Articulations, Agreements and Institutional Alliances Policy

1. Purpose

The purpose of this policy is to provide the Institution with a framework to manage strategic collaborations, including agreements and institutional alliances with national and international institutions and organisations, in accordance with relevant legislation. Collaborations can include Memoranda of Understanding (MOUs), articulation arrangements, study abroad and student exchange agreements, study tours, and staff exchange.

2. Scope

This policy applies to all approved strategic collaborations including institutional agreements and alliances with the Institution.

3. Definitions

See *Glossary of Terms*.

4. Policy statements

4.1. Overview

4.1.1. Strategic collaborations are designed to recognise learning achievements, facilitate student progress, minimise curriculum duplication, and ease the transition from one institution to the other.

4.1.2. Strategic collaborations offer pathways to assist students to enter an appropriate course at the Institution.

4.1.3. Strategic collaborations offer similar pathways to assist the Institution's own graduates, enrolled students, and staff to study in a course with an external institution.

4.1.4. All strategic collaborations with approved partners and institutional alliances are set out in the Articulations, Agreements and Institutional Alliances Procedures and are administered, approved and managed in accordance with these procedures.

4.1.5. The viability of a potential partner for a collaboration, including an agreement, is verified in accordance with national and international regulatory standards with appropriate risk management processes in place.

4.1.6. Institutional partnerships and alliances provide links with industry and professional bodies through recognition of relevant workplace training and industry experience. Refer to Employability Policy and Employability Procedures – Work Integrated Learning (WIL).

4.1.7. All collaborations are recorded on an institutional register.

4.1.8. To assure the quality of internal and external agreements, these are periodically monitored and evaluated for their effectiveness.

4.2 Proposal and expression of interest

4.2.1. A proposal for a collaboration may be developed from internal staff at the Institution or via the potential external partner.

4.2.2. A completed Expression of Interest (EOI) form must accompany each collaboration proposal before a formal MOU or agreement will be considered.

4.2.3. The proposed collaboration will be evaluated in accordance with the Articulations, Agreements and Institutional Alliances Procedures, and will be assessed in accordance with the following criteria:

a. Align with the Institution's international strategy on partnerships and alliances;

b. Include appropriate and clear key performance indicators (KPIs) or benefit statement; and

c. Indicate timeframe for achieving or meeting the KPI(s) or benefits outcome(s).

4.3 Approval

4.3.1. The Institution evaluates the proposal in accordance with 4.2.3 and the key criteria for approval for each collaboration type as follows:

a. External articulation agreements:

i. Equivalencies at the qualification level, ensuring that all AQF level criteria are met;

ii. Equivalencies in subject learning outcomes between the qualifications that comprise the external articulation agreement;

iii. Student eligibility for admission and/or credit and the amount of credit that may be granted;

iv. Ensure a seamless transition of students from one qualification to another; and

v. The external institution is recognised as the required level according to qualifications recognition tools.

b. Internal articulation agreements:

i. Internal articulation of the Institution's accredited courses is reviewed and approved through the internal governance process by Academic Board; and

ii. All allocations of advanced standing such as approved credit transfer are in accordance with the Advanced Standing Policy and Advanced Standing Procedures.

c. Student exchange agreements:

i. Prospective students must meet the Institution's course admission requirements and maintain enrolment at the appropriate level of study;

ii. Suitability assessment of prospective students to ensure appropriate support and learning services are in place;

iii. Equivalencies at the qualification level, ensuring that the exchange partner's course is equivalent with the Institution's course AQF level;

iv. Equivalencies in subject learning outcomes between the qualifications for granting advanced standing, such as credit transfer, are in accordance with the Advanced Standing Policy and Advanced Standing Procedures; and

v. The external institution is recognised at the required level according to qualifications recognition tools or other quality assurance checks as deemed appropriate.

d. Study abroad agreements:

i. Prospective students must meet the Institution's course admission requirements; and

ii. Suitability assessment of prospective students to ensure appropriate support and learning services are in place.

e. Study tour agreements:

i. Suitability assessment of prospective students to ensure appropriate support and learning services are in place.

f. Staff exchange agreements:

i. Suitability assessment of the candidate in accordance with the Institution's position description such as but not limited to:

- the level of qualification;
- duration of work experience;
- appropriate discipline area; and
- meeting the work permit or visa requirements.

g. MOUs:

i. Suitability assessment of the potential partner including verification checks of

the partner which, for external institutions, means the institution is recognised at the required level according to qualifications recognition tools or other quality assurance checks as deemed appropriate.

4.3.2. An agreement or MOU is drafted for each approved collaboration using the approved Institutional templates.

4.3.3. Agreements and MOUs are signed by both parties, with the Institution sign-off in accordance with the Delegations of Authority Schedule.

4.4. Monitoring and reporting

4.4.1. The Institution is committed to monitoring the activities and performance of all agreements. The annual monitoring of Institutional agreements will constitute the basis for the renewal/non-renewal of Institution's agreements.

4.4.2. Monitoring of agreements is conducted using various methods, as detailed in the Articulations, Agreements and Institutional Alliances Procedures .

4.4.3. The Deputy Vice-Chancellor (Learning and Teaching) or delegated officer is responsible for reporting on the Institution's agreement register including the renewal statuses, monitoring activities against the KPI(s) or outcome(s) to the Academic Board.

4.5 Agreement review

4.5.1. The Deputy Vice-Chancellor (Learning and Teaching) or delegated officer is responsible for reviewing the renewal status and termination of non-performing agreements.

4.5.2. The review process is conducted in consultation with the Senior Vice President (Domestic and International Development) and President and Managing Director (President).

5. Responsibilities

5.1.1. The Deputy Vice-Chancellor (Learning and Teaching) is the responsible

officer for academic quality and assurance.

5.1.2. The President is responsible for the approval, renewal and termination of all agreements and institutional alliances in consultation with the Deputy Vice-Chancellor (Learning and Teaching) and Senior Vice President (Domestic and International Development).

5.1.3. The Deputy Vice-Chancellor (Learning and Teaching) is responsible for approving academic staff exchange, internal articulation agreements and reporting all articulation agreements to the Academic Board.

5.1.4. Deans in consultation with the Senior Academic Team is responsible for implementing the study abroad, study tour and exchange program.

5.1.5. Registrar is responsible admission, enrolment, resulting and issuing of credentials for the study abroad, study tour and exchange program.

5.1.6. Deans are responsible for mapping the learning outcomes for the articulating course against the learning outcomes of the relevant course.

5.1.7. Deans in consultation with the Registrar are responsible for the annual monitoring and reporting of agreements.

5.1.8. Academic Board has oversight of the annual monitoring of all academic credit bearing agreements.

5.1.9. Academic Board has oversight of the entire articulation process and for monitoring performance.

5.1.10. Executive Management Group (EMG) has overall responsibility for implementation of the procedures in liaison with the responsible officers.

6. Related documents

Admissions Policy

Advanced Standing Policy

Advanced Standing Procedures

Articulations, Agreements and Institutional Alliances Procedures

Delegations of Authority Schedule

Employability Policy

Employability Procedures – Work Integrated Learning (WIL)

Approved by Board of Directors on 6 June 2020