

# Development of Articulation and Related Credit Arrangements Procedures

## Section 1 - Purpose and Scope

### Purpose

(1) These Procedures set out the processes for developing Articulation Arrangements and specify the relevant decision-makers.

### Scope

(2) These Procedures apply to all:

- a. coursework Awards offered by Southern Cross University; and
- b. Articulation Arrangements of the University.

(3) These Procedures are intended for Recognition of Prior Learning arrangements which are related to either the special admission of students or the granting of credit based on formal learning for existing Southern Cross courses in accordance with the [Recognition of Prior Learning Policy](#).

(4) These Procedures do not apply to transnational and joint degree arrangements which involve full or partial offshore delivery of Southern Cross course components and/or the joint development and approval of curriculum for a single joint award which must be approved in accordance with the standard course approval process.

## Section 2 - Definitions

(5) The definitions set out in the [Recognition of Prior Learning Policy](#) apply to these Procedures, including:

- a. Articulation means a process that enables students to progress from a completed, or partially completed, Award to another Award with predetermined admission or Credit arrangements.
- b. Credit means the value assigned for the recognition of equivalence in learning outcomes between different types of learning and Awards.

## Section 3 - Responsibilities and Required Actions

(6) These Procedures require actions by the following:

- a. Proposer of an Articulation Arrangement (normally a staff member from a Faculty, College or Southern Cross Global)
- b. Course Coordinators
- c. Associate Deans (Education)
- d. Project Coordinator – Articulation and Pathways (Student Administration Services)

- e. Admissions
- f. Southern Cross Global
- g. Admissions Committee
- h. Office of Business Intelligence and Quality

## Part A - Developing an Articulation Arrangement

(7) The Proposer is responsible for:

- a. researching and identifying courses and markets for Articulation Arrangements that are a strategic fit with the University's goals; and
- b. scoping and compiling a proposed arrangement in consultation with the Project Coordinator – Articulation and Pathways.

(8) The Project Coordinator – Articulation and Pathways will forward the draft proposal to the Course Coordinator to further develop the Articulation Arrangement:

- a. in accordance with the Recognition of Prior Learning Policy's preference for defined entry points enabling Block Credit.
- b. undertaking an holistic comparison of the staged course level learning outcomes (when available) between the proposed courses.
- c. assessing individual unit equivalencies.

(9) The Course Coordinator will return the completed Articulation Arrangement proposal with supporting evidence to the Project Coordinator – Articulation and Pathways who is responsible for assessing the completeness of the proposal and submitting to the relevant Associate Dean (Education) for formal approval.

### Approval of Articulation Arrangements

(10) Articulation Arrangements are approved in accordance with the principles set out in the:

- a. [Higher Education Standards Framework \(Threshold Standards\) 2021](#),
- b. [Australian Qualifications Framework AQF Qualifications Pathways Policy](#), and
- c. the University's [Recognition of Prior Learning Policy](#).

(11) Associate Deans (Education) are responsible for assessing the proposed Articulation Arrangement's alignment with University's strategic aims and the principles above and determining whether to:

- a. approve the proposal, or
- b. defer decision-making pending further information, or
- c. reject the proposal.

(12) Decision-making should be timely, efficient, auditable and based on maximising the Credit available to students without compromising the integrity of the course.

(13) Decision-makers should ensure that students are equipped to succeed in the remainder of their Southern Cross course of study.

## **Part B - Post Approval of Articulation Arrangement**

### **Notifications**

(14) The Project Coordinator – Articulations and Pathways is responsible for:

- a. recording approved Articulation Arrangements on the University's RPL Credit Database, and
- b. integrated the Articulation Arrangement into University business processes, by notifying:
  - i. Proposer
  - ii. Course Coordinator
  - iii. Student Administration Services
  - iv. Admissions Team
  - v. Southern Cross Global
  - vi. Marketing Team
  - vii. Other stakeholders, as relevant.

### **Changes to Curriculum affecting an Articulation Arrangement**

(15) Course Coordinators are responsible for:

- a. identifying changes to curriculum which will impact on existing Articulation Arrangements; and
- b. revising the Articulation Arrangement where required.

(16) The Project Coordinator – Articulations and Pathways must be informed of any proposed changes to an existing Articulation Arrangement so that the changes can be implemented and documented and key stakeholders (internal and external) notified.

### **Partner Institutions**

(17) According to the terms of the agreement, partner institutions will advise the University of any curriculum changes which have a bearing on established Articulation Arrangements. The Project Coordinator – Articulations and Pathways is responsible for coordinating required actions and notifying stakeholders of changes.

### **Reviewing Articulation Arrangements**

(18) The Project Coordinator – Articulation and Pathways will notify Course Coordinators and Associate Deans (Education) six months prior to the expiry of an Articulation Arrangement.

(19) Course Coordinators are responsible for reviewing the Articulation Arrangements and:

- a. recommending to the Associate Dean (Education) whether the Arrangement should be continued/discontinued, and
- b. notifying the outcome to the Project Coordinator – Articulation and Pathways so that the RPL Credit Database can be updated.

### **Reporting and Monitoring**

(20) The Project Coordinator – Articulations and Pathways reports to Admissions Committee on new, revised, expired and terminated Articulation Arrangements.

(21) The Office of Business Intelligence and Quality conducts periodic reviews on decisions to award Credit as part of an Articulation Arrangement.

## Record Keeping

(22) Approved Articulation Arrangements are recorded on the RPL Credit Database maintained by Student Administration Services.

(23) All records relating to Articulation Arrangements are held in accordance with the University's [Records Management Policy](#) and supporting [Procedures](#).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	12th December 2024
<b>Review Date</b>	12th December 2027
<b>Approval Authority</b>	Chair, Academic Board
<b>Approval Date</b>	12th December 2024
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Brendon Nelson Vice President (Students) and Registrar
<b>Head of Work Unit</b>	Donna Moffitt Director, Student Administration Services +61 2 66203214
<b>Enquiries Contact</b>	Donna Moffitt Director, Student Administration Services +61 2 66203214 <hr/> Student Administration Services