# ARTICULATION POLICY AND PROCEDURE

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## 1 PURPOSE

1.1 This policy and procedure is intended as a framework for:

a) establishing and reviewing defined pathways for students into and between qualifications through articulation arrangements within CQUniversity and with external institutions, and

b) ensuring articulation arrangements support CQUniversity's objectives and maintain the academic standards of CQUniversity qualifications.

1.2 This policy and procedure is designed to meet the requirements of CQUniversity and Australian higher education and vocational education and training (VET) legislation and standards, including the Australian Qualifications Framework (AQF), as they apply to articulation arrangements.

## 2 SCOPE

2.1 This policy and procedure applies to articulation arrangements within CQUniversity and with external institutions[1] for students to progress:

[1] 'Institutions' refer to organisations authorised through Australian legislation to issue AQF qualifications or overseas equivalent (see terms and definitions section).




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a) from a completed qualification undertaken at another institution or CQUniversity to a CQUniversity coursework qualification, and

b) between completed VET qualifications and higher education qualifications at undergraduate and postgraduate levels.

2.2 This policy and procedure does not apply to student applications for admission and/or credit for prior learning, which are governed by the Admission to CQUniversity Coursework Courses Policy and Procedure and the Credit for Prior Learning in Higher Education Policy and Procedure.

# 3 POLICY STATEMENT

## General principles

3.1 CQUniversity will establish articulation arrangements for defined qualification pathways.

3.2 Articulation arrangements will be accessible to students and maximise opportunities for students to progress into and between qualifications.

3.3 Articulation arrangements will enable students to progress from one completed qualification to another qualification with admission and/or credit granted in a defined qualification pathway.

3.4 Defined qualification pathways may be:

a) horizontal (across qualifications at the same level)

b) vertical (between qualifications at different levels)

c) bi-directional between VET qualifications and higher education qualifications.

3.5 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.

3.6 Articulation arrangements may include eligibility for admission and/or credit (including specified, unspecified or block credit, or a combination of credit types).

3.7 Articulation arrangements will be established as a documented agreement:

a) within CQUniversity to enable students to progress between CQUniversity qualifications (i.e. internal articulation agreement), or

b) with an external institution (i.e. external articulation agreement).

## Articulation agreement principles

3.8 Articulation agreements will be used to benefit students and CQUniversity, and will align with CQUniversity's strategic objectives.

3.9 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.

3.10 Articulation agreements will include all information required by CQUniversity and this policy and procedure.

3.11 Articulation agreements with external institutions in Australia and overseas will be established in accordance with this policy and procedure. The Partnerships Policy and Procedure does not apply to articulation and pathway arrangements.



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3.12 Articulation agreements that offer CQUniversity qualifications through another institution, in Australia or overseas, will specify quality assurance requirements agreed between CQUniversity and the other institution to ensure the student learning outcomes are equivalent to those when the qualification is offered directly through CQUniversity.

3.13 Provisions for granting admission and/or credit in articulation agreements will comply with relevant CQUniversity policies and procedures relating to admission and credit for prior learning.

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

### Information principles

3.15 Information about CQUniversity's articulation arrangements and qualification pathways, including this document and CQUniversity's website, will:

a) be publicly available, clear and easily accessible to current and prospective students, and

b) enable students to make informed choices between alternative qualification pathways.

## 4 PROCEDURE

4.1 This procedure includes processes for establishing articulation agreements in three sections:

1) Internal articulation agreements

2) External articulation agreements with Australian partners

3) External articulation agreements with international partners.

4.2 Articulation agreements with external institutions represent partnerships between CQUniversity and the external institutions. Processes for establishing these articulation agreements may require flexibility to accommodate diverse range of partners and articulation arrangements.

### Internal articulation agreements

#### Applying for an internal agreement

4.3 A defined qualification pathway within CQUniversity suitable for an articulation arrangement is established as an internal articulation agreement. Refer to Appendix A for an overview of the process.

4.4 A Head of Course, VET Manager, Director College of Trades or equivalent (proposer) may apply to establish an agreement by submitting an application to the Academic Pathways Team via email to articulation@cqu.edu.au. The application must include details of the proposed articulation and information and evidence of the following:

a) qualification information including a detailed qualification structure, entry requirements and duration

b) synopsis of the qualification's curriculum content including aims and objectives, learning outcomes, volume of learning and graduate attributes (or equivalent)

c) syllabus for all courses/units including topics covered, duration, weekly contact hours, assessment information and study resources, e.g. textbooks, recommended readings

d) proposed mapping of courses/units to CQUniversity courses/units, and

e) any additional information, if required.

#### Assessing and deciding applications for an internal agreement

4.5 The Academic Pathways Team will assess the application in conjunction with the relevant proposer in a timely manner. The assessment process will:

a) identify equivalencies in course/unit content, individual competencies and learning outcomes between the qualifications that will comprise the internal articulation agreement

b) identify student eligibility for admission and/or credit and the amount of credit that may be granted



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c) ensure seamless transition of students from one qualification to another

d) ensure academic integrity and alignment with CQUniversity's comprehensive curriculum models[2]

e) ensure alignment with CQUniversity objectives and relevant policies and procedures, and

f) identify potential risks and mitigation strategies.

4.6 The Head of Course or VET Manager will submit the application and recommendations, including admission and/or credit outcomes, to the relevant Deputy Dean Learning and Teaching for endorsement and Dean of School (or nominee) for approval. The Director College of Trades will submit the application and recommendations, including admission and/or credit outcomes, to the Deputy Vice-President (VET) (or nominee) for approval.

4.7 The Head of Course, VET Manager, or Director College of Trades will submit the approved arrangement to the Course Committee for noting and notify the Academic Pathways Team and relevant employees of the decision.

4.8 The Academic Pathways Team will record details in the relevant information management systems [e.g. StudentOne, Customer Relationship Management (Sugar CRM), articulation database] and ensure articulation details are publicly available and accessible to students.

## External articulation agreements with Australian partners

### Applying for an Australian external agreement

4.9 A defined qualification pathway suitable for an articulation arrangement with an Australian-based institution is established as an external articulation agreement. Refer to Appendix B for an overview of the process.

4.10 Australian-based external institutions may apply, or be invited by CQUniversity to apply, to establish an agreement by submitting an application to Academic Pathways via the online expression of interest (EoI) form.

4.11 The application must include details of the proposed articulation with supporting information and evidence (see Appendix C).

### Creating MoUs with prospective Australian partners (if required)

4.12 A memorandum of understanding (MoU) may be required as an initial step to establish articulation agreements with Australian-based external institutions. An MoU formalises the terms of the relationship between CQUniversity and an external partner, but is not legally binding.

4.13 If an MoU is required, the Vice-President (Academic) (or nominee) will negotiate with prospective Australian-based partners to form the MoU. Executive endorsement is required for these MoUs, i.e. sign-off by the Vice-President (Academic) or Vice-Chancellor and President. The timeframe for finalising an MoU will vary depending on the negotiation.

### Assessing applications for an Australian external agreement

4.14 The Academic Pathways Team will assess the application in conjunction with the relevant Head of Course, VET Manager, and/or Director College of Trades or equivalent in a timely manner. This process will involve:

a) institutional and academic due diligence assessment of the proposed partner (e.g. assessing relevant governmental, legal, educational registration and accreditation requirements of the external institution, and their strategic fit with CQUniversity), and

b) assessment of academic content for equivalence with CQUniversity qualifications and courses/units, and or student eligibility for admission into and/or credit towards CQUniversity qualifications.

[2] Curriculum models are in the Higher Education Coursework Qualifications Policy and Procedure.



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4.15 The Head of Course or VET Manager will submit the application and recommendations, including admission and/or credit outcomes, to the Deputy Dean Learning and Teaching for endorsement, and the relevant Dean of School (or nominee) for approval. The Director College of Trades will submit the application and recommendations, including admission and/or credit outcomes, to the Deputy Vice-President VET (or nominee) for approval.

**Deciding applications for an Australian external agreement**

4.16 The Dean of School (or nominee) or Deputy Vice-President VET (or nominee) will decide the application in a timely manner, taking into account the due diligence assessment of institutional information and academic content and recommendations. If approved, the proposed articulation will be established as a legally-binding agreement between CQUniversity and the external institution.

4.17 The Dean of School (or nominee) or Deputy Vice-President VET (or nominee) must ensure the application demonstrates:

a) benefits for CQUniversity and a focus on developing relationships with reputable partners and an equal commitment to mutually intended outcomes

b) seamless transition of students from one qualification to another

c) probity, accountability, efficiency and effectiveness

d) consistency and compliance with relevant legislation, standards, CQUniversity policies and other relevant compliance obligations, and

e) consideration of risk and appropriate mitigation strategies in accordance with CQUniversity's Risk Management Policy and Enterprise Risk Management Framework.

4.18 The Head of Course, VET Manager, or Director College of Trades will submit the approved arrangement to the Course Committee for noting and notify the Academic Pathways Team.

4.19 If the application is approved, the Academic Pathways Team will prepare an external articulation agreement, which must include:

a) details of the agreement, including any admission and/or credit provisions

b) expectations of each institution, including promotion of the pathway and communication of changes in curriculum, and

c) review date/s and cessation provisions.

4.20 The Academic Pathways Team will arrange for all relevant parties to sign the agreement and provide a copy to the successful institution. Articulation agreements with Australian partners require endorsement (sign-off) by the relevant Executive, i.e. Vice-President (Academic) or Vice-Chancellor and President before they take effect.

4.21 If the application is not approved, the Academic Pathways Team will notify the institution of the decision and reason/s in writing.

4.22 The Academic Pathways Team will record details in the relevant information management systems [e.g. StudentOne, Customer Relationship Management (Sugar CRM), articulation database] and ensure articulation details are publicly available and accessible to students.

## External articulation agreements with international partners

**Applying for an international external agreement**

4.23 A defined qualification pathway suitable for an articulation arrangement with an international institution is established as an external articulation agreement. Refer to Appendix B for an overview of the process.

4.24 International institutions may apply or be invited to apply by CQUniversity to establish such agreements.



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4.25 CQUniversity's International Directorate (e.g. International Business Development Managers) will interact with prospective international partners, who must submit details of the proposed articulation with supporting information and evidence (see Appendix C). All submitted documents must be in English or translated to English by a licensed translation service.

**Creating MoUs with prospective international partners (if required)**

4.26 A MoU may be required as an initial step to establish articulation agreements with international external institutions. An MoU formalises the terms of the relationship between CQUniversity and an external partner, but is not legally binding.

4.27 If an MoU is required, the International Directorate will negotiate with prospective international partners to form the MoU. Executive endorsement is required for these MoUs, i.e. sign-off by the Vice-President (Global Development) as well as the Director International.

4.28 The International Directorate will create and arrange for all parties to sign the MOU and submit the MOU to relevant parties for noting in line with the Partnerships Policy and Procedure.

**Assessing applications for an international external agreement**

4.29 The International Directorate will undertake due diligence assessment in consultation with the relevant Head of Course, VET Manager, and/or Director College of Trades and other employees, as needed. This process will assess relevant governmental, legal, educational registration and accreditation requirements of the proposed partner and their strategic fit with CQUniversity. The timeframe to undertake due diligence assessment and finalise the MoU (if required) will vary depending on the complexity of the assessment and/or negotiation.

4.30 The International Directorate will forward the MoU, the application (i.e. details of the proposed articulation with supporting information and evidence) and recommendations to the Academic Pathways Team.

4.31 The Academic Pathways Team will assess the academic content in conjunction with the relevant Head of Course, VET Manager, and/or Director College of Trades or equivalent in a timely manner. This process will assess the academic content for equivalence with CQUniversity qualifications and courses/units, and/or eligibility for admission into and/or credit towards CQUniversity qualifications.

4.32 The Head of Course or VET Manager will submit documents with details of the proposed articulation arrangement and recommendations, including admission and/or credit outcomes, to the relevant Deputy Dean Learning and Teaching for endorsement, and Dean of School (or nominee) for approval. The Director College of Trades will submit documents with details of the proposed articulation arrangement and recommendations, including admission and/or credit outcomes, to the Deputy Vice-President VET (or nominee) for approval.

**Deciding applications for an international external agreement**

4.33 The Dean of School (or nominee) or Deputy Vice-President VET (or nominee) will decide the application, taking into account the due diligence assessment of institutional information and academic content and recommendations, by following the same process used when deciding applications for Australian external agreements (see sections 4.16 to 4.18).

4.34 If the application is approved, the Academic Pathways Team will prepare an external articulation agreement (as described in section 4.19), work with the International Directorate to arrange endorsement (sign-off) by the relevant parties, and provide a copy to the successful institution. Articulation agreements with international partners also require endorsement (sign-off) by the Vice-President (Global Development).

4.35 If the application is not approved, the Academic Pathways Team will work with the International Directorate to notify the institution of the decision and reason/s in writing.

4.36 The Academic Pathways Team will retain the MoU and record details in the relevant information management systems [e.g. StudentOne, Customer Relationship Management (Sugar CRM), articulation database], and ensure articulation details are publicly available and accessible to students.



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## Reviews

4.37 Articulation agreements will remain active for a maximum three-year period from the activation date, subject to review.

4.38 Articulation agreements must be reviewed at the time a course undergoes major changes and/or triennially. Triennial reviews will be undertaken at the end of the three-year agreement period (expiry date). Reviews may be conducted at an earlier date if the agreement is impacting negatively on CQUniversity or students. All agreements must be reviewed at least once during the life of an agreement and before any renewal.

**Reviewing articulation agreements**

4.39 Reviews will involve assessment of each articulation agreement's success (see section 4.40) and academic content, and a decision on whether renewal is justified or where any of the following occurs:

a) changes to CQUniversity qualifications and courses/units that form part of the articulation agreement

b) changes to the external institution's qualifications and courses/units that form part of the articulation agreement (regarding external articulation agreements)

c) changes to national competency standards or endorsed training packages related to qualifications that form part of the articulation agreement

d) unsatisfactory performance of articulated students, and

e) non-alignment between the articulation agreement and CQUniversity's strategic objectives.

4.40 The articulation agreement's renewal will depend on:

a) assessment of the recruitment and academic progression of students granted credit and/or admission into the relevant qualifications under the terms of the agreement, and

b) attrition rates and academic performance of articulated students, and

c) continuing alignment with CQUniversity strategic objectives.

4.41 The relevant Head of Course, VET Manager, or Director College of Trades or equivalent will review performance data and make recommendations to the relevant Dean of School (or nominee) or Deputy Vice-President VET (or nominee) for a decision. For international articulation agreements, reviews will require consultation/collaboration with the International Directorate. This review will ensure the articulation agreement is meeting intended outcomes, benefits and targets, including:

a) articulated students are making satisfactory progress and meeting the academic requirements of their qualification, and

b) agreement renewal will continue to align with CQUniversity's objectives.

4.42 The Dean of School (or nominee) or Deputy Vice-President VET (or nominee) will consider the review information and recommendations submitted, and decide whether to renew the agreement (with or without amendments).

4.43 The Head of Course, VET Manager, or Director College of Trades will notify the Academic Pathways Team, relevant employees and the Course Committee of the decision for noting.

4.44 If the agreement's continuation is approved, the Academic Pathways Team will notify relevant parties of the review outcome, amend the agreement if needed, and arrange endorsement (sign-off) by the relevant parties.

4.45 The Academic Pathways Team will record details in the relevant information management systems [e.g. StudentOne, Customer Relationship Management (Sugar CRM), articulation database] and ensure updated articulation details are publicly available and accessible to students or removed from public access, if required.



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## 5 RESPONSIBILITIES

### Compliance, monitoring and review

5.1 The Director Educational Quality and Integrity is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure University-wide.

5.2 Each Deputy Dean Learning and Teaching is responsible for ensuring compliance with this policy and procedure within their school.

### Reporting

5.3 No additional reporting is required.

### Records management

5.4 The Academic Pathways Team and all employees responsible for maintaining records relevant to administering this policy and procedure must do so in accordance with the Records Management Policy and Procedure. This includes retaining records, including articulation-related applications, agreements, reviews, decisions, and reasons for decisions, in a recognised University recordkeeping or information management system/s [e.g. StudentOne, Customer Relationship Management (CRM), articulation database].

5.5 The Academic Pathways Team will ensure details of CQUniversity's articulation arrangements are regularly updated to maintain currency and are publicly available and accessible to students.

5.6 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the Queensland State Archives website. Before disposing of any records, approval must be sought through the Records Management Office (email records@cqu.edu.au).

## 6 DEFINITIONS

6.1 Terms not defined in this document may be in the University glossary.

### Terms and definitions

**Articulation agreement**: an agreement within CQUniversity or between CQUniversity and an external institution that will allow a student to gain admission and/or credit for their previous qualification from CQUniversity or the external institution towards a CQUniversity award.

**Articulation arrangement**: an arrangement that enables students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway.

**Defined qualification pathway**: a learning pathway that allows a student to progress into and towards qualifications.

**Institution:** an organisation authorised through Australian legislation to issue AQF qualifications or has been given responsibility to issue its own AQF qualifications, or an external overseas educational institution with certification in their home country, i.e. Ministry of Education, to issue equivalent qualifications.

## 7 RELATED LEGISLATION AND DOCUMENTS

Admission to CQUniversity Coursework Courses Policy and Procedure

Australian Qualifications Framework (AQF) including the AQF Qualifications Pathways Policy

Complaints Policy and Procedure

Credit for Prior Learning in Higher Education Policy and Procedure

*Education Services for Overseas Students Act 2000* (Cwlth)

Enterprise Risk Management Framework



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Higher Education Coursework Qualifications Policy and Procedure

Higher Education Standards Framework (Threshold Standards) 2015 (Cwlth)

National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cwlth)

Partnerships Policy and Procedure

Risk Management Policy

Standards for Registered Training Organisations (RTOs) 2015 (Cwlth)

Standards for VET Accredited Courses 2012 (Cwlth)

*Tertiary Education Quality and Standards Agency (TEQSA) Act 2011* (Cwlth)

## 8 FEEDBACK

8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

## 9 APPROVAL AND REVIEW DETAILS

| Approval and Review | Details |
|---|---|
| Approval Authority | Academic board |
| Delegated Approval Authority | Education Strategy and Innovation Committee |
| Advisory Committee | N/A |
| Administrator | Director Educational Quality and Integrity |
| Next Review Date | 25/09/2023 |

| Approval and Amendment History | Details |
|---|---|
| Original Approval Authority and Date | Executive Committee of Academic Board 20/12/2016. |
| Amendment Authority and Date | Pro Vice-Chancellor (Learning and Teaching) 10/05/2018; Editorial Amendment 06/04/2020; Academic Board 25/09/2020. |
| Notes | |



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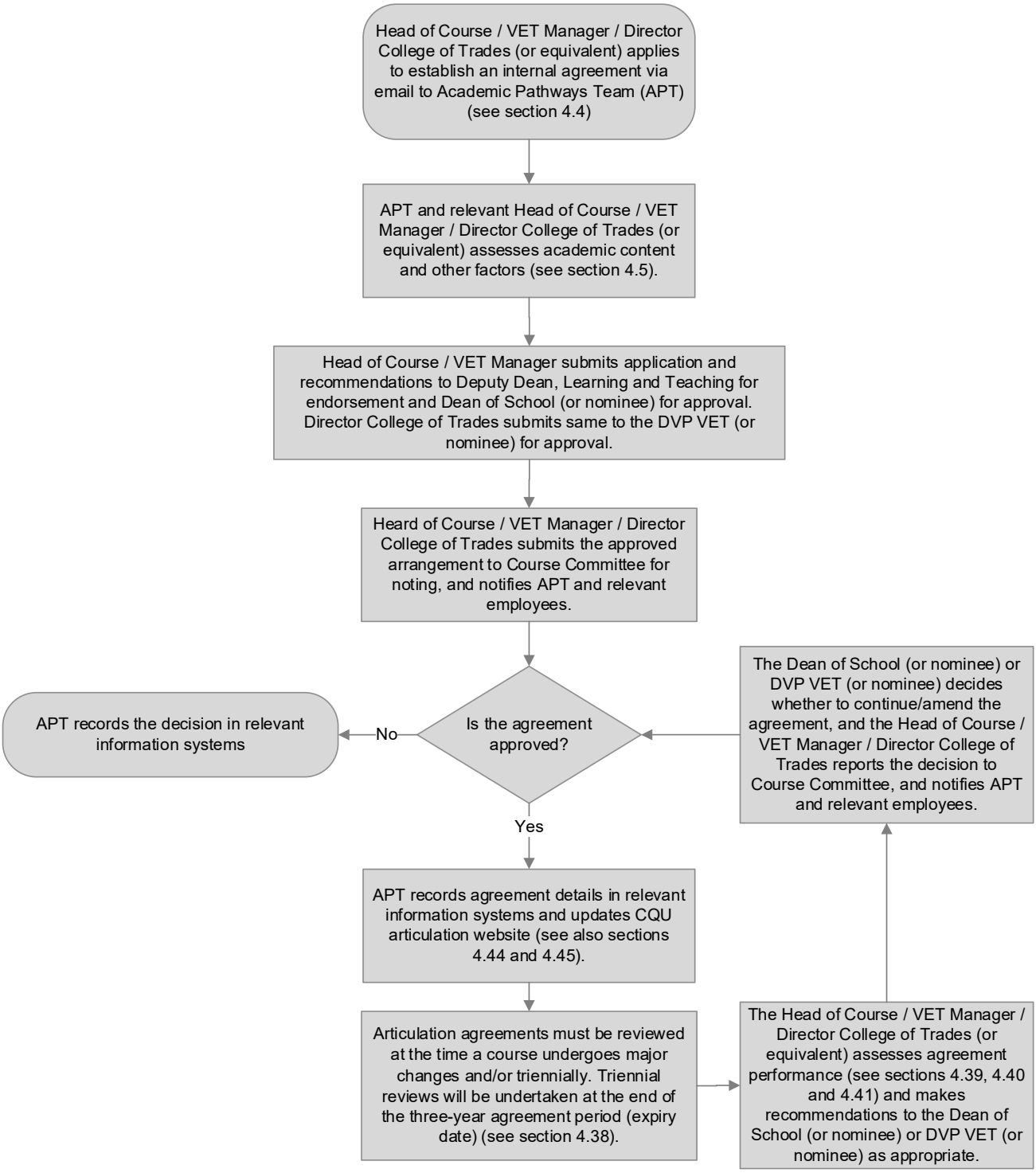
# 10 APPENDICIES

## Appendix A: Overview of internal articulation agreement process



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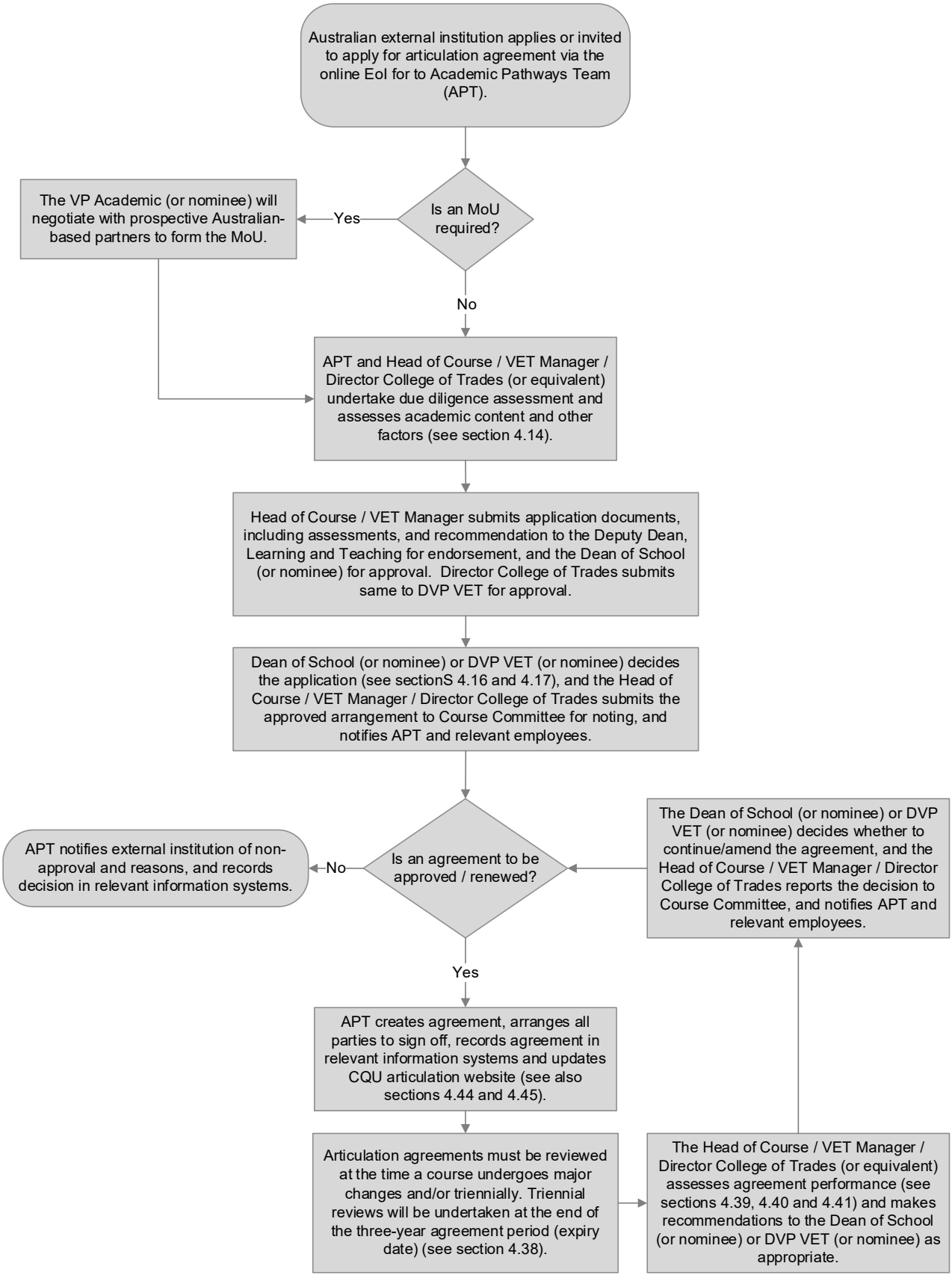
## Appendix B: Overview of external articulation agreement process

### Australian external articulation agreements



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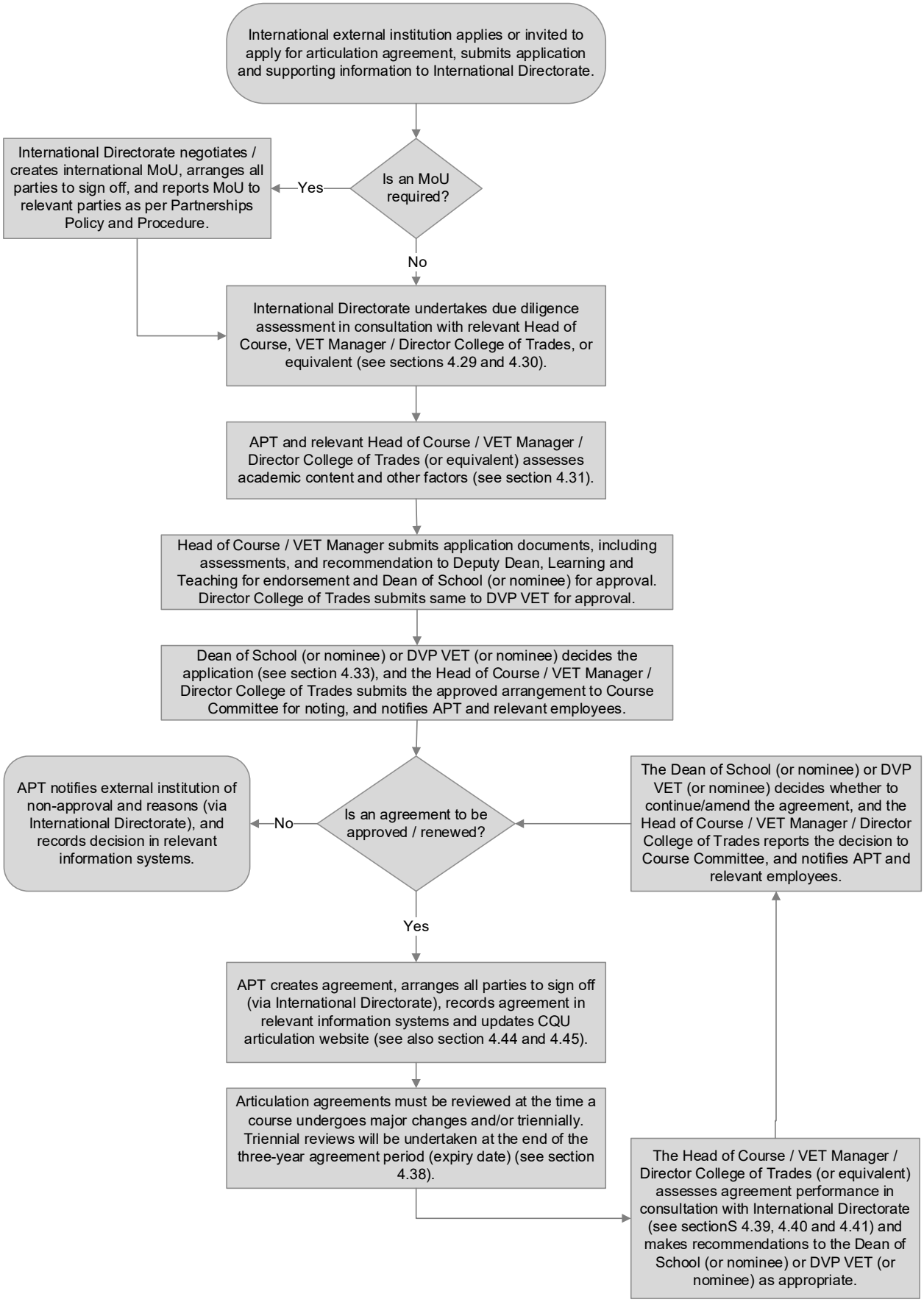
## International external articulation agreements



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## Appendix C: Information requirements for applications from external institutions

10.1 Information requirements from external institutions will vary depending on the circumstances and whether the institution is Australian-based or international.

10.2 The information and supporting evidence CQUniversity may require to assess the value of a prospective partnership and articulation agreements includes but is not limited to the following:

a) registration and accreditation status (e.g. CRICOS and Provider Codes for registered training organisations)

b) current operations (e.g. scope of qualifications offered, student performance)

c) history of articulation agreements with Australian universities and other tertiary education providers

d) reasons for seeking an articulation agreement with CQUniversity, including the strategic benefits to both institutions, and

e) how the institution will market the articulation agreement to prospective students and achieve the targets to be included in the proposed agreement

f) qualification information including a detailed qualification structure, entry requirements and duration

g) alignment with relevant quality frameworks and national standards, i.e. Australian Qualifications Framework (AQF) or equivalent National Qualifications Framework (NQF), national competency standards and endorsed training packages (or equivalent) and industry standards

h) synopsis of the qualification's curriculum content including aims and objectives, learning outcomes, volume of learning, and graduate attributes (or equivalent)

i) syllabus for all courses/units including topics covered, duration, weekly contact hours, assessment information and study resources, e.g. textbooks, recommended readings

j) industry relevance and application

k) infrastructure and resources, i.e. physical and staffing resources

l) English proficiency requirements

m) language of instruction (for offshore institutions only), and

n) any additional information, if required.

10.3 For international articulation agreements, CQUniversity will also require evidence of the following:

a) certification as an educational institution in their home country, i.e. Ministry of Education or equivalent, and

b) Australian Government assessment of qualifications by the relevant Australian Education International – National Office of Overseas Skills Recognition (AEI-NOOSR) Country Education Profile.



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