

Approved on	17 th January 2006	by	Murdoch Business School Executive Committee	Res. No.	2006/01
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Articulations Policy

Articulation agreements are an important source of students, and therefore income, for MBS and the relationships established through the implementation of articulation agreements with Partner Institutions should be managed accordingly.

New Articulations

When a new request for articulation is received, whether through Murdoch International, Prospective Students & Admissions Centre, PVC (Strategy) or direct to the School, the following procedure will be followed:

1. All documentation will be collected before assessment commences. The documentation required for assessment is:
 - a. Country of operation and language of instruction
 - b. Course Structure, Content and Duration
 - c. Entry & English requirements
 - d. Possible exit levels, i.e. Diploma & Advanced Diploma
 - e. Unit Outlines, including assessment, text book and learning objective details, samples of recent examination papers
 - f. Grading key, i.e. Pass, Credit, Distinction, etc
 - g. Accreditation and quality assurance information
 - h. Indication of how many students would be interested in following a pathway to MBS
2. Due diligence assessment of proposed Partner Institution
This may include meeting with staff from the proposed Partner Institution, a visit to the site, checking the Partner Institution website or searching the internet for information regarding the Partner Institution.
3. The University Accreditations Officer will be consulted regarding an appropriate level of credit to be awarded to students completing the Partner Institution qualification.
4. Once all of the information from Item 1 above has been received from the proposed Partner Institution, Program Chairs will assess the qualification documentation to determine appropriate unit exemptions for students completing the qualification.
5. Articulate OR Advanced Standing Precedent:
 - a. If the results show an agreement with the proposed Partner Institution and an articulation with the proposed qualification is viable and beneficial to the school, move to assessment of the documentation (Items 6 and 7 below).
 - b. If the results show an articulation agreement with the proposed Partner Institution is not viable or would not be beneficial to the school, notify the proposed Partner Institution immediately.
 - c. If results suggest advanced standing precedent is suitable then move to Item 6 below.
6. Schedule 1 (CS1) document and study plans will then be prepared for submission to Committee on University Entrance (CUE) for consideration and approval for

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articulation OR advise University Accreditation Officer of Advanced Standing Precedent.

7. If approved CUE will arrange approval letters and supporting documentation to be forwarded to the Partner Institution. A copy to be kept in MBS files.

Existing Articulations – Maintenance & Review

Ongoing maintenance and review following the implementation of any articulation agreement is crucial to ensure the students, partner institution and MBS get the most of these relationships.

1. Articulations to be reviewed triennially to ensure MBS and Partner Institution course structures, unit requirements etc do not become divergent.
2. Updated course structures to be provided by Partner Institution
 - a. If no changes, renewal of existing agreement
 - b. If changes appear, reassess credit and exemptions granted for completion of Partner qualification and if required submit updated articulation to CUE for approval.
3. Where major changes to MBS courses occur (i.e. through Academic Planning processes) all articulation agreements affected to be reviewed concurrent with Academic Planning.
4. Tracking of students from all partner institutions, via Callista reports, to also occur triennially in line with review of course structures.
 - a. If students are performing well, no action required
 - b. If students are performing poorly, reassess exemptions for possible changes
 - c. If few students found, reassess articulation viability and examine with view to advanced standing precedent only.