



QH Supplement PS4: Requirements for initiation and cessation of progression arrangements between Kaplan International Colleges and Nottingham Trent University (NTU)

1. Introduction

This supplement should be read in conjunction with Quality Handbook (QH) Sections 10 and 10A.

- 1.1 NTU has progression arrangements in place with two Kaplan International Colleges:
 - a. Nottingham Trent International College (NTIC)
 - b. Kaplan International College London (KICL)
- 1.2 This supplement covers all aspects of the management of progression routes between the named Kaplan International Colleges above and NTU. This includes the development of new routes, changes to existing progression arrangements, the proposed closure of progression routes and withdrawal of an NTU course with an existing progression route in place.
- 1.3 At all times, appropriate timescales should be taken into consideration. Progressing students commence programmes at NTIC/KICL one year in advance of entry to NTU. This should be taken into account in decision making about proposed changes to, or closure of, existing progression routes to ensure that NTIC/KICL students are not negatively impacted.
- 1.4 The compensation of existing NTIC/KICL students and offer holders that arises from the cessation of a progression route is the responsibility of the NTU School.

2. Development of new progression routes

- 2.1 Where a new progression route is proposed as part of the development of a new NTU course, this is discussed as part of the Planning Meeting between the Centre for Academic Development and Quality (CADQ) and the School. International Development Office (IDO) and the School's Link Tutor then liaises with the NTIC/KICL Academic Leader to establish the requirements and entry criteria for progression, and to agree timescales.
- 2.2 When a new progression route is proposed for an existing NTU course, the School's Link Tutor liaises with IDO who will facilitate discussions with the NTIC/KICL Academic Leader to establish the requirements and entry criteria for progression, and to agree timescales for development, approval and marketing.

3. Academic approval

Approval Criteria

- 3.1 Academic approval of new progression routes will consider:
 - c. whether the NTIC/KICL course provides reasonable preparation for progression to the beginning of the NTU course, or in the case of articulation, that there is reasonable equivalence between the curricula and learning outcomes of the NTIC/KICL course and those of a level or stage of an NTU course(s);
 - d. whether there are any additional entry criteria for the identified progression route, in order to ensure that the NTIC/KICL students meet an equivalent entry profile to UCAS/direct applicants;
 - e. any Professional, Statutory and Regulatory Body (PSRB) requirements to incorporate a specific need for additional entry requirements prior to a place being offered, for example an interview.

Method of Approval

- 3.2 New progression routes, and changes to progression routes, are approved as part of the University's course design and approval process for new courses and major changes to courses, as set out in Quality Handbook (QH) Section 5.
- 3.3 Where an NTU course is not subject to the course design and approval process, new progression routes, changes to progression routes, are considered by the School Academic Standards and Quality Committee (SASQC) and then confirmed at the Joint Academic Advisory Board (JAAB) between NTU and Kaplan.

Documentation for approval

- 3.4 Details of the NTIC/KICL progression route are included in the University's definitive course information in CourseLoop.
- 3.5 Details of the proposed new progression route (or changes to an existing progression route) are set out in a Progression Route Information Form. This document is to be considered as part of any new course design or changes to

course design along with the NTU course documentation, or by SASQC with the updated definitive course information in CourseLoop.

- 3.6 Following new course approval (for new or significantly modified progression routes) or the JAAB (for other changes to progression routes), the School sends the Progression Route Information Form to IDO so that the NTIC/KICL progression register can be updated.

Further information

- For one-off requests by students to progress to a course at NTU for which there is no progression route in place, IDO will liaise with NTIC/KICL and the NTU course leader to confirm whether the NTIC/KICL student's academic profile is suitable for entry to the course. This decision will be at the academic judgement and discretion of the NTU course leader.
- Admission of a student to a course in accordance with the above provision and, for which there is no formal progression route in place, does not constitute the agreement by NTU of a new additional progression route or guarantee entry to future NTIC/KICL students.

4. Monitoring and review

Monitoring

- 4.1 The course leaders for both the NTIC/KICL award and the NTU progression route oversee the day to day operation of the arrangement and are responsible for the ongoing monitoring of standards and student learning opportunities.
- 4.2 The arrangement is monitored through annual reflection in the Interim Course Report and QH Section 6 and its supplements.

Periodic review

- 4.3 Progression arrangements are periodically reviewed as follows:
- a. through Periodic Course Review of the NTU course as set out in QH Section 6 and Quality Handbook Supplement (QHS) 6B;
 - b. through the annual monitoring meeting of the Joint Academic Advisory Board.

5. Changes to courses

- 5.1 Where a change is proposed to an NTU course that has an agreed NTIC/KICL progression route in place, the course team must consider the impact of the change on the progression route and provide detail in the Progression Route Information form.

- 5.2 The School's Link Tutor must discuss the proposed changes, and the impact of this on the progression route with the NTIC/KICL Academic Leader. In particular, the impact of the proposed change on the following areas must be discussed and agreed:
- Continued alignment of the progression route to the revised NTU course, particularly for entry to Level 5 at NTU;
 - NTIC/KICL and Kaplan marketing of the progression route;
 - The impact on NTIC/KICL offer holders.
- 5.3 Where a change is proposed to an NTIC/KICL programme, the programme leader discusses this with the relevant Link Tutors and undertakes appropriate mapping to ensure continued alignment. Changes to NTIC/KICL courses are considered and approved by the JAAB.

6. Entry requirement changes

- 6.1 To ensure students are equipped with the necessary knowledge and skills to succeed at NTU once transitioned from NTIC/KICL courses, it is sometimes necessary to update the entry requirements for courses.
- 6.2 Entry requirements referred to are those academic requirements which students must meet at the end of their studies at NTIC/KICL in order to progress to NTU.
- 6.3 Consultation and impact assessments will take place between NTIC/KICL Academic Leader(s), Link Tutor, College Director and IDO.

Stage One: Proposal to change existing progression requirements

- The School proposes to change existing progression requirements:
 - the proposed date the new progression requirements will take effect; and
 - an outline of the new progression requirements and the rationale behind the change.
- The School Executive determines what potential impact the proposed change to existing progression requirements will have on existing NTIC/KICL students and offer holders.
- IDO and College Director are alerted and a consultation process with NTIC/KICL commences. IDO will alert the Joint Strategic Management Board (JSMB) and Joint Academic Advisory Board (JAAB) that a consultation process is underway.

Stage Two: Consultation with NTIC/KICL and IDO

- The School/Departmental Link Tutor discusses the proposed change to existing progression requirements with the relevant NTIC/KICL Academic Leader(s) College Director and IDO, establishing:
 - Whether there are any students currently at NTIC/KICL expecting to progress to the NTU course(s) with the existing requirements; and
 - Whether there are any applicants holding offers to NTIC/KICL with the existing requirements for the NTU course(s) in question.

- b. Where it is established that the proposed change to existing progression requirements impacts on NTIC/KICL students or offer holders, this must be discussed further with the College Director to determine a suitable date for implementation of the new requirements pending approval from the JAAB and JSMB.
- c. School/Departmental Link Tutor notify School Executive and IDO notify JSMB and JAAB of the findings from the initial consultation process.

Stage Three: Consultation with NTIC/KICL students and offer holders

- a. There will be no consultation with NTIC/KICL students or offer holders as progression requirements cannot be changed once an offer has been made to a student.
- b. Based on the latest entry date to NTU of impacted offer holders, any approval for changing existing progression requirements cannot be implemented until the year after these offer holders progress to NTU.

Stage Four: Decision making

- a. School Executive considers the proposal to change the existing progression requirements, taking into account the consultation with NTIC/KICL and the impact on NTIC/KICL students and offer holders, the provisions of the Student Protection Plan and consumer protection law (where applicable). The School comes to a provisional decision and makes a recommendation to JSMB and JAAB, with a supporting rationale where the decision is to continue with the proposal to change existing progression requirements and including a proposed date of implementation.
- b. Proposed changes and impact assessment are submitted by IDO to the JSMB and JAAB executive officers, who liaise to arrange consideration at the respective boards.
- c. JSMB to approve proposed entry requirement changes, with academic advice from JAAB where relevant.
- d. JSMB approves changes to entry requirements. If JSMB does not approve the changes, the changes must not be made. There may be scope to reconsider the entry requirement changes following feedback from JSMB.
- e. The JSMB executive officer will email the College Director to advise of decisions, copying the IDO Senior Regional Manager with responsibility for NTIC/KICL progression and JAAB Executive Officer. There will be a two-week deadline* for NTIC/KICL to apply the agreed changes to the Higher Education Curriculum Management (HECM) system.
- f. College Director confirms to JSMB and JAAB executive officers and IDO that changes have been implemented.
- g. IDO updates the Progression Register and uploads the revised register to Teams.
- h. All agreed changes are noted as completed at the subsequent JAAB and JSMB.

*The two-week deadline can be extended on request from NTIC/KICL and provided a reasonable new deadline is proposed.

7. Closure of a progression route

- 7.1 There may be occasions where it is necessary to close an existing progression route, although the NTU course will continue run. In such cases, the course team must consider the impact of the closure and provide detail in the Progression Route Information form. The School must also establish whether any students currently at NTIC/KICL or any NTIC/KICL applicants are expecting to progress to the course in the following year.
- 7.2 The School must liaise with IDO and NTIC/KICL to establish an appropriate date for closure of the progression route taking into account existing NTIC/KICL students and offer holders who are expecting to progress to the course in the following year.
- 7.3 The following table sets out the process to be followed in the event of the closure of a progression route.

Stage One: Proposal to close a progression route

- a. The School proposes a closure of a progression route and suggests:
 - the proposed date of closure; and
 - whether there is a similar progression route for students that will be open by the proposed date of closure.
- b. The School Executive determines what potential impact the proposed closure will have on existing NTIC/KICL students and applicants.
- c. IDO and College Director are alerted and a consultation process with NTIC/KICL commences. IDO will alert the Joint Strategic Management Board (JSMB) that a consultation process is underway.

Stage Two: Consultation with NTIC/KICL and IDO

- a. The School/Departmental Link Tutor discusses the proposed closure with the relevant NTIC/KICL Academic Leader(s), College Director and IDO, establishing:
 - Whether there are any students currently at NTIC/KICL expecting to progress to the NTU course as either the first or second choice progression route; and
 - Whether there are any applicants holding offers to NTIC/KICL on the basis of expected progression to the NTU course in question.
- b. Where it is established that the proposed closure impacts on NTIC/KICL students or offer holders, this must be discussed further with the College Director.
- c. School/Departmental Link Tutor notify School Executive and IDO notify JSMB of the findings from the initial consultation process.

Stage Three: Consultation with NTIC/KICL students and offer holders

- a. Where impact has been established, NTIC/KICL and IDO will initiate a consultation as soon as possible with impacted students and offer holders to establish:
 - any alternate progression routes at NTU (where appropriate).
-

- any alternate progression routes at other Kaplan Pathway College partners.
- b. NTIC/KICL discusses the outcomes of the student and offer holder in consultation with IDO. IDO will then share the outcomes of the consultation with the School Executive.

Stage Four: Decision making

- a. School Executive considers the proposal to close the progression route, taking into account the outcome of both consultation processes, the provisions of the Student Protection Plan and consumer protection law (where applicable). The School comes to a provisional decision and makes a recommendation to JSMB, with a supporting rationale where the decision is to continue with the withdrawal.
- b. The outcome of the School Executive meeting is referred to JSMB for a final decision, within **one week**.
- c. The School Executive, JAAB and all other stakeholders are notified of the final decision and action is taken accordingly.

8. Withdrawal of an NTU course

- 8.1 Where it is proposed that an NTU course be withdrawn, the School must consider the impact of withdrawal on an approved progression route prior to a decision about withdrawal being made.
- 8.2 The following table sets out the process to be followed in the event of a proposed withdrawal of an NTU course.

Stage One: Proposal to withdraw a course

- a. The School proposes withdrawal of an NTU course and establishes:
 - the proposed date of withdrawal; and
 - whether the course will be replaced by a similar course by the proposed date of withdrawal.
- b. The School Executive determines whether the course has an approved NTIC/KICL progression route and the potential impact of the proposed withdrawal date on existing NTIC/KICL students and applicants.
- c. Where a progression route is in place, the School/Departmental Link Tutor notifies IDO who will alert the Joint Strategic Management Board (JSMB) and a consultation process commences.

Stage Two: Consultation with NTIC/KICL and IDO

- a. The School/Departmental Link Tutor discusses the proposed withdrawal with the relevant NTIC/KICL Academic Leader(s) and IDO, and notify the College Director, establishing:
 - Whether there are any students currently at NTIC/KICL expecting to progress to the NTU course as either the first or second choice progression route; and

- Whether there are any applicants holding offers to NTIC/KICL on the basis of expected progression to the NTU course in question.
- b. Where it is established that the proposed withdrawal impacts on NTIC/KICL students or offer holders, this must be discussed further with the College Director.
- c. School/Departmental Link Tutor notify School Executive and IDO notify JSMB of the findings from the initial consultation process.

Stage Three: Consultation with NTIC/KICL students and offer holders

- a. Where impact has been established, NTIC/KICL will initiate a consultation as soon as possible with impacted students and offer holders, respectively, to establish:
 - any alternate progression routes at NTU, including any proposed replacement for the course being withdrawn (where appropriate).
 - any alternate progression routes at other Kaplan Pathway College partners.
- b. NTIC/KICL discusses the outcomes of the student and offer holder in consultation with IDO. IDO will then share the outcomes of the consultation with the School Executive

Stage Four: Decision making

- a. School Executive considers the proposal to withdraw the course, taking into account the outcome of both consultation processes, the provisions of the Student Protection Plan and consumer protection law (where applicable). The School comes to a provisional decision and makes a recommendation to JSMB, with a supporting rationale where the decision is to continue with the withdrawal.
- b. The outcome of the School Executive meeting is referred to JSMB for a final decision, within one week.
- c. The School Executive, JAAB and all other stakeholders are notified of the final decision and action is taken accordingly.

Policy owner
CADQ

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2017	12.09.2017	01.10.2017	New supplement
Sept 2018	12.09.2018	01.10.2018	Significant updates to provide clarity around development, documentation and changes to NTU courses.
Sept 2019	11.09.19	01.10.19	Significant updates to processes for closure of progression routes and withdrawal of NTU courses.
Sept 2020	16.09.20	01.10.20	None
March 2021	17.03.21	24.03.21	Significant updates to processes for closure of progression routes and withdrawal of NTU courses. Articulation of the process for entry requirement changes.
Sept 2021	07.09.21	01.10.21	Change of Supplement number from PS6 to PS5.
Sept 2022	22.09.22	01.10.22	None
Sept 2023	14.09.23	01.10.23	None
Sept 2024	19.09.24	01.10.24	None
Sept 2025	25.09.2	01.10.25	None
Feb 2026	10.02.26	26.03.26	Change of supplement title. Addition of Kaplan International College London (KICL). Change from NTU Global to International Development Office (IDO).