



## Principles and process for the approval of Recognition arrangements

- 1.1 A recognition agreement is an arrangement whereby a named award delivered by another institution is formally recognised as appropriate for entry with or without advanced standing to one or more specified UW programmes, thereby providing a basis for individual applications to the course. There is no guaranteed entry through any recognition arrangement.
- 1.2 All proposed recognition arrangements should be discussed with the Deputy Head of Academic Quality at the earliest opportunity.
- 1.3 All recognition arrangements will be based on appropriate assurances that the qualification of the recognition institution is of an appropriate standard and quality, and that the alignment of programmes of study and qualifications/awards is appropriate.
- 1.4 Applicants will apply on an individual basis in accordance with the University's Admissions Policy and admission processes and procedures, and the processes for recognition of prior learning, where applicable. Admissions profiles will be considered on a case by case basis through the University's standard processes. The University's standard entry requirements will apply and progression with advanced standing will be managed through the application of credit transfer in line with the University's RPL procedures.
- 1.5 Recognition arrangements will be formalised through a memorandum of recognition written to a standard template. In most cases they will not require a full partnership approval process, although a recognition arrangement may form the basis for a longer term academic collaborative partnership.
- 1.6 Recognition arrangements will be developed, managed and monitored by the International Recruitment Team and/or the relevant School(s) as appropriate. Recognition arrangements that involve advanced standing for entry to a course must be led and managed by the relevant School. Proposed recognition agreements led by the International Recruitment Team must ensure consultation with relevant Schools. Formal approval on the basis of a recommendation from the School or from the International Recruitment Team will be given by ASQEC on consideration of a satisfactory report covering due diligence and the details of the proposed arrangement.
- 1.7 Memoranda of recognition will be issued for a three year period.
- 1.8 The AQU collaborative register will form a central database of recognition arrangements.
- 1.9 All public and marketing information whether issued by UW or the recognition institution must be clear about the nature of the arrangement. It is advised that the following wording is used in all promotional material associated with the recognition arrangement:

*The University of Worcester recognises [XX add named qualifications of institution] as meeting entry standards for specific programmes at the University [XX list named qualifications and awards]. Applications from eligible candidates will be considered on an individual basis. Please note that the University of Worcester retains sole rights of admission to its programmes. [Include link to appropriate course page and UW Admissions]*

1.10 A recognition agreement will permit the recognition institution to use the University of Worcester logo on its webpages only in association with the above statement. It does not permit the recognition institution to use the logo on any course related materials or other marketing/publicity materials. Any marketing/publicity materials which refer to the relationship with the University must be approved by the Head of School and Director of Communications and Participation in advance of distribution.

1.11 Schools may agree with the recognition institution that the statement at 1.9 above can be included in course handbooks together with hyperlinks to University of Worcester webpages explaining how students may apply for entry to the named University of Worcester course.

## **2.0 Process for the approval and monitoring of recognition arrangements**

2.1 Recognition arrangements are developed by Schools and/or the International Recruitment Team in liaison with external institutions and with guidance from relevant departments within the University as appropriate. It is anticipated that a single School will be involved in discussions with a given external institution or organisation at any one point in time, but if this is not the case, it may be appropriate to agree the International Recruitment Team or a lead School to conduct any wider institutional due diligence.

2.2 Proposals for new recognition arrangements that involve advanced standing must be discussed with the Deputy Head of Academic Quality and considered by School Senior Management Teams in the first instance in order to determine whether the proposal fits with University policy, and the School's strategic direction, priorities and resources, and appears to be viable in principle.

2.3 A short proposal paper should be drawn up, written to a standard template and demonstrating:

- rationale for the development and how it relates to institutional strategy
- details of the institution (i.e. university or other educational institution, public or private, whether NARIC listed or otherwise externally endorsed/recognised, Tier 4 Sponsor status) and courses (i.e. academic level, whether top-up or full programme, whether NARIC listed or internationally recognised qualifications e.g. Edexcel, ABE, IAM, validation status etc)
- an assessment of risk incorporating an agreed checklist and a statement identifying the nature of any specific foreseeable risk, particularly where this might impact on the needs and experience of students, and how this might be mitigated
- evidence of scrutiny of qualification/award to ascertain appropriateness of academic standard and quality; in the case of proposals involving advanced standing, there must be evidence of mapping of the awards concerned\*
- anticipated number of applicants through the arrangement
- identification of a named individual to oversee the arrangement if agreed

- a draft memorandum of recognition.

\* The mapping should demonstrate to ASQEC that someone with relevant expertise (eg the course leader of the receiving UW award) has looked at the content/curriculum/outcomes of the external courses and mapped these to demonstrate there is a good fit with the UW course (ie that students will have met the 'pre-requisite' knowledge, skills, understanding etc). This might take the form of a list of the modules on the UW award and an indication of how the external course prepares students through its curriculum (referring to any mandatory modules and a sufficient number of optional modules). Documentation underpinning the mapping should be retained by the School and made available on request.

- 2.4 In completing the proposal paper, advice may be sought from relevant staff working in the International Recruitment Team, Admissions, and the AQU. In any cases where the due diligence reveals that the institution in question is not NARIC listed or otherwise externally endorsed or the qualification is not NARIC listed or internationally recognised or appropriately validated, the proposal should be referred centrally for advice on process via AQU in the first instance.
- 2.5 The proposal paper will be signed by the Head of School or Director of Communications and Participation as appropriate and the Deputy Head of Academic Quality, and forwarded to ASQEC for formal approval.
- 2.6 On approval by ASQEC of a new recognition arrangement, the memorandum will be drawn up by AQU, signed by the Head of School or the Director of International, and forwarded to the recognition institution for signature. Electronic copies will be provided to Communications and Participation, the International Recruitment Team, the Academic Registrar's Office and Admissions.
- 2.7 Details of the agreement will be recorded in the collaborative register maintained by AQU. The register will include as a minimum, details of the recognition institution, relevant qualifications and programmes of each institution, dates of approval and renewal and the key contacts responsible for managing the arrangement in the relevant academic departments.
- 2.8 The relevant School or International Recruitment Team will be responsible for overseeing and monitoring the details of the memorandum once agreed. It is expected that an appropriate level of communication will be maintained with the recognition institution in order to implement the terms of the memorandum with at least an annual discussion to review its progress in full.

<b>Approval Authority</b>	ASQEC
<b>Date of Commencement</b>	01/09/2018
<b>Amendment Dates</b>	n/a
<b>Date for Next Review</b>	31/08/2019
<b>Related Policies, Procedures, Guidance, Forms or Templates</b>	<u>Partnership Approval Process</u>
<b>Guidance superseded by this version</b>	n/a