

## GUIDELINES ON THE ADDITION OF A NEW ARTICULATION ROUTE FROM XJTLU

A UoL department/school wishing to establish a new articulation route from XJTLU may do so in the following ways:

### 1) Introduction of a new UoL programme

The new articulation route should be explained in the outline programme proposal.

### 2) Revalidation of an existing UoL programme

The new articulation route should be explained in the Development of Existing Provision Proposal form (DEPP). This includes programme name changes which would result in the addition of a new articulation route from XJTLU.

### 3) Modifications to an existing UoL programme

The new articulation route should be explained in the DEPP.

### 4) Existing UoL programme (no changes proposed)

The new articulation route should be explained in the articulation proposal proforma.

All new articulation routes receive final approval from the School Scrutiny Panel (SSP).

## The Process

The process for establishing a new articulation route from XJTLU is as follows:

### 1. Identification of new articulation route

Identify the new articulation route to be established between UoL and XJTLU.

### 2. Articulation proposal/XJTLU agreement

A written rationale for the introduction of a new articulation route should be submitted to AQSD using the [Template for the Approval of a new Articulation Route from XJTLU to Undergraduate Programmes at UoL](#). This should include details of academic mapping and how the additional student numbers from XJTLU will be managed. Where the establishment of a new articulation route is dependent on the final approval of a new programme or changes to existing provision, AQSD should liaise with the XJTLU Registry to ensure that the new articulation route will not be marketed to prospective and existing students until it is approved, or will only market it as 'subject to approval'. The department should liaise with the corresponding department at XJTLU to obtain written agreement for the proposed new articulation route. This could be in the form of a letter or an email. The agreement should be submitted to the Curriculum Board and School Scrutiny Panel with the proposal documentation.

### 3. Curriculum Board endorsement

AQSD will review the articulation proposal for completeness and accuracy and refer the proposal to the relevant Curriculum Board (CB). The Curriculum Board should endorse the articulation mapping and, as required, the associated proposals for a new/modified programme. The Curriculum Board should seek endorsement from the appropriate Level 1 Head of Department/School.

#### **4. School Scrutiny Panel (SSP) approval**

The Curriculum Board should refer the proposal to the relevant School Scrutiny Panel. The SSP should seek endorsement from the appropriate Level 2 Dean of School/Institute to confirm that resources will be available to support the articulation and that the additional student numbers will be managed.

#### **5. Programme approval process**

The approval process for new programmes, programme revalidation and modifications to programmes should run concurrently with the process outlined above.

#### **6. Notification to central support services and committees**

##### **a. Articulation routes for new or revalidated programmes**

Following approval of the articulation route, the Secretary to SSP will formally notify AQSD, Strategic Planning, Admissions, Student Administration and Support, Level 1 Head of Department/School and Level 2 Dean of the School/Institute of the new articulation route (subject to approval of the new/revalidated programme). AQSD will notify CPC and XJTLU of the approval.

Upon approval of the new/revalidated programme, the Secretary to the University Approval Panel (UAP) will notify SSP, CPC and other relevant parties, including XJTLU.

##### **b. Articulation routes for modified programmes or programmes that have not undergone modification**

Following approval of the articulation route, the Secretary to SSP will formally notify AQSD, Strategic Planning, Admissions, Student Administration, Head of Department/School (Level 1) and Dean of the School/Institute (Level 2) of the new articulation route. AQSD will notify CPC and XJTLU of the approval.



**ARTICULATION ROUTE APPROVAL PROCESS**

