

Charles Sturt University Study Centre Risk and Integrity Business Practices Local Instructions

Section 1 - Purpose

- (1) This document outlines the business practices undertaken to identify and mitigate potential academic risks and assuring academic integrity at Charles Sturt University Study Centres. The business practices ensure sufficient evidence is collated, analysed, recorded and acted upon to demonstrate systematic capability.

Context

- (2) This document has been developed in the context of business practices implemented by Charles Sturt University with regard to the TEQSA Higher Education Standards Framework, associated internal projects, ESOS national code and other regulations and standards which impact on academic risks and academic integrity.

Scope

- (3) This document applies to the Partners and Quality team within the Faculty of Business, Justice and Behavioural Science.
- (4) The document relates to the management of the Partnership between the Faculty of Business, Justice and Behavioural Science, and Study Group Australia.

Section 2 - Glossary

- (5) For the purpose of this document, the following additional terms have the definitions stated:
- a. Academic Senate – refers to the Academic Senate of Charles Sturt University
 - b. Charles Sturt University Study Centres – refers to the centres operated by Study Group Australia in conjunction with Charles Sturt University.
 - c. ESOS Act – is the [Education Services for Overseas Students Act \(2000\)](#)
 - d. Faculty Board – refers to the Faculty Board responsible for academic governance oversight of the activities of the Faculty of Business, Justice and Behavioural Science, on behalf of the Academic Senate.
 - e. The National Code – is the [National Code of Practice for Providers of Education and Training to Overseas Students](#) which is a legislative instrument of the Education Services for Overseas Students Act (2000)
 - f. Partners and Quality team – a portfolio within the Faculty of Business, Justice and Behavioural Science, led by the Associate Dean (Partners and Quality)
 - g. Study Centre Academic Management Committee – refers to working party established by the Study Centre Steering Committee to oversight operational matters related to academic management.

- h. Study Centre Steering Committee – refers to the Steering Committee established to oversight the operations of Charles Sturt University Study Centres.
- i. Study Group Australia – the partner institute that operates Charles Sturt University Study Centres in Brisbane, Melbourne and Sydney.
- j. TEQSA – is the Tertiary Education Quality and Standards Agency
- k. Threshold Standards – also known as the [Higher Education Standards Framework](#) is a legislative instrument of the Tertiary Education Quality and Standards Agency Act (2011)

Section 3 – Policy

- (6) This document supports,
- a. the [University Partnerships Policy](#),
 - b. TEQSA Threshold Standards,
 - c. ESOS Act National Code.

Section 4 – Procedures

- (7) Nil

Section 5 - Guidelines

Responsibilities

- (8) The responsibilities of the Partners and Quality team include, but are not restricted to,
- a. Undertaking systematic analysis of various risk and performance metrics with respect to the TEQSA Threshold Standards
 - b. Enabling the capacity for governance bodies, such as Faculty Board and Academic Senate, to have oversight and governance over key matters with the Charles Sturt University partners
 - c. Maintaining a presence on Study Centre Partnership committees, working parties and other governance bodies.
 - d. Support the key stakeholders on matters of the Study Centre partnership. Especially with the Office of Global Engagement and Partnerships (OGEP), the Office of Planning and Analytics (OPA), and the Faculty.
 - e. Embedded Charles Sturt University staff on Study Centre premises to act as liaison for Study Centre staff on matters of risk mitigation and integrity.
 - f. Undertake other analyses and projects that may arise.

Data Analysis

- (9) The Partners and Quality team will undertake systematic data analysis which includes,
- a. Investigation and validation of data analysis delivered by other Study Centre stakeholders.
 - b. The development and implementation of business practices to ensure sufficient evidence is collated.
 - c. Explore and develop new methods of understanding, analysing and reviewing risk and performance at the Study Centres.
 - d. Communicate analyses to the relevant governance bodies.
- (10) Reports will be reviewed through an internal audit process (see Appendix A) that includes,
- a. Office of Global Engagement and Partnerships (OGEP) providing feedback in the drafting of reports as a key stakeholder

- b. Office of Planning and Analytics (OPA) undertaking an audit of the data analysis, by examining data integrity, justifications, limitations and conclusions in the reports.
- c. This audit will be undertaken before reports are submitted through internal governance structures (unless otherwise advised by Associate Dean (Partners and Quality)).

Annual Review

- (11) The Partners and Quality team will undertake a regular review of key performance indicators for the Study Centres,
- a. The review will consist of data analysis at regular intervals.
 - b. The review of key performance indicators will be guided by the TEQSA risk framework and Threshold standards.
 - c. Regular updates and reporting to relevant governance bodies such as the Study Centre Academic Management Committee, Study Centre Steering Committee, Faculty Board, Academic Senate, and other external bodies as required.

Project Governance

- (12) Projects are tracked in a centrally stored file, entitled “CSU Study Centre Risk and Integrity Business Practices”, which outlines,
- a. The project details and a summary of findings, outcomes and/or recommendations
 - b. An outline of the governance requirements, particularly which governance bodies are required to read, discuss or make a determination on
- (13) The materials that are used for and developed from projects will be maintained in a centrally located share folder drive accessible by permitted persons (as determined by the Associate Dean (Partners and Quality), Deputy Dean, Executive Dean or others working on their behalf).

Position Roles

- (14) The Partners and Quality team consists of the following positions,
- a. Associate Dean (Partners and Quality), embedded in Melbourne Study Centre
 - b. Education Intelligence Analyst, embedded in Sydney Study Centre
 - c. Governance and Analytics Officer, embedded in Brisbane Study Centre

Status and Details

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Appendix A – Internal Data Analysis Audit and Governance Process

