CRICOS Provider No. 00103D | RTO Code 4909

# Articulation Agreement Proposal

|  |
| --- |
| Proposed articulation institution and program(s) (codes & titles) for articulation |
| *(e.g.* ***Joan Brown University*** *CS3 Diploma Conservation Science to* ***Federation University*** *SE5 Bachelor of Environmental and Conservation Science)* |

This form is to be used to propose an articulation agreement between an external provider (including overseas providers, private providers, other Australian universities, TAFE) and Federation University, for approval at Curriculum Committee. (*Please note that this form is for internal use only and should not be shared with external providers).*

Articulation agreements between the University and other institutions are developed to build learning pathways for students, to maximise opportunities for the recognition of prior studies, and to establish strategic alliances.

Before completing this form, please refer to Section 7. Articulations in the [*Higher Education Academic Credit Procedure*](https://policy.federation.edu.au/learning_and_teaching/academic_programs_and_courses/selection_admission_and_enrolment/ch04.php).

**Part A:** **initial business case for articulation agreement.** This section must be completed and approved by the Director, Academic Operations and/or Deputy Dean, Global Professional School (refer to the Procedure for approvals required) prior to completing Parts B and C.

**Part B: due diligence**.

**Part C: credit mapping.**

Parts B and C must be completed before the articulation agreement proposal is submitted to Institute/School Board for endorsement.

**Part A: Initial business case for articulation agreement**

| Background of external institution for the proposed articulation | |
| --- | --- |
| Type of Institution | Tertiary Vocational Institution  Higher Education Institution / University  Accrediting or Qualifications Issuing Organisation  Other |
| Institution registered name |  |
| Institution trading name  (if different from above) |  |
| Institution head office address |  |
| Institution postal address  (if different from above) |  |
| Institute website (URL) |  |
| Campus locations |  |
| Delivery methods |  |
| How long has the institution been in operation (in years)? |  |
| Number of students at the institution |  |
| Number of academics at the institution |  |
| Summary of programs and qualifications offered |  |
| International NQF (National Qualification Framework) level (from NOOSR or NARIC) (*if relevant, offshore providers only*) |  |
| Government registration, accreditation, or other relevant authority code (include date and period of authorisation).  If none of the above, does the country of the institution have a quality assurance agency or system? |  |
| Program/degree industry accreditation (if relevant) |  |
| History of relationship with the institution (have we ever had a relationship with this institution before?) |  |

|  |  |
| --- | --- |
| **Summary of proposed articulation** | |
| **From Qualification(s): program code(s) and title(s)** |  |
| What is the AQF level of this program? |  |
| Qualification duration (in months and years) |  |
| When is this qualification due for review? |  |
| Rational for articulation and anticipated number of students for the articulation |  |
| **To Qualification(s): program code(s) and title(s)** |  |
| Code and title of discipline stream (if relevant) |  |
| Is there any reason why Federation University would not be able to offer a place/credit to an articulating student (e.g. caps on student numbers, accreditation requirements)? |  |
| How does the proposed articulation agreement align with the strategic direction of the University? |  |

|  |
| --- |
| **Approval of initial business case** |

The initial business case for the proposed articulation agreement must be approved by the Director, Academic Operations/Deputy Dean, Global Professional School (see Procedure for approvals required) before completing the full due diligence (Part B) and credit mapping (Part C) for endorsement by Institute/School Board and approval by Curriculum Committee.

*I approve the initial business case for the proposed articulation agreement and authorise the development of the full proposal (Parts B and C) to be submitted to Institute/School Board for endorsement.*

Name and title Signature Date

Name and title Signature Date

**Part B: Due diligence**

| Contact details of the external delegate who can sign the agreement | |
| --- | --- |
| Title, First name, Surname |  |
| Position |  |
| Email |  |
| Phone |  |

| Details of the external institution for the proposed articulation agreement | |
| --- | --- |
| Is there a previous agreement with this provider? | Yes  No  If yes, please enter the contract number: |
| Details of previous agreement |  |
| What are the institution’s academic or other strengths? (e.g. student population, program offerings, faculty strengths) |  |
| Details of any additional registration or accreditation for the institution |  |
| Institutional ownership structure: funding source (e.g. government, private provider, joint venture) | Publicly funded university  Privately funded university  Private Education Provider  Public/private organisation – main function not education, but substantial education/training provision |
| Is the institution the awarding institution of the course or is the course licensed through a different institution? (i.e. the award is offered/taught by the institution but is awarded/owned by another institution). | Yes - the institution owns/awards the course  \*No - If no, which institution owns/awards the course?  Name:  Address 1:  Address 2:  State: Post Code: Country:  Website: |
| What other Australian universities (or equivalent) have established pathways with this institution? |  |
| Institution’s quality assurance processes | Well defined, robust and auditable  Evidence of processes in place, but cause for concern regarding rigor  No evidence of formalised / clear quality assurance processes in place |
| What strategies are used for ongoing course/program evaluation? (e.g. student surveys, course review processes, etc.) |  |

| For offshore/international institutions | |
| --- | --- |
| Is there political stability within the institution’s country and any other jurisdictions in which the agreement will operate? |  |
| Language of instruction |  |
| Does the proposed articulation agreement require approval by the government or any other body in the home country? (such as the Ministry of Education) |  |
| What is the institution’s ranking (e.g. [Times Higher Education World University Rankings](https://www.timeshighereducation.com/world-university-rankings/2023/world-ranking), [QS World University Rankings](https://www.topuniversities.com/qs-world-university-rankings). | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | *Organisation* | *World Ranking*  *2 years* | *World Ranking 1 year ago* | *Relevant Subject Ranking 2 years ago* | *Relevant Subject Ranking 1 year ago* | *Current Rankings if available* | | [QS](http://www.topuniversities.com/university-rankings) |  |  |  |  |  | | [THE](http://www.timeshighereducation.co.uk/world-university-rankings/) |  |  |  |  |  | | [ARWU](http://www.shanghairanking.com/) |  |  |  |  |  | |
| Does the country fall within Federation’s Global Strategy list of priority countries? (see GPS for advice if needed) | Yes  No – please respond to questions below |
| If not a priority country, please review relevant DFAT [country briefs and country information reports](https://www.dfat.gov.au/about-us/publications) if available.  List any travel warnings/security threats for visitors or any sanctions imposed. |  |
| Is there a [free trade agreement](https://dfat.gov.au/trade/agreements/pages/trade-agreements.aspx) between Australia and the country? | Yes  No |
| Are there political, economic, legal, and geographical environmental factors that may impact negatively on the proposed partnership and intended collaborations. (E.g., political unrest, economic or financial instability, different legal system, seasonal rough weather conditions, etc.) |  |

| For domestic/Australian institutions | |
| --- | --- |
| ABN or ACN number |  |
| Are these National Training Packages? |  |
| CRICOS provider code and/or HEP provider ID |  |

| Details of the proposed articulation agreement | |
| --- | --- |
| **From Qualification(s) – title and code** |  |
| Discipline stream/area |  |
| Version number/release date |  |
| Course/program structure  (e.g. 3 year Advanced Diploma) |  |
| Qualification duration of full-time study (in months) |  |
| Number of semesters/teaching periods per year  (Please indicate the teaching periods, e.g., Jan-June, July-Sept) |  |
| Number of weeks per semester/teaching period (including final assessment/exam weeks) |  |
| Weekly contact hours per subject/unit |  |
| Which teaching period has the largest intake in terms of student numbers? |  |
| Notional volume of student learning in hours. (Use International NQF standards/guidelines for the level of the program). |  |
| Details of any professional recognition and/or accreditation |  |
| **To Federation University program – title and code** |  |
| Discipline stream/area |  |
| Number of students expected to articulate as a result of the proposed agreement |  |

**Part C: Credit mapping**

| Background to proposed credit mapping | |
| --- | --- |
| Who reviewed and undertook the proposed mapping? (name(s), position(s))  *Note: while mapping may be undertaken by a suitably qualified academic, the program coordinator must review the proposed credit mapping before submission to Institute/School Board.* |  |
| Which Institute/School owns the program? |  |
| Was any of the mapping based on precedents and if so, what?  (e.g., National Training Packages). |  |
| Completion of amount of institution program from which students will be articulating | Full program  2 + 2 (2 years of inbound institution program plus 2 years in destination Federation University program)  1 +2 (1 year of inbound institution program plus 2 years in destination Federation University program)  Other (please provide detail) |

| Credit mapping |
| --- |

Where multiple articulations with the same institution are being proposed, please copy the table below for each individual articulation. All relevant course/unit outlines from both the incoming institution program and the destination Federation University program must be submitted with this articulation pathway request for consideration by Institute/School Board.

Students who have completed the following courses/units within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (incoming Institution program)

will receive up to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (number of Federation University credit points) into

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (destination Federation university program).

|  |  |
| --- | --- |
| **External provider courses/units** | **Federation University courses** |
| Course code and name | Course code and name |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**When undertaking the credit mapping, assessors should consider the following:**

The development of articulation agreements is based upon the mapping of equivalences in competencies and learning outcomes. As per the [Higher Education Academic Credit Transfer Policy](https://policy.federation.edu.au/learning_and_teaching/academic_programs_and_courses/selection_admission_and_enrolment/ch05.php), mapped courses must be:

1. Relevant;
2. Equivalent (at least 80%) to current knowledge and/or practices; and
3. Satisfies the current learning or competency outcomes of the course/subject for which credit is being granted.

Articulation agreements establish pre-defined credit for related courses of study for all eligible students. Credit granted under an articulation agreement may be specified, unspecified or block credit.

* Credit can be approved one-for-one, or for a combination of courses which together are equivalent to one Federation University course, as often happens with articulations from Diplomas and Advanced Diplomas.
* Credit cannot be more than 66% of a program.
* The following can be used as guidelines for credit:
* Up to 120 credit points for a Diploma linked to a Bachelor Degree
* Up to 180 credit points for an Advanced Diploma linked to a Bachelor Degree
* Up to 60 cognate credit points for a Bachelor Degree linked to a course-work Masters
* While a Certificate IV qualification cannot, in itself, be approved for credit into an AQF level 5-7 program, a Certificate IV plus relevant experience may be considered as grounds for credit.
* Credit assessors should take into account the caution from the [TESQA Guidance note: Credit and recognition of prior learning](https://www.teqsa.gov.au/guides-resourses/resources/guidance-notes/guidance-note-credit-and-recognition-prior-learning) that, “An inappropriate award of credit poses risks to the integrity of a course of study and, consequently, the quality and reputation of the qualification awarded” including that “a course of study may be weakened if excessive credit is granted for lower AQF levels of learning e.g. granting credit for a block of Level 6 learning in a Level 8 course of study”

As per the [AQF Qualifications Pathways Policy](https://www.aqf.edu.au/publication/aqf-qualifications-pathways-policy), credit pathways may be horizontal across qualifications with outcomes at the same AQF level as well as vertical between qualifications with outcomes at different AQF levels, considering the comparability and equivalence of the learning outcomes; volume of learning; program of study, including content; and learning and assessment approaches.

Institutes/Schools must map equivalences based on the current Federation University program structure.