

Guidance for the Approval and Monitoring of Advanced Standing

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Academic Registry

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Glossary

APFP	Academic Planning and Fees Panel
FHEQ	Framework for Higher Education Qualifications
FMT	Faculty Management Team
HNC	Higher National Certificate
HND	Higher National Diploma
IELTS	International English Language Testing System
LJMU	Liverpool John Moores University
PPR	Periodic Programme Review
PSRB	Professional, Statutory or Regulatory Body
SMT	School Management Team
URG	University Recognition Group

Chapter 1: What is Advanced Standing

1. Advanced Standing is an arrangement that facilitates admission¹ to a programme at a stage other than the initial stage, on the basis that a student so admitted is exempted from part of the programme, owing to equivalent prior learning that can be certified or evidenced.
2. Advanced Standing arrangements are distinct from a Recognition of Prior Learning (RPL) claim from an individual student, as it applies at a programme level.
3. The university has three distinct categories of Advanced Standing arrangements:
 - Articulation Arrangements.
 - Progression Arrangements.
 - Succession Arrangements.

Articulation Arrangements

4. The university defines an **Articulation Arrangement** as a collaborative partnership arrangement whereby an award delivered by another institution is formally recognised as appropriate for admission on academic grounds, with Advanced Standing, on to an identified Liverpool John Moores University (LJMU) Progression Programme², thereby providing a basis for individual applications to the LJMU Progression Programme³.
5. A place on the LJMU Progression Programme⁴ is subject to an admissions process, which takes account of availability of places on the programme and/or additional requirements.
6. The external award, for which Advanced Standing is sought, must be either fully taught and assessed in English, or students must be able to demonstrate an appropriate IELTS score or equivalent.

Progression Arrangement

7. A **Progression Arrangement** is defined by the university as an arrangement whereby the qualification of a specific awarding body (national or Professional, Statutory or Regulatory Body (PSRB), for example a Higher National Certificate (HNC)/Higher National Diploma (HND) awarded by Pearson or a national Nursing qualification with central oversight), delivered at a number of teaching institutions, is recognised as appropriate for admission on academic grounds, with Advanced

¹ The process for applying for, and gaining entry to, a programme of study.

² The LJMU programme, identified through either an Articulation Arrangement, a Progression Arrangement, or a Succession Arrangement that prospective students can seek to gain entry, via admission with Advanced Standing, subject to an admissions process that takes account of availability of places on the programme and/or additional requirements.

³ Ibid.

⁴ Ibid.

Standing, to an LJMU Progression Programme⁵, thereby providing a basis for individual application to the LJMU Progression Programme⁶.

8. A place on the identified LJMU Progression Programme⁷ is subject to an admissions process, which takes account of availability of places on the programme and/or additional requirements.
9. The external award, for which Advanced Standing is sought, must be either fully taught and assessed in English, or students must be able to demonstrate an appropriate IELTS score or equivalent.

Succession Arrangement

10. The university defines a **Succession Arrangement** as an arrangement whereby an award of LJMU (either internal⁸ or collaborative provision), is formally recognised as appropriate for admission, on academic grounds, with Advanced Standing, on to an identified LJMU Progression Programme⁹, thereby providing a basis for individual applications to the LJMU Progression Programme¹⁰.
11. A place on the identified LJMU Progression Programme¹¹ is subject to an admissions process, which takes account of availability of places on the programme and/or additional requirements.
12. Prior to proposing an **Articulation Arrangement, Progression Arrangement or Succession Arrangement**, as applicable, implications for PSRB accreditation of the LJMU Progression Programme¹² must be considered.

⁵ Ibid.

⁶ Ibid.

⁷ Ibid.

⁸ Normally a Foundation Degree.

⁹ The LJMU programme, identified through either an Articulation Arrangement, a Progression Arrangement, or a Succession Arrangement that prospective students can seek to gain entry, via admission with Advanced Standing, subject to an admissions process that takes account of availability of places on the programme and/or additional requirements.

¹⁰ Ibid.

¹¹ Ibid.

¹² Ibid.

Chapter 2: Approval of Advanced Standing

13. Should a proposed **Articulation Arrangement** be with a new partner organisation, they must be confirmed as an approved partner of the university **prior to the Advanced Standing Proposal Proforma being developed**. Details of the partner approval process can be found within the [Academic Partnerships Operational Guidance](#).
14. All proposed **Articulation Arrangements** require strategic approval by the university's Academic Planning and Fees Panel (APFP), utilising the Advanced Standing Proposal Proforma. This proforma provides APFP with the information required to make an informed decision on the appropriateness of the proposed arrangement, including assurances that preliminary checks have been completed, such as verification of the equivalence of qualification frameworks.
15. Prior to submission of the Advanced Standing Proposal Proforma to APFP, it must be endorsed by **both** the School Management Team (SMT) and Faculty Management Team (FMT).
16. If strategic approval is granted by APFP, the **Articulation Arrangement** is then presented to the University Recognition Group (URG) for academic approval of the arrangement.
17. Due to their nature, **Progression Arrangements** and **Succession Arrangements** do not require strategic approval from APFP and are proposed directly to the URG.
18. Should an Advanced Standing arrangement be linked to the proposed development of a new programme, this should not be proposed by the planning proposal alone. If an Advanced Standing arrangement is being sought as part of a new programme proposal, then an Advanced Standing Proposal Proforma should also be completed and included as an attachment within the overall proposal in CourseLoop
19. To consider an **Articulation Arrangement, Progression Arrangement** or **Succession Arrangement**, the applicable Programme Leader (or nominee) is required to provide URG with the following:
 - APFP approved Advanced Standing Proposal Proforma (**Articulation Arrangements, only**).
 - Level Learning Outcome Mapping. As well as demonstrating equivalence of the curriculum, in relation to content and level, this template also requires proposers to provide a supporting narrative for the proposed arrangement and, evidence-based, verification that the national qualification framework being used is equivalent to the Framework for Higher Education Qualifications (FHEQ) (**Articulation Arrangements, Progression Arrangements** and **Succession Arrangements**).

- Programme specification and/or module proformas from the LJMU Progression Programme¹³ (**Articulation Arrangements, Progression Arrangements and Succession Arrangements**).
- Programme specification and/or module proformas from the programme for which Advanced Standing is sought (**Articulation Arrangements, Progression Arrangements and Succession Arrangements**).

20. In addition, to the mandatory documentation requirements, proposers may want to provide URG with additional information/evidence to inform the group's consideration of the proposed arrangement. Examples of when it may be appropriate to do this include, but are not limited to:

- If the LJMU Progression Programme¹⁴ is of a specific or technical nature.
- If the external programme has optional modules that could impact on a student's ability to progress.

21. When deciding whether to provide additional information/evidence in support of their proposed Advanced Standing arrangement, proposers should seek advice from the Assistant Academic Registrar.

22. When producing the supporting narrative, proposers should ensure that they articulate, as a minimum:

- How students' previous experience will prepare them for the teaching and assessment approaches of the LJMU Progression Programme¹⁵.
- The induction and support arrangements for students joining the programme via the proposed arrangement.
- How the performance of students joining the programme, via the proposed Advanced Standing arrangement, will be monitored.
- Where applicable, the impact of the proposed arrangement on any PSRB accreditation of the LJMU Progression Programme¹⁶.

23. Prior to submitting proposals for **Articulation Arrangements, Progression Arrangements** or **Succession Arrangements** to URG, submissions **must** be endorsed by:

- The External Examiner(s) for the LJMU Progression Programme¹⁷ (existing programmes, including those undergoing PPR), or
- External Panel Member (new programmes undergoing validation, only), and
- The applicable Director of School (all proposals).

¹³ Ibid.

¹⁴ Ibid.

¹⁵ Ibid.

¹⁶ Ibid.

¹⁷ Ibid.

24. There are normally two possible outcomes of URG consideration:

- Approval (usually, the approval period will be until the next PPR of the LJMU Progression Programme¹⁸).
- Rejection.

25. Approval of an Advanced Standing arrangement by URG confirms:

- The equivalence between the programme from which students will progress and the LJMU Progression Programme¹⁹ (in terms of both content and level).
- The appropriateness of arrangements to facilitate students' transition from the advanced entry programme and the LJMU Progression Programme²⁰ and for the provision of ongoing student support.

26. If an **Articulation Arrangement, Progression Arrangement** or **Succession Arrangement** is approved by URG, the programme specification for the LJMU Progression Programme²¹ should be updated to detail the approved arrangement. Programme teams are responsible for ensuring that this information is included in the entry criteria section of the programme specification, and completion of this activity will be monitored via URG's action point control register.

27. If an **Articulation Arrangement, Progression Arrangement** or **Succession Arrangement** is aligned to an LJMU Progression Programme²² undergoing validation or periodic programme review (PPR), academic approval of the arrangement from URG and, if applicable, strategic approval from APPF **must** have been obtained prior to submission of the validation/PPR documentation to the validation/PPR panel within the agreed timescales.

28. Validation/PPR panels will be required to receive evidence that the **Articulation Arrangement, Progression Arrangement** or **Succession Arrangement** has been approved by URG. This evidence normally takes the form of the minute from URG confirming approval.

29. If an **Articulation Arrangement, Progression Arrangement** or **Succession Arrangement** is not approved by URG and, if applicable, APFP, prior to submission of the validation/PPR documentation to the validation/PPR panel, the event will normally **not** proceed as planned.

30. Validation/PPR panels will only consider the **Articulation Arrangement, Progression Arrangement** or **Succession Arrangement** to inform their overall consideration of the LJMU Progression Programme²³.

¹⁸ Ibid.

¹⁹ Ibid.

²⁰ Ibid.

²¹ Ibid.

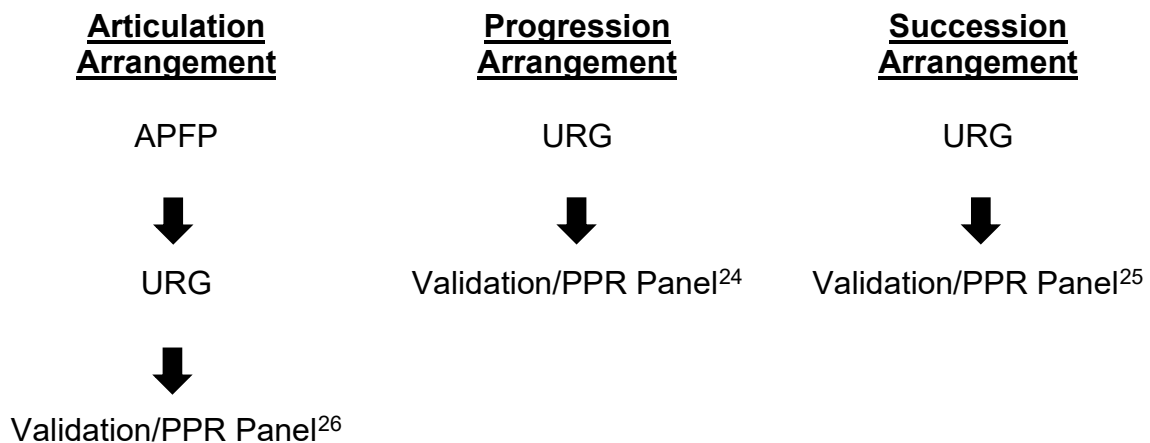
²² Ibid.

²³ Ibid.

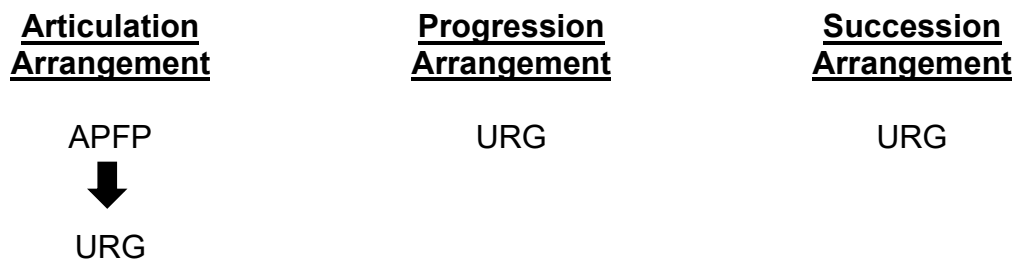
31. For collaborative arrangements where the approval is for a collaborative programme and an associated **Articulation Arrangement**, the details of the approved **Articulation Arrangement** should be recorded within the contract. The contract should also include relevant clauses to protect the university in relation to the **Articulation Arrangement**.

32. The following diagram illustrates the approval routes for **Articulation Arrangements**, **Progression Arrangements** and **Succession Arrangements**:

During Validation/PPR



Outside of Validation/Periodic Programme Review



²⁴ To inform overall consideration of the LJMU Progression Programme, only.

²⁵ Ibid.

²⁶ Ibid.

Chapter 3: Monitoring of Advanced Standing

33. Once in place, an Advanced Standing arrangement should be monitored by the programme team in an ongoing way. In addition, the arrangement will be reviewed in the same academic year as the PPR of the LJMU Progression Programme²⁷ to ensure that the arrangement remains valid and appropriate.
34. When undertaking ongoing monitoring of an Advanced Standing arrangement, or evaluating it as part of quinquennial PPR, programme teams should consider the performance and outcomes of students who joined the university through the arrangement.
35. As part of the PPR process the mapping between the Advanced Standing programme and the LJMU Progression Programme²⁸ should be reviewed and, if required, updated. Prior to submission of the documentation to the PPR panel, URG will either be required to approve that the original mapping remains appropriate or to approve an updated mapping (for further information on URG approval of Advanced Standing arrangements prior to PPR see Chapter 2).
36. Where an Advanced Standing arrangement necessitates a contractual arrangement between LJMU and a collaborative partner, the partnership will be subject to the Partnership Review process as outlined in the [Academic Partnerships Operational Guidance](#).
37. In-line with the [Marketing and Public Information for Collaborative Partners Guidance](#), a periodic review of how Advanced Standing arrangements (involving a collaborative partner) are advertised will be undertaken.

²⁷ The LJMU programme, identified through either an Articulation Arrangement, a Progression Arrangement, or a Succession Arrangement that prospective students can seek to gain entry, via admission with Advanced Standing, subject to an admissions process that takes account of availability of places on the programme and/or additional requirements.

²⁸ Ibid.