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**Proposal for a new Recognition Arrangement**

**School:**

**International Recruitment Team (as appropriate):**

**Author of form (Name and Role):**

1. **Name and address of prospective recognition organisation:**
2. **Purpose of process**
   1. The purpose of the process of approval is to confirm that all prospective recognition arrangements are developed with both organisations and qualifications which meet the University of Worcester’s (UW) criteria for recognition, and which accord with the University’s and the relevant School’s strategic direction and priorities.
   2. The University defines *Recognition* within the [Collaborative Academic Arrangements Policy](https://www2.worc.ac.uk/aqu/documents/CollaborativeAcademicArrangementsPolicy.pdf) as 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 University programmes, thereby providing a basis for individual applications to the course. There is no guaranteed entry through any recognition arrangement.*
   3. It is the University’s expectation that *recognition arrangements* will normally be developed with UK-ENIC or otherwise externally recognised international organisations (including international colleges based in the UK provided all other criteria can be met) and internationally recognised awarding bodies, or with FE Colleges or other UK-based organisations (with Tier 4 Sponsor status where necessary). Equally, *recognition* will normally be applied to UK-ENIC listed or internationally recognised qualifications as identified by ECCTIS and the UCAS Guide to International Qualifications e.g. Edexcel or ABE, provided there is assurance that these are of the appropriate standards and quality, involving external validation.
   4. In the case of recognition arrangements involving advanced standing for students, there must be detailed mapping between the qualification of the recognition organisation and the relevant University of Worcester award(s). This should indicate how the external course prepares students through its curriculum for advanced standing on entry (referring to any programme level outcomes and mandatory modules). A Mapping Template is provided. Documentation underpinning the mapping should be retained by the School and made available on request.
3. **Report**

The following report provides a summary of key relevant features referenced to supporting evidence (as appropriate). The nature of the report will be such as to assure the University that the necessary investigations have taken place to inform judgements by Academic Standards and Quality Enhancement Committee (ASQEC) on the confidence of the proposed arrangement.

**3.1 Rationale for the development**

[Provide details of the reasons for wishing to establish the proposed arrangement in the context of UW and School strategy, plus the proposed commencement date.]

**3.2 Institutional details**

[Provide basic details of the nature of the organisation specifying as a minimum:

* university or other educational organisation
* public or privately funded
* UK-ENIC listed or otherwise externally endorsed/recognised (including if UK based whether have Tier 4 Sponsor status)
* current partnerships/agreements with other UK HEIs.]

**3.3 Course details**

[Provide basic details of the organisation’s course(s) to be recognised specifying as a minimum:

* award
* academic level
* awarding body
* UK-ENIC listed or internationally recognised qualification e.g. Edexcel, ABE] or otherwise externally validated/recognised
* UW course(s) to which the recognition award would be mapped (indicate the level of the UW awards, including whether ‘top-up’ at Level 6), plus any specific entry requirements e.g. IELTs
* equivalence to UK award
* name of UW member of staff who has scrutinised award of recognition organisation, and date of scrutiny.

NB. If the proposal concerns either an organisation which is not UK-ENIC or otherwise externally endorsed/recognised or the qualification is not UK-ENIC listed or internationally recognised, advice should be sought from Academic Quality Unit in the first instance.]

**3.4 Assessment and management of risk**

Recognition is normally considered by the University to be a low risk activity on the basis that arrangements will only be entered into with UK-ENIC listed or otherwise externally recognised institutions/organisations, UK organisations with Tier 4 Sponsor status and externally recognised awards.

Within these parameters please provide a *qualitative* assessment of risk taking into account as appropriate:

* length of establishment of the award(s) concerned
* external recognition/validation
* familiarity with UK HE expectations
* effectiveness of communication with UW to date in developing the arrangement
* any perceived reputational risk for UW in entering into the arrangement
* other

In the event that specific foreseeable risks are identified and the School wishes to proceed, it should include:

* how the risk is to be mitigated and managed.

**3.5 Anticipated number of applicants**

Specify the numbers of applications (per year) anticipated in the first three years of the arrangement, including comment on how deviations from this estimation would be managed.

**3.6 University of Worcester contact**

Identify the named person in the School or International Recruitment Team responsible for developing the proposal and the link.

**3.7 Agreements for recognition with advanced standing**

Agreements related to advanced standing must ensure an appropriate member of academic staff associated with the relevant UW course to which students will enter (eg course leader) has undertaken a detailed mapping exercise. The mapping should demonstrate that the content/curriculum/outcomes of the external course(s) are a good fit with the UW course, ie that students will have met the ‘pre-requisite’ knowledge, skills, understanding etc.  A Template is provided. The completed mapping and related documents should be reviewed by the Quality Coordinator to confirm the assessment of the curriculum, outcomes and level of the external course(s) has taken place for the credit to be recognised. Documentation underpinning the mapping should be retained by the School and made available on request.]

The proposal for a recognition arrangement providing advanced standing, as indicated above, has been subject to detailed curriculum mapping, and I confirm that the assessment of the curriculum, outcomes and level of the external course(s) has taken place for the credit to be recognised.

Name: Signature: Date:

Post/Role: School Quality Coordinator

**4. Recommendation for approval**

All recommendations for approval should evidence appropriate consultation between the School, the International Recruitment Team (where relevant) and the Academic Quality Unit.

The proposal detailed above has been considered, and we confirm that the proposal for recognition fits with the School’s and International Recruitment Team’s strategic direction and priorities and recommend it for approval by the Academic Standards and Quality Enhancement Committee.

**DPVC International and External Affairs (for International recognition arrangements)**

Name: Signature: Date:

**Head of School**

Name: Signature: Date:

**Head of Collaborative Programmes**

Name: Signature: Date:

[Head of School‘s Office to forward the signed paper to AQU Officer for the Academic Standards and Quality Enhancement Committee for approval. Draft memorandum to be appended only in instances where variations from the standard memorandum template have been introduced. All documentation to be retained by the School or International Recruitment Team as appropriate]

**Related Policies, Documents or Webpages:**

[Collaborative Academic Arrangements Policy](https://www2.worc.ac.uk/aqu/documents/CollaborativeAcademicArrangementsPolicy.pdf)

[Partnership Approval Process](https://www2.worc.ac.uk/aqu/719.htm)

[Principles and Process for Recognition Arrangements](https://www2.worc.ac.uk/aqu/764.htm)

**Approval/Review Table**

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| **Item** | **Notes** |
| Version Number | V3 |
| Date of Approval | V3 approved January 2025  V2 approved September 2018 |
| Approved by | Academic Board |
| Effective from | V3 from 1st February 2025 |
| Policy Officer | Head of Collaborative Programmes/Head of Academic Quality |
| Department | Directorate of Quality and Educational Development |
| Review date | September 2027 |
| Last reviewed | V3 Further updating and clarification of mapping for Recognition with Advanced Standing  V2.2 September 2024 – Minor revisions and updating to change University logo, ensure accuracy and consistency with current University roles and responsibilities and reference to international qualifications. |
| Equality Impact Assessment (EIA) | N/A |
| Accessibility Checked | September 2024 |

**Revision History**

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| --- | --- | --- |
| **Committee** | **Date** | **Change** |
| ASQEC and Academic Board | January 2025 | V3 Further updating and clarification of mapping for Recognition with Advanced Standing |
|  | September 2024 | V.2.2 Minor revisions and updating to change University logo, ensure accuracy and consistency with current University roles and responsibilities and updated reference to international qualifications. |
|  | 3rd June 2019  25th October 2019 | V.2.1Minor amendments following restructure |
| Academic Board | September 2018 | V.2 approved |
| ASQEC | 24th September 2014 | Document revised following inclusion of recognition agreements within collaborative academic arrangements policy and approval of proposals by ASQEC. |
| ASQEC | 8th January 2014 | Document revised to permit International Recruitment Team to bring forward proposals, and to streamline processes.  Revision of definition of ‘recognition’. |