**ARTICULATION ARRANGEMENTS – ONGOING OVERSIGHT, REVIEW, RENEWAL AND WITHDRAWAL**

**Record-keeping**

The original versions of all signed agreements should be lodged with Legal Services. Copies should be lodged with the Quality Team in CLIPP, the International Office (for international agreements) and the relevant School Offices.

**Role of the Programme Director and Programme Committee**

The Programme Director should ensure that any financial aspects of the articulation arrangements are reviewed on an annual basis in consultation with School accountants.

The Programme Director should be aware of the expiry date of the legal agreement covering the articulation arrangement and ensure that preparations are made in good time for renewal or termination.

The Programme Committee should have oversight of the management of the articulation arrangement.

**Monitoring and Review, Periodic Review**

A programme level report should be produced annually for the consideration of the School LTC and CPSG (which has scrutiny of all programme level collaborative Annual Review reports). The Proforma for Calculating Costs and Income, Due Diligence and Risk Assessment should be revisited and updated if necessary. A commentary should be provided on any changes to these documents. The School Senior Management Team should be alerted immediately to any increased risk or significant shortfall in income.

A commentary should be provided on student attainment and student satisfaction within the different cohorts. The number of students entering and progressing at each stage from the partner should be provided. Any issues which relate specifically to the collaborative element should be highlighted, for example recruitment, student progression or other matters.

Feedback from partners should be sought as part of the annual review process.

Six yearly Periodic Reviews for collaborative programmes have the additional purpose of considering whether or not the collaboration continues to have a strategic purpose; the effectiveness of the arrangements set out in the collaborative agreement and whether or not the arrangement should be renewed for a further period.

**Renewal of articulation agreements**

The Programme Director should alert the SMT and SLTC/SRC to the approaching expiry date of the legal agreement for the articulation arrangement and provide the following documents if making a case for continuation:

* Current agreement;
* Annual Review reports;
* Periodic review reports;
* Proforma for Calculating Costs and Income (with commentary on any changes);
* Risk Assessment (with commentary on any changes);
* Due diligence (with commentary on any changes).

If the SMT and SLTC/SRC consider that the arrangement is still viable, the documents should be forwarded to CPSG (and where relevant, GSMC) for approval. If CPSG approves the continuation of the arrangement, Legal Services should be asked to draw up the relevant documents to extend the agreement.

**Withdrawal of programmes which have articulation streams**

Requests to withdraw programmes which have a collaborative element, such as an articulation arrangement, should be brought promptly to the attention of CPSG and Legal Services and referred to the School Senior Management Team (SMT).

The Programme Director should refer to the Agreement between the parties. If circumstances should make it necessary to suspend or terminate the arrangement without giving the full period of notice set out in the Agreement, the advice of CPSG and Legal Services should be taken **before proceeding.**

Early communication with the partner may be necessary, for example where advertising of the arrangement may be due to take place or where an increase in the number of students articulating into the programme might affect the decision to terminate.

In any withdrawal of a collaborative arrangement the proposer must be mindful of the position of students who are enrolled on that module or programme, or who have been accepted for admission, and procedures put in place that include the provision of guidance and support for students.

The normal monitoring and review arrangements will remain in place for any activity or programme until all students have completed.

Providing that advice has been sought from CPSG and Legal Services, a statement should be submitted to the SMT summarising the advice received, together with a programme withdrawal form available from the Programme Approval Steering Committee (PASC).

If the SMT approves the withdrawal, the proposal should be submitted to the School Learning and Teaching Committee / School Research Committee, and then to CPSG and PASC or Graduate School Management (GSMC) for consideration and approval.