

Approval Process for Progression Agreements and Enhanced Progression Agreements

1. Introduction

Where a School wants to set up an articulation arrangement which guarantees entry to groups of students with advanced standing, the approval process is as described in the [Education Partnerships Policy](#). Where entry with advanced standing or to the beginning of a programme is not guaranteed, a progression agreement or enhanced progression agreement model should be followed. This document sets out the approval process for these types of agreements.

2. Definitions of the agreements

Enhanced Progression Agreement

Enhanced progression is a partnership model whereby the University of Southampton recognises a specific institution's programme for the purposes of entry with advanced standing to a specified programme(s) and award(s) e.g., direct entry to year 2 of an undergraduate programme. **An enhanced progression agreement only grants students from the partner institution eligibility to apply, it does not guarantee entry to the programme and each application is considered on an individual basis for direct entry.** The University recognises and grants specific credit from the partner institution to enable successful candidates to commence the programme beyond the standard point of entry. As entry is with advanced standing, the University must be satisfied that the syllabus and learning outcomes required for the award are equivalent to those that students would have achieved to date on the receiving programme of study at the University. Candidates applying via an enhanced progression agreement may be subject to individual admission hurdles such as an interview or examination of their performance on their current programme.

Progression Agreement (or Admissions Agreement)

Progression is a partnership model whereby the University of Southampton recognises a specific institution's programme for the purposes of entry without advanced standing to a specified programme(s) and award(s). **A progression agreement only grants eligibility to apply for entry to the first year of a University of Southampton programme under the usual admission criteria after the successful completion of an award at the partner institution, it does not guarantee entry to the programme and each application is considered on an individual basis for direct entry.** The University does not grant specific credit to applicants from the partner institution who, if successful, enter the University of Southampton programme at the same point as standard applicants. Candidates applying via a progression agreement may be subject to individual admission hurdles such as an interview or examination of their performance on their current programme.

The Approval Process

As these types of agreements do not guarantee entry into a University of Southampton programme, they are considered by the University to be relatively low risk partnership models and as a result approval of these types of arrangements sits with School Programmes Committee (SPC). The approval process for both progression agreements and enhanced progression agreements is set out below.

Stage 1 – International Agreements Proposal

The Collaboration Sponsor must complete the [International Agreements Proposal Template](#) (for international partners). Where the enhanced progression or progression agreement relates to programmes in more than one School or Faculty, one School should take the lead (the 'Lead School'). The Collaboration Sponsor from the Lead School should lead on completion of the International Agreements Proposal Template, in consultation with the academic leads in the other Schools involved in the agreement. Only one template needs to be completed to cover all the Schools and Faculties involved but the form should be signed by the appropriate colleagues in each Faculty.

The completed form should then be submitted to the International Partnerships Team

in Global Recruitment and Admissions (partnerships@soton.ac.uk) who will arrange for the proposal to be reviewed and approved by the International Lead Deputy Director of GRA & Associate Director International and Vice-President International.

Stage 2 – Due Diligence

Once the International Agreements Proposal has been approved and permission has been granted to start the formal process of developing a progression or enhanced progression agreement, the Collaboration Sponsor from the Lead School must complete the [Due Diligence Checklist for Enhanced Progression Agreements and Progression Agreements](#). The Checklist records the due diligence that has been undertaken on a proposed partner for the purpose of setting up a new enhanced progression agreement or progression agreement. For overseas partners, the International Office will be able to provide information about the country, the proposed partner's position in any rankings and information on the general level of the partner programme(s) against UK HE qualifications.

Stage 3 – Curriculum Mapping (*for Enhanced Progression Agreements only*)

For enhanced progression agreements, the Collaboration Sponsor must undertake a curriculum mapping exercise to ensure that the partner programme(s) provides seamless progression to the University of Southampton programme(s). The University must be satisfied that the syllabus studied and learning outcomes achieved by students on the partner programme(s) are equivalent to those that students would have achieved to date on the receiving programme(s) of study at the University of Southampton.

Stage 4 – Approval by School Programmes Committee

Enhanced progression agreements and progression agreements are considered by School Programmes Committees (SPC) and, if approved by SPC, advised to Academic Quality and Standards Subcommittee (AQSS) by the SPC Secretary for noting. Please note that those Faculties that have a Faculty Education Partnerships Advisory Group or equivalent, should ensure that proposals for enhanced progression agreements/progression agreements are considered there prior to being submitted to SPC for approval.

The Collaboration Sponsor should complete and submit all the following documents to SPC for consideration in support of an enhanced progression agreement/progression agreement request:

- The completed and signed International Agreements Proposal
- The completed Due Diligence Checklist for Enhanced Progression Agreements and Progression Agreements
- The completed risk assessment using the template in the [Quality Handbook](#)
- The completed curriculum mapping exercise (for Enhanced Progression Agreements only)

Where the enhanced progression or progression agreement relates to programmes in more than one School or Faculty, the Lead School's SPC should consider both the proposed partner and the curriculum mapping (if applicable) for the programme(s) within the School which are to be included in the agreement. Following approval by the Lead School's SPC, the SPCs in other Schools/Faculties with a programme to be included in the agreement should confirm the partner's suitability for their discipline and approve the curriculum mapping (if applicable) for the programme(s) concerned.

Following approval by SPC, the International Proposal Form, Due Diligence Checklist, and curriculum mapping (for enhanced progression agreements) should be submitted to the International Partnerships Team (partnerships@soton.ac.uk) so that the legal agreement can be drafted.

Stage 5 – Memorandum of Agreement

The International Agreements Manager will draft Progression Agreements and Enhanced Progression Agreements and negotiate with the partner institution on the final version of the agreement, with support from Legal Services where appropriate.

Agreements must be signed by the President and Vice-Chancellor or his authorised representative and the authorised signatory at the partner institution. Signed copies of these agreements are held on SharePoint within the International Partnerships Database.