

THE GLASGOW SCHOOL OF ART

COLLABORATIVE PROVISION: International Articulation Policy

POLICY DETAILS:

Date of approval	May 2016
Approving body	Academic Council
Supersedes	
Date of EIA	10 th April 2016
Date of next review	<i>See departmental schedule</i>
Author	Head of Professional and Continuing Education
Responsible Executive Group area	Marketing, Communications and Strategic Planning
Related policies and documents	<ul style="list-style-type: none">• Collaborative Provision Policy• Collaborative Provision: Risk Assessment• Collaborative Provision: Due Diligence• Collaborative Provision: Formal Agreements• Collaborative Provision: Monitoring and Review• Collaborative Provision: UK Articulation• Collaborative Provision: The Staff and Student Experience• Collaborative Provision: Policy on Student Exchange Arrangements• Collaborative Provision: Guidance on Conflicts of Interest• Collaborative Provision: Anti-Bribery and Corruption Policy
Benchmarking	UK Quality Code for Higher Education University of Glasgow

**THE GLASGOW SCHOOL OF ART
INTERNATIONAL ARTICULATION POLICY**

CONTEXT

- 1 The policy aim is to enable the GSA to develop relationships with selected international Partner Institutions and 'to extend opportunities for international students to study at the GSA and achieve success' [GSA Strategic Plan 2015-18]. The policy will set out the principles of international articulation at both undergraduate and postgraduate level and formalise study routes with high-quality institutions around the world.
- 2 The policy has been developed in consultation with academic staff, Widening Participation, Student Recruitment, Registry and Equality staff and is in line with the GSA's international ambitions.

DEFINITION AND KEY CHARACTERISTICS

- 2.1 **Articulation** is a form of credit transfer and is defined as direct entry/progression at the appropriate level on the basis of agreed qualifications, such as Higher National Certificates (HNCs) and Higher National Diplomas (HNDs) or international equivalents. An **articulation agreement** is used where it is intended to accept students from an approved institution with particular approved qualifications/credits on a standard and regular basis to a GSA degree programme leading to a University of Glasgow degree award.
- 2.2 Possible opportunities are commonly known as '2+2' or '1+3' articulation agreements (other combinations are possible) where a student studies for one, two or three years at another institution and enters a GSA degree programme for a further minimum of two years to qualify with a degree awarded by the University of Glasgow. The more common models of articulation relate to undergraduate programmes and are known as '1 + 3' and '2 + 2' articulation agreements (equivalent breakdowns apply to postgraduate programmes). A '1 + 3' model refers to an articulation where the student will spend one year at the Partner Institution followed by three years at the GSA. Similarly, in a '2 + 2' articulation, students will spend the first two years at the Partner Institution with the following two years at the GSA.
- 2.3 The Glasgow School of Art is an accredited institution of the University of Glasgow. The GSA's undergraduate and postgraduate degree programmes have been validated by the University since 1992. The University of Glasgow is the degree awarding body and the Senate of the University of Glasgow has ultimate responsibility for the awards.
- 2.4 For the purpose of this document, the word 'award' refers to the accredited award from the University of Glasgow.

3 KEY PRINCIPLES OF INTERNATIONAL ARTICULATION AT THE GSA

- 3.1 The GSA will enter into such relationships with partners of comparable mission and reputation.
- 3.2 The decision-making processes regarding academic standards and quality awards for such programmes lies with the GSA in conjunction with the University of Glasgow.
- 3.3 The core principles in these decisions should be **parity of student experience and comparable level of study**. The GSA will ensure, through a process of mapping and quality assurance, that the total number of credits for an articulated award matches the requirements of degree programmes at the GSA.
- 3.4 Management of the risks of articulation rests with the relevant Boards of Studies at GSA.
- 3.5 Approval of the programme of study is required via the academic approvals process at the GSA, specifically through Boards of Studies (BoS), Undergraduate and Postgraduate Committee (UPC) and Academic Council. These approvals are to be based on an International Articulation Proposal Pro Forma, an Equalities Impact Assessment, a Business Case and a Risk Assessment, and evaluated annually using annual monitoring reports.
 - 3.5.1 The Academic Rationale should detail the academic and strategic reasons for developing the articulation including any financial rationale and alignment with departmental, school and institution-wide strategic objectives such as the Strategic Plan and Internationalisation strategic priorities.
- 3.6 A legal agreement, a Memorandum of Agreement (MoA), will be drawn up which clearly outlines the roles, responsibilities and operational structures for the articulation. Prior to an actual articulation agreement, a Letter of Recognition (LoR)¹ will be produced. Both the MoA and the LoR are to be signed by the Director of the GSA.
- 3.7 Prior to entry to the GSA, the Partner Institution is responsible for the recruitment and selection of students (you may wish, however, to give guidance on acceptable requirements); the registration and regulation of students including those issues relating to academic appeals, complaints and student conduct; the design and delivery of the programme of the initial stages, i.e. their own provision; the quality of the student learning experience; the standards of the credit/award and financial matters.

¹ The initiation of a LoR is expected to have been started by visits to the Partner Institution by senior academic staff or Academic Lead at the GSA who upon consideration have deemed the work to be of appropriate parity for the level(s) required.

- 3.8 The International Articulation Proposal Pro forma and MoA should detail any additional specific entry requirements (where required) for onward progression to a GSA degree programme along with the process for admissions and induction.
- 3.9 Those students accepted under the articulation agreement will become GSA students from the point of enrolment to the GSA degree programme.
- 3.10 A key feature of all articulation agreements is that a minimum of 50% of the credits contributing to an accredited award of the GSA must have been gained from the GSA. This rule applies to the overall programme of study to which a student is admitted and does not apply in the event that a student is not able to complete the intended programme and is subsequently offered an exit award – for example, where a student is admitted to Year 3 of a four year Honours programme, but for personal or academic reasons leaves the GSA after Year 3 with a Designated (General) Degree. Exceptions to this policy may be possible and will be considered on a case-by-case basis.

4 INTERNATIONAL ARTICULATION PROTOCOL FOR THE GSA

- 4.1 The GSA reviews the curriculum, assessment criteria, intended learning outcomes, feedback mechanisms, quality of work, quality assurance and enhancement processes of a specified programme(s) at another institution and assesses if the programme(s) (or a specified part) provides an appropriate basis, is of an appropriate academic standard and has academic parity to the GSA degree programme.
- 4.2 This will allow advanced entry on a regular basis to a programme leading to a University of Glasgow award.
- 4.3 Articulation agreements will involve credit accumulation and transfer, so that credit achieved for the approved study at the first institution is transferred to contribute to the degree programme and award completed at the GSA.
- 4.4 All articulation agreements must comply with the process outlined on the following pages.

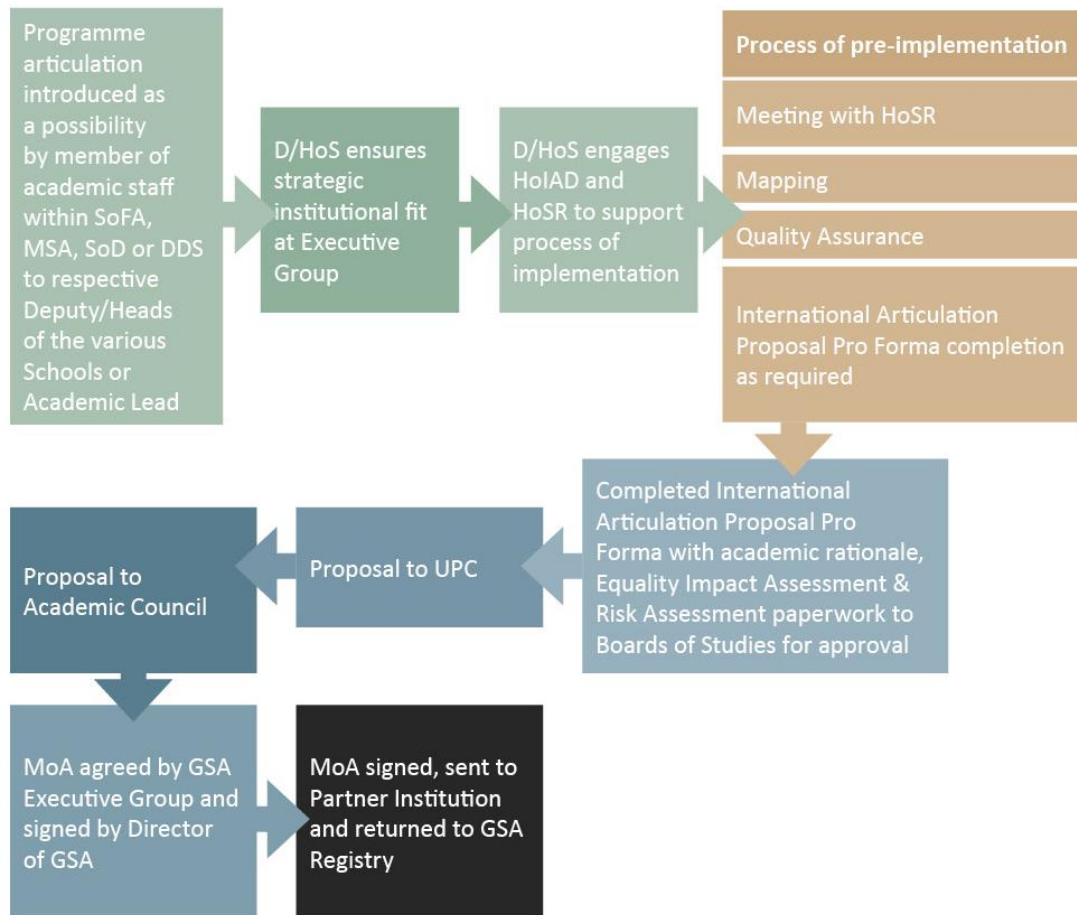
5 APPROVALS PROCESS

- 5.1 Prior to the formalisation of an International Articulation Agreement any proposal should be discussed with the Deputy/Head of School (D/HoS) in order to match the proposal with School and GSA strategic internationalisation strategic priorities.
- 5.2 The D/HoS should then engage the Head of International Academic Development (HoIAD) to support the proposer in the development of the material necessary for the approvals process through the usual academic committee structures at the GSA in line with guidance for International Articulation Proposals and International Articulation Policy.

- 5.2.1 This includes completion of the International Articulation Proposal Pro Forma including academic rationale, Equality Impact Assessment, Business Case and Risk Assessment.
- 5.2.2 All proposals must demonstrate compliance with UK Visa & Immigration policies for International Students and should ensure that any incoming students' visa requirements are taken into consideration. Further information can be obtained from GSA's Head of Academic Registry.
- 5.2.3 The Admissions Process including entry requirements for progression to the GSA, should be agreed with Head of Student Recruitment and Registry.
- 5.3 In order to develop the International Articulation Proposal the proposer, with support from the International Academic Leads, should gather evidence of institutional and course suitability and academic standards. Key considerations include:
 - 5.3.1 What is the level and year of the proposed articulation?
 - 5.3.2 What are the anticipated student numbers?
 - 5.3.3 When is the articulation due to start?
 - 5.3.4 What are the proposed entry requirements for progression from the Partner Institution to the GSA?
 - 5.3.5 To what extent is there parity in terms of course content, learning outcomes, contact hours, coursework and student attainments (including work-based experience, relevant media, co-curricular activity)?
 - 5.3.6 How will gaps be identified or overlaps managed?
 - 5.3.7 Are there arrangements in place for orientation, induction to study and workshop inductions for students entering the GSA at this level?
 - 5.3.8 Where the GU award has accreditation by a Professional, Statutory or Regulatory Body (PSRB) have they been consulted to determine the implications of the proposed articulation for that accreditation?
- 5.4 Fulfil requirements of completing the International Articulation Proposal Pro Forma (APP) in cooperation with the HoIAD/International Academic Leads and proposer and establish LoR.
- 5.5 The Head of Student Recruitment will be consulted to ensure articulation is in line with the GSA international recruitment considerations.
- 5.6 The International Articulation Proposal Pro Forma including Equality Impact Assessment, Business Case and Risk Assessment must be submitted for approval via the usual academic committee route at the GSA as detailed in the flowchart shown in 5.8.

5.7 Once the International Articulation Proposal has been approved, a Memorandum of Agreement (MoA) must be approved by the Executive Group and signed by the Director of the GSA.

5.8 Flowchart: Summary of Approval Process



6 IMPLEMENTATION PROCESS

6.1 Once the International Articulation Proposal has been agreed and the MoA signed off the HoIAD/International Academic Leads, in consultation with the proposer, will organise implementation of the terms of the articulation agreement including coordination with appropriate academic and support departments at the GSA - ensuring Equality Impact Assessment recommendations are embedded.

6.2 The HoIAD/International Academic Leads will be the main liaisons between the GSA and the Partner Institution and responsible for the following:

6.2.1 Regular contact will be maintained with relevant staff and students at both institutions as appropriate and necessary.

6.2.2 Updates will be provided to relevant Senior Management Teams and Boards of Studies.

7 MONITORING AND REVIEW

- 7.1 As part of the maintenance of the International Articulation Agreement, School/International Academic Leads will be expected to:
- 7.1.1 Provide feedback to the Partner Institution relating to student performance and attainment during their studies at the GSA.
 - 7.1.2 Seek opportunities to learn from Partner Institution and share good practice. Enhance the articulation by support, curriculum design, setting of assessments, moderation, and delivery of academic materials or other contributions from GSA or Partner Institution staff.
 - 7.1.3 If there are planned visits by GSA staff to the Partner Institution, opportunities should be taken to meet new students, students about to progress to the GSA and the Partner Institution's teaching staff.
 - 7.1.4 Ensure that all monitoring and reporting in respect of the development and delivery of articulation includes reference to, and reflection on, equality consideration.
- 7.2 The School/International Academic Lead responsible for managing the articulation must also monitor the quality and standards of the Partner Institution's programme through a *biennial visit* to the Partner Institution. The primary objectives of this visit are to:
- 7.2.1 Review the maintenance of academic standards on the Partner Institution's programme through reference to samples of assessed student work.
 - 7.2.2 Review any available external reports.
 - 7.2.3 Attend the Partner Institution's assessment board or, by another means, assess the operation of the assessment process.
 - 7.2.4 Keep a watching brief on the Partner Institution's programme to monitor any changes and to ensure it remains relevant.
 - 7.2.5 Advise the Partner Institution of any changes to the GSA's specific degree programme(s).
 - 7.2.6 Take advantage of any opportunities to advise and support students who are planning to progress to a specific GSA degree programme.
 - 7.2.7 Share good practice and look for opportunities to enhance the GSA and Partner Institution practice.

- 7.3 A report should be produced on each visit, which should indicate relevant actions at Partner Institution's programme, School and Institutional level(s). A copy of the report should be sent to the agreed key contact(s) at the Partner Institution. A copy of the report should be retained in the specific School and by Registry. This should then inform the relevant Programme Monitoring Annual Review.
- 7.3.1 The performance of students entering via an articulation agreement should be monitored and progression rates recorded as part of the annual programme monitoring process.
- 7.3.2 The monitoring of any financial arrangements is also vital to determine performance against the Business Case and ensure that the articulation remains viable and cost-effective.
- 7.4 In addition to annual monitoring, there should be a review of the articulation in the final year of the MoA to determine its effectiveness and whether to continue, amend or terminate the articulation. The review should be conducted 6-9 months in advance of the end date of the MoA.
- 7.4.1 Any agreed major amendments should go through the usual academic committee route at the GSA.
- 7.4.2 Any recommendation to terminate the articulation agreement should be discussed with the HoIAD and Head of Student Recruitment who will then propose the termination of the articulation agreement at the relevant BoS, for approval.

INTERNATIONAL ARTICULATION PROPOSAL PRO FORMA

This pro forma proposes a formal articulation agreement between The Glasgow School of Art (GSA) and *[enter name of the Partner Institution]*. This pro forma must be prepared by the Academic Lead responsible for the articulation and submitted to the Board(s) of Studies where, if approved, it will be signed off by the convener and sent to UPC for approval and recommendation to Academic Council.

Please use the guidance notes in *red* provided in the boxes to complete the pro forma.

SCHOOL(S) <i>tick all that apply</i>	School of Design (SoD)	Mackintosh School of Architecture (MSA)
	School of Fine Art (SoFA)	Digital Design Studio (DDS)
LEVEL OF STUDY <i>tick all that apply</i>	UNDERGRADUATE	POSTGRADUATE
MODE OF DELIVERY <i>tick all that apply</i>	FULL-TIME	PART-TIME
GSA DEGREE PROGRAMME(S)	<i>List all degree programmes at the GSA participating in the articulation agreement.</i>	
STAFF MEMBER(s) <i>with overall academic accountability for the articulation agreement</i>	<i>List GSA staff including Academic Leads and other staff integral to the management and implementation of the articulation agreement.</i>	
LEVEL OF ENTRY TO THE GSA	<i>What level or levels will articulating students enter at the GSA (e.g. Year 2).</i>	
NAME, ADDRESS & WEBSITE OF PARTNER INSTITUTION	<i>Enter the name, contact address and main website for the Partner Institution.</i>	
LOCATION OF COURSE DELIVERY	<i>If the Partner Institution has multiple campuses or delivery is not at the address above, where is the qualification delivered?</i>	
TYPE OF PARTNER INSTITUTION (FE/HE, Private/Public)	<i>E.g. publicly-funded college of further education.</i>	
PARTNER INSTITUTION CORRESPONDENTS	<i>List relevant Heads of Department/School and curriculum/programme leader at Partner Institution including their names and job titles.</i>	
PARTNER INSTITUTION SIGNATORY	<i>Enter signatory from Partner Institution including name and job title.</i>	
PARTNER INSTITUTION PROGRAMME	<i>Enter the programme(s) from which the articulation is proposed.</i>	
PARTNER INSTITUTION AWARD/QUALIFICATION <i>from which articulation is proposed</i>	<i>Enter the qualification and awarding body of the qualification.</i>	
NUMBER OF STUDENT PLACES <i>at the GSA at each intake</i>	MINIMUM <i>number of places</i>	MAXIMUM <i>number of places</i>
Percentage of expected cohort	<i>% = maximum intake/current year 2 class size.</i>	

ARTICULATION START DATE	<i>Academic Session when articulation begins.</i>	
PROPOSED NUMBER OF INTAKES	<i>Enter the number of intakes or years for which the articulation is proposed to run.</i>	
ENTRY/PROGRESSION REQUIREMENTS <i>as agreed with GSA Head of Student Recruitment, Registry and Partner Institution</i>	QUALIFICATIONS	OTHER ENTRY REQs
	<i>List qualifications required for entry including grades as appropriate.</i>	<i>List any other requirements of entry such as interview, efolio, etc..</i>
ENGLISH REQUIREMENT <i>for applicants with English as a second language</i>	<i>Typically an IELTS score.</i>	
UKVI Visa REQUIREMENTS	<i>Enter up-to-date information for applicants who require a Tier 4 visa to study in the UK.</i>	
PROCESS FOR SELECTING ENTRANTS TO THE GSA <i>if applicable</i>	<i>Where potential articulation numbers exceed articulation places please include a detailed explanation of requirements to be considered for admission under the articulation agreement and the admissions process applicants will need to follow such as stage 1 (efolio upload), stage 2 (interview) and any other steps in the process as agreed with Registry and relevant academic departments.</i>	
<i>If appropriate, list any engagement opportunities provided by the GSA to support the articulation</i>	<i>List any activities or extra support provided as part of the articulation including visits to and by the GSA, collaborative activity, shared curriculum, etc..</i>	
CURRICULUM MAPPING <i>has been undertaken by</i>	<i>List names and roles of GSA staff involved in curriculum mapping.</i>	
CURRICULUM MAPPING <i>outcomes have been deemed acceptable by</i>	<i>Enter name/group who has signed off GSA approval.</i>	
STUDENT WORK SCRUTINISED	<i>Enter details of student's prior work scrutinised and GSA staff involved.</i>	
<i>From the curriculum mapping, please indicate any essential learning outcomes that are not completely mapped and how this will be addressed</i>	<i>List the <u>essential</u> learning outcomes that are not covered by the Partner Institution and an explanation of how they will be addressed by supporting activity.</i>	
MECHANISMS SHOULD THE ARTICULATION BE WITHDRAWN	<i>Details of mechanisms that will allow students on the articulation pathway to complete studies should the articulation be withdrawn. Please give details of pathways available.</i>	
SHARING GOOD PRACTICE	<i>Details of any substantial changes in GSA or Partner Institution's academic programme, typically to design, delivery or moderation as a result of the articulation and sharing of good practice.</i>	

<p><i>Details of induction activities to support students entering the GSA at this level</i></p>	<p><i>Describe any induction or orientation activities offered to students entering GSA at this level.</i></p>	
<p><i>Details of mechanisms that relate to the maintenance and evaluation of the partnership</i></p>	<p><i>List the mechanisms that will be used to monitor and evaluate this articulation.</i></p>	
<p>EQUALITY IMPACT ASSESSMENT <i>has been completed and accompanies this proposal</i> <i>tick the appropriate answer and include EIA with the completed pro forma</i></p>	<p>Yes</p>	<p>No Please note that the Articulation Proposal is incomplete without undertaking Equality Impact Assessment</p>
<p>ACADEMIC RATIONALE for the ARTICULATION AGREEMENT</p>		
<p><i>Please explain the academic and strategic reasons for developing this articulation including any financial rationale, recommendations from an Equality Impact Assessment and alignment with Departmental, School and Institution-wide strategic objectives such as the Outcome Agreement and Strategic Plan.</i></p>		

Articulation Application Support Sheet

PROGRAMME DETAILS

THE GLASGOW SCHOOL OF ART PROGRAMME AND LEVEL	PARTNER INSTITUTION PROGRAMME

MATERIAL CONSIDERED

EXAMPLE MATERIAL	CONSIDERED BY	COMMENT(S)
Course Content		
Learning Outcomes		
Contact Hours		
Coursework		
Assessment Methods		
Student Attainments		
Portfolios		
Work-Based Experience		
Other Relevant Media		

Details of APPROVAL PROCESS

Include the dates of the relevant meetings and update each section as appropriate.

BOARD OF STUDIES	Mackintosh School of Architecture	School of Design	School of Fine Art	Digital Design Studio
DATE				
<i>approved</i>				
<i>not approved</i>				
<i>not applicable</i>				

UNDERGRADUATE & POSTGRADUATE COMMITTEE (UPC)	
DATE	
<i>approved</i>	
<i>approved with recommendations</i>	
<i>not approved</i>	

ACADEMIC COUNCIL	
DATE	
<i>approved</i>	
<i>approved with recommendations</i>	
<i>not approved</i>	

EXECUTIVE GROUP (MoA)	
DATE	
<i>approved</i>	
<i>not approved</i>	