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Articulation Agreements Guidelines

Preamble

Credit transfer and articulation arrangements increase opportunities for students with prior educational experience and qualifications to access higher education by facilitating student mobility between institutions and sectors. They also enable students who have higher education experience or completed qualifications to undertake other education sector programs, with recognition of prior learning.

Effective credit transfer and articulation is a key component in making lifelong learning a reality.

The Articulation Package and these guidelines have been prepared in consultation with a number of TAFE partners and in the context of the [MCEETYA 'Good Practice Principles for Credit Transfer and Articulation from VET to Higher Education'](#) and the [ANTA/AVCC 'Draft Policy Guidelines on Cross-Sector Qualification Linkages'](#). They are intended to advantage students but not to impinge upon or replace the academic integrity of courses and programs and the autonomy of individual institutions.

Articulation Package

The package contains

1. For **domestic** articulations, an umbrella *Articulation Agreement*, available from the [Legal Services](#) website, which outlines the broad principles for the agreement between La Trobe University (LTU) and the participating Registered Training Organisation (RTO) or TAFE Institution. This umbrella agreement is designed so that it can be applied either on the basis of 'Campus to TAFE/RTO' or 'Faculty to TAFE/RTO' (both types are formally University to TAFE/RTO Articulation Agreements and must be signed off by the Vice-Chancellor and the TAFE/RTO CEO). Once there is a signed Articulation Agreement between a campus/faculty and a TAFE/RTO, additional Tables may be added to this agreement as the opportunities for articulation arise (that is, there should not be more than one Articulation Agreement between the University and any TAFE Institution).

For the smaller campuses, the preferred model will be negotiated 'Campus to TAFE'. For the Bundoora campus, or for very specialist programs, a 'Faculty to TAFE' model is likely to be preferred.
2. For **offshore** articulations, an umbrella *International Articulation Agreement*, also available from the [Legal Services](#) website, which outlines the broad principles for the agreement between LTU and the participating overseas institution. The agreement must be signed by the Vice-Chancellor and the other institution's CEO or Vice-Chancellor. Once there is a signed agreement between the University and another institution, additional Tables may be added to this Articulation Agreement as the opportunities for articulation arise (that is, there should not be more than one Articulation Agreement between the University and any other Institution).

These overseas articulations may be facilitated by La Trobe International, but in all cases must follow the approval processes of the relevant faculty.
3. *Schedule 1* appended to either the *Articulation Agreement* or *International Articulation Agreement* which specifies the Custodians (For LTU, this will be

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the Dean/nominee or the Head of Campus/nominee) and Marketing Contact Officers for the agreement

4. *Tables* which will be used to provide the detail of course mapping, subjects and credit points along with any special conditions such as quotas or prerequisites. A *Table* should be completed for each approved LTU course and approved other Institution course combination, with the exception of cases where the mapping from one program will be the same for a number of LTU courses, and duplication can hence be avoided.

These *Tables* must be approved and signed off within Faculties and Schools using the usual internal approval processes, before being forwarded to Academic Board (via Programs Committee and Curriculum, Teaching and Learning Committee) for endorsement.

Process

- 1) *Articulation Agreement* and *Schedule 1* to be annotated by hand by the Head of Campus or nominee (Campus to TAFE/RTO) or the Dean or his/her nominee (Faculty to TAFE/RTO) in consultation with the Head of the participating Institution. Legal Services will need to complete the formal documentation of the agreement.
- 2) *International Articulation Agreement* and *Schedule 1* to be annotated by hand by the Dean or nominee in consultation with the CEO/Vice-Chancellor of the participating offshore Institution. Legal Services will need to complete the formal documentation of the agreement.
- 3) *Tables* are to be completed by Faculty/School representatives in consultation with the other Institution's academic departments. The process by which credits are determined needs to be educationally robust and informed by the ANTA/AVCC guidelines and relevant content of the two programs. The *Tables* should be approved by School and Faculty academic processes and each be endorsed by the Head of School and the Dean or Chair of the Faculty Academic Committee.
- 4) The initial *Articulation Agreement* and *Schedule* along with any *Tables* that have been approved at Faculty level are to be sent to Academic Board (via Programs Committee and Curriculum, Teaching and Learning Committee) for endorsement, with a covering memo.
- 5) For the initial *Articulation Agreement* with any Institution, the Agreement is then to be signed by the Vice-Chancellor and the authorised signatory for the participating Institution. The signed original Agreement is to be forwarded to the Legal Services Office.
- 6) *Tables* developed at a later date and approved by Faculties are to be forwarded to Academic Board (via Admissions, Success and Retention Committee and Curriculum, Teaching and Learning Committee) for endorsement with a covering memo identifying the original *Articulation Agreement*.
- 7) After approval by these committees, the Secretariat must forward copies of the *Tables* (from steps 3 and 5) to the Future Students Centre for details to be entered on the database. They should also be forwarded to the Academic Services Division for advice and to the Office of the Pro Vice-Chancellor (Quality Enhancement) for the University Articulation website.
- 8) Copies of *Tables* containing the details of course articulations are also to be forwarded to the Legal Services Office by the Secretariat after they have been

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endorsed by Academic Board (via Admissions, Success and Retention Committee and Curriculum, Teaching and Learning Committee), specifying which *Articulation Agreement* they are to be attached to.

- 9) Advice about each *Articulation Agreement* along with *Schedule 1* will be posted on a dedicated University Articulation website with links to the relevant TAFE website. In future, Faculties wishing to establish new articulation arrangements should check to see if there is an existing umbrella *Articulation Agreement*, in which case, all that will be required is the development and approval of the *Table* that provides the specifics of the arrangement.
- 10) The list of *Articulation Agreements* will be linked from the Future Students webpage, which will also feature a database for details of credits for potential students.
- 11) A review cycle for each *Agreement* is to be established, with annual review of the *Agreement* by the Custodians nominated in *Schedule 1*, and annual review of individual articulation arrangements by the Program Contacts nominated in Items 11 and 12 of each *Table*
- 12) Changes to *Tables* resulting from any review should be notified to Academic Board, and through the Board to the Future Students Centre, the Office of the Pro Vice-Chancellor (Quality Enhancement) and the Academic Services Division.

Approved Academic Board 13 August 2008

Amended March 2009 to include International articulation.