

# 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 between the Institution and other educational institutions and industry partners both domestically and internationally.

## 2. Scope

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

## 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
<b>Step 1 Proposal and expression of interest</b>	
<p>1.1 A proposal for collaboration may be developed from internal staff or via a potential external partner.</p> <p>1.2 The proposal must include completed EOI form and the following documentation where applicable:</p> <ul style="list-style-type: none"> <li>a. appropriate and clear key performance indicators (KPIs) or a benefit statement;</li> <li>b. supporting documentation such as institution profile, collaboration plan or course curriculum documentation;</li> <li>c. completed credit transfer/block credit mapping document (if required); and</li> <li>d. indication of timeframe for achieving or meeting the KPIs or benefit outcomes.</li> </ul> <p>1.3 The proposer must seek initial endorsement from the President and Senior Vice President (Domestic and International Development) (SVPDID), ensuring to include the documentation outlined in 1.2 and a completed checklist for review.</p> <p>1.4 The completed proposal and supporting documentation is then submitted to the Associate Vice President (International Operations) (AVPIO) to commence the approval process and to upload into the database. Potential partner references may be checked, as per the Expression of Interest (EOI), on a case-by-case basis.</p> <p>1.5 The AVPIO updates the agreement register to include details of the proposal with a status of "Pending Approval".</p>	<p>Proposer Dean/Associate Dean/Program Manager (IT) Senior Vice President (Domestic and International Development) or President Associate Vice President (International Operations)</p>
<b>Step 2 Approval</b>	

<p style="text-align: center;"><b>Articulation agreements</b></p> <p>2.1 For articulation agreement proposals, the AVPIO forwards the EOI and supporting documentation to the Dean/Associate Dean/Program Manager (IT) (as relevant) (or the Registrar in their absence) to review the proposed credit mapping outlined in the block credit arrangement (BCA) in accordance with the <a href="#">Block Credit Decision Matrix</a>.</p> <p>2.2 Should a proposal include a component of Industry Placement, as part of a Work Integrated Learning (WIL) subject, DVC (L&amp;T) will consult with Professional Placement and Alumni Manager in the approval process.</p> <p>2.3 The Dean/Associate Dean/Program Manager (IT) (as relevant) (or Registrar in their absence) approves and signs the BCA and sends it back to the AVPIO.</p> <p>2.4 The AVPIO forwards the EOI and BCA to the Associate Vice President (Quality Assurance and International Compliance) (AVPQAIC) to check the documentation, including the credit mapping outlined in the BCA. If satisfied, the AVPQAIC then drafts the agreement.</p> <p style="text-align: center;"><b>Study Abroad, Student Exchange, Staff Exchange and Memorandum of Understanding (MOUs)</b></p> <p>2.5 The AVPIO forwards the EOI to the Associate Vice President (Quality Assurance and International Compliance) (AVPQAIC) to check the documentation for compliance and risk purposes. If satisfied, the AVPQAIC drafts the agreement.</p> <p style="text-align: center;"><b>All agreements</b></p> <p>2.6 The AVPQAIC forwards the draft agreement or MOU to the President.</p> <p>2.7 The President approves or rejects the agreement according to the criteria for approval as detailed in the Articulations, Agreements and Institutional Alliances Policy.</p> <p>2.8 The AVPQAIC notifies the AVPIO of the President's decision. The AVPIO notifies the potential partner of the approved proposal via email with the agreement/MOU terms. Students who are projected to complete their course within 52 weeks from the course commencement date may be enrolled by the Institution as either a study abroad student, undergraduate student or postgraduate student as determined by the Institution. If applicable, they are awarded credit for completed subjects as per the credit arrangements outlined in the relevant credit arrangements.</p> <p>2.9 Where a collaboration is not approved, the AVPIO sends the outcome via email to the potential partner.</p> <p>2.10 Any further variations from the potential partner to the terms of an agreement/MOU, the AVPIO notifies the AVPQAIC who reviews the updated terms and may consult with the President if necessary.</p> <p>2.11 Once both parties have agreed to a final agreement/MOU, the partner signs the document and it is forwarded to the President for signing (or vice-versa).</p> <p>2.12 The AVPIO saves a copy of the signed document in Sharepoint and updates the database.</p> <p>2.13 The AVPIO notifies stakeholders of the signed agreement and ensures details are added to the website.</p> <p>2.14 For articulation agreements with BCAs, the Dean/Associate Dean/Program Manager (IT) (as relevant) submits the approved BCAs and Study Abroad agreements to the next Learning and Teaching Committee for noting.</p>	<p>President in consultation with the DVC (Learning &amp; Teaching)</p> <p>Professional Placement and Alumni Manager Associate Vice President (International Operations) Proposer and Associate Vice President (International Operations)</p> <p>Associate Vice President (International Operations) and Dean/Associate Dean/Program Manager (IT)</p> <p>Associate Vice President (Quality Assurance and International Compliance) President Associate Vice President (International Operations)</p>
<b>Step 3 Monitoring and reporting</b>	
<p>3.1 All collaboration types (other than study tour) are reviewed annually by the Dean/Associate Dean/Program Manager (IT) (as relevant) in consultation with the Registrar, SVPDID and AVPIO in terms of their performance and reported to the Learning and Teaching Committee and Academic Board through the Annual Aligned Partnerships Report.</p> <p>3.2 External agreements with student numbers associated, including articulation, student exchange, study abroad, are reported to the Academic Board annually through the Annual Aligned Partnerships Report. The report includes performance data (or reciprocity balances in the case of student exchange).</p>	<p>Dean/Associate Dean/Program Manager (IT) (as relevant) with the Registrar DVC (Learning and Teaching)</p>
<b>Step 4 Renewal and termination</b>	

<p><b>4.1 End of term/expiring agreement review:</b> 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.</p> <p>The DVC (Learning and Teaching) informs the AVPIO of the decision of the review. AVPIO to coordinate with AVPQAIC in preparing the draft of the renewal.</p> <p><b>4.2 Annual review:</b> 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 are recorded in the CRM.</p> <p>4.3 Agreements/MOUs may be renewed with approval from the President following the terms of the agreement.</p> <p>4.4 If applicable, a new agreement/MOU is drafted for approved renewals following steps 2.6 - 2.11 as appropriate after the review above.</p> <p>4.5 The AVPIO to inform the institution of the renewal, and to collect updated course curriculum from the Institution. AVPIO following steps 2 above for seeking an updated Block Credit Agreement approval from the Dean/Associate Dean/Program Manager (IT) (as relevant) (or the Registrar in their absence).</p> <p>4.6 Decisions to renew or not renew an agreement are recorded in CRM System and the Institution register is updated.</p> <p>4.7 The partner institution is notified in writing if a collaboration is not renewed.</p>	<p>DVC (Learning and Teaching) President AVPIO</p>
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## **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 28 August 2024 and Academic Board on 11 October 2024**