

Offshore Partner Program Review Policy

This document is expired from 23 August 2023 and is replaced by Part C of the [University Partnerships Procedure](#).

Section 1 - Purpose

Introduction

- (1) Charles Sturt University (the University) has arrangements in place with offshore and onshore institutions and other third parties to deliver University courses.
- (2) Under these arrangements the University enters into contractual agreements for institutions or other third parties to deliver a University course in another country, or in Australia to international students. The partner institution is contracted to deliver a range of academic and administrative services to University students.
- (3) The University holds full responsibility for the quality assurance and management of the courses and programs, and must ensure equivalence of outcome for students is achieved, both academic and service. The Policy provides the requirements for the review of these programs.

Section 2 - Glossary

- (4) Nil.

Section 3 - Policy

Purpose

- (5) The purpose of the policy for Reporting and Review of International Course Delivery Programs is to ensure that programs are being delivered in accordance with the University quality assurance and contractual requirements; and to provide the University with regular, consolidated and holistic reports on the operations of its international programs.

Types of International Agreements

- (6) This Policy applies to Joint Cooperation - Third Party Course Delivery international programs. It also applies to arrangements in Australia where the University enters into an agreement for the delivery of University courses to international students via a partnership arrangement.

Responsibilities

- (7) Deputy Vice-Chancellor (Administration) is responsible for contract management of international programs, including initiating program reviews, chairing annual partner meetings, and reporting to the Vice-Chancellor's Leadership Team on international delivery programs.
- (8) Faculty Executive Dean in accordance with the policy University Award Courses Offered In Collaboration With a

Third Party: Quality Assurance, has responsibility for ensuring that mechanisms are in place so that it can regularly assure itself and the University on:

- a. the ongoing suitability and currency of the teaching materials and teaching strategies for achieving the identified learning outcomes, both for individual subjects and the course as a whole for the students who undertake this particular offering;
- b. the ongoing quality of teaching;
- c. the ongoing quality of assessment, including all the processes involved in assessment; and
- d. ongoing adequacy and quality of physical resources.

(9) Head of School is responsible for undertaking all aspects of the academic component of the program review.

(10) Executive Directors/Directors Divisions are responsible for ensuring the ongoing provision and quality assurance of support services and availability of learning resources (Library, IT resources, etc.).

(11) International Relations is responsible for coordinating program reviews and providing regular reports on international programs to Deputy Vice-Chancellor (Students) and University committees.

Regular Whole of Program Reporting

(12) Office of Global Engagement is responsible for providing regular status reports to the Deputy Vice-Chancellor (Administration) on the operation of international course delivery agreements.

(13) The status reports prepared by the Office of Global Engagement will include:

- a. an overview of the program;
- b. course enrolment data (continuing and commencing);
- c. financial status;
- d. key issues including concerns/issues identified by the delivering Faculty, Divisional stakeholders, students and partners;
- e. progress updates on issues raised from whole of program review;
- f. a risk register identifying high risk issues and risk mitigating strategies; and
- g. upcoming events and visits including academic and divisional quality assurance activities.

(14) Reports will be provided to the Deputy Vice-Chancellor (Administration) for review by the Vice-Chancellor's Leadership Team at least twice per year. A copy will be provided to the relevant Faculty Executive Dean.

(15) Following review by the Vice-Chancellor's Leadership Team the reports will be provided to University Course Planning Committee for noting.

Whole of Program Review and Reporting

(16) The University will undertake a whole of program review of each of its international delivery programs on an annual or as otherwise requested by the Deputy Vice-Chancellor (Students).

Initiation

(17) Program reviews will be initiated by the Deputy Vice-Chancellor (Students) at least four months prior to the scheduled annual meeting in the year of review.

(18) Whole of program reviews will be coordinated by Office of Global Engagement.

Scope

(19) The review will consist of an academic and administrative review, and will report on:

- a. overall program performance;
- b. host country approvals and accreditation;
- c. relationship development and management;
- d. marketing and recruitment;
- e. admission and enrolment;
- f. teaching and learning;
- g. research collaboration;
- h. academic progress;
- i. graduation;
- j. student support services;
- k. financial performance;
- l. compliance with relevant external standards;
 - i. AVCC Code; and
 - ii. ESOS Act;
- m. program viability; and
- n. risk.

(20) The International Course Delivery Program template provides a framework for gathering the information during the review.

Preparation

(21) International Relations will request feedback on the operation on the program from the following stakeholders:

- a. Faculty and School with academic delivery responsibility (academic review);
- b. Division of Library Services
- c. Division of Student Administration
- d. Division of Marketing and Communication
- e. Division of Information Technology
- f. Student Services Office
- g. Division of Learning and Teaching
- h. Division of Finance

Internal Review

(22) The Office of Global Engagement will hold an internal stakeholder meeting to discuss the program and identify issues for resolution and discussion with the partner.

Partner Meeting

(23) The Office of Global Engagement will coordinate a meeting with partner staff to discuss the program and identify issues for resolution and discussion with University stakeholders.

Student meeting

(24) Where possible, the Office of Global Engagement will coordinate a meeting with students of the program under review and identify issues for resolution and discussion with the University and partners.

Site Visit

(25) The Office of Global Engagement will coordinate an onsite review of the program to inform the review.

(26) The site review may be undertaken by the Office of Global Engagement, Faculty or Divisional delegate.

(27) Following the site review a draft report will be provided to the Deputy Vice-Chancellor (Students) for discussion at the annual partner meeting.

Annual Meeting

(28) The outcomes and actions required from the international program review will be discussed at the annual partner meeting and where applicable the University's mainstream committees such as University Course Planning Committee, Curriculum, Learning and Teaching Committee etc.

Reporting

(29) The final international program review report, including recommendations and actions, will be submitted by International Relations to the Deputy Vice-Chancellor (Students) and Executive Dean no later than two weeks after the annual meeting.

(30) The Deputy Vice-Chancellor (Students) will present the report to the Vice-Chancellor's Leadership Team.

(31) Following review by the Vice-Chancellor's Leadership Team the reports will be submitted to Faculty Executive Dean, Academic Senate and University Course Planning Committee for noting.

(32) A summary of the report will be provided to the partner for review and action where necessary.

Status and Details

Status	Current
Effective Date	22nd May 2014
Review Date	30th June 2018
Approval Authority	Deputy Vice-Chancellor (Research, Development and Industry)
Approval Date	21st May 2014
Expiry Date	Not Applicable
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