Articulation Agreements Policy and Procedure

Policy

Blue Mountains International Hotel Management School Pty Limited (BMIHMS PL) trading as Blue Mountains International Hotel Management School (BMIHMS) to be know as ‘the School’ is governed by the Higher Education Board (HEB), which is committed to providing clear pathways to assist students, who have previously successfully completed some studies elsewhere and who otherwise qualify for admission, to enter a BMIHMS program with the maximum amount of advanced standing based on their previous studies.

BMIHMS is also committed to assisting its own students and graduates who wish to enrol in a program at another provider in Australia or internationally particularly where such pathways will enhance students’ overall learning experiences.

Articulation arrangements will be consistent with BMIHMS’ strategic directions and result in clear benefits to the BMIHMS stakeholders. Articulation arrangements will also be consistent with BMIHMS’ academic standards and the integrity of BMIHMS’ qualifications.

Coverage

This policy and procedure applies to Quality Assured (QA) delivery of accredited BMIHMS programs at the following campuses:

- Australia (Leura, Sydney)
- China (STFI)
- Malaysia (INTI)

If applicable, this policy and procedure will also apply in future, wherever QA BMIHMS programs are approved for delivery elsewhere in Australia or overseas.

Purpose and Scope

This policy supports the objective of providing students with clearly articulated pathways between courses provided by other higher education institutions and BMIHMS programs, through advanced standing and/or guaranteed entry.

The policy will:

• ensure consistency in the establishment and maintenance of Articulation Agreements
• establish a review process for Articulation Agreements
• enable the assessment of the benefits of individual Articulation Agreements to students and BMIHMS

Responsibilities

**Manager, Admissions** is responsible for ensuring that Articulation Agreements are appropriately applied and recorded at the time of a student’s enrolment.

**Director Quality, Planning & Registration** is responsible for the establishment and review of articulation arrangements, and monitoring overall compliance.

**Director Sales and Marketing** is responsible for identifying opportunities for, as well as developing and advising on, the establishment of Articulation Agreements and contributing to their ongoing review. This position is also responsible for ensuring that information related to the application of this policy and procedure is included on the BMIHMS website and that prospective students are advised of articulation arrangements.
Head of School, Director Academic Affairs, is responsible for providing advice on Articulation Agreements, including mapping of subjects/units between programs of study, and contributing to the ongoing monitoring of the success of the Articulation Agreements.

Definitions

Advanced Standing is a form of credit for any previous learning including formal, informal and non-formal learning. It encompasses all forms of recognition including specified, unspecified and block advanced standing achieved through processes such as Credit Transfer and Recognition of Prior Learning (see Advanced Standing Policy and Procedure).

Articulation arrangements enable students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway. Articulation arrangements are made between providers by mutual agreement.

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation or recognition of prior learning.

Pathways allow students to move through qualification levels with full or partial recognition for the qualifications and/or learning outcomes they already have.

Procedure

Structure of an Articulation Agreement
An Articulation Agreement is a contract that states the conditions of the articulation arrangement and includes a Schedule that details the advanced standing to be granted.

Approval process for Articulation Agreements
Articulation agreements are approved by the Chief Executive Officer following advice from the Director Quality, Planning & Registration, the Head of School and the Director Sales and Marketing. The Academic Board will be advised of any Articulation Agreements at its next scheduled meeting.

Establishment of Articulation Agreements
Factors to be considered in deciding whether an Articulation Agreement should be established include:

- the strategic business objectives of BMIHMS;
- the status of the institution and the qualification with which articulation is being sought;
- the potential number of students articulating into BMIHMS as a result of the agreement;
- the potential benefit to BMIHMS students of the agreement in terms of their learning objectives;
- the English language level of the students from the articulating institution and their ability to meet language and other admission requirements.

Review of Articulation Agreements
Articulation Agreements will be reviewed every three years or earlier if substantial changes are made to either institutions programs. Reviews will take into account:

- the number of students who have entered through the Articulation Agreement;
- the outcomes for those students and any other factors in the implementation of the Agreement which may have had an impact on BMIHMS or its stakeholders.

Information on Articulation Agreements
Potential students will be advised before enrolment of BMIHMS’ Articulation Agreements. A register...
of Articulation Agreements will be available of the BMIHMS website. Existing students will also be able to access information on Articulation Agreements on this site.

**Associated Forms**

N/A

**Related Information**

*Advanced Standing Policy and Procedure*

**Review**

Policies and Procedures are reviewed on a yearly basis. Staff can submit recommendations for change on the *Improvement Request Form*.

**Comments**

**December 2012:** New Articulation Policy and Procedure created (previously incorporated in the Credit Transfer Policy).

**May 2014:** Policy ownership transferred to HOS/DAA instead of DQPR; hyperlink to Advanced Standing Policy and Procedure added; titles (responsibilities) updated.

**February 2015:** Include campus logos under ‘Coverage’; added ‘Approvals’

**Approvals**

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<td>Academic Board</td>
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