



APPLICATION FOR ARTICULATION ARRANGEMENT

AAA

Griffith University receives many requests each year from other educational institutions wishing to have credit articulation arrangements approved. Please complete this form and attach the necessary documentation. You may forward this application by email to credit@griffith.edu.au or mail to address shown below. Institutions will be notified of the result of this application via email.

1. INSTITUTION DETAILS

Name of institution Contact person: Position: Are you acting on behalf of the institution? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please state your role:	Mailing address: Telephone: Facsimile: Email:
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2. ARTICULATION DETAILS

Please indicate the type of arrangement you are seeking (see over for explanation)

- Articulation agreement
- Other (please attach a written proposal)

Please attach the following information (required for all requests)

<ul style="list-style-type: none"> • General information about your institution • Names and qualifications of staff • For overseas institutions, proof of moderation/validation where programs/courses are accredited by an Australian institution or proof of accreditation by relevant Country Education body • For Australian institutions other than recognised universities, proof of accreditation by the relevant State body and/or moderation/validation by Australian University 	<ul style="list-style-type: none"> • Specific information about the program/s including: <ul style="list-style-type: none"> • name • structure • entry requirements • duration • Specific detailed information (sample attached) about individual courses within program/s including <ul style="list-style-type: none"> • aims/objectives • duration and weekly contact hours including type of contact (lectures/tutorials) • topics covered and duration of topics • assessment including type, weighting and length (e.g. 3000 word essay 50%) • textbooks and recommended readings
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3. SIGNATURE

Signature: _____ / /

4. LODGING INSTRUCTIONS

Please return this form with your documentation to:

Credit Transfer Manager, Student Administration, Griffith University, Queensland 4111, Australia

Enquiries: Telephone (+61 7) 373 53871. Facsimile (+61 7) 373 57957. Email credit@griffith.edu.au

(RETURN TO GRIFFITH)

TYPES OF ARRANGEMENTS

An **Articulation Agreement** is an arrangement where students are guaranteed a certain amount of academic credit on commencement of a Griffith degree based on study at another institution.

To assess applications from **overseas institutions** the University recognises institutions to the extent to which they are considered to be equivalent to particular types of Australian institutions using Australia's National Office for Overseas Skills Recognition (NOOSR) guidelines or, in some instances, evidence of accreditation with the local Country Educational Accreditation Body. Where an overseas institution offers programs/courses which are accredited by an Australian institution, proof of moderation/validation is required.

To assess applications from **Australian institutions** other than recognised universities, the University requires proof of accreditation by the relevant State accreditation body of the Australian National Training Authority (ANTA) or proof of moderation/validation by Australian University.

TYPES OF CREDIT

There are two main types of credit

1. **Specified credit** is given where the credit granted relates to the specific courses or components in a program, exempting students from those courses or components, and awarding the appropriate credit points in their place. Specified credit may be given where applicants have met the objectives, attained the knowledge or developed the skills required by particular courses or program components.

2. **Unspecified credit** describes credit which takes the place of elective courses or other optional components in a program and where credit points are allocated. Unspecified credit may be given where prior learning is judged to be relevant to the general objectives of a program as a whole. Unspecified credit may not take the place of required courses or components within a program. The amount of unspecified credit that may be granted will be limited to the extent of optional or elective components within the award program.

Credit is normally granted in a combination of specified and unspecified credit. With compatible awards it is usually a combination of first year courses and second/third year elective courses. Students who are granted the equivalent of a year of credit normally finish their degrees in a further two years of study.

GRIFFITH PROGRAM STRUCTURE

Griffith University offers over 150 bachelor degree programs. The majority of these require three years of full-time study for completion. A three-year program consists of 240 Credit Points (CP). Most three-year programs are structured as follows:

First year 80CP of core courses
2nd and 3rd year 160CP including core courses and at least one major.

More information regarding Griffith University programs and courses is available at www.griffith.edu.au/programsandcourses/

TIMELINES

In normal circumstances an application may take from four to six weeks to process. The time taken to finalise arrangements depends on a number of factors including:

- The complexity of the request (the number of Griffith programs against which your program/s will be assessed);
- The time of year e.g. during peak periods (January to March) there may be delays;
- The adequacy of the information provided for academic assessment.

CREDIT TRANSFER POLICY AND ARTICULATION INFORMATION

The University publishes information on articulation arrangements including all credit precedents, the credit transfer policy, contact lists, and this application form at:

www.griffith.edu.au/credit/

ENQUIRIES ABOUT CREDIT

Student Administration Centre
Brisbane: (+61 7) 373 57700 | Gold Coast: (+61 7) 555 28811

or Graduate Student Centre
Nathan: (+61 7) 373 55323 | Mt Gravatt (+61 7) 373 55958 | Gold Coast (+61 7) 555 28752

PROTECTING STUDENT PRIVACY

Griffith University collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at www.griffith.edu.au/ua/aa/vc/pp/ or Telephone (+61 7) 373 57700 or (+61 7) 555 28811

JINDABYNE SCHOOL OF BUSINESS, RICHMOND

COURSE CODE: BUS101

COURSE TITLE: Business Environment

PRE-REQUISITES:

NORMAL POSITION OF COURSE IN PROGRAM: Year

PROGRAMS: Diploma of

DURATION (wks): 14 weeks

TOTAL CONTACT HOURS: 10*4 = 40
(Contact wks*hrs per wk)

INSTRUCTION MODE: This course requires attendance on campus.
(Type of Contact & Hrs Per Wk) Lectures - 2 x 1 hr
Tutorials/Workshops – 2 x 1 hrs

BRIEF DESCRIPTION OF COURSE:

This course focuses upon

The course applies

AIMS AND OBJECTIVES:

Course Objectives

On completion of the course, students will have/be able to/understand.....

CONTENT:

The course provides

The course content

The following provides a brief overview of the material covered:

(Provide a list of all topics covered on a week by week basis including a brief description of content covered in each)

Week	Topic	Topic Content
1	Introduction	An introduction to the course including a discussion of.....
2		
3		
4		
5		

ORGANISATION OF COURSE:

Teaching materials will include

All modules will be introduced by

Face-to-face contact will occur in

ASSESSMENT:

Item	Weighting	Length
Workshop Exercises	20%	3 hour
Major Project	30%	3,000 words
End of Semester Exam	50%	1, 500 word essay

ASSESSMENT RATIONALE/CRITERIA:

Minimum mark required for each assessment item and overall pass mark required.

The assessment outlined above aims to.....

The workshop exercises examine the students ability.....

The major project involves the students.....

The end of semester exam assesses..... (for examinations please include information of the type of questions used and the structure of the exam)

TEXT BOOKS AND SUPPORTING MATERIALS:**Prescribed Text**

J.L. Thredbo, L.D. Perisher, and K.C. Hotham Business Practices, 5th Edition, Boston: McGraw-Hill Irwin, 2000.

Additional Readings:**AVAILABLE WEB-SITES FOR THE COURSE**