

Appendix 1 – Credit Management Responsibilities

This appendix supports the [Coursework Enrolment Policy](#) and [Credit Transfer Procedure](#) by outlining the roles and responsibility requirements of Credit and Articulation Management that are not detailed in the Credit Transfer Procedure.

Area	Role	Responsibility
Academic Division	Academic Partnerships and Projects Officer, Advisor, and Manager Campus Dean	Develop Articulation Agreements with various institutions documenting the transfer of credit towards a degree.
	DVC Academy	Approve articulation agreements for all Academic Programs across all JCU campuses and locations
	Campus Dean & Head of Learning, Teaching and Student Engagement JCUS	Analyse performance metrics reports supplied by Student Services and develop continuous improvement strategies.
Colleges	Course Coordinator or Academic Advisor Campus Dean & Head of Learning, Teaching and Student Engagement JCUS	Where there is no approved precedent, assess individual applications for credit. Monitor students' progress where credit has been granted from a partner institution and make recommendations for change where required.
	Course Coordinator, Academic Advisor or Associate Dean	Propose and review Articulation Agreements
	Senior Director Admissions, Academic Services and Progressions JCUS	Notify the Academic Partnerships and Projects Officer, Advisor, and Manager of any proposed Articulation Agreements or material changes to existing arrangements where relevant Ensure partner institutions operate in accordance with Articulation Agreements.

	Course Coordinator or Academic Advisor	<p>Approve a credit decision for publication as a Precedent.</p> <p>Review published Precedents for extension post the nominated expiry date.</p>
Student Services	Manager, Academic Administration and Enrolment	<p>Manage publication of approved Articulation Agreements and credit Precedents into the Credit Calculator.</p> <p>Record any approvals in the JCU record management system.</p> <p>Provide the colleges six months prior to the expiration date, reports of expiring Precedents</p> <p>Update and remove expired Precedents from the Credit Calculator.</p> <p>Request a review from the college where a Precedent exists for a subject and that subject has a name change or code change.</p>
	Manager, Academic Administration and Enrolment	<p>Maintain a process for international students at a JCU Australia campus to accept a record of Course Credit granted under the National Code 2018, standard 2.4.</p>
	<p>Manager, Academic Administration and Enrolment</p> <p>Manager, Admissions JCUS</p>	<p>Provide yearly performance metrics by discipline to the Director, Academic Program Quality and Director, Student Services.</p>