

Monash University Procedure

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| Procedure Title | Articulation and Credit Transfer Agreements Procedures |
| Parent Policy | Collaborative Coursework Arrangements Policy |
| Date Effective | 31-August-2011 |
| Review Date | 31-August-2014 |
| Procedure Owner | Deputy Vice Chancellor (Education) |
| Category | Academic Quality and Standards |
| Version Number | 2.1 |
| Content Enquiries | Education Policy Unit |
| Scope | This applies to all Australian and international collaborative arrangements for all coursework programs between Monash and external providers at Monash campuses or elsewhere. The policy covers the provision of units, curriculum and coursework courses. |
| Purpose | To provide a framework for collaborative coursework arrangements that aligns with the University's strategic objectives and is quality assured. |
| PROCEDURE STATEMENT | |

A. Articulation Agreements

1. Establishing the Agreement

A formal articulation agreement may be developed at faculty discretion and may be arranged with both Australian and non-Australian providers.

An articulation agreement may:

- formalise arrangements with another provider/s for the automatic granting of credit towards a Monash course for a completed qualification/s from the other provider, and/or
- guarantee entry for a certain level of performance in a course at the partner higher education provider.

In assessing the status, reputation and financial viability of a potential partner for an articulation agreement, faculties should investigate such matters as:

- Compatibility with Monash's education objectives
- Registration and accreditation status in local jurisdiction including any limits on its scope of operations
- Capacity to enter into a contract with Monash
- A statement of mission and purpose, and evidence of compatibility with Monash objectives
- Evidence of financial probity and stable financial status
- Business plan for the proposal

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- Academic staff and employment processes
- Competition from domestic and offshore providers

In negotiating credit towards awards, the University will take into account the comparability and equivalence of the learning outcomes, volume of learning, course of study, including content, and learning and assessment approaches (as per the [Monash Credit policy](#)).

For awards leading to AQF qualifications, in negotiating credit towards a higher level AQF qualification in the same or related discipline, Monash will, in addition to the above, use the following as the basis for negotiations:

- 50% credit for an Advanced Diploma or Associate Degree linked to a three year Bachelor degree
- 37.5% credit for an Advanced Diploma or Associate Degree linked to a four year Bachelor degree
- 33% credit for a Diploma linked to a 3 year Bachelor Degree
- 25% credit for a Diploma linked to a 4 year Bachelor Degree

A course that is offered at a non-Australian host higher education provider and is below degree level (ie, diploma, associate degree or equivalent) must be assessed as at an appropriate level for entry or possible credit by the Admissions Pathways Expert Advisory Group prior to a formal articulation agreement being developed.

The agreement between Monash and the partner will be prepared by the Office of General Counsel in consultation with the Deputy Vice-Chancellor (Education) (or delegate) and, where non-Australian partners are involved, also the Deputy Vice-Chancellor (Global Engagement).

Responsibility

Faculties
Deputy Vice-Chancellor (Education)
Office of the DVC Global Engagement

2. Approval

The Dean must endorse the proposed articulation agreement.

Admissions Pathways Expert Advisory Group must endorse the proposed articulation agreement.

All articulation agreements must approved by Coursework Admissions and Scholarships Committee. Approved articulation agreements must be reported to Education Committee, and, in the case of agreements with non-Australian providers, must also be reported to Global Engagement Committee.

The agreement will be signed by the Faculty Dean.

Responsibility

Faculty Dean
Associate Deans (Education)
Faculty Manager
Admissions Pathways Expert Advisory Group
Coursework Admissions and Scholarships Committee

3. Register of Agreements

All approved articulation agreements (with both Australian and non-Australian providers) must be reported to Coursework Admissions and Scholarships Committee and will be added to a central register of articulation agreements.

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Responsibility

Faculty Dean
Associate Deans (Education)
Coursework Admissions and Scholarships Committee

4. Review of Articulation Agreements

Entry level requirements and subsequent academic performance of students must be monitored by the faculty to ensure appropriate admission standards.

Quality assurance monitoring and review of the agreement must be undertaken to ensure that agreements are suitable and are being effectively implemented and that the academic, strategic and reputational case for continuing each agreement is appropriately considered.

Responsibility

Faculty Dean
Associate Deans (Education)
Faculty Manager
Deputy Vice-Chancellor (Education)

B. Credit Transfer Agreements

1. Establishing and approving the agreement

A deed of credit transfer may be developed at faculty discretion and may be arranged with both Australian and non-Australian providers.

Faculties must use the template available from the University Solicitor's Office and seek the University Solicitor's Office clearance of the deed before signing.

The credit transfer agreement must be signed by the Dean of the faculty. This power must not be delegated since it is provided by resolution of Council.

Qualifications in the credit transfer agreement must be mapped as per Monash Credit policy.

2. Register of Agreements

All approved credit transfer agreements must be reported to Coursework Admissions and Scholarships Committee and added to a publicly available register.

Responsibility

Faculty Dean
Associate Deans (Education)
Coursework Admissions and Scholarships Committee

3. Review of Agreements

The academic performance of students must be monitored by the faculty to ensure appropriate academic standards are maintained.

Quality assurance monitoring and review of the agreement must be undertaken to ensure that agreements are suitable and are being effectively implemented and that the academic, strategic and reputational case for continuing each agreement is appropriately considered.

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Responsibility

Faculty Dean
Associate Deans (Education)
Coursework Admissions and Scholarships Committee

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| Responsibility for implementation | Deputy Vice-Chancellor (Education) Deputy Vice-Chancellor (Global Engagement) Pro Vice-Chancellors (Malaysia & South Africa) Deans Associate Deans (Education) Associate Deans (International) Faculty Managers |
| Status | Revised |
| Approval Body | Name: Academic Board Meeting: 4/2012 Date: 18-July-2012 Agenda item: 16.1 |
| Definitions | Articulation: is a process that enables students to progress from one completed qualification to another with admission and/ or credit in a defined pathway. Credit: is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications which reduces the amount of learning required to achieve a qualification. Articulation Agreements and Credit Transfer Agreements are two processes for obtaining credit. Credit Transfer: is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on equivalence in content and learning outcomes between matched qualifications. |
| Legislation Mandating Compliance | |
| Related Policies | |
| Related Documents | |