

Monash University Policy

Policy Title	Collaborative Coursework Arrangements Policy
Date Effective	18-July-2012
Review Date	18-July-2015
Policy Owner	Deputy Vice Chancellor (Education)
Category	Academic Quality and Standards
Version Number	1.3
Content Enquiries	Education Policy
Scope	The policy applies to all Australian and international collaborative arrangements for all coursework programs between Monash and external providers at Monash campuses or elsewhere. The policy covers the provision of units, curriculum and coursework courses.
Purpose	To provide a framework for collaborative coursework arrangements that aligns with the University's strategic objectives and is quality assured.

POLICY STATEMENT

Collaboration Partners

1. The University must only enter into collaborative coursework arrangements with reputable higher education providers and other reputable organisations.
2. Reputable higher education providers and reputable organisations are those with a demonstrated record of academic credibility where the collaboration will enhance Monash's reputation.
3. Exceptions to the requirements of this policy may be approved by Academic Board on a case by case basis.
4. In choosing partners, Monash must be cognisant of the requirements of the TEQSA provider and qualification standards. Monash awards must meet the requirements of the Threshold Standards.
5. All arrangements resulting in articulation or credit transfer agreements must be consistent with the requirements of the [AQF Qualifications Pathway Policy](#).

International Partners

6. At the undergraduate level, Monash must only enter into an international collaborative coursework arrangement with another university. Exceptions to this policy will be considered on a case-by-case basis and must be endorsed by Global Engagement Committee and approved by Education Committee.
7. At the graduate/postgraduate level, Monash may enter into an international collaborative coursework arrangement with either a university or non-university institution. Where the international collaboration is with a non-university institution, Monash must retain full control over selection, teaching and assessment of students and program evaluation. This type of arrangement must be endorsed by Global Engagement Committee and approved by Education Committee.
8. In addition, the University may engage in education-related activities, such as the development or licensing of curriculum and other approved activities, which contribute to national capacity building, generally or in particular fields, in other countries. Such activities provide benefits both to Monash and the home country.

Quality Assurance

9. The University must consider the status, reputation and financial viability of a potential partner before entering into collaborative coursework arrangements.
10. An assessment must be made of the:
 - Strategic purpose of the proposed collaboration;
 - Partner reputation (including senior staff and shareholders);
 - Possible impact on Monash's existing partnerships;
 - Quality assurance provisions;
 - Financial viability;
 - Financial impact on Monash campuses;
 - Risk; and
 - Exit strategies.
11. A formal agreement must be drawn up between the University and the partner. The agreement must include measures for management, monitoring and review of the collaboration.
12. Collaborative coursework arrangements that lead to a Monash award must result in programs that are of an equivalent standard and quality to the University's other academic programs.
13. Where collaborative coursework arrangements involve the delivery of a program at a physical location other than a Monash campus or centre (ie, transnational delivery), the facilities and support services must be assessed. A designated Monash representative must view and approve the facilities as appropriately located, suitable and safe, and the support services (premises, administrative support, teaching and learning resources, library and computing facilities) as comparable to Monash standards.
14. The University must ensure that appropriate arrangements are in place to ensure that obligations to the students and Monash are protected should a partner organisation cease to operate.

Academic Control

15. Monash University has sole academic control over its own degrees and awards and this is exercised through:
 - selection and admission;
 - granting of credit; and
 - teaching and assessment of its own units.

Approval and Review

16. All collaborative coursework arrangements for the delivery and provision of Monash courses and units must be approved as set out in the [Course and Unit Accreditation policy](#).
17. All collaborative coursework arrangements must be closely monitored for quality and financial viability.
18. Collaborative coursework arrangements must comply with:
 - a. TEQSA Threshold Standards - (Provider, Course and Qualifications) and Australian Qualifications Framework policies.
 - b. ESOS Act and National Code.
 - c. [Lisbon Recognition Convention](#) (for international collaboration).
 - d. Other relevant government legislation with which the non-Australian partner must comply (for international collaboration).
19. The [Approvals & Communications Process for Agreements with International Institutions](#) approved by International Committee governs the development, review and monitoring of MoUs and agreements with international institutions.
20. Other approval processes appropriate to the type of collaborative arrangement are included below.

Types of Collaborative Coursework Arrangements

21. Collaborative coursework arrangements include:
 - Credit arrangements - articulation and credit transfer;
 - Double degree or dual award programs;
 - Transnational delivery of courses and units;
 - Delivery of courses and units within Australia (including online collaborations) with education providers and organisations, and
 - Student mobility programs.
22. Agreements to licence Monash curriculum may also be made, but are not regarded as a type of collaborative agreement.
23. Twinning programs will not be approved.

Credit Arrangements

24. Articulation arrangements enable students to progress from a completed qualification at a partner institution to Monash University with credit and/or admission in a defined qualification pathway.
25. Credit transfer arrangements provide students from a partner institution with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.
26. With such arrangements, the division of time spent between Monash and the partner may be described by such labels as '1+2', '2+1' or '2+2'.
27. Faculties are responsible for approving articulation and credit transfer agreements with other education providers.
28. Such arrangements must comply with University credit regulations, credit policy and procedures.
29. All such agreements with non-Australian education providers must be endorsed by Coursework Admissions and Scholarships Committee and will be added to a central register of articulation agreements.
30. All such agreements with Australian providers must be reported to the Deputy Vice-Chancellor (Education) (or delegate) and will be added to a central register of articulation agreements.

Double Degree and Dual Award Programs

31. For Australian collaborations, Monash may enter into programs with other universities, TAFEs or approved higher education providers.
32. Exceptions to this policy will be considered on a case-by-case basis and must be approved by Education Committee.
33. For international collaborations, Monash may only enter into degree level or higher collaborations with other universities.

Licensing Agreements

34. In establishing a licensing arrangement between the University and international partners, the following principles apply:
 - a. The same program cannot normally be licensed to more than one institution within a particular country.
 - b. The partner will not be permitted to on-sell the curriculum to a third party.
 - c. Students who enrol in licensed programs at partner institutions are not awarded a Monash degree or entitled to automatic credit to a Monash degree.
 - d. The partner may advertise the program as 'being based on Monash curriculum' but cannot claim that it is a Monash program.

35. In establishing a financial case for the licensing arrangement, close attention must be given to:
 - a. Completion of an appropriate costing model to scope the proposal (eg, project template, course costing model or other Monash tool), and
 - b. Justification of the pricing policy to be applied.
36. An estimated budget must be approved by the Vice-President Finance prior to the University approving the licensing agreement.

Delivery of Courses and Units with Partners

37. Where Monash courses and units are delivered through education providers, the agreement must ensure that Monash retains full control over academic matters, including selection, teaching and assessment of students.
38. The University is responsible for quality, monitoring and review of the arrangements.
39. Transnational agreements must be endorsed by Global Engagement Committee and approved by Education Committee.
40. The delivery of courses and units within Australia with education providers must be approved by Education Committee.
41. Faculties must submit a formal agreement to Education Committee outlining the parameters of the proposed collaboration and the respective responsibilities of each partner. The agreement must be endorsed by the partner.

Student Mobility Programs

42. Monash must only enter into an Exchange Partner relationship where the proposed exchange partner university is appropriately recognised in its country of origin.
43. A Memorandum of Understanding must be prepared between the University and the proposed exchange partner university.
44. Proposals for student mobility programs must ensure that there are clear academic benefits to be derived by students from study at another institution.

Supporting Procedures	Collaborative Coursework Arrangements - Dual Award and Joint Degree Procedures Collaborative Coursework Arrangements - Transnational Delivery of Courses and Units Procedures Collaborative Coursework Arrangements - Articulation and Credit Transfer Agreements Procedures Collaborative Coursework Arrangements - Licensing of Curriculum Procedures
Responsibility for implementation	Deputy Vice-Chancellor (Education) Deputy Vice-Chancellor (Global Engagement) Pro Vice-Chancellors (Malaysia & South Africa) Deans Associate Deans (Education) Associate Deans (International) Faculty Managers
Status	Revised
Approval Body	Name: Academic Board Meeting: 4/2012 Date: 18-July-2012

	Agenda item: 16.1
Endorsement Body	<p>Name: Education Committee</p> <p>Meeting: 4/2012</p> <p>Date: 20-June-2012</p> <p>Agenda item: 12.1</p>
Definitions	<p>Articulation arrangements: Articulation arrangements enable students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway. (AQF definition) Articulation agreements are formal agreements between Monash and another education provider. (See Credit Policy and Procedures)</p> <p>Award: A degree, diploma or certificate of the University, which is conferred on a student by the University Council.</p> <p>Collaborative Delivery: Where Monash and a higher education institution share responsibility for providing teaching, academic support, administration, support services or facilities for a particular course. Monash is the home higher education provider, and students are enrolled and classified as Monash students.</p> <p>Course: The accumulation of units, according to a set of rules, that leads to the award of a qualification, eg Bachelor of Arts, Bachelor of Engineering.</p> <p>Credit arrangements: Credit arrangements are formal negotiated arrangements within and between issuing organisations or accrediting authorities and are about student entitlement to credit. They may also be formal arrangements made between issuing organisations and students. (AQF definition) (See Credit Policy and Procedures)</p> <p>Credit Transfer: A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. (AQF definition)</p> <p>Curriculum: The specifications for a course or unit which describe all the learning experiences a student undertakes, including objectives, content, intended learning outcomes, teaching methodology, recommended or prescribed assessment tasks and assessment exemplars.</p> <p>Double award programs: Programs where Monash and another education institution offer a course of study which results in two awards of different types, e.g. Bachelor degree and Diploma award.</p> <p>Double degree programs: Programs where Monash and another education institution develop a degree-level course of study and both institutions credit the units undertaken at the other institution. The student receives two degrees from two institutions.</p> <p>Education Providers: In this context, education providers are those organisations providing education services which are not registered as self-accrediting under TEQSA's National Register of Higher Education Providers.</p> <p>Higher education institution: A higher education institution is a body that is established or recognised by a Commonwealth, state or territory government to issue qualifications in the higher education sector. It may be a university, self-accrediting institution or non-self accrediting institution. (AQF definition) In the international context, a higher education institution is a body appropriately established or recognised in its country of origin.</p> <p>Licensing agreements: An agreement where Monash grants another institution permission to use Monash material or teach Monash's curriculum.</p> <p>Off-campus (also referred to as Distance Education): Off-campus learning is a flexible mode of study. It is based on a combination of independent learning</p>

	<p>materials and learning support systems. Off-campus learning requires minimal or no student attendance on campus.</p> <p>Off-shore delivery: An arrangement where Monash delivers curriculum at another venue outside of Australia, either a Monash campus or elsewhere.</p> <p>TAFE: Technical and Further Education.</p> <p>TEQSA: Tertiary Education Quality and Standards Agency.</p> <p>Transnational delivery program: A collaborative delivery program offered in an overseas location, excluding Monash campuses or centres.</p> <p>Twinning program: A course, formalised by an agreement, where a reputable higher education provider delivers the first year or two years of a Monash undergraduate course and Monash delivers the final year or sometimes two years at one of its campuses. Students who successfully complete the host higher education providers program are granted credit to enter into the final stage of a Monash course. Students are enrolled as Monash students and are taught by Monash academics.</p> <p>Unit: A component of a course of study which is taught and examined as a discrete entity but does not include a thesis for a higher degree by research which is governed by regulations of the Research Graduate School Committee. A unit is represented by a single unit code.</p>
Legislation Mandating Compliance	Monash University Act 2009
Related Policies	<p>Academic Review Policy and Procedures</p> <p>Admission to Coursework Courses and Units of Study Policy</p> <p>Assessment in Coursework Policy and Unit Assessment Procedures</p> <p>Coursework Course and Unit Accreditation Policy and Procedures</p> <p>Coursework Course Review Procedures</p> <p>Course Design Policy</p> <p>Credit Policy</p> <p>Student Fees Policy</p> <p>Academic Transcript Policy and Procedures</p>
Related Documents	<p>Australian Qualifications Framework</p> <p>Credit Transfer Business Practices</p> <p>International Agreements Database (Monash staff only)</p> <p>International Plan</p> <p>Lisbon Recognition Convention</p> <p>Monash Exchange Partner Universities</p> <p>National code of Practise for Registration Authorities and Providers of Education and Training to Overseas Students</p> <p>Provision of Education to International Students. Code of Practice and Guidelines for Australian Universities</p> <p>Risk Management Framework Resources</p>