Educational Partnerships - Articulation and Credit Transfer Pathways Procedure

1 Purpose

To outline the process for the establishment and ongoing management of qualifications pathways between the University and international and domestic educational partners.

2 Scope

This procedure applies to qualifications pathways involving both onshore and offshore educational partners for Coursework Programs, as established by means of an Articulation Agreement or Credit Transfer Agreement.

This procedure does not apply to:

- Credit granted based on individual Student applications; or
- Higher Degree by Research programs.

3 Procedure Overview

Qualifications pathways with educational partners set out agreed Admission and/or Credit outcomes for qualifications which are fully or partially completed by Students at the educational partner and that lead towards a UniSQ Award.

Provisions for granting Admission and/or Credit through qualifications pathways must comply with relevant University Policy Instruments relating to Admission and Credit for prior learning.

The University is not responsible for curriculum or teaching Courses at the educational partner.

This Procedure aligns with:

- *Higher Education Standards Framework (Threshold Standards) 2021:* Standard 5.4 Delivery with Other Parties
- *National Code of Practice for Providers of Education and Training to Overseas Students (2018)*: Standard 2: Recruitment of an Overseas Student

4 Procedures

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Establishment of new qualifications pathways is a three-step process consisting of application, assessment of qualifications which are fully or partially completed by Students at the educational partner, and approval.

For pathway agreements involving international partners, offshore and onshore, proposal development and submissions will be facilitated by UniSQ International. Agreements with domestic partners will be facilitated by Academic Affairs.

4.1 Application

University Employees may propose new qualifications pathways via the online Educational Partner Application form, which sets out the minimum due diligence requirements.

Educational partners seeking qualifications pathways for UniSQ qualifications will be required to submit an application to the University for assessment. In addition to evidence of the accreditation status of the educational partner, the application must provide suitable documented evidence substantiating equivalence of all Admissions criteria being met, including English language proficiency requirements. UniSQ may seek further information/evidence as necessary to determine suitability for Admission to UniSQ programs.

4.2 Assessment

Assessment of the qualifications fully or partially completed by Students at the educational partner is coordinated by Academic Affairs, in consultation with the relevant school or college delegate. Prior learning may be assessed for Admission into a UniSQ Award and/or for Credit towards a UniSQ qualification.

Where prior study is assessed for Admission into a University Award, UniSQ College undertakes assessment of whether partial or full completion of the partner's program enables Applicants to meet Admission requirements into the relevant UniSQ program.

The assessment process for Credit towards a UniSQ qualification includes mapping, comparing and evaluating the extent to which the Learning Outcome, discipline content and Assessment requirements of individual components of the educational partner's qualification are equivalent to the Learning Outcomes, discipline content and Assessment requirements of the individual components of UniSQ's program. The agreed Credit outcomes may include Block Credit, Specified Credit or Unspecified Credit, in accordance with the Credit and Recognition of Prior Learning Procedure.

Consultation with the relevant Head of School/College, or delegate, will be undertaken throughout the process to provide opportunities for feedback and/or endorsement, while Decision-making rests with the designated approver, as set out in Section 4.3.

The school or college delegate must be satisfied that Students receiving Credit for qualifications fully or partially completed at the educational partner are adequately prepared to succeed in the UniSQ program, that the integrity of the program is maintained and there is consistency, fairness and transparency in the Decision-making process.

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For Awards leading to Australian Qualifications Framework (AQF) qualifications, the following will be used as a starting reference point in determining appropriate Credit towards a higher level AQF qualification in the same or related discipline:

- 50% Credit for an Advanced Diploma or Associate Degree linked to a three-year Bachelor degree;
- 37.5% Credit for an Advanced Diploma or Associate Degree linked to a four-year Bachelor degree;
- 33% Credit for a Diploma linked to a three-year Bachelor Degree; and
- 25% Credit for a Diploma linked to a four-year Bachelor Degree.

4.3 Approval

Approved Articulation and Credit Transfer Agreements are normally documented in a Letter of Agreement and will include:

- the obligations of all parties covered in the agreement
- a statement that Students must meet all program Admissions requirements, as per the approved program accreditation documentation, and any regulatory and professional accreditation requirements
- the process for renewing the agreement
- UniSQ's process for monitoring the agreement
- causes and consequences of any Decisions to discontinue the agreement prior to the expiry date.

Articulation and Credit Transfer Letters of Agreement are prepared by the relevant Academic Affairs administrative team, in consultation with:

- Head of College and Dean (Pathways Education) for all UniSQ College programs and education partner enabling/preparatory pathway program assessments
- Academic Affairs
- UniSQ International for international education partners.

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Articulation and Credit Transfer Letters of Agreement are signed by:

- Head of College and Dean (Pathways Education) for all UniSQ College programs and education partner enabling/preparatory pathway program assessments
- Dean (Curriculum and Quality) or delegate for all other programs.

Credit schedules detailing the agreed Admission requirements and/or Credit outcomes and the defined pathway between the educational partner's program or Courses and UniSQ's program are attached to the agreement.

Schedules are prepared by Academic Affairs and forwarded to the Dean (Curriculum and Quality) or delegate for approval. If the University already has an agreement in place with the educational partner, new schedules may be approved by the Dean (Curriculum and Quality) or delegate and attached to the existing agreement.

Educational partners will be notified of the final outcomes in writing and will be provided a rationale for the Decision.

A copy of the approved agreement and Credit schedule/s will be recorded on the partnerships database.

4.4 Monitoring and review

Approval of initial qualifications pathways arrangements will be provisional for three (3) years. Pending application for renewal of the agreement at the end of the provisional period from the educational partner, Academic Affairs will review the number of Students entering UniSQ programs via the agreement, the Admission requirements and the annual academic quality reports on the performance of Students awarded Credit towards their program of study.

Approved agreements may then be renewed for a maximum of three (3) years. Additional periods may be granted thereafter upon further application for renewal, UniSQ assessment of key performance indicators and the value of the partnership arrangement, and subsequent re-approval by the Dean (Curriculum and Quality) or delegate.

Where it is determined that the agreement will not be renewed, Academic Affairs is responsible for:

- where applicable, communication with current Students advising of the discontinuation, date of effect, the impact on Students' future and current studies, and options available
- advice to relevant Employees regarding the discontinuation, with a timeframe and process for the operationalisation of the discontinuation

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- written notification to the relevant educational provider including reasons for discontinuation, date of effect and notification of any transition period including timeframe, process and plans for affected Students.

Credit schedules must also be reviewed when a program has been subject to changes or has been discontinued to assess the impact on, and transition arrangements for, the agreement and current enrolments in affected programs. Where review outcomes result in a proposed change to the agreement, the educational partner must be consulted and any resulting revisions to the associated Credit schedule approved by the Dean (Curriculum and Quality) or delegate.

Credit previously granted to any individual Student will not be withdrawn even if modifications have resulted from the review of the agreement, unless an exception is approved by the Dean (Curriculum and Quality) or delegate.

4.5 Reporting

Annual reporting on all qualifications pathway agreements is coordinated by Academic Affairs, with input from relevant business units and management committees, and provided to Academic Board via Education Committee. Reporting on activities under such agreements will include an evaluation of key performance indicators, including the number of Student enrolments and Student academic performance outcomes. The report will make recommendations for quality improvement to the marketing, administration and operation of the partnership agreement, as applicable.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Deputy Vice-Chancellor (Students and Education)
Responsible Officer	Dean (Curriculum and Quality)
Policy Type	University Procedure
Policy Suite	Educational Partnerships Policy
Subordinate Schedules	

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Approved Date	2/1/2026
Effective Date	2/1/2026
Review Date	23/7/2029
Relevant Legislation	*Education Services for Overseas Students (ESOS) Act 2000* Higher Education Standards Framework (Threshold Standards) 2021 *Higher Education Support Act 2003* *Information Privacy Act 2009* (Qld) National Code of Practice for Providers of Education and Training to Overseas Students 2018 *Tertiary Education Quality and Standards Agency Act 2011*
Policy Exceptions	Policy Exceptions Register
Related Policies	Academic Programs and Courses Quality Policy Admissions, Enrolment and Graduations Policy Intellectual Property Policy Marketing and Brand Policy
Related Procedures	Admissions Procedure Commercialisation of Intellectual Property Procedure Credit and Recognition of Prior Learning Procedure English Language Proficiency Requirements Procedure Enrolment Procedure Intellectual Property Procedure Program Accreditation Procedure Website Procedure
Related forms, publications and websites	Australian Qualifications Framework Education Partner Application Form
Definitions	**Terms defined in the Definitions Dictionary**

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Admission

The process of submission and assessment of applications for entry to study at the University.

Articulation

A method of progression from one completed qualification to another with guaranteed Admission or Credit in a defined pathway.

Assessment

The process of evaluating the extent to which Students have achieved the Learning Outcomes of a Course.

Award

The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award are listed in the Program Nomenclature Schedule .

Block Credit

Credit granted towards whole stages or components of a program of learning leading to a qualification (e.g. a semester or a year of full-time study). It is typically arranged through a Credit Transfer or pathways agreement with another educational provider. Block Credit may be Specified or Unspecified Credit.

Course

A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrols, and on completion of which the Student is awarded a grade.

Coursework Program

A sequence of study consisting predominantly of Coursework.

Credit

The number of units, up to a specified limit, granted towards a University Award on the basis of either previous Formal, Informal or Non-formal Learning. Credit reduces the number of Courses required to complete an Award Program.

Credit Transfer

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A process that provides Students with agreed and consistent Credit outcomes for components of a qualification based on identified equivalence in content and Learning Outcomes between matched qualifications.

Decision

A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.

Formal Learning

Takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.

Learning Outcomes

The expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

Policy Instrument

A Policy Instrument refers to an instrument that is governed by the Policy framework. These include Policies, Procedures and Schedules.

Specified Credit

Credit granted towards particular or specific components of a qualification or program of learning, such as a Core or Elective Course.

Student

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

University

The term 'University' or 'UniSQ' means the University of Southern Queensland.

Unspecified Credit

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	Credit granted towards elective components of a qualification or program of learning, such as an Elective Course.
	Definitions that relate to this procedure only
	Articulation Arrangement A negotiated agreement with another educational partner that allows a Student to progress in a defined pathway from a completed program of study with the other provider to a University program. Admission to the University program may be with or without Credit. **Credit Transfer Agreement** A negotiated agreement with another educational partner that provides Students with agreed and consistent Credit outcomes for components of a qualification based on identified equivalence in content and Learning Outcomes.
Keywords	Articulation, Credit, Specified Credit, Unspecified Credit, Block Credit, Credit Transfer Arrangement, Third Party Provider, Third Party Agreement, international partnerships, educational partnerships, educational partner
Record No	19/1304PL

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