



Partnership and Articulation Procedure

Policy supported	Partnership and Articulation Policy
Procedure Code	ACA-HE-24
Procedure owner	Principal Executive Officer
Responsible Officer	Principal Executive Officer
Approving authority	Academic Board
Contact Officer	Dean/Director Teaching & Learning
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Version	2022.1
Related Documents	Quality Assurance Framework Academic Quality and Governance Framework Australian Qualification Framework (AQF) AQF Qualifications Pathways Policy Advanced Standing Policy Advanced Standing Procedure
HESF (Threshold Standards) 2021	5.4.1; 5.4.2

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

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See the AIH Glossary of Terms for definitions.

4. Actions and Responsibilities

4.1 Roles and Responsibilities

4.1.1 Account Managers

Account Managers 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;
- For offshore partners only, completing the feasibility record report and providing to the Academic Dean (or delegate) for filing along with any supporting documents;
- Communicating with the Academic Team for credit evaluation and equivalency determination;
- Conducting site visits for prospective offshore partners;
- Preparing an annual review report for all offshore partners, 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 (or delegate) for filing;
- Notifying the Principal/Chief Executive Officer 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 Principal/Chief Executive Officer
- Conducting site visits for prospective partners if and when required by the Principal/Chief Executive Officer 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 Academic Dean (or delegate) 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 Principal.



4.1.3 Principal

The Principal/Chief Executive Officer 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 Academic Dean

The Academic Dean 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 offshore 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 offshore 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 international/offshore:

1. A prospective partner is located or contacts the Institute;
2. Account manager 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 Principal/Chief Executive Officer for confirmation);
 - Completing the feasibility record report for all offshore partnerships (**Appendix 1**);
3. Returning the feasibility record report for offshore partnerships and other documents to the Principal/Chief Executive Officer for approval and to the Academic Dean (or delegate) for filing;
4. Principal/Chief Executive Officer approves the offshore partnership;
5. If required, the Academic Team are notified and sent the required documents for credit evaluation and equivalency determination;



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6. For offshore partnerships, 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 for all offshore partnerships;
8. An agreement is finalised and sent to the Principal/Chief Executive Officer for signing;
9. The Principal/Chief Executive Officer 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 Academic Dean (or delegate) for filing;
11. The Academic Dean (or delegate) files the agreement and updates the required register.
12. For all Articulation/pathways agreements, Admissions are to be notified by the Account Manager. For all other partnerships, the Principal/Chief Executive Officer will determine who needs to receive communication about the partnership.

The following process should be followed to establish a partnership onshore:

1. A prospective partner is located or contacts the Institute;
2. Account manager or the Academic Team conduct due diligence which includes:
 - Collecting all required documents (course guides, evidence of registration/accreditation, etc.);
3. Principal/Chief Executive Officer approves the partnership;
4. If required, the Academic Team are notified and sent the required documents for credit evaluation and equivalency determination;
5. An agreement is finalised and sent to the Principal/Chief Executive Officer for signing;
6. The Principal/Chief Executive Officer returns the sign agreement to the relevant employee to organise for signing by the relevant contact at the partner provider;
7. The employee returns the signed agreement to the Academic Dean (or delegate) for filing;
8. The Academic Dean (or delegate) files the agreement and updates the required register.
9. For all Articulation/pathways agreements, Admissions are to be notified by the Account Manager. For all other partnerships, the Principal/Chief Executive Officer 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 Principal/Chief Executive Officer as at June 2023 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
2019-1	Principal	New Title Updates.	20 November 2019	21 November 2019
2021-1	Director, Student Recruitment & Admissions	Distinguish between onshore and offshore partnerships for procedural streamlining Minor format changes.	7 July 2021	13 July 2021
2022.1	Registrar	Updated Higher Education Standards Framework [Threshold Standard] 2021 Approving authority corrected from Dean to Academic Board	25 May 2022	26 May 2022
2023.1	Registrar	Approving authority corrected from Dean to Academic Board	2 June 2023	29 June 2023

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	



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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	Principal/Chief Executive Officer signature:
Date	