**FIRST FILTER / DUE DILIGENCE**

**FOR ARTICULATION / PROGRESSION ARRANGEMENTS**

**To be considered by School Senior Management Teams**

**Articulation** is a process whereby all students who satisfy the academic criteria on a partner’s programme are automatically entitled (on academic grounds) to be admitted with advanced standing to a subsequent stage of a programme of the University.

Aston University’s Credit and Qualifications Framework prohibits the award of any qualifications (including interim awards) which do not meet the following requirements:

* Undergraduate programmes (including Foundation Degrees and Graduate Diplomas): a minimum of one third of the academic credits for any Undergraduate award should be delivered and assessed by Aston University.
* Postgraduate Taught Programmes: Aston academic staff must have a formal role (as defined by General Regulations for Postgraduate Taught Programmes) in both the supervision and the marking of the dissertation module.

**Progression** agreements allow for all students who satisfy the academic criteria on a partner’s programme to apply to be admitted to the initial stage of a programme of the University.

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| **Aston Programme** | | |
| Programme Final Award, Programme Title and JACS code |  | |
| School of Study |  | |
| Lead Proposer and Contact Details |  | |
| Is the programme accredited? | ☐ Yes ☐ No  If yes, please give details | |
| List any other articulation / progression arrangements relating to this programme. |  | |
| **International Development Office Champion** | | |
| (If applicable – where support has been provided) Member of International Development, International Office |  | |
| **Proposal** | | |
| Date of first proposed intake |  | |
| Type of arrangement proposed | ☐ Articulation (Please describe e.g. 3+1)  ☐ Progression | |
| At what stage will student enter the programme? | ☐ Year 1  ☐ Year 2  ☐ Year F  ☐ Other (describe) | |
| Proposed Entry Criteria | ☐ English  IELTS:  TOEFL:  ☐ Academic | |
| Confirm that admissions staff have been consulted. | ☐ Yes ☐ No | |
| Agreed target / max quota for intake |  | |
| What is the rationale for changing the original target numbers (where this has been altered from a previous arrangement)? |  | |
| Final award | ☐ Single award degree - Aston University only  ☐ Aston University and partner institution | |
| Confirm that the School has sufficient and appropriate personal tutors/student support resources available? | ☐ Yes ☐ No | |
| Are there specific plans to support this cohort? | ☐ Yes ☐ No  If yes, please describe. | |
| Are there additional resources required to support this arrangement? | ☐ Yes ☐ No  If yes, please give details. | |
| Will there be a Placement year option available to these students? | ☐ Yes ☐ No  If yes, please describe any additional support needed.  If no, why not? | |
| **Partner details** | | |
| Name of Partner Institution |  | |
| Location: City & Country |  | |
| Type of Partner Institution | ☐ State / Public ☐ Private ☐ Other: please specify | |
| Due Diligence information on the partner institution (please attach documents)  *The University’s International Office may be able to assist with, or provide contacts for, gaining the information needed for Due Diligence* | ☐ Rankings  ☐ Accreditations  ☐ Government Recognition  ☐ Solvency (financing arrangements and how students are funded) | |
| Summarise any on-going collaboration with Aston |  | |
| Existing MoU/Agreement with Aston? | ☐ Yes ☐ No  If yes, please give details and attach copy/ies | |
| Does the partner programme have any existing Transnational Education (TNE), including Articulation/Progression Agreements with other universities? | ☐ Yes ☐ No  If yes, please give details | |
| Key contact at Partner   * Department / academic School * Named contact and title * Email address |  | |
| Partner’s programme award, title and duration. |  | |
| In order to show that the partner has existing, successful provision, give the number of students on the partner’s programme in the last 2 years and the number of graduates from the programme over the past 2 years. Alternatively give details of similar provision if the provision relating to the proposed arrangement is new |  | |
| Language in which the partner’s programme is delivered | ☐ Foreign Language ☐ English  ☐ Mixed: please specify | |
| Will partner require lead-time to promote the arrangement? | ☐ Yes ☐ No  If yes, what is their timescale? Please provide details | |
| **FINANCE** | | |
| ***Please attach a completed Proforma for Calculating Costs and Income. This can be found at: <https://www2.aston.ac.uk/clipp/quality/a-z/prog-approval/index>***. | | |
| **Proforma for Calculating Costs and Income** attached**?** | | ☐ Yes ☐ No  **If no, approval will not be given.** |
| **RISK** | | |
| ***Please attached a completed Risk Assessment****. A proforma and Guidance Notes can be found at* [*https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/index*](https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/index)*.* | | |
| **Risk Assessment** attached? | ☐ Yes ☐ No  **If no, approval will not be given.** | |
| Specify any areas of concern |  | |
| Please provide comments where the impact risk score is *medium* or *high* |  | |
| **MAPPING** | | |
| ***Please attached a completed Mapping form***  *PROVIDE LINK* | | |
| **Curriculum Mapping Form** (attached and ready for School LTC? | ☐ Yes ☐ No  If not, please note that this must be provided at the next stage, for School LTC consideration. | |

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| **SENIOR MANAGEMENT TEAM APPROVAL**  **Signatures confirm:**   * **approval of First Filter/Due Diligence;** * **the Proforma for Calculating Costs and Income;** * **the Risk Assessment;** * **that any resources required will be underwritten by the School/s.** | |
| **If the SMT considers that the proposal is:**   * **consistent with mission;** * **there is a sufficiently strong business case;** * **the partner is of good standing;** * **the level of risk is acceptable;**   **this form should be signed and forwarded to:**   * **the School Quality Officer;** * **the Secretary of School LTC or the relevant sub-committee;** * **the secretaries to PASC (or GSMC for research programmes) and CPSG.** | |
| Executive Dean (1) | Date: |
| Executive Dean (School 2, if applicable) | Date: |

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| **SCHOOL LEARNING AND TEACHING COMMITTEE APPROVAL**  **The SLTC will:**   * **receive the First Filter /Due Diligence Form (with Risk Assessment and Proforma for Calculating Costs and Income for information;** * **consider the Curriculum Mapping Document (at *PROVIDE LINK*).** | |
| **If the SLTC considers that:**   * **there is sufficient evidence provided through mapping that students will have met all prerequisites for entry to the year of study proposed:** * **that any omissions have been appropriately addressed via bridging or other means;** * **any requirements for extra support have been identified and appropriate resource allocated;**   **the Curriculum Mapping Form should be signed and forwarded to PASC and CPSG, (and GSMC for research proposals) in parallel, together with the First Filter / Due Diligence Form and its attachments (Risk Assessment and Proforma for Calculating Costs and Income).**  **SLTC may raise any concerns about the First Filter / Due Diligence Form and its attachments with the SMT, but is not required to approve it.** | |
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| **PASC (or GSMC) will consider the Curriculum Mapping Form.**  **CPSG will consider the First Filter / Due Diligence and attachments.**  **A draft legal agreement must be drawn up and approved by CPSG.** | |