**ADVANCED STANDING PROPOSAL PROFORMA**

This form should be used to apply for strategic approval from the Academic Planning and Fees Panel (APFP) for a new Articulation Arrangement, only Progression and Succession Arrangements do not require APFP approval before being presented to the University Recognition Group (URG) (for further information please see Chapter 2 of the [Guidance for the Approval and Monitoring of Advanced Standing](https://www.ljmu.ac.uk/-/media/staff-intranet/academic-registry/files/collab/quality-management-processes/guidance-for-the-approval-and-monitoring-of-articulation-arrangements/guidance-for-the-approval-and-monitoring-of-advanced-standing.pdf)).

Prior to being presented to APFP, the proposed Articulation Arrangement should be endorsed by both the School Management Team (SMT) and Faculty Management Team (FMT).

If the proposed Articulation Arrangement receives strategic approval from APFP, academic approval from URG is then required. Details of the requirements of the submission to URG can be found in [Chapter 2 of the Guidance for the Approval and Monitoring of Advanced Standing](https://www.ljmu.ac.uk/-/media/staff-intranet/academic-registry/files/collab/quality-management-processes/guidance-for-the-approval-and-monitoring-of-articulation-arrangements/guidance-for-the-approval-and-monitoring-of-advanced-standing.pdf).

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| **Part 1. Details of the Advanced Standing external programme** |

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| **Programme information** |
| Programme Award and Title |  |
| Is the advanced standing to be offered for the full programme or part of the programme? |  |
| Where is the programme delivered? (one institution or many) |  |
| Which organisation validates the programme? |  |
| Is the programme taught or assessed in English? |  |

Where the Articulation arrangement will result in a contractual arrangement with a partner of LJMU:

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| **Institution information** |
| Institution Name – to appear on the contract |  |
| Institution Name – educational name to appear on student transcripts*Please note: The partner name will not appear on the LJMU Certificate, but will appear on the transcript by the ‘advanced standing’ information.* |  |
| Date of LJMU Partner approval *(where applicable, please note existing partner, pre-dates separate partner approval process)* |  |

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| Based on the above, please confirm which Category of Articulation the proposal will be progressing as: (for information, please see the Guidance for the Approval and Monitoring of Advanced Standing) |  |

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| **Part 2. LJMU Progression programme** |

Will the students progress onto a new or existing programme?

If students will be progressing onto a **new** programme, please complete Part 2A.

If students will be progressing onto an **existing** programme, please complete Part 2B.

**2A.** *If the progression is onto a new programme, a Planning Proposal (PP) will need to be submitted to Academic Planning and Fees Panel.*

Please confirm:

|  |  |
| --- | --- |
| Planning Proposal ID |  |
| Title of the new award (as submitted on the PP) |  |
| Date of submission of the PP to APFP |  |
| Proposed entry point onto the progression programme |  |

**2B.** *If the articulation has been designed for students to progress onto an existing validated LJMU programme, please complete the information required below.*

|  |  |
| --- | --- |
| Title of Award |  |
| SIS Code |  |

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| **Part 3: Details of the proposed arrangement** |

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| Proposed start date |  |
| Point(s) of Intake: * What is the planned number of intakes per academic year?
* Please specify month(s) of intake(s)
 |  |
| Numbers of students to be admitted to the LJMU Progression Programme at each intake each year:* Expected number of Students
* What percentage is this of the whole cohort
 |  |
| Will the PSRB for the LJMU Progression Programme require notification or an additional approval of the arrangement? Please provide details. |  |
| If the progression programme is delivered at LJMU and the advanced standing programme is an international qualification, please note that international students may only progress to full time programmes.Please confirm that the programme indicated in Part 2 is a **full time** programme. |  |
| Will there be any English Language requirement in addition to completion of the Advanced Standing award? |  |

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| **Part 3: Consideration and Approval** |

Director of School (or equivalent) sign-off:

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| --- | --- |
| Date of SMT endorsement |  |

I confirm that I support the proposal outlined above to proceed for approval:

|  |  |
| --- | --- |
| Name  |  |
| Signature |  |
| Date |  |

Faculty Pro Vice Chancellor sign-off:

|  |  |
| --- | --- |
| Date of FMT endorsement |  |

I confirm that I support the proposal outlined above to proceed for approval:

|  |  |
| --- | --- |
| Name  |  |
| Signature |  |
| Date |  |