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**PARTNERSHIPS PROPOSAL FORM (PPF) – ARTICULATION**

This form is to be completed by staff when setting up a new articulation partnership where a University of Exeter qualification or credit is involved.

Articulation partnerships are where provision offered by another institution is deemed suitable preparation for a student to transfer onto a University of Exeter programme. Usually at an advanced stage, e.g. direct entry to year 2 of an undergraduate degree. Students may achieve an initial award at the partner institution and then achieve a University of Exeter award

Before completing the form you are advised to read the Academic Partnerships Handbook which provides further guidance on the approval process.

The form has two sections and both parts should be completed. Part 1 relates to the strategic fit of the partnership being proposed and part 2 relates to the quality assurance aspects of the partnership.

Advice on any aspect of this process is available by contacting partnerships@exeter.ac.uk

Articulation agreements are not appropriate for PGR partnerships.

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| **PART 1: FOR STRATEGIC APPROVAL To be completed by the Faculty****This section will be considered by the relevant group giving strategic approval to the partnership** |
| 1. **University of Exeter Contact**
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|  | What form of partnership is proposed? | *ARTICULATION*  |
|  | Faculty proposing partnership |  |
|  | Department proposing partnership |  |
|  | Proposer of partnership / Programme Lead in Faculty (including job title and email) |  |
|  | Faculty administration contact |  |
| 1. **Proposed Partner**
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|  | Is the partner based in the UK or overseas (if overseas please specify where)? |  |
|  | Name and full address of the proposed partner |  |
|  | Name and contact details of key contact at the proposed partner organisation |  |
|  | Partner organisation web address |  |
|  | League table rankings or equivalent for partner |  |
|  | Is the proposed partnership supported in principle at the appropriate level in the partner organisation(s)? Please provide details. |  |
| 1. **Rationale for the Proposed Partnership**
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|  | Full description of proposed arrangement ( i.e. level, programme(s) and modules involved; market (closed cohort, industrial, local, part time, international); study pattern, form of support provided by partner – teaching, supervision, equipment, learning resources, etc.) As much detail as possible here please. |  |
| 3.2  | State how the proposed collaboration fits with University of Exeter’s strategic objectives |  |
| 3.3 | If an International Partnership, does this partnership fit with the University of Exeter’s list of key institutional partners? If not, or if this is a UK partnership, please explain the rationale for the partnership e.g. widening participation; student recruitment etc. |  |
| 1. **Proposed Partnership Activities**
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| 4.1 | Planned start date and duration of the partnership |  |
| 4.2 | Planned student numbers - per annum or single intake (minimum/maximum, if relevant) and any evidence of demand |  |
| 4.3 | Proposed number of annual intakes of students (normally 3, for multiple intakes) |  |
| 4.4 | Any progression requirements, and what would happen if a student did not reach the stated progression requirements |  |
| 4.5 | How will research methodologies and the spirit of enquiry be incorporated into this partnership? |  |
| 1. **Operational/Financial Issues**
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| 5.1 | What are the financial arrangements with the Partner:* What will the Partner contribute and/or receive?
* What will the Faculty contribute and/or receive?
* What will the University contribute and/or receive?
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| 5.2 | Have you discussed this proposal with the University of Exeter Finance team and if so who did you contact and what was their advice? |  |
| 5.3 | What are the resource implications (academic and professional service staff, learning resources, teaching rooms etc.) |  |

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| **PART 2: FOR QUALITY ASSURANCE APPROVAL:** **This section will be considered by the relevant group giving quality assurance approval to the partnership. It contains additional information specifically relating to the quality assurance elements of the partnership.** |
| 1. **Quality of Provision at HEI Partner Institution**
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| 6.1 | Outline the proposed partner’s quality assurance system for managing academic standards and the quality of the student learning experience  |  |
| 6.2  | Describe in detail how the partner’s provision is equivalent to UoE (looking at subject areas covered, ILOs, teaching and assessment methods, expected level at end of partner provision etc). |  |
| 6.3 | Does the proposed partner have the legal capacity, permits and licenses needed to collaborate with the University of Exeter to operate the proposed collaborative programme? |  |
| 6.3 | Describe the education environment at the partner, what are the facilities and teaching spaces available? |  |
| 6.4 | Explain how the following will be managed between University of Exeter and the proposed partner:* Recruitment (how will the opportunity be marketed)
* Admissions (whose responsibility, how entry criteria will be decided)
* Teaching (which partner will provide this, how will University of Exeter manage the quality of teaching provided by non-University of Exeter staff)
* Assessment (which partner will undertake this; how will University of Exeter manage the quality of assessment undertaken by non-University of Exeter staff)
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| 6.5 | Provide information about partnership staff including CVs: do they have sufficient knowledge, expertise and experience to teach, supervise, and assess students in accordance with Exeter expectations? |  |
| 1. **Policies and Procedures**
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| 7.1 | Will any amendments be required to the existing programme/modules to fulfil the articulation agreement? If so, please indicate the date by which it would be ready to be considered for programme and module approval as per the University of Exeter’s ‘Procedures and Requirements for Amendments to existing Programmes and Modules’ as outlined in the TQA Manual |  |
| 7.2 | In March 2015, the Competition and Markets Authority (CMA) published guidance for universities on the application of Consumer Rights Legislation and how they engage with students. The CMA has advised universities that they should ensure they meet the following requirements of the legislation: * Students are given up front, clear, timely, accurate and comprehensive information;
* Terms and conditions between higher education providers and students are fair;
* Complaint handling processes and practices are accessible, clear and fair to students.

Clarify how each of these will be addressed for this particular partnership. |  |
| 7.3 | What are the risks that may arise from this partnership and what is your procedure for mitigating them? |  |
| 7.4 | Do Exeter’s standard regulations, policies, and procedures apply while students are at the partner institution? If not, please summarise the difference. |  |
| 7.5 | Provide details of any Professional, Statutory, Regulatory Bodies (PSRBs) involved and confirm that they been consulted and approve of the proposed arrangements. Who will arrange the application/review process? |  |
| 7.6 | What will the procedure be for assessing if this partnership has been successful? |  |
| 1. **Student Support**
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| 8.1 | Describe the support mechanisms (i.e. pastoral, advice and guidance), that will be provided to student(s) while studying at the partner institution, and will they be provided by UoE or the partner? |  |
| 8.2 | Describe the academic/research support for students at the partner |  |
| 8.3 | Will the partnership allow students the opportunity to undertake their own investigation-based project work and incorporate findings from latest research?  |  |
| 8.4 | Any further specific information to include in the formal Legal Agreement  |  |

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| **Approval Process Once Form is Complete…** |
| **Stage 1 - Faculty** | **Stage 2 - Strategic** | **Stage 3 - Quality** | **Legal Agreement** |
| The Faculty submits the completed PPF to the relevant Faculty Approval Group for stage 1 approvalThe Faculty should contact partnerships@exeter.ac.uk (for UG/PGT partnerships) for any quality and standards related queries. | The Faculty submits the PPF to the relevant strategy group for stage 2 approval: * International (UG & PGT) go to Global Engagement Committee
* Domestic (UG & PGT) go to Education and Student Experience Executive Committee

The Faculty must email partnerships@exeter.ac.uk a copy of the stage 1 and stage 2 approvals prior to stage 3 approval.  | partnerships@exeter.ac.uk review the PPF.partnerships@exeter.ac.uk submit the PPF to the relevant group/person for stage 3 approval:* Associate Dean for Taught Students
 | partnerships@exeter.ac.uk send the final fully approved PPF to the legal team who use the information contained within it to start drafting the legal agreement for signature by both institutionsA first draft will be sent to the Faculty for comment before it goes to the partner.Signatories: VC or DVC. |