

Academic Delivery with Other Parties – Transnational Coursework

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1.0 Purpose

This Procedure specifies the requirements and processes for academic delivery of transnational coursework 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 applies to programs and courses of study that are delivered transnationally by third party education 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 partnerships for domestic delivery, work integrated learning, outbound student global mobility (global internships, study programs, and exchanges), articulation arrangements, credit transfer arrangements, research activities, non-award programs, nor cross-institutional study. Details of such arrangements are governed by their respective policies and procedures.

This Procedure encompasses the contract management of transnational coursework agreements. Associated processes regarding program approval and review are detailed in the *Program Approval Procedure* and the *Program and Course Review Procedure*.

3.0 Procedure

This procedure outlines the process for Griffith's end-to-end contract management of transnational coursework programs.

3.1 Implementing an Agreement

3.1.1 Due Diligence and Risk

Prior to approval of the agreement, the Academic Lead is responsible for assessing due diligence and risk.

- The Due Diligence Checklist is to be completed by the Academic Lead in consultation with the Dean (Learning and Teaching) and provided to the Group Dean (Academic) for endorsement.

Once endorsement has been given, the Checklist must receive final approval by Vice President (Global).

- The **International Engagement Checking Tool** addresses compliance with Australian sanctions, foreign interference and transparency issues, prohibitions on the transfer of defence and strategic goods, weapons of mass destruction and weapons and arms related goods and technologies. The Checking Tool is completed by the relevant Academic Lead for review by Legal Services. Any matters of concern raised as part of this process will be addressed by the primary contact area(s) as identified in the **Secure Engagement with International Parties Hub – Contacts for Advice** and will form part of the due diligence which is to be approved by the Vice President (Global).
- A risk assessment must be conducted to address identified risks before signing an agreement with another party. 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 is completed by the Academic Lead in consultation with the Dean (Learning and Teaching), and is approved by the Group Pro Vice Chancellor.
- If the partnership requires the establishment of a new program or a change to an existing program, the outcomes of these assessments are submitted alongside the final business plan, as per the *Program Approval Procedure*.

3.1.2 Contract Management System

Drafting and approval of an International Partnership Agreement (Memorandum of Understanding or Letter of Intent) is facilitated by the University's contract management system. The Academic Lead is responsible for making this request via this system, which is directed to Legal Services and the International Partnerships team to negotiate the terms. Final approval of the agreement is required from the Head of Element and Group Pro Vice Chancellor, for signature by the Vice President (Global).

Once executed, the agreement, and details of the agreement, including the other party's name and contact details, commencement and expiry date, and supporting documents, are maintained in the contract management system.

The Academic Lead will continue to receive notifications from the contract management system throughout the term of the agreement specifically in relation to any follow up obligations, agreement reviews, and regarding renewal approximately 12-18 months prior to the agreement expiry date or as defined in the terms of the agreement. These obligations and notifications are automatic and informed by the agreement and are added to the contract management system by International Partnerships.

3.1.3 Terms of Agreement

A transnational education arrangement can be reached either through a legally binding agreement, or through a Memorandum of Understanding/Letter of Intent. The terms are typically negotiated and finalised by Legal Services and approved by the Head of Element, Group Pro Vice Chancellor and Vice President (Global).

3.1.4 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, with details about the other provider and the extent of their involvement.

Information is made available to students via the learning management system about the responsibilities of each party to assist with reporting and resolving any concerns.

Student Credentials is responsible for notifying TEQSA if the arrangement includes delivery at a new location.

3.1.5 Onboarding

Onboarding of a new partner is managed by the Academic Lead. Resources, supporting documents, relevant policy documents and contacts to support onboarding are provided in **Delivery with Other Parties: Griffith Academic Partner Hub** and **Secure Engagement with International Parties 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. Programs Committee monitors and reviews transnational arrangements on an annual basis.

3.2.1 Annual and In-depth review

All programs and courses that are delivered with another party undergo the University-wide annual review of programs and courses, followed by an additional review of the arrangement. The *Transnational Coursework Annual Review* template assists in this additional review process.

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. Additional reviews may be undertaken as required.

3.2.2 Breach of agreement

Any material issues that have been identified by the Academic Lead are considered by the Group Dean (Learning and Teaching) and reported to the Group Dean (Academic). The Group Dean (Academic) is responsible for initiating corrective action via Legal Services, as well as notifying the Vice President (Global), and then monitoring and reporting on compliance. The Provost must also be advised as the University's TEQSA contact, so that appropriate action can be initiated. The Provost is responsible for terminating 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 period, 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 Transnational Coursework Renewal Checklist. The Checklist is completed by the Academic Lead in consultation with the Dean (Learning and Teaching) and provided to the Group Dean (Academic) for review and recommendation to the Vice President (Global) for final approval.

An Establishment Case will not be required for renewing existing programs; however, a submission should be provided to Academic Committee to advise of the intended renewal.

3.4.2 Offboarding

The decision to discontinue the relationship at the end of the agreement is determined by the Vice President (Global) and Dean (Academic). The Academic Lead captures details of the decision in the contract management system as part of the review process and notifies the International Partnerships team. The Academic Lead is responsible for the off boarding of the provider.

Resources to support the offboarding process are located on the SharePoint hub. The discontinuation is reported to Programs Committee for noting.

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.

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 to a student that is located 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 – Transnational Coursework Procedure
Document number	2024/0000018
Purpose	This procedure specifies the requirements and processes for academic delivery of transnational coursework 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.
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Approving authority	Provost

6.0 Related Policy Documents and Supporting Documents

Legislation	Higher Education Standards Framework (Threshold Standards) 2021
Policy	Academic Delivery with Other Parties Policy Program and Course Policy
Procedure	Program Approval Procedure Program and Course Review Procedure Academic Delivery with Other Parties – Domestic Coursework Procedure
Forms	Academic Delivery with Other Parties – Transnational Coursework Strategic Brief Academic Delivery with Other Parties – Transnational Coursework Business Case Academic Delivery with Other Parties – Transnational Coursework Due Diligence Academic Delivery with Other Parties – Transnational Coursework Renewal Checklist Academic Delivery with Other Parties – Transnational Coursework Annual Review