



## Principles and process for the approval of Recognition Arrangements

### 1 Definition and Principles

- 1.1 The University defines *Recognition* within the [Collaborative Academic Arrangements Policy](#) as an arrangement whereby a named award delivered by another institution is formally recognised as appropriate for entry with or without advanced standing to one or more specified University programmes, thereby providing a basis for individual applications to the course. There is no guaranteed entry through any recognition arrangement.
- 1.2 All proposed recognition arrangements should be discussed with the Academic Quality Unit (AQU) or Head of Collaborative Programmes at the earliest opportunity.
- 1.3 All recognition arrangements will be based on assurances that the qualification of the recognition institution is of an appropriate standard and quality, and that the alignment of programmes of study and qualifications/awards is appropriate.
- 1.4 Applicants will apply on an individual basis in accordance with the University's Admissions Policy and admission processes and procedures, and the processes for recognition of prior learning (RPL), where applicable. Admissions profiles will be considered on an individual basis through the University's standard processes. The University's standard entry requirements will apply and recognition with advanced standing will be managed through the application of credit transfer in line with the University's RPL procedures.
- 1.5 The advantage of a Recognition arrangement is that the admissions decision for an applicant holding a recognised qualification from an approved recognition institution does not require an individual assessment of the incoming qualification. Similarly, an arrangement for Recognition with advanced standing means that the judgement of credit transfer does not require individual assessment of the incoming qualification and credit which has already been assessed as appropriate for specified programmes.
- 1.6 Recognition arrangements will be developed, managed and monitored by the International Recruitment Team and/or the relevant School(s) as appropriate. Recognition arrangements that involve advanced standing for entry to a course must be led and managed by the relevant School. Proposed recognition arrangements led by the International Recruitment Team must ensure consultation with relevant Schools.
- 1.7 Formal approval on the basis of a recommendation from the School or from the International Recruitment Team will be given by ASQEC on consideration of a satisfactory report covering due diligence and the details of the proposed arrangement.
- 1.8 Recognition arrangements will be formalised through a Memorandum of

Recognition written to a standard template. In most cases they will not require a full partnership approval process, although a recognition arrangement may form the basis for a longer term academic collaborative partnership.

- 1.9 Memoranda of recognition will be issued for a three-year period.
- 1.10 The Academic Quality Unit (AQU) Collaborative Register will include a central database of recognition arrangements.
- 1.11 All public and marketing information whether issued by the University or the recognition institution must be clear about the nature of the arrangement. It is advised that the following wording is used in all promotional material associated with the recognition arrangement:

*The University of Worcester recognises [XX add named qualifications and named institution YY] as meeting entry standards for specific programmes at the University [XX list named qualifications and awards and include volume of credit if providing advanced standing on entry]. Applications from eligible candidates will be considered on an individual basis. Please note that the University of Worcester retains sole rights of admission to its programmes. [Include link to appropriate course page and UW Admissions]*

- 1.12 A recognition agreement will permit the recognition institution to use the University of Worcester logo on its webpages only in association with the above statement. It does not permit the recognition institution to use the logo on any course related materials or other marketing/publicity materials. Any marketing/publicity materials which refer to the relationship with the University must be approved by the Head of School and Communications and External Affairs in advance of distribution.
- 1.13 Schools may agree with the recognition institution that the statement at 1.11 above can be included in course handbooks together with hyperlinks to University of Worcester webpages explaining how students may apply for entry to the named University of Worcester course.

## **2 Process for the approval and monitoring of recognition arrangements**

- 2.1 Recognition arrangements are developed by Schools and/or the International Recruitment Team in liaison with external institutions and with guidance from relevant departments within the University as appropriate. It is anticipated that a single School will be involved in discussions with a given external institution or organisation at any one point in time, but if this is not the case, it may be appropriate to agree the International Recruitment Team or a lead School to conduct any wider institutional due diligence.
- 2.2 Proposals for new recognition arrangements that involve advanced standing must be discussed with the AQU/Head of Collaborative Programmes and considered by School Senior Management Teams in the first instance in order to determine whether the proposal fits with University strategy and the School's strategic direction, priorities and resources, and appears to be viable in principle.
- 2.3 A short proposal paper should be drawn up, written to the standard template and demonstrating:
  - i. rationale for the development and how it relates to the University's strategy
  - ii. details of the institution (i.e. university or other educational institution, public or private, whether [UK-ENIC](#) listed or otherwise externally endorsed/recognised, Tier 4 Sponsor status) and courses (i.e. academic level, whether top-up or full programme, validation status, whether UK-ENIC listed or internationally

- recognised qualifications as identified by ECCTIS and the UCAS Guide to International Qualifications, e.g. Edexcel, ABE, etc)
- iii. an assessment of risk incorporating an agreed checklist and a statement identifying the nature of any specific foreseeable risk, particularly where this might impact on the needs and experience of students, and how this might be mitigated
- iv. evidence of scrutiny of the qualification/award to ascertain appropriateness of academic standard and quality; in the case of proposals involving advanced standing, there must be evidence of mapping of the awards concerned (see 2.4)
- v. anticipated number of applicants through the arrangement
- vi. evidence that students will be appropriately prepared for admission to a UW programme prior to commencement of their studies and will have achieved the requisite English Language requirements
- vii. identification of a named individual from the University to oversee the arrangement if agreed
- viii. completion of a draft memorandum of recognition.

2.4 Principles for mapping of the recognition institution courses to UW courses for recognition with advanced standing:

- i. For Recognition with Advanced Standing, the achievement of learning outcomes at the appropriate level must be demonstrated as broadly equivalent to the UW programme/modules for which students will be given credit.
- ii. The mapping should demonstrate to **College Executive Group** that someone with relevant expertise (eg the course leader of the receiving University award) has reviewed the content, curriculum, outcomes and level of the external course(s) and mapped these to demonstrate there is a good fit both by subject and level with the UW course (ie that students will have met the 'pre-requisite' knowledge, skills, understanding etc).
- iii. Mapping (template provided) should take the form of a list of the programme level outcomes and/or mandatory modules on the UW award (or equivalent for entry to a Top-Up award) and an indication of how the external course prepares students through its curriculum for advanced standing on entry (referring to any programme level outcomes and mandatory modules). Documentation underpinning the mapping should be retained by the School and made available on request.
- iv. The completed mapping and related documents should be reviewed by the Quality Coordinator to confirm the assessment of the curriculum, outcomes and level of the external course(s) has taken place for the credit to be recognised.

2.5 In completing the proposal paper, advice may be sought from relevant staff working in the International Recruitment Team, Admissions, and the Academic Quality Unit (AQU)/Head of Collaborative Programmes. In any cases where due diligence reveals that the institution in question is not UK-ENIC listed or otherwise externally endorsed or the qualification is not UK-ENIC listed or internationally recognised or appropriately validated, the proposal should be referred centrally for advice on process via AQU in the first instance.

2.6 The proposal report will be signed by the Head of School or DPVC International and External Affairs (as appropriate) and forwarded to the relevant College Executive Group for formal review and sign-off of the proposal prior to submission to ASQEC for final approval.

### **3 Memorandum of Recognition**

- 3.1 On approval by ASQEC of a new recognition arrangement, the Memorandum of Recognition will be drawn up by the School in accordance with the standard template, in consultation with AQU/Head of Collaborative Programmes.
- 3.2 The Memorandum of Recognition will be signed by the Vice Chancellor (as appropriate) and forwarded to the recognition partner institution for signature. Electronic copies will be provided to Communications and External Affairs, the International Recruitment Team, AQU, Admissions and Student Records and the Academic Registrar's Office.
- 3.3 The signed Memorandum of Recognition will be forwarded to the University's Legal and Governance Team to be stored and recorded. AQU will also record it on the Collaborative Register and report annually to the Collaborative Academic Provision Sub-Committee (CAPSC).
- 3.4 The Collaborative Register will include as a minimum, details of the recognition institution, relevant qualifications and programmes of each institution, dates of approval and renewal and the key contacts responsible for managing the arrangement in the relevant School/academic departments.

### **4 Recognition Arrangements – Review and Reapproval**

- 4.1 The Memorandum of Recognition is valid for three years in the first instance and the relevant School or International Recruitment Team will be responsible for overseeing and monitoring the details of the memorandum once agreed. It is expected that an appropriate level of communication will be maintained with the recognition institution in order to implement the terms of the memorandum, with at least an annual discussion to review its progress in full.
- 4.2 Renewal of the Memorandum is at the discretion of the University of Worcester and will be based on annual reviews of its operation conducted by the relevant School. The recognition institution may be requested to provide information to support these reviews.
- 4.3 In addition to the annual review, each institution must keep the other informed of any changes to their programmes which might affect the mapping of the qualifications.
- 4.4 The University of Worcester may revisit the agreed arrangement under any circumstances where the performance of students or other evidence raises questions regarding the named awards in the agreement with the recognition institution as suitable for entry to the named University of Worcester awards.
- 4.5 Any changes or additions to the detail of the Memorandum must be discussed between the two institutions and agreed formally by the University prior to implementation.

#### **Related Policies, Documents or Webpages:**

[Collaborative Academic Arrangements Policy](#)  
[Partnership Approval Process](#)  
[Principles and Process for Recognition Arrangements](#)

## Approval/Review Table

Item	Notes
Version Number	V3
Date of Approval	V3 approved January 2025 (subject to ASQEC and Academic Board) V2 approved September 2018
Approved by	Academic Board
Effective from	V3 from 1 <sup>st</sup> February 2025
Policy Officer	Head of Collaborative Programmes/Head of Academic Quality
Department	Directorate of Quality and Educational Development
Review date	September 2027
Last reviewed	V3 Further updating and clarification of mapping for Recognition with Advanced Standing V2.2 September 2024 – Minor revisions and updating to change University logo, ensure accuracy and consistency with current University roles and responsibilities and reference to international qualifications.
Equality Impact Assessment (EIA)	N/A
Accessibility Checked	September 2024

## Revision History

Committee	Date	Change
ASQEC	March 2025	Amendment to approval process to introduce review and sign-off of the proposal and associated mapping (where required) by the relevant College Executive Group prior to submission to ASQEC for final approval (amended wording in Section 2.6 of the Process)
	January 2025	V3 Further updating and clarification of mapping for Recognition with Advanced Standing
	September 2024	V.2.2 Minor revisions and updating to change University logo, ensure accuracy and consistency with current University roles and responsibilities and updated reference to international qualifications.
	3 <sup>rd</sup> June 2019 25 <sup>th</sup> October 2019	V.2.1 Minor amendments following restructure
Academic Board	September 2018	V.2 approved
ASQEC	24 <sup>th</sup> September 2014	Document revised following inclusion of recognition agreements within collaborative academic arrangements policy and approval of proposals by ASQEC.
ASQEC	8 <sup>th</sup> January 2014	Document revised to permit International Recruitment Team to bring forward proposals, and to streamline processes. Revision of definition of 'recognition'.