Articulations, Agreements and Institutional Alliances Procedures

1. Governing policy

The *Articulations, Agreements and Institutional Alliances Procedures* ("procedures") relate to the *Articulations, Agreements and Institutional Alliances Policy.*

The procedures describe the process involved for establishing and managing strategic collaborations, including agreements and institutional alliances.

2. Scope

These procedures apply to all strategic collaborations at the Institution, including agreements and the staff administering, approving and managing these collaborations.

3. Procedures

These procedures set out the four key processes involved in the establishment, approval and management of strategic collaboration, as per Table 1 below:

3.1 Proposal and expression on interest

Each collaboration proposal requires submission of an Expression of Interest (EOI) form.

3.2 Approval

The proposal is evaluated against the key criteria for approval, in accordance with the Articulations, Agreements and Institutional Alliances Policy.

3.3 Monitoring and reporting

Periodic monitoring and reporting of collaborations to the Academic Board and/or Learning and Teaching Committee.

3.4 Renewal and termination

Reviews of collaborations prior to expiry of an agreement/MOU forms the basis for renewal and non-renewal of agreements. Annual reviews may also form the basis for termination of agreements/MOUs.

Table 1.

Process	Responsibilities
Step 1 Proposal and expression of interest	
1.1 A proposal for collaboration may be developed from internal staff or via a potential external partner. 1.2 The proposal must include completed EOI form and the following documentation where applicable: a. appropriate and clear key performance indicators (KPIs) or a benefit statement; b. supporting documentation such as institution profile, collaboration plan or course curriculum documentation; c. completed credit transfer mapping document; and d. indication of timeframe for achieving or meeting the KPIs or benefit outcomes. 1.3 The Proposer must seek initial approval from the Senior Vice President (Domestic and International Development) for sign-off recommending next step of approval assessment. See Step 2. 1.4 The completed proposal is then submitted to the Associate Vice President – International (Offshore) to commence the approval process and attach the checklist for approval to review and sign-off. 1.5 The proposal including the supporting documentation is logged and uploaded in CRM System. 1.6 The Institution agreement register will be updated to include details of the proposal with a status of "Pending Approval".	Proposer Deans Senior Vice President (Domestic and International Development) or President and Managing Director (President) Associate Vice President – International (Offshore)
Step 2 Approval	

2.1 President in consultation with the DVC (Learning & Teaching) evaluates the proposal according to the key criteria for approval as detailed in the Articulations, Agreements and Institutional Alliances Policy for the following requested collaboration types: a. external articulation agreement; b. internal articulation agreement; c. student exchange agreement; d. study abroad agreement; e. study tour agreement; f. staff exchange agreement; and g. memorandum of understanding (MOU) for strategic collaborations. 2.2 Should a proposal request an articulation agreement, the Associate Vice President – International (Offshore) forwards the application to the Deans for credit mapping and approval. 2.3 Should a proposal include a component of Industry Placement, as part of a Work Integrated Learning (WIL) subject, DVC (L&T) will consult with Professional Placement and Alumni Manager in the approval process. 2.4 Potential partner references may be checked, as per the EOI, on a case-by-case basis. 2.5 The proposal assessment outcome is recorded on CRM System. 2.6 The outcome is forwarded to the Proposer and Associate Vice President – International (Offshore) for further processing. 2.7 Where a collaboration is not approved, the Proposer will send the outcome via email to the potential partner. 2.8 Where a collaboration is approved, the Associate Vice President – International (Offshore) sends the application to the Associate Vice President (Quality Assurance and International Compliance) who checks all application documentation for compliance and risk assessment and if satisfied, prepare the draft agreement and/or MOU (as required) using the approved Institution's templates (unless upon agreement, the potential partner's template is used). Any variations to the terms of an agreement/MOU will be considered and approved on a case-by-case basis. 2.9 The draft agreement and/or MOU documentation is forwarded to President for approval. 2.10 The potential partner is notified of the approved proposal via email with the agreement/MOU terms. 2.11 Any further variations from the potential partner to the terms of an agreement/MOU, the Proposer must seek approval from DVC (L&T). 2.12 Once both parties have agreed to a final agreement/MOU, the President signs the document and it is forwarded to the partner for signing (or vice-versa). 2.13 A copy of the signed document is saved in CRM System.	President in consultation with the DVC (Learning & Teaching) Professional Placement and Alumni Manager Associate Vice President – International (Offshore) Proposer and Associate Vice President – International (Offshore) Associate Vice President – International (Offshore) and Deans Associate Vice President (Quality Assurance and International Compliance) Proposer President Associate Vice President – International (Offshore)
Step 3 Monitoring and reporting	
3.1 All collaboration types (other than study tour) will be reviewed annually by the Deans in consultation with the Registrar and Senior Vice President (Domestic and International Development) in terms of their performance and reported to the Learning and Teaching Committee and Academic Board. 3.2 External agreements with student numbers associated, including articulation, student exchange, study abroad, will have their performance data (or reciprocity balances in the case of student exchange) reported to the Academic Board annually.	Deans with Registrar DVC (Learning and Teaching)
Step 4 Renewal and termination	

4.1 End of term/expiring agreement review: Full reviews of external collaborations are undertaken at least six months prior to the expiry of the collaboration by the DVC (Learning and Teaching), in consultation with Senior Vice President (Domestic and International Development) and President to form the basis of agreement renewals. 4.2 Annual review: Agreements/MOUs may be terminated following an annual review if KPIs or outcomes were not met, the collaboration is negatively impacting the Institution or as deemed appropriate by the Institution. Termination and notification of termination must follow the agreement/MOU terms. Terminations will be recorded in the CRM. 4.3 Agreements/MOUs may be renewed with approval from the President following the terms of the agreement. 4.4 If applicable, a new agreement/MOU is drafted for approved renewals following steps 2.6 – 2.11 above. 4.5 Decisions to renew or not renew an agreement are recorded in CRM System and the Institution register is updated. 4.6 The partner institution will be notified in writing if a collaboration is not renewed.	DVC (Learning and Teaching) President Associate Vice President – International (Offshore)

4. Responsibilities

4.1 The Deputy Vice-Chancellor (Learning and Teaching) is the responsible officer for academic quality and assurance.

4.2 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).

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

4.4 The Deans in consultation with Senior Academic Team are responsible for implementing the study abroad, study tour and exchange program.

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

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

4.7 The Deans in consultation with the Registrar are responsible for the annual monitoring and reporting or agreements.

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

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

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

5. Related documents

Admissions Policy

Advanced Standing Policy

Advanced Standing Procedures

Articulations, Agreements and Institutional Alliances Policy

Employability Policy

Employability Procedures- Work Integrated Learning (WIL)

Approved by EMG on 4 March 2022