

Higher Education Course Delivery Relationships with Other Entities Policy

INTRODUCTION

The University may enter into formal course delivery relationships with Other Entities (OE) whereby the Other Entities provide educational services, including teaching, to students enrolled in the University's courses. The University may also confirm articulation arrangements that facilitate pathways from an Other Entity's courses into the University's courses, usually with defined advanced standing. Such relationships are to be governed by risk management and quality assurance processes. Delivery of the University's Vocational Education and Training (VET) courses via Other Entities is managed through the University's [VET Third Party Delivery Agreement Procedures](#).

STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

COMPLIANCE

This is a compliance requirement under the:

- [Higher Education Standards Framework \(Threshold Standards\)](#); and
- [National Code of Practice for Providers of Education and Training to Overseas Students](#)

INTENT

The intention of this document is to stipulate the risk management and quality assurance processes that must be applied to all higher education course delivery relationships with other entities, including those in Australia and in other countries.

RELEVANT DEFINITIONS

In the context of this document

Advanced Standing means the credit, granted to a student upon entry to a course, based upon previous formal study ("credit transfer") or recognition of other prior learning;

Agreement will have the same meaning as Contract;

Articulation Arrangement means an arrangement that enables a student to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway;

ASQA means the [Australian Skills Quality Authority](#) of the Australian Government;

Course Delivery Relationship (franchise) means a formal relationship whereby the University enters into an Agreement with an Other Entity to deliver University courses and associated support services, in whole or in part, to targeted student cohorts;

Course Delivery Relationship Oversight Committee (CDROC) means a committee of the Executive Leadership Group (ELG), which is charged with the responsibility of overseeing all course delivery relationships between the University and Other Entities;

Due Diligence means the process of investigation whereby the University assesses the suitability of an Other Entity prior to entering into a Course Delivery Relationship Agreement, through examining such matters as educational experience, previous operational performance, management and governance practices, financial situation, and character of key personnel;

ESOS Act means the [Educational Services for Overseas Students Act 2000](#) (Commonwealth);

Other Entity means legally established entity separate from the University (although it may be a controlled entity of the University) with which the University has a formal relationship for the purposes of delivering higher education courses to students; and

TEQSA means the [Tertiary Education Quality and Standards Agency](#) of the Australian Government.

POLICY

Course delivery relationships will be underpinned by the following principles:

- Students enrolled in University courses are entitled to all the concomitant rights and responsibilities, whether their learning experience is with the University directly or via a Course Delivery Relationship through an Other Entity;
- The University bears ultimate responsibility for the quality of its courses, the student experience, and compliance with TEQSA and ASQA standards and the *ESOS Act 2000* (when the Course Delivery Relationship includes international students studying in Australia under a student visa). Nothing in a Course Delivery Relationship will override the responsibilities of the University Council or its Academic Board and their policies and procedures; and
- Units and courses provided through Course Delivery Relationships with Other Entities must apply academic standards and lead to learning outcomes that are equivalent to those of units and courses provided directly by the University.

The University will have a Quality Assurance Framework for Higher Education Course Delivery via Other Entities (the “Framework”), which sets out the detailed operating procedures for quality assurance and risk management of all Course Delivery Relationships including, but not limited to, academic control, analysis of financial risk, and exit strategies.

The University will undertake a thorough process of due diligence prior to entering into a Course Delivery Relationship with any Other Entity.

Each Course Delivery Relationship will be established by a formal Agreement between the University and the Other Entity. This Agreement will be assessed against the requirements of the Framework prior to being approved by the University. Authority to enter into such Agreements is restricted to the Vice-Chancellor and persons specifically delegated authority to enter into such Agreements by the Vice-Chancellor. Agreements will have been endorsed by the relevant School/s and Faculty/ies prior to being authorised. The Vice-Chancellor will establish delegated authorities to amend such Agreements.

Each Course Delivery Relationship Agreement will be preceded by a Memorandum of Understanding (MoU), whereby the University and the Other Entity agree to work together to conduct the due diligence process, to explore the feasibility of a Course Delivery Relationship, and to design the Course Delivery

Relationship Agreement including exit arrangements. The MoU will not commit the University to a Course Delivery Relationship.

All Course Delivery Relationships and Agreements will be subject to oversight by the Course Delivery Relationship Oversight Committee (CDROC). This oversight will be conducted in consultation with relevant faculties and appropriate administrative offices such as the Office of International Services, the Office of Student Administration and Equity Services, and the Office of Learning and Teaching. It will commence prior to the drafting of a MoU, and will continue until such time as the Course Delivery Relationship terminates and all consequential student and contractual matters are resolved.

Course Delivery Relationships for which Agreements have been entered into prior to the commencement of this policy will be covered by this policy. Transition to full compliance with the Framework will be effected in a timeframe and manner as quickly as possible, consistent with the terms of the existing Agreement.

From time to time, the University will formalise arrangements that enable students to progress from a completed qualification from the University or from another Entity to another qualification at the University with admission and/or credit in a defined qualification pathway. All Articulation Arrangements will be approved by CDROC.

CDROC will continually monitor the performance of each Course Delivery Relationship and Articulation Arrangement and periodically report to Academic Board and Executive Leadership Group.

The Office of Learning and Teaching will maintain a register of all Course Delivery Relationships and articulation arrangements.

ESSENTIAL SUPPORTING INFORMATION

Internal

[VET Third Party Delivery Agreement Procedures](#)

External

[Educational Services for Overseas Students Act \(2000\)](#) (Commonwealth)

Document History and Version Control

Last amendment:	15 Dec 2017	Next Review:	May 2015
Sponsor:	Pro Vice-Chancellor, Education and Student Success		
Contact Officer:	Pro Vice-Chancellor, Education and Student Success		

Version	Date Approved	Approved by	Brief Description
1.00	25 May 2012	Academic Board	Creation of original document and upload to CDU website.
1.01	6 Feb 2013	Governance	<ul style="list-style-type: none"> • Updated and added hyperlinks • Minor changes to wording, grammar and formatting • Assigned document number
1.02	15 Dec 2017	Governance	<ul style="list-style-type: none"> • Conversion to new Governance template due to new University branding • Updated definitions • Updated Hyperlinks • Replaced will with shall throughout • Updated Third Party Delivery Agreement Procedures to VET Third Party Delivery Agreement Procedures • Amended Contact Officer from Pro Vice-Chancellor to Pro Vice Chancellor, Education and Student Success • VCAG updated to Executive Leadership Group