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ACADEMIC	1	
TEACHING AND LEARNING	1	
INCOMING STUDENT	1	
NUMBER	004	Policy Database Document Reference Number 111004G

Articulation Agreements

Guidelines for developing an agreement

Preamble

Credit transfer and articulation arrangements increase opportunities for students with prior VET sector 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 VET sector programs, with recognition of prior learning.

Effective credit transfer and articulation is a key component in making lifelong learning a reality. The Articulation Pack and these guidelines have been prepared in consultation with a number of institutional partners and in the context of the [MCEETYA “Good Practice Principles for Credit Transfer and Articulation from VET to Higher Education”](#), [AQF National Policy and Guidelines on Credit Arrangements](#) and [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 Pack

The parcel contains:

1. An Articulation Agreement
2. Schedule 1
3. Schedule 2 (only included with Packaged Offers Agreements)
4. Tables
5. Cover sheet

Definitions

Articulation Agreement

When establishing an Articulation Agreement, you need to choose one of four different types of Agreement:

- Local Articulation Agreement (includes Schedule 1)
- Overseas Articulation Agreement (includes Schedule 1)
- Local Articulation and Packaged Offers Agreement (includes Schedules 1 and 2)
- Overseas Articulation and Packaged Offers Agreement (includes Schedules 1 and 2)

The type of agreement required will depend on your negotiations with the other provider, with consultation and approval from the Director, LTI in the case of packaged offers Agreements before negotiations commence with the other party.

Schedule 1

This identifies the *Contact Officers (Custodians)* of the Agreement (For LTU, this will be the PVC(EPQ), Executive Dean/nominee, the Head of Campus/nominee or an Officer of La Trobe International (LTI)) and *Marketing Contact Officers* for the agreement.

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Schedule 2

Consultation and approval is required from the Director, LTI before negotiations commence with the other institution. This is only provided with Articulation Agreements that will include Packaging arrangements (when the offer of a place at the University is made at the same time that the offer of a place at the partner institution, and the University manages the ESOS activities).

Tables

These 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 Course combination, with the exception of cases where the mapping from a TAFE program will be the same for a number of LTU Courses, and duplication of paperwork can hence be avoided.

Cover Sheet

This is prepared at the beginning of the process and accompanies the Articulation Agreement and/or the Table(s) through the approvals process. In the case of an additional Table to an already approved Agreement, it specifies the Agreement to which the Tables relates to assist the University with records management.

Agreement Facilitator

The person nominated on the Cover Sheet to facilitate the agreement through the preparation and approvals processes. This may be a representative of a Faculty, Regional Campus or LTI.

Initiation and Consultation

Type	Initiation	Reference/ Consultation as required	Final decision maker
Local Articulation Agreement	Faculty, Campus or LTI	Faculty, Campus or LTI	Faculty
Overseas Articulation Agreement	LTI or Faculty	Faculty or LTI	Faculty
Local Articulation and Packaged Offers	LTI or Faculty	Faculty or LTI	Faculty
Overseas Articulation and Packaged Offers	LTI or Faculty	Faculty or LTI	Faculty
Tables	Faculty, Campus or LTI	Faculty, Campus or LTI	Faculty

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Preparation Processes

Consult the [Articulation website](#) to establish whether there is already an Articulation Agreement with the organisation you wish to partner with.

If YES, there is a current Articulation Agreement, follow Preparation Process A.

If NO, there is no Articulation Agreement, follow Preparation Process B.

If the Articulation Agreement is about to expire, contact the person identified as the contact for the Agreement to determine further action. This is most likely to be Preparation Process A.

Preparation Process A (for Tables to current Agreements)

You need to complete Tables to link to the Agreement, as follows:

Action	Responsibility
Discuss with partner organisation	Agreement Facilitator
Complete Table within Faculty	Agreement Facilitator AND Faculty staff
Refer Table to Faculty Board for approval	Agreement Facilitator AND/OR Faculty staff
When approved by Faculty Board, obtain signature(s) of relevant Executive Dean(s)	Agreement Facilitator
After obtaining Executive Dean(s) signature(s), obtain signature of representative of other institution	Agreement Facilitator
When approved by Faculty Board, refer to Programs Committee to enter the Approvals process (Approvals Process A)	Faculty Programs Committee Liaison Officer

Preparation Process B (for new Agreements and accompanying Tables AND for Renewing Agreements and Tables)

You need to complete an Agreement and at least one Table to link to the Agreement, as follows:

Action	Responsibility
Complete and present for approval a Proposal for Domestic Educational Partnerships Form (DOC 22KB) and forward it to either the Pro Vice-Chancellor (Educational Partnerships and Quality) or the Executive Director, La Trobe International for approval.	Agreement Facilitator
Request an Articulation Agreement and relevant Schedules from the Office of the Pro Vice-Chancellor (Educational Partnerships and Quality) or download it from the Articulation intranet site You should consider the following questions, to determine which form and what approvals are required. <ul style="list-style-type: none"> Does this agreement involve a specialist organisation (eg an organisation that only offers 	Agreement Facilitator

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Action	Responsibility
programs in one discipline)? <ul style="list-style-type: none"> Approximately how many students will be involved each year? Are you intending to offer a 'packaged' articulation (where an offer to LTU is made at the same time that the offer to the other institution is made)? <i>This requires the CRICOS registration number of the other course</i> 	
Annotation of hard copy of agreement by hand	Faculty representatives OR Head of Campus/nominee OR Officer of LTI
Prepare accompanying Tables – <i>all new agreements must include at least one Table</i>	Faculty/School representatives
Refer Agreement to Legal Services for preparation of formal Agreement	Agreement Facilitator
Refer (unsigned) formal Agreement and Table(s) to Faculty Board(s) for Approval	Agreement Facilitator
When Tables are approved by Faculty Board, obtain signature(s) of relevant Executive Dean(s) on Table(s) only	Agreement Facilitator
When Agreement is approved by Faculty Board(s), refer both the unsigned Agreement and the LTU signed Table(s) to Programs Committee to enter the Approvals process (Approvals Process B)	Programs Committee Liaison Officer

Approvals Processes

Please note that, in particular circumstances, these approvals may be made out of session to expedite the process.

Approvals Process A (for Tables to existing Agreements)

Action	Responsibility
Advise Agreement Facilitator of approval by Faculty Board	Faculty Programs Committee Liaison Officer
Faculty Board approval presented to Programs Committee for noting	Faculty Programs Committee Liaison Officer
Refer fully signed original to Legal Services and for document storage	Agreement Facilitator
Refer soft copy of fully signed Table to Office of PVC(EPQ)	Agreement Facilitator
Include on Articulation website on receipt of soft copy of fully signed document	Office of PVC(EPQ)
Refer to Future Students Centre for inclusion on its database	Executive Officer to Programs Committee

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Approvals Process B (for new Agreements)

Action	Responsibility
After approval by Faculty Board, the Agreement and Table(s) are referred to the Programs Committee	Faculty Programs Committee Liaison Officer
Programs Committee recommends signature or otherwise of the Agreement to Senior Deputy Vice-Chancellor (based on academic assessment of Table(s))	Executive Officer to Programs Committee
The two original Articulation Agreements, accompanied by the advice of the Programs Committee are provided to the Senior Deputy Vice-Chancellor for signature or delegation to the relevant Executive Dean. Two copies of the signed Table(s) should accompany the Agreement for convenience. NOTE: The Agreement and accompanying Tables should be signed by both parties together, if possible.	Agreement Facilitator
Two original signed Agreements and two original signed versions of each Table are sent to the partner institution for signature. One copy is to be returned to the Agreement Facilitator and the other retained by the partner institution.	Agreement Facilitator
Refer original signed documentation to Legal Services after all signatures obtained	Agreement Facilitator
Provide soft copy of fully signed Agreement and accompanying Table(s) to Office of PVC(EPQ)	Agreement Facilitator
Include on Articulation website on receipt of soft copy of Agreement and Table(s)	Office of PVC(EPQ)
Provide soft copy of fully signed Agreement and accompanying Table(s) to Future Students Centre for inclusion on its database	Agreement Facilitator

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Responsibility

Action	Agreement Type	Person/Area Responsible
<p>Annotation of Agreement</p> <p>A PDF of the Agreement can be obtained from the Office of the PVC (EPQ) or downloaded from the Articulation intranet site.</p> <p>The PDF must be annotated by hand before being referred to Legal Services for preparation of the formal Agreement</p> <p>Consultation with and approval from the Director LTI must be obtained prior to commencing the development of Packaged Offer Agreements or Tables</p>	University to Other	<p>Executive Dean of initiating Faculty or nominee</p> <p>OR</p> <p>Head of Campus</p> <p>OR</p> <p>Officer of LTI</p> <p>OR</p> <p>TAFE Partnerships Co-ordinator</p>
Governance Process for Approval of Agreement	University to Other	<p>In sequence:</p> <ul style="list-style-type: none"> • School academic processes (recommend approval to Faculty) • Faculty Board (Approve or reject) • Programs Committee (to recommend signature or otherwise to the Senior Deputy Vice-Chancellor on basis of academic merit)
Sign-off of Agreement – to occur <u>after</u> review of academic merit by Programs Committee	Faculty to Other	Executive Dean of Faculty (unless Senior Deputy Vice-Chancellor decides to sign on behalf of the University)
	University to Other	Senior Deputy Vice-Chancellor
Preparation of Tables	All	Faculty/School representatives
Approval of Tables	All	<p>In sequence:</p> <ul style="list-style-type: none"> • School academic processes (recommend approval to Faculty) • Faculty Board (approve or reject) • Programs Committee (noting)
Sign-off of Tables	All	Faculty/School representatives
Storage of signed Articulation Agreements	All	<p>Legal Services</p> <p>AND</p> <p>Records Management Unit (soft copy of signed agreement to be accessible through TRIM)</p>

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Action	Agreement Type	Person/Area Responsible
		AND (soft copy) Office of PVC(EPQ)
Storage of approved Tables	All	Legal Services AND Records Management Unit (soft copy of table to be accessible through TRIM) AND (soft copy) Office of PVC(EPQ)

Review Processes

The review of the Agreement should commence when an Articulation Agreement is 6 months from expiration. This will require collection and analysis of data related to the enrolments arising from the agreement and the success of the participants in their University courses. It will also require each Faculty to review whether to continue to articulate into each course for which there is a Table.

This data analysis, a list of all Tables to continue to accompany the Agreement, and a memo from each Faculty involved suggesting renewal (with or without conditions) or cessation of the Agreement should be referred to the Domestic Educational Partnerships Reference Group. If it is agreed to renew the Agreement, Legal Services should then prepare two (2) new Agreement documents for signature by the relevant parties, unless it is to be renewed by exchange of letters (also to be prepared by the Legal Services Office).

All existing Tables to the Agreement will be renewed for the life of the Agreement at the time the renewal of the Agreement is signed, unless the Table is excluded from the listing provided.

A brief review of each Articulation Table should be undertaken annually to ensure that no changes are required.

Changes to Agreements and Tables resulting from any review should be notified to Programs Committee, Future Students Centre and the Academic Services Division.

Links

[Australian Qualifications Framework](#)

[Universities Australia website](#) and related links

[DEEWR website "Credit Transfer and Articulation"](#)

particularly the following

[MCEETYA "Good Practice Principles for Credit Transfer and Articulation from VET to Higher Education"](#)

[AQF National Policy and Guidelines on Credit Arrangements](#)

[ANTA/AVCC "Draft Policy Guidelines on Cross-Sector Qualification Linkages"](#)

Amended February 2012 (refinement of process)

Amended February 2011 (change of signatory to agreements)

Prior amendment March 17 2010