

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 International Academic Development
Responsible Executive Group area	Marketing, International and Recruitment Head of International Academic Development
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.
- 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 or two 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.
- 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 **Memorandum of Agreement**
A Memorandum of Agreement (MoA) is a formal document agreed by the Glasgow School of Art and the partner institution(s). It sets out the responsibilities, obligations and rights of each party, governs the formal relationship between the institutions, and provides the framework within which programmes of study are approved, delivered and reviewed. It is a legally binding document.
- 2.5 **Memorandum of Understanding**
A Memorandum of Understanding (MoU) is used to show intent of collaboration without yet committing to specific activities. It does not technically represent a binding agreement but often signals the intention of working towards one. It should be considered a formalisation of a relationship, and often provides an opportunity to agree mutual goals and intent.

2.6 For the purpose of this document, '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, and via the University of Glasgow's Academic Standards Committee. 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 and the equivalent representative at the partner institution.

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.

- 3.7 Prior to entry to the GSA, the Partner Institution is responsible for the recruitment and selection of students (they 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.
- 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 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 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.
- 4.3 All articulation agreements must comply with the process outlined on the following pages.

5 APPROVAL 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.

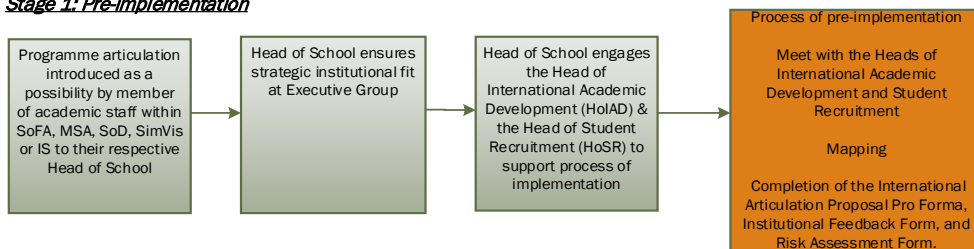
- 5.2 The D/HoS should then engage the Head of International Academic Development (HoIAD) to support the proposer in the development of the material necessary for the approvals process through the usual academic committee structures at the GSA in line with guidance for International Articulation Proposals 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 award has accreditation by a Professional, Statutory or Regulatory Body (PSRB).
- 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.

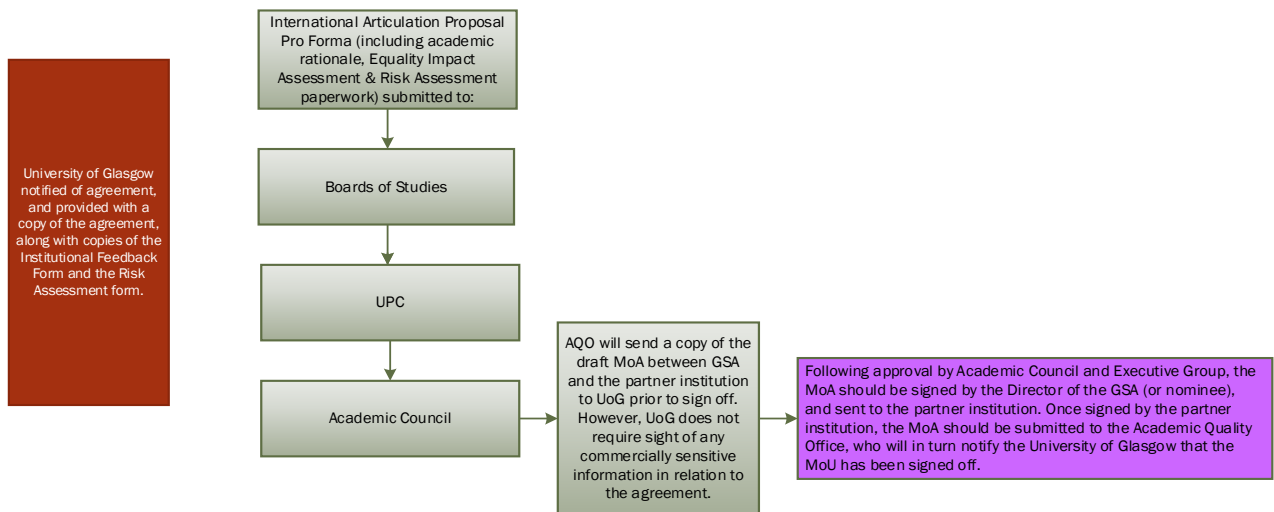
5.7 Once the International Articulation Proposal has been approved, a Memorandum of Agreement (MoA) must be approved by the Executive Group and signed by the Director of the GSA, and the equivalent representative of the partner institution.

5.8 Flowchart: Summary of Approval Process

Stage 1: Pre-implementation



Stage 2: Programme Proposal Approval



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 Providing updates 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 ensure that biennial visits by GSA staff to the Partner Institution take place (see 7.2). As part of these visits, make use of opportunities 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.

7.1.5 keep a watching brief on the Partner Institution's programme to monitor any changes and to ensure it remains relevant.

7.1.6 advise the Partner Institution of any changes to the GSA's specific degree programme(s).

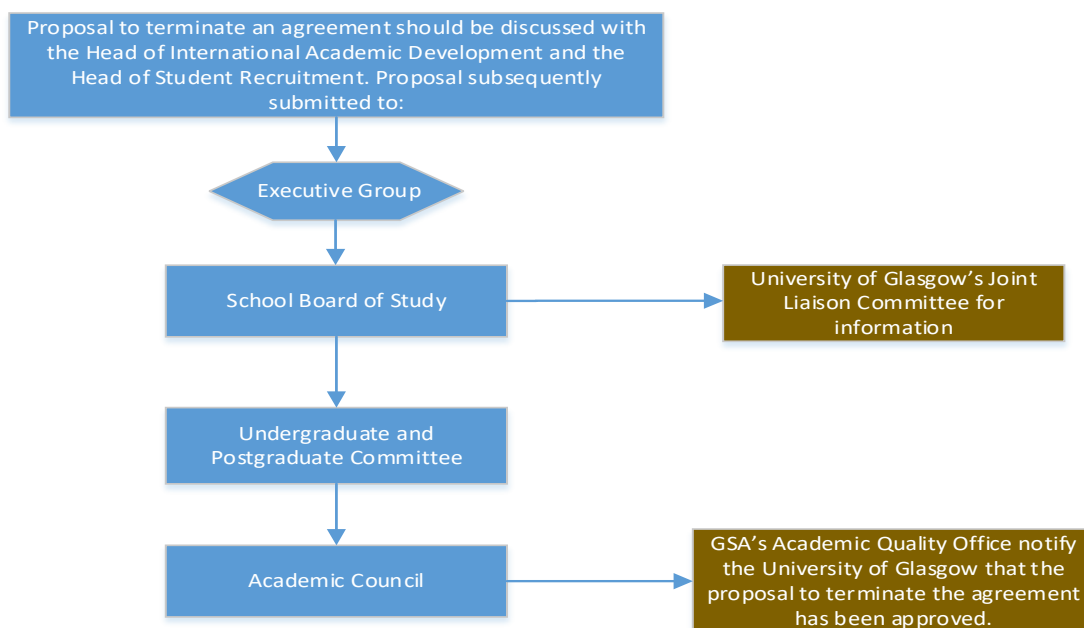
7.1.7 formulate a Data Protection agreement with the Partner Institution in accordance with the requirements detailed in the General Data Protection Regulation (GDPR).

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 Take advantage of any opportunities to advise and support students who are planning to progress to a specific GSA degree programme.
 - 7.2.5 Share good practice and look for opportunities to enhance the GSA and the Partner Institution.
- 7.3 A report should be produced on each visit, which should indicate relevant actions in relation to the programme at the Partner Institution, both at School and Institutional level(s). A copy of the report should be sent to the key contact(s) at the Partner Institution, while further copies should be retained by the School. Reports should thereafter inform the relevant Programme Monitoring Annual Review (PMAR).
- 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 the Head of Student Recruitment, who will propose the termination to the GSA's Executive Group. The proposal will then go to the relevant BoS, and to the University of Glasgow's Joint Liaison Committee for information. Following approval by BoS, a recommendation to terminate the agreement will be made to Academic Council (via the Undergraduate and Postgraduate Committee). Academic Council is responsible for considering and approving all proposals relating to the termination of articulation agreements. Once approved by Academic Council, the Academic Quality Office will notify the University of Glasgow.

Termination of Agreement: Process



8. Memorandum of Understanding (MoU)

- 8.1 A Memorandum of Understanding (MoU) is used to show intent of collaboration without yet committing to specific activities. MoUs are **not** intended to be legally-binding documents, but often signal the intention of working towards one. Consequently, the quality of the institution with which the MoU will be signed is important and has to be considered, to ensure that it is suitable for the intended partnership and developments.
- 8.2 Memoranda of Understanding are statements of cooperation between the GSA and external organisations, indicating the intentions of the parties to cooperate and develop relationships for the purpose of academic activities in order to further mutual objectives.
- 8.3 An MoU is an agreement between institutions, not between the partner institution and individual Schools. When initiating MoU discussions, a check must be made with the Head of International Academic Development in order to establish whether there is already an active MoU (or MoA) in place between the institutions, as only one agreement is necessary at institutional level.

Developing an MoU

The approval of an MoU is 'light touch', reflecting its status as a non-binding agreement; however, as a formal statement of intent with another organisation, the process is managed formally. Please refer to the guide below and the accompanying flowchart.

Step 1: Initial Research

Before taking any steps, staff should carry out some preliminary discussions to ensure that their proposed MoU will be suitable for consideration. Use this time to establish that the quality and reputation of the other institution is such that it is a suitable relationship to take forward for the intended activity.

Academic staff should discuss their proposal with:

- their Head of School;
- The Head of International Academic Development.

Step 2: Reputational Check

Is there a pre-existing institutional relationship?

Contact the Academic Quality Office and ask them to provide an **Institutional Feedback Form (IFF)**. The Academic Lead should complete the form. Due diligence will establish whether GSA has a pre-existing relationship and/or agreement with the intended partner; alternatively, it will provide reputational information on the intended partner institution designed to ensure that it is a suitable relationship to take forward for the intended activity.

Step 3: Complete the MoU Proposal Form

Download and complete the **MoU Proposal Form**.

Obtain approval signatures

The Institutional Feedback Form, along with the completed MoU Proposal Form, should be signed off to certify that:

- the Head of School confirms that the proposal is in alignment with School strategy, and that they have been approved by the Board of Study.
- the Head of International Academic Development considers the quality and reputation of the intended partner is appropriate for the intended activity.

Step 4: Approval and drafting the MoU

Drafting the MoU

The MoU is drafted by the Academic Lead using the standard MoU template. The Academic Lead will also liaise directly with the partner to agree the final wording of the agreement.

Once drafted, the MoU is presented at the GSA Executive Group for comment/approval. If the MoU is approved, two copies will be signed by the Director (or his designated nominee). If the MoU is not approved, it is returned to the Academic Lead.

Step 5: Signing and Return of MoU for Recording

Obtain signatures

Once agreement on the content of the MoU is reached, two copies should be signed by the partner institution.

Final agreement

One of the original paper copies of the MoU is given to the Academic Lead within GSA, while the other is sent to the Head of International Academic Development. The Academic Quality Office should also be informed when the agreement is signed.

Recording the MoU

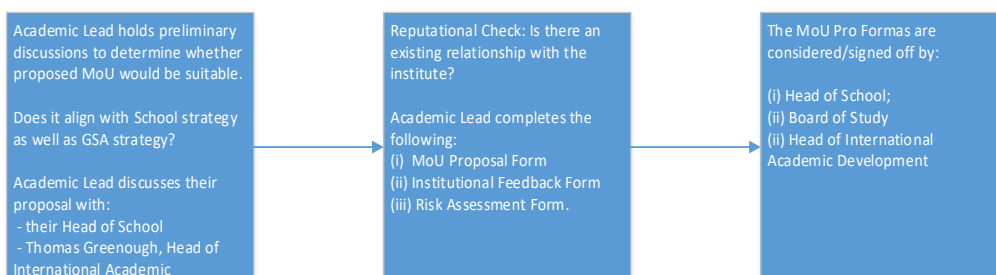
A scanned copy of the MoU will be uploaded to the MoveOn database. The review date will be entered into the diary, while the expiry date will be entered into relevant staff diaries.

Review

An MoU is normally approved for five years. MoUs should be reviewed by the Academic Lead in collaboration with their Head of School, six months prior to expiry, in order to determine whether they wish to renew or terminate the agreement.

MoU Approval Process: Flowchart

Stage 1: Initial Research and Reputational Check



Stage 2: Approval and Recording of MoU

