

Educational Partnerships Procedure - Articulation

Section 1 - Background and Purpose

(1) Articulation arrangements are made between La Trobe University and another provider where there is the possibility of many students from an external institution seeking advanced standing in a La Trobe University course for their studies. This Procedure outlines steps for the establishment, approval and review of such arrangements.

Section 2 - Scope

(2) This Procedure covers any articulation arrangement entered into by the University, including those with TAFE institutions, other higher education (including private) providers, recognised VET providers and offshore institutions.

Section 3 - Policy Statement

(3) Refer to the [Educational Partnerships Policy](#).

Section 4 - Procedures

(4) Articulation arrangements are formally agreed between the University and another provider and are developed and approved in two parts:

- a. An overarching Articulation Agreement between the University and the other provider(s) which provides the conditions under which the arrangement will take place; and
- b. Articulation Tables which provide full details of the course-to-course credit arrangements between a La Trobe course and a course from the other provider.

(5) Agreements and Articulation Tables may be developed concurrently, but agreements cannot be forwarded to the partner for signature until initial Articulation Tables have been approved.

Part A - Development and Approvals

The Articulation Agreement

(6) There should only be a single Articulation Agreement between the University and another institution. The normal duration of an Agreement is five years. This single agreement may have multiple Tables attached, from either or both Colleges of the University.

(7) If the University already has an Articulation Agreement in place with the provider, new Tables may be prepared and refer to the existing Agreement.

(8) Articulation Agreements may be initiated by senior College staff (at the level of Head of School or above), Regional

Campus Heads, or a Director of La Trobe International.

(9) All proposed Articulation Agreements must be preceded by due diligence of the proposed partner. Proposers of agreements may seek assistance from the Office of Quality and Standards for proposed domestic partners and La Trobe International for international partners.

(10) Proposers complete the following documents and forward to the Office of Quality and Standards for review and endorsement:

- a. the Domestic or International Articulation Agreement as appropriate
- b. Due Diligence Form
- c. Draft Articulation Tables (as relevant)
- d. Approval Checklist

(11) Following endorsement, the proposer provides the agreement to the partner for their signature. Any requests for changes to the standard conditions must be submitted to University Legal Services for drafting. These changes must then be returned to the Office of Quality and Standards for review with the updated Approval Checklist.

(12) Once signed by the partner the proposer provides a copy of the agreement to the Office of Quality and Standards.

(13) Quality and Standards submits the agreement to the appropriate La Trobe signatory for their approval, according to the University Instrument of Delegations.

(14) Once signed the agreement is returned to the Office of Quality and Standards who will record the agreement and provide to the proposing area for contract management.

(15) The proposing area is responsible for sending a copy of the final signed agreement to the partner.

Articulation Tables

(16) Articulation Tables are approved by the Head of School in the first instance. The relevant Associate Pro Vice-Chancellor (Coursework) endorses Tables for submission to the University Admissions Committee, normally on the advice of the College Coursework Committee.

(17) Following approval by Admissions Committee, Articulation Tables are submitted to Academic Board for noting.

(18) Quality and Standards provides support and guidance to Colleges and Schools on the appropriate construction of Articulation Tables.

(19) Additional Tables associated with an Articulation Agreement may be prepared at any time during the life of the Agreement.

(20) Renewal of Tables follows the same approval process as for new Tables.

Part B - Reviews

(21) Colleges are required to undertake reviews of Agreements and their related Tables on an annual basis.

(22) The Quality and Standards Office will monitor expiration dates of all domestic Articulation Agreements and consult with the relevant stakeholders about its renewal or cessation.

(23) La Trobe International will perform the same function for International Agreements.

(24) College Education Teams monitor Articulation Tables annually in consultation with the relevant school(s). Schools

update Tables during any course change.

(25) Renewals of Agreements and changes to Articulation Tables follow the same procedure as for new Agreements.

Section 5 - Definitions

(26) For the purpose of this Procedure:

- a. Advanced Standing: Credit granted towards a La Trobe University program of study for prior learning including, but not limited to, any course of study or examination passed in another educational institution.
- b. Articulation: the process of linking two or more qualifications together by creating/identifying the content relationships between them.
- c. Articulation Agreement: Outlines the broad principles and conditions in an agreement between La Trobe University and a partner institution to match courses or requirements to coursework completed at a partner institution to facilitate advanced standing for students moving between La Trobe and the partner institution.
- d. Articulation Arrangement: the combination of an Articulation Agreement and any number of related Articulation Tables.
- e. Articulation Table: provides the detail of course mapping, subjects and credit points along with any special conditions such as quotas or prerequisites from the external course to the La Trobe Course(s) indicated on the Table.

Related Documents

Agreement Templates

(27) Domestic and International Articulation Agreements Templates available via the [Legal Services Unite Site](#) (limited access).

Other Forms and Templates

(28) The following forms and templates can be found on the [Articulation Unite Site](#) (limited access):

- a. Due Diligence Form
- b. Articulation Table Templates
- c. Approval Checklist

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