



CHRISTIAN HERITAGE COLLEGE

POLICY: Articulation

Policy Group(s)	Group B: Academic – 1: Students (Ref: B1/0409.1; 0318)		
Related Policy:	Advanced Standing Selection of Third Party Providers Transfer of Credit – Domestic Students Transfer of Credit for Overseas Students Transfer of Course		
Commencement Date:	April 2009	Review Date:	April 2014 March 2018 Scheduled Review March 2023

POLICY STATEMENT

Intent:

This policy provides the strategic framework for developing and managing partnership arrangements with other institutions, and guidelines for the internal management of student movement between Christian Heritage College (CHC) courses.

Scope:

This policy applies to CHC internal transfer students and to applicants to CHC courses where formal articulation arrangements are in place with the applicant's previous institution and course of study.

Restrictions: Overseas students – restrictions may apply to onshore overseas students if visa limitations apply.

Exclusions: Nil

Objectives:

1. To ensure the fairness of treatment of applications for transfer of course within the same School at CHC and the associated transfer of credit.
2. To facilitate the ease of student movement between courses within the same School at CHC, particularly when the transfer facilitates a forward progression through a course of study.
3. To ensure the fairness of treatment for all applications for admission to CHC courses where formal articulation arrangements are in place with the applicant's previous institution and course of study.
4. To ensure course entry requirements are addressed in the articulation processes.
5. To facilitate partnerships with institutions with whom CHC shares strategic vision and scope.

Policy Provisions:

1. General

- 1.1. Articulation pathways facilitate the progression of students from a partner institution (either domestic or international) to CHC, or the progression of CHC students within a group of nested courses or between courses which have similar content to the previous course or are a variation of the previous course.
- 1.2. Articulation involves the recognition of a completed award through the transfer of specified credit to a CHC award at a more advanced level. This may either be:

- 1.2.1.a course at a partner institution (for example, study undertaken at the sub-degree Diploma level at another institution is used as credit toward a Bachelor level course at CHC);
- 1.2.2.a CHC course within a group of nested or between courses which have similar content to the previous course or are a variation of the previous course. In such instances the student would receive advanced standing (refer to the *Advanced Standing* policy).
- 1.3. Any articulation pathway arrangements will meet the academic entry requirements to courses only and any additional entry requirements, such as pastoral referees, still must be met by the applicant whether an internal transfer CHC student or an applicant from a partner institution.
- 1.4. Applicants who have not completed an award at a partner institution or who hold a completed award from an institution which is not a partner institution of CHC are eligible for transfer of credit under the normal rules of the *Transfer of Credit – Domestic* or *Transfer of Credit – Overseas* policy.

2. Internal Articulation Pathways

- 2.1. Where a current CHC student has received approval to transfer to a course in the same school, the student will receive transfer of credit in the form of Advanced Standing whereby the student will receive full credit for the portion of the new course which is either:
 - 2.1.1.a course within a nested group of courses; or
 - 2.1.2.has similar content to the previous course or is a variation of the previous course
- 2.2. CHC Schools are responsible for managing Advanced Standing arrangements for their suite of courses.
 - 2.2.1.CHC Schools must ensure that articulation arrangements comply with CHC’s *Transfer of Credit – Domestic Students* and *Transfer of Credit for Overseas Students* policies and
 - 2.2.2.the associated quality assurance processes and
 - 2.2.3.must lodge such arrangements with the Academic Registrar.
- 2.3. Where the Advanced Standing granted constitutes 25% or more of the course requirements of the new course of study, Advanced Standing shall only be granted on the condition that all studies contributing to the new award will be completed within the normal time limit nominated for completion of that course.

3. External Articulation Pathways

- 3.1. Any partnership arrangements with other institutions must be made through the Office of the Vice President – Academic.
- 3.2. CHC will forge partnerships with institutions which share a similar strategic vision and mission.
- 3.3. Partnerships between CHC and other institutions shall be formalised through an MOU between CHC and the partner institution.
- 3.4. All articulation pathway arrangements involving partners will be documented in an addendum to the MOU and will indicate:
 - 3.4.1.the specific partner course(s) and CHC course(s) to which the articulation pathway arrangements apply;
 - 3.4.2.the specific CHC units for which transfer of credit will be granted in the CHC course;
 - 3.4.3.any specific conditions relating to the articulation pathway arrangements including the length of the arrangement and the review processes of the arrangements; and, where applicable,
 - 3.4.4.the impact upon any application the partner institution may make to the Commonwealth government concerning VET Student Loans arrangements.
- 3.5. Although CHC is not responsible for the curriculum or delivery of units and courses in the partner institution’s award, CHC assures the quality of the students by exercising control over the credit transfer arrangements and admission to its award. This may entail regular visits and/or reviewing of the partner institution’s curriculum.
- 3.6. CHC will always maintain control over the marketing of the articulation arrangement.

- 3.7. CHC Schools must ensure that articulation arrangements comply with CHC's *Transfer of Credit – Domestic Students* and *Transfer of Credit for Overseas Students* policies and the associated quality assurance processes and must lodge such arrangements with the Academic Registrar.
- 3.8. CHC Schools must undertake a review of the transfer of credit precedents relating to the articulation pathway in association with course review processes which occur every five years.
- 3.9. Articulation pathway arrangements are to be reviewed should the partner institution approve changes to the course structure or units in the specified course(s) within any articulation pathway arrangements.

4. Recording

- 4.1. All internal articulation pathway arrangements must be lodged with the Academic Registrar (see 2.2 above).
- 4.2. All partnerships with other institutions will be approved by the President or their delegate and must be lodged with the Academic Registrar.
- 4.3. All external articulation pathway arrangements must be lodged with the Academic Registrar (see 3.7 above).

5. Communication and Recording

- 5.1. Applicants will receive written advice regarding the transfer of credit they will receive as a result of the articulation pathway arrangement.
- 5.2. The written communication will include:
 - 5.2.1.the amount of credit or Advanced Standing which has been previously declared and is being offered;
 - 5.2.2.the specific unit(s) or the unspecified credit for which the credit is offered, or the credit point value of the Advanced Standing;
 - 5.2.3.any specific time limits for course completion which are applied as conditions of credit transfer;
 - 5.2.4.any other conditions attached to the transfer of credit offer; and
 - 5.2.5.an attachment for the student to acknowledge the acceptance of all or a portion of the credit being offered.

Supporting Procedures and Guidelines:

1. Establishing partnerships

- 1.1. When an approach is made by a potential partnership institution to CHC the staff member shall inform the Vice President - Academic who will inform the President and will take instructions on how to proceed.
- 1.2. If an arrangement is in the mutual interest of both institutions CHC will develop an MOU with the partner institution and will attach as an addendum the details of the credit to be offered for the specific courses. This will be signed by the President of CHC and their counterpart in the partner institution.
- 1.3. The appropriateness of an institution with whom CHC might establish a partnership is determined through a desk audit using indicators such as:
 - 1.3.1.the institution's registration as a provider;
 - 1.3.2.the institution's alignment of vision and mission with CHC;
 - 1.3.3.institutional reputation within the education sector;
 - 1.3.4.the institution's history of delivery of education courses and student outcomes;
 - 1.3.5.the subjects which form the pathway course form a nationally registered training package;
 - 1.3.6.availability of information on the institution's website; and
 - 1.3.7.student policies.

2. The agreements are reviewed every five years and where no student enrolments have been forthcoming, CHC may choose to terminate the partnership.

2.1. Where students from a partner institution fail to meet CHC's academic standards as demonstrated through an inability to pass CHC academic requirements, CHC may terminate the partnership.

3. The arrangements will be lodged with the Academic Registrar.

(Contact the Academic Registrar for a copy of the proforma addendum to the MOU.)

4. Recording the Transfer of Credit

4.1. Please refer to Section 9 of *CHC Manager User Guide* for detailed instructions on the administrative issues connected with the processing, recording and communication of Transfer of Credit.

WHO SHOULD KNOW THIS POLICY?

Academic Administration staff

Academic Registrar

Academic staff

Deans

Students

Student Administration staff

Vice President – Academic

POLICY FURTHER INFORMATION

Relevant Commonwealth/ State Legislation: Australian Qualifications Framework (AQF)
Higher Education Standards Framework (HESF 2015)

Other:

Definitions and Acronyms: CHC - Christian Heritage College
Course of Study - The course leading to an award or degree
Dean - The head of the School administering a course, includes the Executive Director of the Millis Institute
MOU - Memorandum of Understanding
School - The academic organisational units of CHC, includes the Millis Institute.

ACCOUNTABILITIES

Implementation: Director of Quality and Standards

Compliance: Academic Registrar

Monitoring and Evaluation: Academic Registrar

Development/Review: Director of Quality and Standards

Approval Authority: Academic Board

Interpretation & Advice: Academic Registrar

EFFECTIVENESS OF THIS POLICY

Performance Indicators:

- The processing of applications within a specified time frame. Most applications should be processed within four weeks.
- The academic success rate of students who access articulation pathway arrangements from partner institutions to CHC
- The number of articulation pathway arrangements which are renewed through the audit process

APPROVAL – section maintained by the Director of Quality and Standards

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
B1/0409.1	Yes	03/04/2009	Academic Board	4.2

REVISION HISTORY – section maintained by the Director of Quality and Standards

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
0318	Yes	22/03/2018	Academic Board	5.2