8 | |  | |  | |  |  |
| Quality Visit | 8 | |  | |  | |  |  |
| Academic Support (documentation; regulations; processes) | 8 | |  | |  | |  |  |
| DVC / SAU Admin Support | 3/4 | |  | |  | |  |  |
| Registry Programme & Partner Approval; | 5 | |  | |  | |  |  |
| Visits to Partner: Year 1 of delivery (insert rows as necessary) | | | | | | | | |
| Purpose | Staff Role | Number of Staff | | Number of days (including travel) | | Estimated Flights and subsistence costs | | Finance Comments |
| Quality Visit (1) | 8 |  | |  | |  | |  |
| Quality Visit (2) | 8 |  | |  | |  | |  |
| Academic Support (teaching materials; pre module skype; moderation; Subject Director support) x no of modules / year | 8 |  | |  | |  | |  |
| SAU (Moodle set up; SAP; tracking students) x no of modules / year | 3/4 |  | |  | |  | |  |
| Admissions; Data Quality; Assessment; Student Records | 4 |  | |  | |  | |  |
| Additional Costs (please specify) |  | | | | | | |  |

1. It may not be appropriate for a site visit to have occurred, so this should be completed by the proposer as appropriate [↑](#footnote-ref-1)
2. Note: overseas partners may be operating in a different cultural and legal framework. Further information can be found by referring to the British Council and UK Foreign & Commonwealth Office websites: <http://www.britishcouncil.org/> <https://www.gov.uk/government/organisations/foreign-commonwealth-office> [↑](#footnote-ref-2)
3. *For area(s) identified as 3, provide any additional information that Collaborative Partnership Sub-Committee Committee will need to take into account* [↑](#footnote-ref-3)