

ARTICULATION POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 This policy and procedure outlines how CQUniversity will establish, maintain and review [articulation agreements](#) within the University or between CQUniversity and external [institutions](#) to provide [defined qualification pathways](#), including [credit arrangements](#) for students into CQUniversity qualifications.

2 SCOPE

- 2.1 This policy and procedure applies to [articulation agreements](#) within CQUniversity or between CQUniversity and external [institutions](#) to provide [defined qualification pathways](#), including [credit arrangements](#) for students to progress:
- a) from a completed qualification undertaken at an external institution, or CQUniversity, towards a CQUniversity higher education coursework qualification, or
 - b) between completed vocational education and training (VET) qualifications and higher education coursework qualifications.
- 2.2 This policy and procedure does not overrule student applications for admission or credit for prior learning, which are governed by the [Admission \(Coursework\) Policy and Procedure](#) and the [Credit for Prior Learning in Higher Education Policy and Procedure](#).

3 POLICY STATEMENT

- 3.1 The University will establish [articulation agreements](#) for [defined qualification pathways](#), including [credit arrangements](#), for students progressing from one completed qualification to another qualification.

- 3.2 Articulation agreements are either:
- a) within the University to enable students to progress between the University's qualifications (internal articulation agreement), or
 - b) with an external [institution](#) (external articulation agreement).
- 3.3 Information about the University's [articulation agreements and defined qualification pathways](#) will be publicly available and easily accessible to current and prospective students so that they can make informed choices between alternative qualification pathways.

Articulation agreement principles

- 3.4 [Articulation agreements](#) will be used to benefit students and the University and must align with the University's strategic objectives.
- 3.5 Articulation agreements may be established to:
- a) define a credit pathway for students toward a CQUniversity qualification
 - b) maximise opportunities for recognising completed prior qualifications, or
 - c) establish strategic partnerships with external [institutions](#).
- 3.6 Articulation agreements will be established in accordance with this policy and procedure. The [Partnerships Policy and Procedure](#) does not apply to articulation agreements.
- 3.7 Articulation agreements will not unfairly advantage or disadvantage students admitted to a University qualification compared to students who are admitted through other pathways, e.g. direct entry.

4 PROCEDURE

- 4.1 This procedure outlines the three stages used to establish, maintain and review [articulation agreements](#):
- 1) [expression of interest](#)
 - 2) [full application](#), and
 - 3) [review](#).
- 4.2 Processes for establishing articulation agreements may require flexibility to accommodate a diverse range of partners and arrangements.

Expression of interest

- 4.3 The expression of interest (EOI) involves an institutional and academic due diligence assessment of the external [institute](#) by assessing the relevant government, legal, educational registration and accreditation requirements of the institute, and their strategic fit with the University.
- 4.4 The submission of an EOI is not required for internal [articulation agreements](#).

Submitting an EOI - onshore institute

- 4.5 [Institutions](#) registered in Australia may submit, or be invited by the University to submit, an expression of interest through the [online EOI form](#).
- 4.6 For institutions registered in Australia, the Articulations Officer will submit the EOI to the following for decision:
- the relevant Dean of School (or nominee), and
 - the Director International (or nominee) if the EOI indicates international student enrolments.

Submitting an EOI - offshore institute

- 4.7 EOI's for [institutions](#) registered outside of Australia will be managed by the International Directorate. The International Directorate will interact directly with prospective overseas partners for the completion of due diligence via the relevant [Gateway Document](#), in line with the [Partnerships Policy and Procedure](#) and the [Foreign Interference Policy and Procedure](#).
- 4.8 The Deputy Director International CQU English and Global (or nominee) will consult with the relevant Dean of School (or nominee) as needed and submit the EOI to the Director International for decision.

Assessing an EOI

- 4.9 When reviewing an EOI, the Dean of School (or nominee) and/or Director International (or nominee) will consider the:
- a) benefits for the University, with a focus on developing relationships with reputable partners and an equal commitment to mutually agreeable outcomes
 - b) seamless transition of students from one qualification to another
 - c) probity, accountability, efficiency, and effectiveness
 - d) financial opportunity, viability and risk
 - e) consistency and compliance with relevant legislation, standards, University policy documents and other relevant regulatory obligations, and
 - f) consideration of risk and appropriate mitigation strategies in accordance with the University's [Risk Management Policy](#) and [Enterprise Risk Management Framework](#).

Communicating an EOI outcome

- 4.10 The Articulation Officer will advise [institutions](#) registered in Australia of the decision and reason/s in writing. Where an EOI has been approved, the institute can submit a [full application](#).
- 4.11 The International Directorate will advise institutions registered outside of Australia of the decision and reason/s in writing. Where the EOI has been approved, the institute can submit a [full application](#). The International Directorate will also advise the Articulation Officer (email articulation@cqu.edu.au) of the approved EOI.

Memorandums of understanding

- 4.12 A memorandum of understanding (MoU) may be required when forming partnerships with [institutions](#). Where a MoU is required, it must be established in accordance with the [Partnerships Policy and Procedure](#). MoU's must be provided to the Articulation Officer at the time of submitting an EOI.

Full application

- 4.13 Once an EOI has been approved (if applicable), the [institution](#) (for external [articulation agreements](#)) or the [proposer](#) (for internal articulation agreements) must submit a more comprehensive application for an articulation agreement, including evidence and supporting documentation around the qualifications and curriculum of the proposed courses.

Submitting a full application

- 4.14 For internal [articulation agreements](#), the [proposer](#) can submit an [application](#) to the Articulations Officer (email articulation@cqu.edu.au).
- 4.15 For external articulation agreements involving [institutions](#) registered in Australia, the institute can submit details of the proposed articulation pathways with the required supporting documentation and evidence (as outlined in the [Appendix](#)) to the Articulations Officer (email articulation@cqu.edu.au).

- 4.16 For external articulation agreements involving institutions registered outside of Australia, the Deputy Director International CQUniversity and Global (or nominee) must submit details of the institute's proposed articulation pathways with the required supporting documentation and evidence (as outlined in the [Appendix](#)) to the Articulations Officer (email articulation@cqu.edu.au). All submitted documents must be in English or translated into English by a licensed translation service.
- 4.17 All applications 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 and recommended readings)
 - d) proposed mapping of courses/units to the CQUniversity's courses/units (where possible), and
 - e) any additional information required.
- 4.18 The Articulations Officer, after collating the application evidence, will submit the full application to the Academic Pathways Team for [credit arrangement](#) pre-assessment.

Assessing a full application

- 4.19 The Academic Pathways Team will assess the application in conjunction with the relevant Head of Course. This process will be conducted in accordance with the [Credit for Prior Learning in Higher Education Policy and Procedure](#) and assess the academic content for equivalence with the purpose of credit transfer towards the University qualifications.
- 4.20 Where direct entry is to be included in the [articulation agreement](#) the Articulations Officer will consult with the National Admissions Team.
- 4.21 Once the [credit arrangement](#) pre-assessment has been conducted by the Academic Pathways Team, the Head of Course will submit the application and recommendations, including direct entry and/or credit transfer outcomes, to the relevant Deputy Dean Learning and Teaching (where applicable) for endorsement.
- 4.22 Once endorsed, the application must be submitted to the Dean of School (or nominee) for approval.

Communicating an outcome of a full application

- 4.23 Where an application has been approved, the Head of Course will submit details of the approved [articulation agreement](#) to the relevant Course Committee for noting.
- 4.24 Where an application for an internal articulation agreement has been approved, the Articulation Officer will:
- record details in the University's Student Management System (StudentOne), Customer Management Relationship System (Sugar CRM), and the [articulation/credit precedent database](#)
 - ensure that articulation details are publicly available and accessible to students, and
 - notify all stakeholders of the finalised articulation agreement.
- 4.25 Where an application by an external [institution](#) is approved, the Articulations Officer will prepare an articulation agreement, which must include:
- a) details of the agreement, including any direct entry and/or credit provisions
 - b) the expectations of each institution, including promotion of the pathway and communication of changes in curriculum, and
 - c) the review date/s and cessation provisions.

- 4.26 For external articulation agreements involving institutions registered in Australia, the Articulations Officer will arrange for all relevant parties to sign the agreement and provide a copy to the successful institution. Articulation agreements with Australian institutions are not in force until they are signed by the Vice-President (Academic) (or nominee) or Vice-Chancellor and President (or nominee).
- 4.27 For external articulation agreements involving institutions registered outside of Australia, the International Directorate will arrange for all relevant parties to sign the agreement and provide a copy to the successful institution. Articulation agreements with international institutions are not in force until they are signed by the Vice-President (Student Success) (or nominee) or Vice-Chancellor and President (or nominee).
- 4.28 On receipt of an articulation agreement signed by both parties, the Articulation Officer will:
- record details in StudentOne, Sugar CRM, and the [articulation/credit precedent database](#)
 - ensure that articulation details are publicly available and accessible to students, and
 - notify all stakeholders of the finalised articulation agreement.
- 4.29 Where an application for an internal articulation agreement has been denied, the Articulation Officer will notify the [proposer](#) of the decision and reason/s in writing.
- 4.30 For denied articulation agreements involving institutions registered in Australian, the Articulation Officer will notify the institute of the decision and reason/s in writing.
- 4.31 For denied articulation agreements involving institution registered outside of Australia, the International Directorate will notify the institution of the decision and reason/s in writing.

Reviews

- 4.32 [Articulation agreements](#) will remain active for a maximum three-year period from the activation date, subject to review.
- 4.33 Articulation agreements must be reviewed where any of the following occurs:
- a) a change to University qualifications and courses/units that form part of the articulation agreement
 - b) a change to an external [institution's](#) qualifications and courses/units that form part of the articulation agreement
 - c) a change to national competency standards or endorsed training packages related to qualifications that form part of the articulation agreement
 - d) a change to external professional accreditation requirements has occurred
 - e) identification of unsatisfactory performance of articulated student cohorts, and
 - f) identification of non-alignment between the articulation agreement and the University's strategic objectives.
- 4.34 A review will be undertaken three months prior to the end of the three-year agreement period (expiry date). Reviews may be conducted earlier than this if the agreement is impacting on the University or its students negatively, or if a renewal is sought by either party. All agreements must be reviewed at least once during the life of an agreement.
- 4.35 An articulation agreements' renewal will depend on:
- a) a satisfactory assessment of the recruitment and academic progression of students granted credit and/or admission into the relevant qualifications under the terms of the agreement
 - b) the attrition rates and academic performance of articulated students being commensurate with students admitted through other pathways
 - c) the articulation agreement continuing to align with the University's strategic objectives, and
 - d) financial and practical viability of the articulation agreement in the future.

Reviewing articulation agreements

- 4.36 Reviews will involve the assessment of each [articulation agreement's](#) success and academic content.
- 4.37 The Articulations Officer will liaise with the relevant Head of Course to conduct the review. Reviews for international articulation agreements must be undertaken in consultation/collaboration with the International Directorate.
- 4.38 Reviews must include student data from the defined articulation pathway, and consider whether the articulation agreement is meeting intended outcomes, benefits, and targets, including whether:
- articulated students are making satisfactory progress and meeting the academic requirements of their qualification, and
 - the agreement renewal continues to align with the University's strategic objectives.
- 4.39 Completed reviews must be submitted to the Dean of School (or nominee) to decide whether the agreement is terminated or renewed (with or without amendments).
- 4.40 The Head of Course must notify the Course Committee of the decision for noting.
- 4.41 If the agreement's continuation or renewal is approved by the Dean of School (or nominee), for:
- internal articulations - the Articulation Officer will notify all relevant parties of the review outcome
 - external articulation agreements with [institutions](#) registered in Australia - the Articulation Officer will amend the agreement, arrange signatures where necessary and notify relevant parties of the review outcome
 - external articulation agreements with institutions registered outside of Australia - the Articulations Officer will amend the agreement and submit to the International Directorate. The International Directorate will arrange signatures where necessary and notify relevant parties of the review outcome.
- 4.42 If the agreement's termination is approved by the Dean of School (or nominee) for:
- internal articulations - the Articulation Officer will notify all relevant parties of the review outcome
 - external articulation agreements with institutions registered in Australia - the Articulation Officer will notify relevant parties of the review outcome
 - external articulation agreements with external institutions registered outside of Australia - the International Directorate will notify relevant parties of the review outcome.
- 4.43 The Articulation Officer will:
- record the details in StudentOne, Sugar CRM, and the [articulation/credit precedent database](#), and
 - ensure that the updated articulation details are publicly available and accessible to students where the agreement is continued, or removed from public access if the agreement is terminated.

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.
- 5.2 The Dean of School (or nominee) are responsible for ensuring compliance with this policy and procedure within their School.

Reporting

- 5.3 No additional reporting is required.

Records management

- 5.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.5 The Articulations Officer must ensure details of [articulation agreements](#) 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 relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (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 the University, or between the University and an external institution, that allows a student to receive a defined credit transfer pathway for their previous qualification from the University, or the external institution, towards a CQUniversity award inclusive of direct entry in some instances.

Credit arrangement: an agreed and consistent credit outcome that enable students to progress in a defined qualification pathway. Credit arrangements within articulation agreements are based on learning outcome relationships in which parts of one qualification are recognised as being equivalent to or integrated into another qualification. These arrangements may be comprised of specified or unspecified credit, or block credit, or a combination of credit types.

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

- a) horizontal (across qualifications at the same [Australian Qualifications Framework \(AQF\)](#) level), or
- b) vertical (between qualifications at different [AQF](#) levels).

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

Proposer: the person submitting an application for an internal articulation agreement.

7 RELATED LEGISLATION AND DOCUMENTS

[Admission \(Coursework\) Policy and Procedure](#)

[Australian Qualifications Framework \(AQF\) including the AQF Qualifications Pathways Policy](#)

[Credit for Prior Learning in Higher Education Policy and Procedure](#)

[Education Services for Overseas Students Act 2000](#) (Cwlth)

[Enterprise Risk Management Framework](#)

[Foreign Interference Policy and Procedure](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#) (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 2021](#) (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
Required Consultation	N/A
Administrator	Director Educational Quality and Integrity
Next Review Date	20/06/2027

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Notes	

10 APPENDIX: 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 the University may require to assess a prospective partnership and [articulation agreement](#) includes but is not limited to:
- 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 the University, including the strategic benefits to both institutions
 - 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. [AQF](#) or equivalent [National Qualifications Framework](#), 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, the University also requires evidence of:
- 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.