

DOCUMENT TYPE	D	
ACADEMIC	1	
TEACHING AND LEARNING	1	
INCOMING STUDENT	1	
NUMBER	003	
		Policy Database Document Reference Number 111003D

ARTICULATION PROCEDURES

Parent Policy Title	Advanced Standing, Articulation and Credit Transfer Policy																				
Associated Documents	<p>La Trobe University Precedent Articulation Agreement</p> <p>La Trobe University Precedent International Articulation Agreement</p> <p>La Trobe University Articulation Tables</p> <p>La Trobe University Articulation Guidelines</p> <p>La Trobe University Articulation Flowchart</p> <p>Advanced Standing and Credit Transfer Procedures</p> <p>Advanced Standing and Credit Transfer – Overseas Students – Procedures</p> <p>Advanced Standing and Credit Transfer Guidelines</p>																				
Preamble	<p>Articulation Agreements increase opportunities for students by facilitating mobility between higher education institutions. La Trobe University is committed to this principle, particularly as it relates to articulation between the University and Australian Registered Training Organisations including TAFE Institutions and offshore post-secondary education institutions.</p>																				
General	<p>This procedure is aimed primarily at articulation to and from TAFE Institutions but can be used for other recognised VET providers and offshore institutions.</p>																				
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1. Articulation Agreement and Schedule	<p>The Articulation Agreement must be drawn up between each participating set of institutions. The preferred model is for one agreement to be reached between each institution and the University. Articulation Agreements may be initiated by Faculties or Regional Campus Heads. International Articulation Agreements may only be created between Faculties and offshore institutions. The Precedent Articulation Agreement or Precedent International Articulation Agreement must be used to prepare an Articulation Agreement. The documents can be found on the University’s Legal Services website, or on the Articulation website. The appropriate document should be amended by</p>																				

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	<p>hand and sent to the University's Legal Services Division for preparation of a formal document for approval through Academic Board (via Admissions, Success and Retention Committee and Curriculum, Teaching and Learning Committee) and signature by the Vice-Chancellor and the equivalent officer from the other institution.</p>
2. International Articulation Agreements and Table(s)	<p>International Articulation Agreements must use the separate Internal Articulation Agreement format and may only be created between a faculty and an offshore institution. While La Trobe International and other parties may facilitate development of international articulation agreements, the process for approval is similar to that for domestic Articulation Agreements – ie from Faculty to Academic Board.</p>
3. Table(s)	<p>A Table must be prepared for each course covered by an Articulation Agreement.</p> <p>Additional Tables may be prepared during the life of an Articulation Agreement.</p> <p>The Table(s) should be prepared by the Faculty or School representatives in consultation with the relevant academic departments using the format available on the Articulation website.</p>
4. Approval of Articulation Agreement	<p>All Articulation Agreements must be referred to Academic Board (via Programs Committee and Curriculum, Teaching and Learning Committee) by a Head of a Regional Campus or Dean of a Faculty.</p> <p>All International Articulation Agreements must be referred to Academic Board (via Programs Committee and Curriculum, Teaching and Learning Committee) by a Dean of a Faculty.</p> <p>Once approved by Academic Board, the Articulation Agreement must be signed by the Vice-Chancellor and the Head of the relevant institution.</p> <p>Each Articulation Agreement needs to be referred to Academic Board only once in its lifetime.</p>
5. Approval of Table(s)	<p>The finalised version of the Table should be approved using normal School or Faculty approval processes, endorsed by the Head of School and Dean or Chair of the Faculty Academic Committee.</p> <p>The Table(s) must then be referred to Academic Board (via Programs Committee and Curriculum, Teaching and Learning Committee), either attached to the initial Articulation Agreement or at a later date within the life of the Articulation Agreement. If at a later date, the parent Articulation Agreement needs to be referenced in a covering memo.</p>
6. Faculty Actions / Record keeping	<p>The original signed Articulation Agreement or International Articulation Agreement must be sent by the Faculty to the University's Legal Services Division for record keeping.</p>
7. Secretariat Actions	<p>After Academic Board approval is granted, the Secretariat must send copies of the Articulation Agreement and any Tables to the Future Students Centre,</p>

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	to the Academic Services Division and to the Office of the Pro Vice-Chancellor (Quality Enhancement).
8. Website	<p>The Future Students Centre will incorporate any Articulation Agreements and Tables into a database, to be made available through the University's Future Students website.</p> <p>A list of Articulation Agreements (both domestic and international) will also be found on the University's Articulation webpage.</p>
9. Review cycle	<p>Articulation Agreements must be reviewed at the conclusion of the life of the Agreement (generally five years) by the Agreement Custodians.</p> <p>Tables must be reviewed annually by the relevant Course Co-ordinators.</p>
Status	New
Approval Body	Academic Board 13 August 2008, Item 425.4.4
Initiating Body	Admissions, Success and Retention Committee
Definitions	<p>Articulation – the process of linking two or more qualifications together by creating/identifying the content relationships between them.</p> <p>Articulation Agreement – Outlines the broad principles and conditions in an agreement between La Trobe University and a partner institution to match courses or requirements to coursework completed at a partner institution to facilitate advanced standing for students moving between La Trobe and the partner institution. All Agreements must be signed by the Vice-Chancellor.</p>
Date Effective	July 2008
Next Review Date	July 2010
Keywords	Articulation; TAFE; credit; prior study;
Owner/Sponsor	Deputy Vice-Chancellor
Author	Pro Vice-Chancellor (Quality Enhancement)
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