



Partnership and Articulation Procedure

Policy supported	Partnership and Articulation Policy
Procedure Code	ACA-HE-24
Procedure owner	Executive Dean
Responsible Officer	Executive Dean
Approving authority	Executive Dean
Contact Officer	Registrar
Approval date	7 June 2017
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Version	2017.1
Related Documents	Quality Assurance Framework Academic Quality and Governance Framework Australian Qualification Framework (AQF) Advanced Standing Policy Advanced Standing Procedure

1. Purpose

The purpose of this Procedure is to outline the protocols associated with the **Partnership and Articulation Policy**, the intent of which is to set out the principles and processes which apply to the development, approval, monitoring and review of educational partnerships with external organisations.

2. Scope

This Procedure applies to:

- All staff responsible for developing and maintain educational partnerships;
- All institutions or entities wishing to establish an educational partnership including:
 - Benchmarking partnerships;
 - Student exchange partnerships;
 - Academic co-operation partnerships (teaching and learning, and training);
 - Articulation/pathways agreements or Memorandums of Understanding;
 - Internships and student placement partnerships; and
 - Other third party educational delivery arrangements.

This policy does not apply to business agreements for the delivery of services to the Institute on a commercial or employment basis, including:

- procurement arrangements for the supply of goods or services;
- education agent agreements;
- employment or consultancy arrangements; and
- Property transactions or leases.

3. Definitions

See the **AIH Glossary of Terms** for definitions.

4. Actions and Responsibilities

4.1 Roles and Responsibilities

4.1.1 Sales and Marketing

Sales and Marketing will be responsible for:

- Acting as the point of contact for prospective partners wishing to establish an Articulation/pathways agreements, Memorandums of Understanding or Student Exchange partnerships;
- Sourcing new prospective partners for Articulation/pathways agreements, Memorandums of Understanding or Student Exchange partnerships;
- Completing the feasibility record report and providing to the Registrar for filing along with any supporting documents;
- Communicating with the Academic Team for credit evaluation and equivalency determination;
- Conducting site visits for prospective partners;
- Preparing an annual review report for all Articulation/pathways agreements, Memorandums of Understanding or Student Exchange partnerships;
- Ensuring Articulation/pathways agreements, Memorandums of Understanding or Student Exchange agreements are signed and the agreement is returned to the Registrar for filing;
- Notifying the Executive Dean if an agreement is breached or if there are serious concerns regarding quality assurance with an Articulation/pathways agreements, Memorandums of Understanding or Student Exchange partnerships.

4.1.2 Academic Team

The Academic Team will be responsible for:

- Credit evaluation and equivalency determination for Articulation/pathways agreements or Memorandums of Understanding;
- Establishing benchmarking partnerships, Academic co-operation, internships and student placement partnerships or other third party partnerships as required by the Executive Dean;
- Conducting site visits for prospective partners if and when required by the Executive Dean for benchmarking partnerships, Academic co-operation, internships and student placement partnerships or other third party partnerships;
- Completing the feasibility record report and providing to the Registrar for filing along with any supporting documents for any benchmarking partnerships, Academic co-operation, internships and student placement partnerships or other third party partnerships.
- Monitoring and reporting on benchmarking partnerships, Academic co-operation, internships and student placement partnerships or other third party partnerships as required by the Executive Dean.

4.1.3 Executive Dean

The Executive Dean will be responsible for:

- The initial approval of any partnerships;
- Ensuring regular monitoring and review is occurring;
- Reporting to the required Governance Committee's as required on partnerships.

4.1.4 Registrar

The Registrar is responsible for:

- Maintaining records and registers for all partnerships.

4.1.5 Governing Committees

The Academic Board and/or the relevant sub-committees is responsible for:

- Granting the approval for all agreements where an equivalency determination has been made for the transfer of credits prior to the Board of Directors granting final approval.

- Granting the approval for all agreements where there is an academic issue to ensure academic integrity.

The Board of Directors is responsible for:

- Granting the final approval for all partnerships.

4.2 Records management

All records relevant to the establishment, review and monitoring of partnerships are to be maintained in a secure file at the Institute.

A register of all partnerships is to be maintained and reviewed regularly.

4.3 Process for establishing a partnership

The following process should be followed to establish a partnership:

1. A prospective partner is located or contacts the Institute;
2. Sales and Marketing or the Academic Team conduct due diligence which includes:
 - Collecting all required documents (course guides, evidence of registration/accreditation, etc.);
 - Conducting a site visit (may not be required for benchmarking partnerships, Academic co-operation or other third party partnerships. Check with the Executive Dean for confirmation);
 - Completing the feasibility record report (**Appendix 1**);
3. Returning the feasibility record report and other documents to the Executive Dean for approval and to the Registrar for filing;
4. Executive Dean approves the partnership;
5. If required, the Academic Team are notified and sent the required documents for credit evaluation and equivalency determination;
6. Where an equivalency determination has been made for the transfer of credits, the Academic Board are sent the equivalency mapping for approval prior to the Board of Directors granting final approval;
7. The Board of Directors grants final approval of the partnership;
8. An agreement is finalised and sent to the Executive Dean for signing;
9. The Executive Dean returns the sign agreement to the relevant employee to organise for signing by the relevant contact at the partner provider;
10. The employee returns the signed agreement to the Registrar for filing;
11. The Registrar files the agreement and updates the required register.
12. For all Articulation/pathways agreements, Admissions are to be notified by Sales and Marketing and the website is to be updated. For all other partnerships, the Executive Dean will determine who needs to receive communication about the partnership.

5. Version Control

This Procedure has been endorsed by the Australia Institute of Higher Education Executive Dean as at 7 June 2017 and is reviewed every 3 years. The Procedure is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2017-1	Registrar	New Procedure.	7 June 2017	13 June 2017

Appendix 1: Feasibility for Articulation/Partnership



Background	
Name of Institution	
Location/s	
Contact details including website	
Accrediting body	
AIH staff responsible	
Partner program/s for articulation	
AQF equivalence if available	
AIH programs for advanced standing	
Site visit/meetings and details if applicable	

Benchmarking	
Year of establishment	
Governance	
Number of students	
Brief details of infrastructure, facilities and resources	
Language of instruction	
Agreements with other Australian Institutions	

Appendix 1: Feasibility for Articulation/Partnership



Business case	
Benefits to partner institution	
Benefits to AIH	
Projected student numbers (2 years)	
Agency/third party involvement and payments	
Marketing/Business Development requirements and review commitment	

Documentation/Approvals	
List of attachments e.g., curriculum documents, admission requirements, site photos, mapping spreadsheet	
Approval to proceed with agreement	Executive Dean signature:
Date	