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This document is part of the Academic Regulations, Policies and Procedures which govern the University's academic provision. Each document has a unique document number to indicate which section of the series it belongs to.

4F – Internal Progression: Procedure

1. SCOPE AND PURPOSE

1.1 This procedure is intended for all Bournemouth University (BU) staff.

2. KEY RESPONSIBILITIES

2.1 **Education Committee:** to approve new and revised procedures as necessary.

2.2 **Faculties:** to ensure appropriate internal Progression arrangements are in place as required.

3. ACCESSING OTHER RELEVANT BU DOCUMENTS

3.1 All documents can be accessed [here](#)

3.2 Other documents with direct relevance to this are:

- *2B – Programme Structure and Curriculum Design Characteristics Policy*
- *3B - Recruitment, Selection and Admissions (Taught Programmes): Policy and Procedure*
- *3P - Recognition of Prior Learning (RPL): Policy and Procedure*
- *4A - Programme Approval, Review and Closure: Policy and Procedure*
- *4B - Programme and Unit Modifications: Policy and Procedure*
- *5C – Annual Monitoring and Enhancement Review: Policy and Procedure*

Procedure

4 CONTEXT AND DEFINITION

4.1 The Senate approved a set of definitions in June 2010 which distinguishes between guaranteed entry with and without advanced standing from another HEI's programme to a BU programme (= 'Articulation'); eligibility to apply for entry with and without advanced standing to a BU programme through an established entry route from another HEI's programme (= 'Recognition'); progression with advanced standing from one BU programme and award to another (= 'internal Progression'); and progression with advanced standing from a BU programme and award to another institution's programme (= 'external Progression'). This Procedure outlines the arrangements for internal Progression.

4.2 Internal Progression is a term that describes a relationship between two BU awards, one or both of which may be delivered at a Partner, normally under the Franchised and Validated partnership models. However, progression is not classed as a partnership activity; it is merely a term which describes a relationship between two programmes. It involves applications from whole cohorts of students who study on formally approved 'feeder' programmes at the University or one of its partners and who wish to progress to the next level or stage of study leading to a Bournemouth University award.

4.3 Internal Progression is therefore a formally approved arrangement for credit transfer which allows progression from one BU programme and award to another award of BU on the basis of recognition of prior learning (RPL). Internal Progression arrangements do not guarantee entry, only eligibility to apply and may include additional entry criteria such as Merit classification from

the underpinning programme. Often internal Progression relates to students seeking progression from a predefined lower qualification, such as a Foundation degree¹, to a higher qualification such as a Level 6 Top-up programme or Level 6 of a standard degree programme. Internal Progression may also be part-stage, i.e. between two awards which are specified at the same level.

- 4.4 A formal internal Progression arrangement establishes the basis of students' eligibility to progress to further study. They cannot and do not guarantee the availability of progression opportunities for individual students in a given year/cohort. Information given to students, and prospective students, should indicate that those who successfully complete an underpinning programme, with any performance requirements specified for a particular programme, *may* progress to a named programme of further study. Such arrangements must be formally approved through programme evaluation or through the Faculty Education Committee (see Section 5 below).
- 4.5 A Higher National (HN) award must stand as a programme in its own right and not as an intermediate award to a Foundation degree. This is essential to enable the University to comply with the registration, payment and certification requirements specified by Pearson Education Ltd. In a similar way to Foundation degrees, HN awards should allow for student progression to a programme at the next academic level of study, e.g. for HN Certificate awards this would be study at Level 5 of the UK National Qualifications Framework (NQF).

5 APPROVAL

- 5.1 Internal Progression arrangements are formally approved by the University normally at the same time as the underpinning and/or receiving programme are approved / reviewed. Internal Progression arrangements are set out in the underpinning and receiving Programme Specifications.
- 5.2 Documentation is required to demonstrate the academic coherence between the two programmes. This normally takes the form of a curriculum mapping document which maps the learning outcomes between the programmes. Examples of completed mapping documents are available on request from Academic Quality.
- 5.3 If an internal Progression arrangement needs to be altered outside of a scheduled evaluation event, Faculty Education Committee can approve this. However, replacing an existing progression route during the academic year is strongly discouraged (See Section 8).

6 MONITORING

- 6.1 Internal Progression arrangements are monitored through the normal annual monitoring process. The Annual Monitoring and Enhancement Review for both the underpinning and feeder programme should include an evaluation of the arrangements in place, any key changes that have been made to the progression arrangements over the reporting period and a summary of changes that are required.

7 REVIEW AND MODIFICATIONS

- 7.1 Internal Progression arrangements are reviewed at the same time as the underpinning or feeder programme is reviewed. Updated curriculum mapping documents are required at this time as part of the standard evaluation documentation.
- 7.2 Depending on the extent of changes, a new mapping document may be required if changes are made to the underpinning or receiving programme through the modification process. See *4B – Programme and Unit Modifications: Policy and Procedure*.

8 CLOSURE

¹ All Foundation degrees must be designed in such a way as to provide sufficient underpinning to allow for progression to a Level 6 programme and award at BU (internal Progression) or another Higher Education Institution (HEI) (external Progression).

- 8.1 When an internal Progression arrangement changes as part of the evaluation process the existing arrangements are formally closed during the event and new progression arrangements are approved.
- 8.2 If a Faculty/Partner decides to close a programme which is also the approved internal Progression route for another programme they should inform the Programme Leader of the underpinning programme and Academic Quality immediately so that new progression arrangements can be approved. For example closure of a Level 6 'top up' which is the top up programme from a Foundation degree programme in the same or different Faculty/Partner will require the Programme Leader of the Foundation degree to seek a replacement progression offering. Changes to existing progression routes which affect current students on feeder programmes is discouraged and any effect on the student experience must be carefully considered and managed by the relevant Faculty and partner (where relevant).
- 8.3 Faculty Education Committee should be informed of closures to programmes which impact upon internal Progression routes. Proposed changes should be noted and minuted.

9 FORMAL RECORDING OF INTERNAL PROGRESSION ARRANGEMENTS

- 9.1 Once approved, internal Progression arrangements must be formally recorded in the underpinning and receiving Programme Specifications under the Progression routes section and also under the Admissions Regulations section.

10 STUDENT APPLICATION PROCESS

- 10.1 The application for exemption based on internal Progression is always made as part of the admissions process in accordance with the receiving programme's admission requirements. All internal Progression arrangements are based on Recognition of Prior Certificated Learning (RPCL). As the appropriateness of the prior learning on the underpinning BU programme has already been formally assessed and approved in relation to the receiving BU programme, the Faculty/Partner does not need to complete an Exemption Form.
- 10.2 See *3P – Recognition of Prior Learning (RPL): Policy and Procedure* for further information and details regarding the exemption process for internal Progression including advice to students; assessment and approval of the application; and recording of admissions decisions based on internal Progression in the student record system.

General

11 REFERENCES AND FURTHER INFORMATION

- 11.1 This policy was reviewed according to the University's *Equality Analysis Procedure* in June 2019.