



ARTICULATION PROCEDURE

Governing Policy

[Articulation Policy](#)

Purpose

This procedure outlines Australian Institute of Business's (AIB) process for approving, monitoring, reviewing and renewing or discontinuing Articulation Arrangements.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Procedure

1. Approval of Articulation Arrangements

1.1. Internal Articulation Arrangements

- (a) AIB Courses will be designed and approved as per the AIB Course Design and Subject Development and Approval Policy and Procedure and will consider Nested Qualifications within appropriate course design for the purposes of internal articulation. Approved arrangements will be listed on the AIB Register of Articulation Arrangements; the Register will be provided to the Academic Board and Board of Directors annually for their noting.

1.2. External Articulation Arrangements

- (a) Education providers seeking formal agreements for articulation into AIB qualifications will be required to submit an application to the Academic Dean for assessment. The application should provide suitable documented evidence substantiating equivalence of all entry criteria being met, including English Language Proficiency requirements, and that relevant AIB Course and/or Subject Learning Outcomes are achieved in the completion of the providers' proposed course(s). The assessor may seek further information/evidence as necessary to determine suitability for entry to AIB courses.
- (b) The Academic Dean will present suitable proposals to the AIB Executive for their approval.
- (c) Applicants will be provided notification of the final outcomes in writing and will be provided a rationale for the approval/rejection decision.
- (d) Approved arrangements will be listed on the AIB Register of Articulation Agreements which is published on the AIB website. The Register will be presented annually to the Board of Directors and Academic Board as per AIB's Review and Monitoring Schedule with details of review dates and outcomes of each agreement.

- (e) Written notification of approved articulation agreements will include obligations of all parties covered in the agreement, details of approved advanced standing, the process for renewing the agreement, AIB's process for monitoring the agreement, and causes and consequences of any decisions to discontinue the agreement.
- (f) Approval of initial External Articulation agreements will be provisional for two years. Pending application for renewal from the provider, AIB will review the number of students entering AIB courses via the agreement, and the progression of those students. Approved agreements may then be renewed for a maximum of 4 years; additional periods may be granted thereafter upon further application for renewal, AIB assessment of the application, and subsequent re-approval.
- (g) Students who enter an AIB Course via an approved external articulation agreement will be bound to Course requirements, terms and conditions, AIB policies and procedures and any regulatory requirements as in place at the time of commencement in the AIB Subjects.

2. Monitoring and Review of Articulation Arrangements

2.1. Student Success

- (a) AIB will monitor the progress of students entering courses via articulation agreements to ensure the advanced standing approved in the arrangements are suitable.
- (b) Student progress reports will be presented annually to the Executive as per the AIB Review and Monitoring Schedule for ongoing monitoring of the agreements. However, interim reporting may occur as needed.

2.2. Course Reviews will consider:

- (a) the numbers and success of students entering and exiting through Nested Qualifications as a measure of appropriate course design.
- (b) the impact of proposed changes to courses and subjects on Articulation Arrangements, including impact on and transition arrangements for current enrolments in affected courses.

2.3. Reviews of Articulation Arrangements

- (a) The Academic Dean will oversee reviews of articulation agreements a minimum of 2 months prior to their respective expiry date to ensure any timely communications to students, staff and articulation providers of the impact of associated updates and/or amendments.
- (b) Changes to articulation arrangements such as maximum or specified advanced standing and new expiry dates will be reflected on the AIB Register of Articulation Agreements.

3. Discontinuance of Articulation Arrangements

3.1. Where AIB considers discontinuance of any Articulation Arrangement, the AIB Executive will be responsible for:

- (a) Communications with prospective and current students advising of the discontinuance, date of effect, the impact on students' future and current studies, and options available.
- (b) Advice to AIB staff regarding the discontinuance, with a timeframe and process for the operationalisation of the discontinuance.

- (c) Implementation of any tuition or course assurance provisions required as a consequence of the discontinuance.
- (d) Written notifications to relevant external education providers including reasons for discontinuance, date of effect and notification of any transition period including timeframe, process and plans for affected prospective and current students impacted by the discontinuance; and,
- (e) The update and/or removal of publicly available information regarding the discontinued articulation agreement including the Register of Articulation Agreements.

Related Forms:

Application Form

Register of Articulation Agreements

Responsibility

Academic Dean

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