

Course Articulation & Change of Course Policy

1. Purpose

- 1.1 This policy provides guiding principles for course articulation and change of course arrangements by Perth Bible College.

2. Scope

- 2.1 This policy applies to Perth Bible College courses with course articulation arrangements as well as policy on changing of course.

3. Responsibility

- 3.1 It is the responsibility of the Dean of Academics and Research for the implementation of this policy.

4. Definition

<i>Course Articulation Arrangement</i>	An arrangement that enables students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway.
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5. Policy Provisions

Principles

- 5.1 This policy describes the course articulation arrangements in place for Perth Bible College courses as well as policy on changing of course.

Course Articulation Agreements with External Institutions

- 5.2 Perth Bible College may establish course articulation agreements with external institutions and any agreement will be articulated in a Memorandum of Understanding signed by both institutions.
- 5.3 Students will be informed about the details regarding these agreements and the processes to articulate them into a new course.

Articulation from a Perth Bible College Diploma of Ministry to the Advanced Diploma of Ministry or Bachelor of Ministry degree (Completed Award)

- 5.4 Students may articulate from the Diploma course to the Advanced Diploma course at the completion of the Diploma.
- 5.5 Students may articulate from the Diploma course to the Bachelor course at the completion of the Diploma if they have achieved:
 - 5.5.1 an overall course average of 60% or higher; or
 - 5.5.2 a semester average of 60% or higher in the last semester of study.

Credit for Diploma Studies

- 5.6 Students who articulate at the completion of Diploma studies will receive 24 credit points towards either their Advanced Diploma or their Bachelor award.

Articulation from Advanced Diploma to Bachelor (Completed Award)

- 5.7 Students may articulate from the Advanced Diploma course to the Bachelor course at the completion of the Advanced Diploma if they have achieved:
 - 5.7.1 an overall course average of 60% or higher; or
 - 5.7.2 a semester average of 65% or higher in the last semester of study; or
 - 5.7.3 a Credit average in their last semester and receive approval from the Dean of Academics and Research.

Articulation from Advanced Diploma to Bachelor (non-completed Award)

- 5.8 Students may articulate from the Advanced Diploma course to the Bachelor course before completing the Advanced Diploma if they have achieved:
 - 5.8.1 a semester average of 65% or higher in the last semester of study; or
 - 5.8.2 a Credit average in their last semester and receive approval from the Dean of Academics and Research.

Credit for Advanced Diploma Studies towards Bachelor Studies

- 5.9 Students who articulate either at the completion of, or during their Advanced Diploma studies will receive:
 - 5.9.1 Full credit points for all units completed on 500 level;

- 5.9.2 Full credit points for up to 8 units (24 credit points) done on 600 level;
- 5.9.3 Two credit points for every three credit points completed on 600 level in additional to the 24 credit points mentioned in 5.9.2.

Requirements for Completion of Bachelor Studies

- 5.10 Students who articulate either at the completion of, or during their Advanced Diploma studies to Bachelor studies will be required to complete a minimum of 72 credit points and at least 4 units (12 credit points) at 700 level based on the calculation of credit points received in 5.9.
- 5.11 Students will be required to complete any core units not completed at an Advanced Diploma Level.
- 5.12 The College will notify students during their enrolment appointment of any other required units to be completed.

6. Policy Information

Date first approved: 19/11/2012	Date of effect: 19/11/2012	Date last amended: 22/11/2019	Date of next review: August 2019
Approved by		Academic Council	
Authorised Officer		Dean of Academics and Research	
Supporting documents, procedures & forms of this policy		<i>Course Articulation and Change of Course Procedure</i>	
Related Legislation and Codes of Practice		<i>Higher Education Standards Framework 2015, Part A: Standard 3.1 (Teaching)</i> <i>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</i>	
Audience		Staff	

7. Version History

Review Table			
Date	Review Type <ul style="list-style-type: none"> Scheduled Policy amendment Admin update 	Summary of Changes	Review person/group
19/11/2012	Initial Issue		Academic Council
03/07/14	Admin Update	Articulation for Dip Min outlined (section 1-2).	Adam Niven
18/12/14	Admin Update	6.2 600 level corrected to 700 level	Adam Niven

03/11/16	Policy Amendment	Changes to 1.2.1, 1.2.2, 1.2.3, 3.1.3 & 4.1.2 to Credit average	Peter Elliott
31/01/19	Policy Amendment	Added point 9	Hanlie van Rooyen
06/08/2019	Policy amendment	New template and amendments made.	Natalie Tierney Capital Review Group consultant