

# **Academic Delivery with Other Parties – Domestic Coursework**

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### **1.0 Purpose**

This Procedure specifies the requirements and processes for academic delivery with other domestic parties to ensure that Griffith University meets its obligations as a Higher Education Provider. These requirements and processes are consistent with quality assurance and continuous improvement practices, and ensure students' learning experiences and outcomes are equivalent regardless of learning and teaching location or delivery arrangements.

### **2.0 Scope**

This Procedure should be read in conjunction with the Academic Delivery with Other Parties Policy. This procedure applies to programs and courses of study that are delivered by other domestic providers that lead to the conferral of an award by Griffith University. Such arrangements may include curriculum design and development, teaching delivery, assessment, service delivery (for example, student support services) and delivery of pathway programs on behalf of Griffith University. As the primary registered provider, Griffith University is accountable for the quality of education and any services delivered by another provider on its behalf.

This Procedure does not apply to transnational arrangements, work integrated learning, student mobility (study abroad and student exchange), articulation arrangements, credit transfer arrangements, non-award programs, nor cross-institutional study. Details of such arrangements are governed by their respective policies and procedures.

### **3.0 Procedure**

This procedure outlines the process for Griffith's end-to-end contract management of domestic coursework programs and courses that are delivered with other parties.

#### **3.1 Implementing an Agreement**

##### **3.1.1 Due diligence**

A credible, rigorous and evidence-based due diligence process must be undertaken prior to reaching an agreement with another party to reduce risks, maintain quality and ensure selection of a reliable partner. The process is appropriate and proportionate for each prospective partner and a recommendation for the suitability of the partner is made as part of the process.

The due diligence process considers a range of issues, including the:

- ability of the other party to deliver on its responsibilities as allocated in the agreement;
- track-record of the other party, including regulatory status and history;
- ownership and governance structures of the other party;

- financial viability of the other party; and
- emergency plans, risk framework and risk management practices.

Due diligence is completed using the [Due Diligence Checklist](#). The findings of the due diligence are provided by the academic lead of the agreement to the Group's Dean (Academic), who makes a recommendation to the Provost on the proposed agreement.

### **3.1.2 Risk Assessment**

A risk assessment for the arrangement must be conducted before signing an agreement with another party to address identified risks. This includes a contingency plan to support enrolled students to complete their program in the event that the agreement should cease. The [Risk Assessment Template](#) and contingency plan are completed by the academic lead and recorded on ConvergePoint.

### **3.1.3 ConvergePoint**

Details of the agreement, including the name and other party's contact details, commencement and expiry date, and supporting documents, are submitted via the University's contract management system, ConvergePoint, by the academic lead. Supporting documents include:

- [Due Diligence Checklist](#)
- [Risk Assessment Template](#)
- Contingency Plan.

### **3.1.4 Terms of Agreement**

A legally binding agreement must be put in place before the arrangement commences. The [Term Sheet](#) should be used as a starting point for negotiating the agreement. The academic lead, as key contact for the agreement, completes the Term Sheet and then liaises with Legal Services regarding the drafting and finalisation of the agreement. The legal agreement should outline the scope and extent of the functions being undertaken by both Griffith and the other party, and the rights and responsibilities of both Griffith and the other party. The process allows the University sufficient powers to ensure compliance with the Higher Education Standards Framework.

### **3.1.5 Approval**

The agreement is approved by the Dean (Academic), and then approved and signed by the delegated position as per Schedule C: Signing Sub-Delegations in the [Delegations Register](#). The process is supported by ConvergePoint automatic workflows.

### **3.1.6 Publication and Registration**

Information published for students prior to enrolment and during their studies will include a disclosure that another provider is involved in course delivery, plus details about the other provider and the extent of their involvement. Information is made available to students via Learning@Griffith about the responsibilities of each party to assist with reporting and resolving any concerns.

Details of such arrangements for programs and courses are registered with the Tertiary Education Quality and Standards Agency (TEQSA), and where applicable, the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), by Student and Academic Services. The registration is then disestablished at an agreement's end, once confirmed by Programs Committee.

### **3.1.7 Onboarding**

Onboarding of a new partner is managed by the academic lead. Staff of each party must provide information on their respective institutional policies to ensure academic quality and consistency across student cohorts. Resources, supporting documents, relevant policy documents and

contacts to support onboarding are maintained by Student and Academic Services on an internal SharePoint hub.

## 3.2 Monitoring and Quality Assurance

The University carries full responsibility for all aspects of program delivery (content, teaching quality, student support and assessment), with support by the other party, under the requirements of the Higher Education Standards Framework (Threshold Standards) 2021.

### 3.2.1 Annual Review

All programs and courses that are delivered with another party undergo the existing University-wide annual review of programs and courses, followed by an additional review of the arrangement using the [Annual Review Template](#). Reviews of these arrangements encompass analysis of whether the terms of the agreement, and compliance with the Higher Education Standards Framework (2021), are being upheld by both parties. The process is undertaken by the academic lead and approved by the Dean (Academic). It is then reported by the Dean (Learning and Teaching) to Programs Committee to monitor and assure quality. Any issues identified are addressed by the Dean (Academic) to determine further action for improvement.

### 3.2.2 Breach of agreement

Any material issues that have been identified by the academic lead are reported to the Dean (Academic) to address. The Dean (Academic) is responsible for initiating corrective action, and then monitoring and reporting on compliance. The Provost will notify TEQSA via material change of the breach, management and mitigation actions; and is responsible for approving the termination of an agreement on the recommendation of the Dean (Academic).

## 3.3 Changes to Agreement

If an agreement for academic delivery with another party is terminated prematurely or changes significantly during the agreement, the contingency plan is implemented to minimise impact to students. Changes must be communicated to all students enrolled in the affected program or course and transitional arrangements must be put in place.

## 3.4 End of Agreement

### 3.4.1 Renewal

The decision to renew an agreement or discontinue the relationship at the end of the agreement period is determined by the use of the [Renewal Checklist](#). The checklist is completed by the academic lead and provided to the Group Dean (Academic) for review and recommendation. Final approval to renew is given by the Provost.

### 3.4.2 Offboarding

The decision to discontinue the relationship at the end of the agreement, rather than renewing, is determined by the Dean (Academic). The academic lead captures details of the decision in ConvergePoint and is responsible for the off boarding of the provider. Resources to support the offboarding process are located on the SharePoint hub.

## 4.0 Definitions

**Academic Group (or ‘Group’)** is the highest and largest element in the academic structure of the University. The Academic Group is the administrative owner of programs offered by its academic elements. There are four Academic Groups: Arts, Education and Law Group, Griffith Business School, Health Group, and Griffith Sciences.

**Arrangement for Academic Delivery with Other Parties** is a legally binding agreement/contract entered into by a registered provider and another party (in Australia or overseas) that covers all relevant aspects

relating to the scope and extent of the functions being undertaken by the third party and the registered provider.

**Articulation arrangement** enables students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway.

**ConvergePoint** is the system Griffith uses for managing and storing its contracts.

**Credit** is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning.

**CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students)** is a searchable database, run by the Australian Government, which lists all Australian education providers (and their programs) for people studying in Australia on student visas.

**Cross-institutional study** is when a student undertaking a program at one University, enrolls in one or more courses at another University for the purpose of completing the program at the first (home) University. Cross-Institutional students are out-going if their home University is Griffith, or incoming if their home University is another institution.

**Domestic** refers to partner institutions that reside within Australia.

**Due Diligence** is a credible, rigorous, and evidence-based process that considers a range of factors relating to the potential partner in relation to third party provision.

**Higher Education Provider** is an institution that is registered by the national regulator, Tertiary Education Quality and Standards Agency (TEQSA), which provides at least one programme of education and training leading to the award of a degree or other qualification which is at a Bachelor degree level or higher, according to the Australian Qualifications Framework (AQF).

**Renewal** is when an existing contract ends—by, for example, expiring—and the parties agree to enter into a new contract (usually for the same or very similar services).

**TEQSA (Tertiary Education Quality and Standards Agency)** is Australia's independent national quality assurance and regulatory agency for higher education.

**Transnational education** is education delivered in a country other than Australia.

**Work integrated learning (WIL)** includes services learning, and activities normally involve students interacting with industry and community within a work context or similar situation.

## 5.0 Information

Title	Academic Delivery with Other Parties – Domestic Coursework Procedure
Document number	2023/0000426
Purpose	This Procedure specifies the requirements and processes for academic delivery with other domestic parties to ensure that Griffith University meets its obligations as a Higher Education Provider. These requirements and processes are consistent with quality assurance and continuous improvement practices and ensure students' learning experiences and outcomes are equivalent regardless of learning and teaching location or delivery arrangements.
Audience	Staff
Category	Academic
Subcategory	Learning and Teaching

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Effective date	Trimester 2 2023
Review date	2028
Policy advisor	Director, Student and Academic Services
Approving authority	Provost

## 6.0 Related Policy Documents and Supporting Documents

Legislation	<a href="#"><u>Higher Education Standards Framework (Threshold Standards) 2021</u></a> <a href="#"><u>National Code of Practice for Providers of Education and Training to Overseas Students 2018</u></a>
Policy	<a href="#"><u>Academic Delivery with Other Parties Policy</u></a> <a href="#"><u>Admission Policy</u></a> <a href="#"><u>Assessment Policy</u></a> <a href="#"><u>Credit and Recognition of Prior Learning Policy</u></a> <a href="#"><u>Due Diligence for Transnational Program Partnerships Policy</u></a> <a href="#"><u>Griffith Global Mobility Policy</u></a> <a href="#"><u>Procurement and Supply Policy</u></a> <a href="#"><u>Program and Course Policy</u></a> <a href="#"><u>Risk and Resilience Management Policy</u></a> <a href="#"><u>Work Integrated Learning at Griffith Policy</u></a>
Procedure	<a href="#"><u>Course Approval Procedure</u></a> <a href="#"><u>Planning, Developing and Approving Transnational Programs Procedure</u></a> <a href="#"><u>Program and Course Review Procedure</u></a> <a href="#"><u>Program Approval Procedure</u></a>
Form	<a href="#"><u>Academic Delivery with Other Parties – Domestic Coursework Due Diligence Checklist</u></a> <a href="#"><u>Academic Delivery with Other Parties – Domestic Coursework Risk Assessment Template</u></a> <a href="#"><u>Academic Delivery with Other Parties – Domestic Coursework Term Sheet</u></a> <a href="#"><u>Academic Delivery with Other Parties – Domestic Coursework Annual Review Template</u></a> <a href="#"><u>Academic Delivery with Other Parties – Domestic Coursework Renewal Checklist</u></a>