



# **Articulation Agreement Policy**

## Table of Contents

A. Overview.....	3
B. Scope.....	3
C. Policy Principles .....	3
D. Articulation Agreement Procedure .....	4
E. Responsibilities .....	5
F. Quality Assurance .....	5
G. Implementation and Monitoring.....	6
Version Control .....	7

## A. Overview

- i. The Lead Institute of Higher Education ('the Institute' or 'LIHE') Articulation Agreement Policy ('the Policy') provides a framework for establishing and reviewing defined pathways for students into and between qualifications through articulation arrangements with external institutions. This Policy is designed to meet the requirements of LIHE, TEQSA and the Australian Qualifications Framework (AQF) and legislation and standards as they apply to articulation arrangements and the Higher Education Standards Framework (Threshold Standards) 2021 (HES Framework) that ensures that the learning outcomes of all higher education qualifications (Levels 5-10 of the AQF) must be consistent with the level of the course. This Policy is designed to ensure articulation arrangements support LIHE's objectives and maintain the academic standards of the Institute qualifications.

- i. Definitions

For definitions, please refer to the 'Dictionary of Terms'.

## B. Scope

This Policy applies to all articulation agreements with other education providers, whether Australian or overseas providers, and whether public or private.

## C. Policy Principles

This Policy is underpinned by the following principles:

- i. Articulation arrangements will be accessible to students and maximise opportunities for progress into and between qualifications;
- ii. Articulation arrangements will enable students to progress from one completed qualification to another with admission and/or credit granted in a defined qualification pathway. Defined qualification pathways may be:
  - a. horizontal (across qualifications at the same level); or
  - b. vertical (between qualifications at different levels);
- iii. Articulation arrangements will be based on a learning outcome relationship in which parts of one qualification are recognised as having equivalence with, or are integrated into, another qualification;
- iv. Articulation agreements will be established as a documented agreement with an external institution;
- v. Articulation agreements will be used to benefit students and LIHE, and will align with LIHE's strategic objectives;
- vi. Articulation agreements may be established to:
  - a. build defined qualification pathways for students;
  - b. maximise opportunities for recognising completed prior qualifications; and/or
  - c. establish strategic alliances with other institutions.
- vii. Articulation agreements with external institutions in Australia and overseas will be established in accordance with this Policy.
- viii. Provisions for granting admission and/or credit in articulation agreements will comply with the Institute's *Student Selection and Admission Policy and Procedure* and *Advanced Standing Policy*.

- ix. When applied, articulation agreements will not unfairly advantage or disadvantage students admitted to a LIHE qualification compared to students who are admitted through other pathways, e.g. direct entry.

#### **D. Articulation Agreement Procedure**

LIHE may enter into articulation arrangements with other tertiary institutions, in Australia or overseas, and with industry partners. All such arrangements must be formalised in an agreement, according to this Policy, and endorsed by the LIHE Governing Council. The articulation agreement procedure entails due diligence of assessment of academic content and other factors of articulation application as follows:

- i. Following discussions with a potential partner an articulation proposal will be drafted. This will set the parameters of the partnership and determine the scope of the articulation and the nature of the more detailed work ahead. At this step, LIHE will:
  - a. Identify names/credentials of the articulating course;
  - b. Determine the type of articulation sought;
  - c. Confirm interests and priorities (the suitability- branding, positioning, future opportunities) of the partnering program/institution(s);
  - d. Conduct initial feasibility review of the proposed articulation agreement in terms of available resources, overall benefit to LIHE and employment opportunities for students and graduates;
  - e. Begin formative consultations with appropriate LIHE staff to determine and assess the potential impact of the proposed articulation on LIHE facilities, faculty, course enrolments, revenue, and additional costs.
- ii. The LIHE Dean will present the proposal and recommendations, including admission and/or credit outcomes, to the Academic Board for consideration. Once the Academic Board endorses the proposal it will be presented to the Governing Council for approval.
- iii. If approved, the proposed articulation agreement will be established as a legally binding agreement between LIHE and the partner education provider.
- iv. Articulation agreements will normally be reviewed every three years to determine whether the agreement remains current or requires updating.
- v. LIHE will maintain a public register of all internal and external articulation pathways and/or credit agreements. An articulation agreement must include:
  - a. the requirements for student eligibility for credit pursuant to the agreement;
  - b. the LIHE course/s of study covered in the agreement ;
  - c. the amount and nature of credit available pursuant to the agreement;
  - d. a stipulation that the eligibility for credit towards a program based on an articulation agreement does not guarantee entry into the course, or availability of the course;
  - e. a stipulation that the institution or industry partner must notify LIHE in writing prior to any variation to the course for which a pathway and/or credit is being provided.

## **E. Responsibilities**

- i. The Dean will:
  - a. Propose and review articulation agreements with other education providers;
  - b. Monitor student progress from partner institutions;
  - c. Receive annual reports from partner institutions to ensure it is operating in accordance with the articulation agreement;
  - d. Adhere to agreed timeframes to ensure the student experience is consistent and professional.
- ii. The Course Director(s) will:
  - a. Advise students about course options to ensure the student makes appropriate study choices and does not prolong their study unnecessarily.
- iii. The Student Support Manager will:
  - a. Ensure a current list of approved credit arrangements is maintained on the LIHE website;
  - b. Process credit applications covered by an articulation agreement or where there are clear and current precedents;
  - c. Communicate with students (including prospective students) about their credit outcome/s;
  - d. Record credit granted, or not granted, in individual student records;
  - e. Ensure applications not covered by an Articulation Agreement, or that are unprecedented, are forwarded to the Dean for assessment;
  - f. Where international students have been approved credit, ensure that the reduction in their course length is compliant as per the Education Services for Overseas Students (ESOS) Act.

## **F. Quality Assurance**

- i. Articulation agreements are developed using transparent and approved business processes and templates that provide:
  - a. Consistency in support of administrative management, oversight, and quality assurance;
  - b. Defined steps, roles, and accountabilities in the development of articulation agreements;
  - c. Academic accountability in renewal, review, revision, evaluation and appropriate distribution of agreements.
- ii. Consistency of process in articulation agreement development is maintained through alignment to LIHE policies.
- iii. Academic integrity is ensured through transfer credit evaluation and equivalency determination by course experts.

## **G. Implementation and Monitoring**

The Academic Board is responsible for monitoring, reviewing, and reporting to the Governing Council. The Governing Council is responsible for the approval of articulation agreements between LIHE and education providers in consultation with the Academic Board. The Dean is responsible for implementing and ensuring compliance with this Policy and associated procedures and in accordance with the *Quality Assurance Policy*.

Version	Approved by	Approval Date
I	Governing Council	8 August 2022
Next Review	Custodian	Effective Date
Refer to the <i>Policy Documents Review Schedule</i>	Dean	8 August 2022
Related Documents	Dictionary of Terms Student Selection and Admission Policy and Procedure Advanced Standing Policy Quality Assurance Policy Delegation of Authority Policy	
References and Legislations	<a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a> <a href="https://www.dese.gov.au/esos-framework">https://www.dese.gov.au/esos-framework</a>	