

Articulation Arrangements Procedure

1 Purpose

To outline the procedure required for the establishment and ongoing management of international and domestic Articulation Arrangements between the University and other educational institutions.

2 Scope

This procedure applies to Articulation Arrangements for Coursework programs.

This procedure does not apply to:

1. Credit granted on the basis of an individual Student application or as a Credit transfer agreed with a partner institution (refer to the Credit and Exemption Procedure); and
2. Higher Degree by Research programs.

3 Procedure Overview

Articulation Arrangements may be developed with partner institutions to allow Students to gain Credit for qualifications completed at the partner institution or UniSQ towards an Award from either institution, and to:

1. provide Students with access to the best possible combinations of studies to meet their educational and professional aspirations;
2. build defined qualification pathways for Students;
3. maximise opportunities for recognising completed prior qualifications; or
4. establish strategic alliances with other institutions.

4 Procedures

Articulation Arrangements are formally agreed between the University and a partner institution and usually consist of two parts:

1. an approved University agreement which establishes the conditions under which the Articulation Arrangement will operate; and
2. Articulation Schedules which provide full details of the Credit arrangements, along with any Admission or other conditions, such as quotas or Pre-requisites, between a University program and a partner institution program.

The University will maintain a register of all Articulation Arrangements that it has entered into and will make public the list of current partner institutions and relevant Articulation Schedules.

4.1 Stage 1 - Due diligence

4.1.1 Proposal

Articulation Arrangements may be initiated by University academic Employees (Proposal Initiator) using the Education Partner Application form available from the ServiceHub, which sets out the minimum due diligence requirements.

The proposal must be endorsed by the relevant Head of School and Deputy Vice-Chancellor (Academic Affairs) prior to submitting the application form, and before formal discussions commence with the partner institution.

4.1.2 Review

Proposals will undergo a review process before progressing to Stage 2. The Proposal Initiator is responsible for providing additional documents and evidence to assess potential risks and make informed decisions, if required.

For international arrangements, offshore and onshore, review of the information provided in the Education Partner Application form is facilitated by UniSQ International Partnerships, in consultation with the Dean (Academic) and Deputy Vice-Chancellor (Academic Affairs). For domestic arrangements, review of the information is conducted by the Dean (Academic), in consultation with Heads of School.

4.1.3 Assessment of prior Formal Learning

Prior Formal Learning is assessed at the program level through the use of Program Learning Outcomes for the purpose of granting Credit, and is coordinated by Academic Program Support (APS) Partnerships team in consultation with the relevant Program Director.

In determining Credit towards a University Award, the Program Director will take into account the comparability and equivalence of Learning Outcomes, volume of learning, content of study, and learning and Assessment approaches. Credit may be awarded as Block Credit, Specified Credit or Unspecified Credit, in accordance with the Credit and Exemption Procedure.

The Program Director must be satisfied that Students receiving Credit for qualifications

completed at the partner institution are adequately prepared to succeed in the UniSQ program and that the integrity of the program is not compromised.

In addition, for Awards leading to Australian Qualifications Framework (AQF) qualifications, in determining appropriate Credit towards a higher level AQF qualification in the same or related discipline, the following will be used as a starting reference point:

1. 50% Credit for an Advanced Diploma or Associate Degree linked to a three year Bachelor degree;
2. 37.5% Credit for an Advanced Diploma or Associate Degree linked to a four year Bachelor degree;
3. 33% Credit for a Diploma linked to a three year Bachelor Degree; and
4. 25% Credit for a Diploma linked to a four year Bachelor Degree.

4.2 Stage 2 - Approval

Following completion of the review process, documentation will be forwarded by UniSQ International Partnerships or APS Partnerships team to the International Partner Operations Committee (IPOC) for approval.

4.3 Stage 3 - Establishment

4.3.1 Articulation Arrangement agreement

An approved University Articulation Arrangement agreement will be prepared which, at a minimum, will set out:

1. the duration of the arrangement (usually between three and five years);
2. key performance indicators;
3. arrangements for review, modification, renewal and termination of the agreement;
4. marketing and promotional activities, and to ensure that representation of the University's educational offerings and tuition fees is accurate and not misleading; and
5. how any Intellectual Property will be dealt with between the parties.

Under an Articulation Arrangement, the University is not responsible for curriculum or teaching Courses at the partner institution.

The Articulation Arrangement agreement will be prepared, negotiated and signed as set out in the table below.

International partner institution	
Prepared by UniSQ International Partnerships in consultation with:	<ul style="list-style-type: none"> • Dean (Academic) • Deputy Vice-Chancellor (Academic Affairs) • Pro Vice-Chancellor (International) • Provost
Negotiated with partner institution by:	<ul style="list-style-type: none"> • UniSQ International Partnerships
Signed by:	<ul style="list-style-type: none"> • Pro Vice-Chancellor (International)
Domestic partner institution	
Prepared by APS Partnerships team in consultation with:	<ul style="list-style-type: none"> • Dean (Academic) • Deputy Vice-Chancellor (Academic Affairs) • Provost
Negotiated with partner institution by:	<ul style="list-style-type: none"> • APS Partnerships team
Signed by:	<ul style="list-style-type: none"> • Deputy Vice-Chancellor (Academic Affairs)

UniSQ International Partnerships will advise IPOC and UniSQ International Strategy Committee (ISC) of the commencement date of a new Articulation Arrangement with international partner institutions, and APS Partnerships will advise IPOC and ISC of the commencement date of a new Articulation Arrangement with domestic partner institutions.

A copy of the approved Articulation Arrangement agreement will be recorded on the University's contract management system.

4.3.2 Articulation Schedules - approval

Articulation Schedules are prepared by APS Partnerships team and forwarded to the Dean (Academic) for approval. Following approval, as applicable, UniSQ International Partnerships is responsible for providing the Articulation Agreement and Schedules to international partner institutions, and APS Partnerships team is responsible for providing them to domestic partner

institutions.

If the University already has an Articulation Arrangement in place with the partner institution, new Schedules may be approved by the Dean (Academic) to be added to the existing Arrangement.

A copy of the Schedules will be added to the central partnerships database and provided to the Admissions team by UniSQ International Partnerships for international partner institutions, and by APS Partnerships team for domestic partner institutions.

APS Partnerships team is responsible for notifying Student Systems of all Articulation Schedules for recording in the Credit precedent database.

4.4 Stage 4 - Management

APS Partnerships team is responsible for managing Articulation Schedules for their suite of academic programs.

4.5 Stage 5 - Monitoring

Admissions requirements and the subsequent academic performance of Students entering the University via Articulation Arrangements must be monitored by the Academic Affairs and are reviewed at least annually as part of the Course and program academic quality evaluation process.

All Articulation Arrangement agreements must be reviewed at least once during the term of the agreement and before any renewal. Reviews may be conducted at an earlier date if it is believed that the current terms of the agreement are having a negative effect on the University or Students.

Articulation Schedules must also be reviewed when a program in the Schedule is significantly altered, discontinued or redesigned to be offered at a different AQF or equivalent level.

When a review results in a proposed change to an existing Articulation Schedule, the partner institution should be consulted. Any resulting revisions to the Schedule must be approved by the Dean (Academic).

APS Partnerships team is responsible for advising the Admissions team of the revised Articulation Arrangement details, and Student Systems for updating the entry in the Credit precedent database. Approved revisions will be recorded on the central partnerships database.

Credit which has already been granted to any individual Student cannot be withdrawn if an Articulation Arrangement is reviewed and changed.

4.6 Stage 6 - Reporting

Annual reporting to IPOC on Articulation Arrangements is coordinated by UniSQ International Partnerships for international partner institutions, and by APS Partnerships team for domestic partner institutions, in order to evaluate key performance indicators, including the number of Students who have entered through the Articulation Arrangement and the academic performance outcomes for those Students.

This report will inform recommendations for any changes needed to the marketing, administration or operation of the Articulation Arrangement.

4.7 Stage 7 - Review, renewal or termination of Articulation Arrangements

4.7.1 Review

At least six (6) months prior to the expiry of an Articulation Arrangement, or if any program in an Articulation Schedule is discontinued or redesigned to be offered at a different AQF or equivalent level, the partnership will be reviewed by the Dean (Academic) in consultation with the Deputy Vice-Chancellor (Academic Affairs), or nominee. For International partner institutions, consultation will also take place with UniSQ International Partnerships. The purpose of the review is to:

1. consider the performance indicators for the Schedules, including Student progression and attainment;
2. ensure that the content remains current; and
3. ensure the Articulation Arrangement remains aligned with the University's strategic objectives.

4.7.2 Renewal of agreements

If following the above review Academic Affairs decides to continue with some or all Articulation Schedules, the Academic Affairs must make arrangements for the Articulation Arrangement agreement to be renewed in accordance with its terms and section 4.3.1 above.

4.7.3 Renewal of Articulation Schedules

After discussion with the partner institution, if the Dean (Academic) decides that certain Articulation Schedules should be amended or re-negotiated, they will refer the matter to APS Partnerships team for it to facilitate the making of appropriate amendments.

New, continuing or re-negotiated Articulation Schedules will be approved in accordance with section 4.3.2.

4.7.4 Terminating Articulation Schedules

If a decision is made by Academic Affairs to discontinue any of the Schedules, UniSQ International Partnerships will advise international partner institutions in writing, and APS Partnerships team will advise domestic partner institutions in writing, of the Schedules it intends to discontinue.

The Dean (Academic) and Admissions team will be advised of the discontinued Schedules by UniSQ International Partnerships for international partner institutions, and by APS Partnerships team for domestic partner institutions. APS Partnerships team is responsible for notifying Student Systems of the discontinued Schedules in order to update the Credit precedent database.

4.7.5 Terminating an Articulation Arrangement

Consultation with UniSQ International Partnerships must take place prior to any decision to discontinue all Articulation Schedules associated with an Articulation Arrangement with an international partner institution. Where a decision has been made to discontinue an Articulation Arrangement, UniSQ International Partnerships will advise the relevant international partner institution(s) in writing, and APS Partnerships team will advise domestic partner institutions in writing, that the Articulation Arrangement will not be renewed.

In cases where Academic Affairs has serious concerns about the quality of a partner institution's program, they may place the partner institution on notice that the arrangement will not continue for the full term.

Where a pathway is disestablished prior to the expiry date provided in the Articulation Arrangement agreement, on the approval of the Dean (Academic), UniSQ International Partnerships will advise international partner institutions in writing, and APS Partnerships team will advise domestic partner institutions in writing, that the Articulation Arrangement has been terminated.

IPOC and ISC will be advised by UniSQ International Partnerships of the termination of an Articulation Arrangement with an international partner institution, and by APS Partnerships team of the termination of an Arrangement with a domestic partner institution.

APS Partnerships team is responsible for notifying Student Systems of the discontinued Articulation Schedules in order to update the Credit precedent database.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the

table below.

7 Procedure Information

Accountable Officer	Provost
Responsible Officer	Pro Vice-Chancellor (International)
Policy Type	University Procedure
Policy Suite	Educational Partnerships Policy
Subordinate Schedules	
Approved Date	22/6/2022
Effective Date	22/6/2022
Review Date	22/6/2027
Relevant Legislation	Education Services for Overseas Students (ESOS) Act 2000 Higher Education Administrative Information for Providers (AIP) Higher Education Support Act 2003 Information Privacy Act 2009 (Qld) National Code of Practice for Providers of Education and Training to Overseas Students 2018 Tertiary Education Quality and Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2021
Policy Exceptions	Policy Exceptions Register
Related Policies	Academic Programs and Courses Quality Policy Admissions Policy Award Eligibility and Graduation Policy Enrolment Policy Intellectual Property Policy
Related Procedures	Admissions Procedure

	Commercialisation of Intellectual Property Procedure Credit and Exemption Procedure English Language Proficiency Requirements Procedure Enrolment Procedure Intellectual Property Procedure Program Accreditation Procedure
Related forms, publications and websites	Australian Qualifications Framework Education Partner Application Form
Definitions	Terms defined in the Definitions Dictionary Admission The process of submission and assessment of applications for entry to study at the University. Articulation Arrangement A defined pathway that allows a Student to progress from a completed program of study with another education provider to a University program. Admission to the University program may be with or without Credit. Articulation Schedule A document which is attached to an Articulation Arrangement agreement in the form of an annexure which provides details of the Credit arrangements, along with any Admission or other conditions, such as quotas or prerequisites, between a University program and partner institution program. Block Credit Credit granted towards whole stages or components of a program of learning leading to a qualification (e.g. a semester or a year of full-time study). It is typically arranged through a Credit Transfer or pathways agreement with another educational provider. Block Credit may be Specified or Unspecified Credit. Course A discrete element of a program, normally undertaken over a single

Study Period, in which the Student enrolls, and on completion of which the Student is awarded a grade.

Coursework

A method of teaching and learning that leads to the acquisition of skills and knowledge and does not include a major research component.

Credit

The number of units, up to a specified limit, granted towards a University Award on the basis of either previous Formal, Informal or Non-formal Learning. Credit reduces the number of Courses required to complete an Award Program.

Credit Transfer Arrangement

A negotiated agreement with another educational institution or accrediting authority that provides Students with agreed and consistent Credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes.

Specified Credit

Credit granted towards particular or specific components of a qualification or program of learning, such as a Core or Elective Course.

Student

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

University

The term 'University' or 'UniSQ' means the University of Southern Queensland.

Unspecified Credit

Credit granted towards elective components of a qualification or program of learning, such as an Elective Course.

Definitions that relate to this procedure only

Keywords	Articulation, Credit, Specified Credit, Unspecified Credit, Block Credit, Credit Transfer Arrangement, Third Party Provider, Third Party Agreement, international partnerships, educational partnerships, partner institution
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