



## Collaborative Education Services (International) Policy

### 1. PURPOSE

Ensure that Curtin's offshore operations delivered with a collaborator are established and maintained in accordance with Curtin's commitment to delivering high quality courses to all students in all locations. To do this requires careful management of transnational partnerships. Adherence to the *Collaborative Education Services (International) Policy and Procedures* affirms our commitment to ensuring quality and standards with regards to our transnational teaching arrangements.

### 2. POLICY STATEMENT

- 2.1 Pro Vice-Chancellors and Heads of Schools/Departments will ensure that all courses and units within education services delivered through collaborators offshore will include agreed essential elements that are equivalent to those provided at Curtin's Western Australian locations, and will also meet the requirements for approval and review, as specified in this policy and procedures.
- 2.2 Curtin academic policies and procedures are applicable across all offshore locations.
- 2.3 All new collaborative education services will be assessed in accordance with this policy and procedure's Section 3.1 'Assessment of New Collaborative Programs Procedures'. No program may commence without approval.
- 2.4 All collaborative education programs will be reviewed annually in accordance with this policy and procedure's Section 3.2 'Review of Collaborative Programs Procedure'.
- 2.5 A regular cycle of reviews of offshore locations, including branch campuses will also be undertaken consistent with the *School and Area Review Policy* to ensure continued alignment of the campuses and locations with achievement of the University's Vision.
- 2.6 All Curtin staff teaching in collaborative education services will have completed a cross-cultural education training program or have had recognition of prior learning training approved by the Faculty Dean International. See Form 7a 'Annual Review Coversheet' for the requirements.
- 2.7 All education services that are delivered through a collaborator will be coordinated through Curtin International with respect to approval of contracts, charts of accounts and quality assurance. No formal negotiations, including preparation of a letter of intent, will commence until Form 2 is completed and approved.
- 2.8 Each Faculty will coordinate their offshore program delivery through a Faculty Offshore Program Manager nominated by the Faculty Dean International. The Dean International has responsibility for the administration of collaborative education services by the Faculty.
- 2.9 Copy of contracts and a register of collaborative programs will be maintained by Curtin International and updated annually or as new programs are established.

### 3. RESPONSIBILITY FOR IMPLEMENTATION, COMPLIANCE MONITORING, MEASURING AND CONTINUAL IMPROVEMENT

These management positions are responsible for implementation and compliance monitoring of the policy in their work areas:

- Manager, International Business Development
- Business Compliance Manager

### 4. SCOPE OF POLICY

This policy applies to all staff.

The following education services are excluded from the provisions of this policy:

- (a) Distance, online and mixed mode education services delivered without a collaborator;
- (b) Regional (Australia) contracting, where Curtin programs are delivered through a collaborator on behalf of Curtin.

- (c) Articulation arrangements involving students who are not Curtin-enrolled students and are covered by the 'Process for establishing international articulation (Credit Transfer) agreements'.
- (d) Joint doctoral programs, Open University Australia programs and consultancy agreements.
- (e) Collaborative (joint) award programs offered solely within Australia with another Australian educational institution, where the award is issued in joint names (refer to Collaborative Awards Procedures).

## 5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

### **Appropriate Standard**

Means services are provided at a level of quality that is sufficient to achieve the educational objectives of the relevant education services.

### **Collaborative Education Services (International)**

Means education programs and services (including teaching, supervision, examinations, professional development, training, moderation, educational support services, and library) provided to international students or collaborators overseas.

### **Collaborator**

Means an organisation with which Curtin engages in the delivery of education services.

### **Curtin's Western Australian Locations**

Means campuses in Western Australia where academic control for an academic program is based.

### **Curtin Programs**

Are those where the students are enrolled in the University's Student One system but, within the scope of this policy and procedures, are not studying at Curtin's Western Australian locations.

### **Faculty Offshore Program Managers (FOPM)**

Are officers appointed by Faculties with responsibility for liaison with the Manager, International Business Development in regards to the administration of collaborative education services delivered offshore. Their position title may not necessarily be "Faculty Offshore Program Manager".

### **Mixed Mode**

Refers to the provision of education services in part by distance or online education and in part by face-to-face teaching offshore (usually via intensive teaching visits from Curtin teaching staff or tutorial support by local tutors).

### **Quality Assurance**

Means the review and improvement of processes and outcomes to ensure a high level of quality is maintained.

## 6. SUPPORTING PROCEDURES

[Collaborative Education Services \(International\) Procedures](#)

## 7. RELATED DOCUMENTS/LINKS

*Nil*

<b>Policy Compliance Officer</b>	<a href="#">Bronwyn Bartsch</a> , Director, Curtin International   CI Compliance and Student Services
<b>Policy Manager</b>	Deputy Vice-Chancellor, International
<b>Approval Authority</b>	Academic Board
<b>Review Date</b>	1 <sup>st</sup> April 2014

**REVISION HISTORY** *(Previous versions of this document are available from Legal and Compliance Services)*

<b>Version</b>	<b>Approved/ Amended/ Rescinded</b>	<b>Date</b>	<b>Committee / Board / Executive Manager</b>	<b>Approval / Resolution Number</b>	<b>Key Changes and Notes</b>
	Amended	27/11/2015	Academic Board	AB 208/15	Attachment A to Item 16.2 (the actual Policy and Procedures were rescinded at the same meeting)
	Administratively Updated	18/01/2017	Director, Legal and Compliance Services		Review date updated