

Monash University Procedure

Procedure Title	Collaborative Coursework Arrangements – Transnational Delivery of Courses and Units Procedures
Parent Policy	Collaborative Coursework Arrangements Policy
Date Effective	31-August-2011
Review Date	31-August-2014
Procedure Owner	Deputy Vice Chancellor (Education)
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	Education Policy Unit
Scope	<ul style="list-style-type: none"> • All collaborative coursework agreements. • Proposals concerning research degrees should consult the Monash Research Graduate School.
Purpose	To provide a framework for collaborative coursework arrangements that aligns with the University's strategic objectives and is quality assured.
PROCEDURE STATEMENT	

A transnational agreement may involve the delivery of a Monash unit, a combination of units, a course, including graduate/postgraduate courses, short-course or other training module.

1. Scoping

Faculty prepares scoping exercise in which the basic rationale for the transnational agreement is set out.

The Office of the Deputy Vice-Chancellor (Global Engagement) must be consulted and must give authority to proceed with negotiations with a potential partner. The faculty should seek comprehensive, relevant background details on the proposed partner. The background and grounds for the proposed agreement should also be outlined. Head of Schools and Departments teaching the unit, course or component of the course must also provide advice and approval at this stage. Particular care must be taken to ensure that other faculties providing components of courses are consulted.

Responsibility

Faculties, Heads of Schools / Departments

2. In-principle approval

The Deputy Vice-Chancellor (Global Engagement) provides in-principle approval for transnational program.

Responsibility

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Faculties, Office of Deputy Vice-Chancellor (Global Engagement)

3. Preparing the Transnational Agreement

The transnational agreement between Monash and partner prepared by Office of the Deputy Vice-Chancellor (Global Engagement) and University Solicitor's Office.

Formal market research about the partner must be included in the proposal and must cover:

- Compatibility with Monash's education objectives
- Compatibility with Monash's international plan
- Safety and security of facilities and physical resources
- Demographic profile
- Student demand and capacity to pay
- Competition from domestic and offshore providers
- State of education infrastructure
- Student support infrastructure
- Transport and communication infrastructure
- Reputation of the partner

Discussions must be undertaken with the Dean, Associate Dean (Education) and Faculty Manager as to whether the proposed arrangement advances faculty teaching imperatives, and whether academic quality can be achieved and maintained. The Dean must confirm in writing to the proposer that the faculty will be able to resource the initiative.

A transnational agreement will generally be subject to the following conditions:

- The curriculum must be developed or approved by Monash;
- Monash must conduct assessment and the setting of academic standards;
- Entry level requirements and subsequent academic performance of students must be monitored to ensure appropriate admission standards;
- Monash must negotiate fees compatible with the Monash fees policy;
- Monash must nominate its own coordinator and approve the partner's appointment of the on-site program director;
- Monash staff must be consulted on appointment and supervision of teaching staff;
- Students must be given appropriate access to the broad range of Monash resources through the Portal system and/or other mechanisms;
- Monash-enrolled students who successfully complete all the requirements of their course will graduate with a Monash award or degree.

Formal due diligence must occur with the partner. This should include:

- Organisational ownership, governing body, legal status and structure;
- Registration and accreditation status in local jurisdiction including any limits on its scope of operations;
- Capacity to enter into a contract with Monash;
- A statement of mission and purpose, and evidence of compatibility with Monash objectives;
- Evidence of financial probity and stable financial status;

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- Business plan for the proposal;
- Capacity to ensure secure appropriate approvals;
- Academic staff and employment processes;
- Physical resources and facilities;
- Student admission, enrolment and support services;
- Quality management system.

A formal business plan must be prepared for the transnational agreement. The business plan must be fully costed and that detail the extent of the commitment of Monash to the arrangement in business and financial terms.

Responsibility

Faculties, Office of Deputy Vice-Chancellor (Global Engagement), University Solicitor's Office, Corporate Finance Division

4. Approval

Transnational agreement is approved by Faculty and Deputy Vice-Chancellor (Global Engagement).

Responsibility

Faculties, Office of Deputy Vice-Chancellor (Global Engagement), University Solicitor's Office, Corporate Finance Division

5. Registration

Transnational agreement is registered on Web International Agreements Database.

Responsibility

Office of Deputy Vice-Chancellor (Global Engagement)

6. Monitoring Transnational Agreements

A copy of the Agreement must be kept with the Faculty Dean and the Office of the Deputy Vice-Chancellor (Global Engagement) on the International Agreements Database Webpage.

Quality assurance monitoring and review of the agreement will be undertaken to ensure that contractual agreements are suitable and are being effectively implemented, and that the academic, business, strategic and reputational case for continuing each agreement is appropriately considered.

Monitoring and review activity consists of two elements:

- Annual Monitoring Report
- Formal review of each agreement at least every three years

Annual Monitoring Report

This reports on student performance and satisfaction and financial viability for the previous academic year.

Faculties must complete and submit an Annual Monitoring Report to the Office of Global Engagement before 31 July each year using the [template](#) approved by Education Committee.

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Formal Review Process - Triennial Reviews

The formal review should be conducted every three years. Reviews are organised at partnership 'site' level and include all faculties involved with that partner. This approach is consistent with the structure of the contracts which exist between Monash and the partner.

Responsibility

Faculties, Office of Deputy Vice-Chancellor (Global Engagement)

Triennial Reviews

The purpose of the triennial review is to:

- assess the suitability of the contractual agreements and the effectiveness of their implementation;
- assess student performance and satisfaction and comparison with data for other modes of offering;
- assess financial viability.

Triennial Review Panels

The Deputy Vice-Chancellor (Global Engagement) appoints a panel to undertake the review.

The review panel typically has two or three members and is chaired by the Deputy Vice-Chancellor (Global Engagement) or nominee. The panel should include senior faculty academic staff who are not involved in the delivery of the program.

The review commences with a self-review undertaken by each faculty operating courses with the partner. The self-review presents an opportunity for each faculty to consider course directions, progress, achievements and strengths, as well as areas for development and improvement and the means of achieving these.

The partner is invited to provide written comment to the panel on its assessment of the effectiveness of the agreements with the university.

The review panel considers the self-review documentation and may then seek additional information of faculties, either by meeting with relevant faculty staff or by requesting further documentation.

The panel then undertakes a site visit which should include, as a minimum, interviews with partner management and staff and with selected students from the courses involved, as well as an inspection of facilities.

The review panel prepares a written report, noting both areas of good practice and recommendations for improvement. The report is submitted to the Deputy Vice-Chancellor (Global Engagement) who through the Global Engagement Committee and Education Committee ensures the implementation of the recommendations.

Responsibility

Faculties, Office of Deputy Vice-Chancellor (Global Engagement)

Triennial Review Schedule

Transnational collaborative teaching agreements with each partner are normally reviewed every three years. The Global Engagement Committee determines the schedule of reviews and provides information to Office of Pro Vice-Chancellor (Planning and Quality) for inclusion on the online Review Database.

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Faculties, Office of Deputy Vice-Chancellor (Global Engagement), Office of Pro Vice-Chancellor (Planning and Quality)

Support

Quality assurance and improvement are core responsibilities for each faculty and budgeting for faculty activities is therefore part of the normal planning and budgeting process.

The Office of the Deputy Vice-Chancellor (Global Engagement) will provide briefing on review procedures for faculty staff and executive assistance for review panels.

Responsibility

Faculties, Office of Deputy Vice-Chancellor (Global Engagement)

Review Report

The Chair of the review panel (nominee of the Deputy Vice-Chancellor (Global Engagement)) drafts the review report, seeking comment and input from the panel as appropriate. A draft of the report is provided to the faculty contact person, for comment. The final report is then submitted to the Global Engagement Committee which provides it to the relevant faculties and other interested parties. Office of Global Engagement activities are reported to Academic Board and Education Committee.

Responsibility

Faculties, Office of Deputy Vice-Chancellor (Global Engagement)

Achieving Improvement

On receiving the review report each Dean, in consultation with the Office of Global Engagement, determines priorities and develops an implementation plan for approval by the Global Engagement Committee. As well as prioritising actions, the implementation plan assigns responsibilities, assess resource implications and provide timelines for implementation.

Faculties provide progress reports to Global Engagement Committee as requested on progress against the implementation plan.

Responsibility

Faculties, Global Engagement Committee

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

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	Agenda item: 16.1
Definitions	Transnational Agreements: A type of collaborative agreement where a Monash course or unit is offered in an overseas location, excluding Monash campuses or centres.
Legislation Mandating Compliance	
Related Policies	
Related Documents	