

Affiliate Institute Guidelines

November 2022 - This document is rescinded. See the University Partnerships Policy and University Partnerships Procedure for current information.

Section 1 - Purpose

(1) These Guidelines describe the terms and conditions for affiliation with other institutes.

Section 2 - Glossary

(2) Nil.

Section 3 - Policy

(3) Nil.

Section 4 - Procedures

(4) Nil.

Section 5 - Guidelines

Introduction

(5) The objects of Charles Sturt University (the University) include the provision of instruction and the carrying out of research in a variety of disciplines. The University believes that the pursuit of these objectives can be enhanced by developing mutually beneficial affiliations with selected government, semi-government and private organisations.

(6) The University will benefit from such affiliations via the promotion and encouragement of:

- a. teaching of both undergraduate and post-graduate students of the University, including co-operative education programs;
- b. research amongst such students;
- c. co-operative research programs;
- d. sharing of specialist and/or major items of equipment and facilities; and
- e. the extension of the University's awards to new markets.

(7) The affiliating institution will benefit via:

- a. the labour and research efforts of the University's students;
- b. co-operative research programs;

- c. access to the University's specialist and/or major items of equipment, laboratories, library, etc.;
- d. co-operative educational and professional development programs and access to the University staff as consultants; and
- e. access to the University's educational offerings and intellectual property.

Terms and Conditions of Affiliation

(8) The Vice-Chancellor and the Chief Executive Officer of the affiliating institution shall develop recommendations on the specific terms and conditions of the agreement of institutional affiliation. Such an agreement must be ratified by the University Council and the equivalent body in the Affiliate Institute.

(9) Nothing in any affiliation agreement should limit or restrict in any way:

- a. the necessity for a student who is a candidate for a degree of the University and who is obtaining tuition, research, industrial, practical or other educational experience at the Affiliate Institute to comply with all Rules, Regulations and Conditions for the award of that degree and in particular:
 - i. that the candidate shall be required to enrol with the University before taking out the award;
 - ii. that the candidate shall be subject to the Rules and Conditions of the Academic Regulations, as administered by the Academic Programs Committee or the Board of Graduate Studies and by the appropriate Faculty of the University;
 - iii. the general authority of the Dean of the appropriate Faculty to supervise the research and teaching of any subject or course;
 - iv. the right of the Board of Graduate Studies to appoint as an associate or principal supervisor of a post-graduate student a member of the staff of the University. Where a member of the staff of an Affiliate Institute is appointed as an associate supervisor of a post-graduate student, the University shall appoint such member of staff to an appropriate Honorary position for the term of the post-graduate study; and
- b. subject to clause 9a(i-iv) above:
 - i. the requirement that the affiliating institutions, and where appropriate the candidate, must collaboratively determine the nature of the candidate's research, industrial or practical activities while located at the Affiliate Institute;
 - ii. the authority of designated supervisory staff in the Affiliate Institute to direct the day-to-day activities of the candidate.

(10) Any affiliation agreement should provide for:

- a. members of staff of the Affiliate Institute to hold honorary appointments in the University, subject to the University's terms and conditions for honorary appointments and with the consent of the Chief Executive Officer of the Affiliate Institute;
- b. members of staff of the University to hold honorary appointments in the Affiliate Institute, subject to the Affiliate Institute's terms and conditions for honorary appointments and with the consent of the Vice-Chancellor;
- c. the shared use by staff of the equipment and facilities of the affiliating institutions, under such conditions as are determined by the Vice-Chancellor and the Chief Executive Officer of the Affiliate Institute; and
- d. terms and conditions for the ownership of copyright, intellectual property, patents, etc. that may arise from joint activities between the University and the Affiliate Institute.

Terms and Conditions for the Offering of University Subjects and Courses by Affiliated Institutes

(11) Students may attain Charles Sturt University awards through study at Affiliate Institutes by:

- a. completing approved subjects or courses offered by the Affiliate Institute and being granted appropriate credit, in accordance with the University's policies, towards a University award;
- b. completing the prescribed University subjects for the award through study at the Affiliate Institute under conditions prescribed in these guidelines; or
- c. completing a combination of (b) and (c).

(12) An Affiliation Agreement may provide for the Affiliated Institute to offer Charles Sturt University subjects and courses provided that:

- a. the subjects, courses and awards have been approved by the Academic Senate;
- b. students pursuing such subjects or courses are subject to all the Rules and Academic Regulations established by the Academic Senate of the University;
- c. students follow the curricula and syllabi and meet the academic standards set by the University and approved by the appropriate Faculty Board and the Academic Senate;
- d. all academic assessment of students including the setting, marking and moderation of all examinations are conducted in accordance with the policies and practice of the relevant Faculty Board and the Academic Senate;
- e. the academic leadership within the Affiliated Institute is approved by the University; and
- f. the promotion of courses, the administration of student enrolments and the implementation of the University academic regulations are conducted within the University's policies and procedures and with the University's approval.

(13) Nothing in the affiliation agreement should limit or restrict in any way the rights of the relevant Dean or any other University officer in the conduct of their University responsibilities to monitor and oversee the delivery or administration of a University subject or course.

Status and Details

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