

Collaborative Education Services (International) Procedures

1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

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

2. PROCEDURAL DETAILS

These procedures outline the assessment of new collaborative courses (section 2.1), the review of collaborative education services (section 2.2), and the variation or termination of collaborative programs (section 2.3).

2.1. ASSESSMENT OF NEW COLLABORATIVE PROGRAMS PROCEDURE

2.1.1 Aim of procedure

To provide a mechanism for the University to:

- (a) consolidate an overview of Curtin's collaborative activities and commitments, and ensure that all programs are operating with an approved contract;
- (b) assess and determine the suitability of any proposed collaborator.

2.1.2 (a) The process flow for proposing a new partnership or campus is:

STEP	DESCRIPTION	RESPONSIBLE	LEAD	CONSULTING WITH
1	Global Curtin develops new TNE opportunity – works with areas of Curtin to assess and develop opportunity according to strategic direction	Deputy Vice-Chancellor, Global	Director, Transnational Education & Partnership (DD TNE)	Faculty Pro Vice-Chancellor(s)
				Dean(s) International
2	Develop CES Form 2-5 (including business case), and financial plan (Note: CES Form 1 is a flowchart)	DVC-G	D TNE	Dean(s) International
3	Provide business case to Curtin Senior Executive Team (SET) and Curtin University Council for endorsement	DVC-G	D TNE	Faculty Pro Vice-Chancellor(s)
4a	Development of Agreement (done concurrently with Steps 4b and 4c)	DVC-G	D TNE	Chief Legal Officer or Senior Legal Counsel
				Dean(s) International
4b	Financial plan provided to Curtin Financial Services for assessment and approval prior to seeking Chief Financial Officer approval (done concurrently with Steps 4a and 4c)	CFO	D TNE	Senior Accountant
4c	Global Curtin consults with Library, Student Services, DVC Academic, Risk, CITS, University Marketing (done concurrently with Steps 4b and 4c)	DVC-G	D TNE	Other Curtin Areas
5	Agreement finalised and signed	DVC-G	D TNE	Chief Legal Officer or Senior Legal Counsel
				Faculty Pro Vice-Chancellor(s)

2.1.2 (b) The process flow for introducing a new course at an existing partnership or campus is:

STEP	DESCRIPTION	RESPONSIBLE	LEAD	CONSULTING WITH
1	Global Curtin develops new TNE opportunity – works with areas of Curtin to assess and develop opportunity according to strategic direction	Deputy Vice-Chancellor, Global	Director, Transnational Education & Partnership (DD TNE)	Faculty Pro Vice-Chancellor(s)
				Campus Pro Vice-Chancellor (if proposed course is at an existing campus)
				Dean(s) International
2	Develop CES Form 5 (including business case), and financial plan	DVC-G	D TNE	Dean(s) International
3	Financial plan provided to Curtin Financial Services for assessment and approval prior to seeking Chief Financial Officer approval	CFO	D TNE	Senior Accountant
4	Global Curtin consults with Student Services, Support Services, Library (DVC Academic)	DVC-G	D TNE	Other Curtin Areas
5	A Deed of Variation is not required for adding a new course at an existing location, except in the case of China agreements where it is an MOE China requirement.	DVC-G	D TNE	Not applicable
	A Transnational Course Listing will be kept updated by Global Curtin and uploaded onto a password protected site for Curtin staff/University Associate login (Relevant partner and campus staff have University Associate login access)			

2.1.3 The CES Forms used in this process are:

New Transnational Partnership or Campus

Usage: Due diligence documents as part of starting a new transnational partnership or campus

- [Form 1 - Assessment of New Collaborative Programs Flowchart.doc](#)
- [Form 2 - Request for Approval to Negotiate.doc](#)
- [Form 3 - CES New Collaborator Assessment.doc](#)
- [Form 4 - Operational Risk Assessment.xlsm](#)

New / Existing Transnational Partnership or Campus

Usage: Business Case documents as part of:

- (a) Starting a course at a new transnational partnership or campus
- (b) Adding a course to an existing transnational partnership or campus

To be compiled in conjunction with CES Form 1-4 in the event of a completely new partnership or campus

- [Form 5a - CES TNE Institution Partnership.doc](#)
- [Form 5b - Transnational Campus New Course Approvals.doc](#)
- [Form A – Business Case template.doc](#)

2.2. REVIEW OF COLLABORATIVE PROGRAMS PROCEDURE

The review of collaborative programs consists of an Annual Review and a regular cycle of review consistent with the School and Area Review policy principles.

Global Curtin ensures that the Annual Review of a collaborative program is conducted with the offshore collaborators, with participation from the relevant Faculties, and in the case of campuses, with participation also from the Campus Pro Vice-Chancellor. Global Curtin oversees this process to ensure that such reviews are completed in accordance with this policy and procedures. The Quarterly reports are also initiated by Global Curtin as progress updates on action items identified within the Annual Review.

Global Curtin is responsible for the regular cycle of review for all collaborative offshore programs/locations that will be undertaken at least every seven years. This process will inform alignment to University vision and strategy, as well incorporate external assessment such as benchmarking and external referencing. The process will be consistent with the purpose and outcomes of the School and Area Review policy.

2.2.1 Aim of procedure

2.2.1.1. To establish an annual review mechanism which:

- ensures that Curtin's collaborative education services are meeting policy requirements, that agreed essential elements maintain equivalence to those on-campus, and that educational objectives are being fulfilled;
- provides a means of monitoring the quality of Curtin's collaborative education services;
- provides ongoing assessment and management of risks associated with providing collaborative education services, with particular reference to safety and health, academic, financial, legal, social/cultural and reputational risks;
- assures continuing suitability of any collaborator and the contractual arrangements governing Curtin's relationship with them;
- ensures timely renewal or variation of contracts governing collaborative education services; and
- provides for an orderly withdrawal from collaborative education services and termination of contracts as required.

2.2.1.2. To establish a regular, planned cycle of systematic program and location review which as agreed between the Deputy Vice-Chancellor Global and Provost:

- supports the ongoing quality assurance and improvement of international collaborative programs;
- Examines the contribution of the program and location to the achievement of the University's vision and strategy;
- incorporates external assessment such as benchmarking or external referencing;
- has agreed terms of reference and documentation in relation to planning, conducting and following up of outcomes; and
- will include a visit to the location by the Review Panel.

2.2.2 The process flow is:

STEP	DESCRIPTION	RESPONSIBLE	LEAD	CONSULTING WITH
1	Curtin International contacts Faculties and partners to arrange annual review meetings	Deputy Vice-Chancellor, Global	Director, Transnational Education & Partnership (DD)	Dean(s) International
				Campus Pro Vice-Chancellor (<i>if applicable</i>)
				Partner contact person
2	Global Curtin prepares annual review documentation, including obtaining an executive summary on the year in review from the Faculty Dean International (in the event of a transnational partnership), or the Campus Pro Vice-Chancellor	DVC-G	D TNE	Dean(s) International
				Campus Pro Vice-Chancellor (<i>if applicable</i>)
3	Global Curtin sends pass rate variance report summaries to partner/campus lecturer and Curtin Perth Unit Coordinator for comment and signature	DVC-G	D TNE	Partner/Campus Local Lecturer
				Curtin Perth Unit Coordinator
4	Global Curtin prepares the Annual Review minutes for circular resolution	DVC-G	D TNE	Attendees at Annual Review
5	Annual Review documentation is submitted to Global Positioning Committee for noting	DVC-G	Director, Global Curtin	Global Positioning Committee secretary
6	Annual Review is submitted by Global Positioning Committee Secretary to Academic Board for noting, and for recommendation to the DVCG that he approves the Annual Review.	DVC-G	Director, Global Curtin	Academic Board secretary
7	Annual Review is signed by DVCG after its return from Academic Board. The Annual Review does not need to be resubmitted to the Global Positioning Committee for noting, unless the Academic Board requested for significant changes to be made to the Annual Review.	DVC-G	Director, Global Curtin	Academic Board secretary
8	Quarterly Reports as updates on annual review action items are prepared by Global Curtin	DVC-G	D TNE	People named in Action items
9	Quarterly Report documentation is submitted to Global Positioning Committee for noting	DVC-G	Director, Global Curtin	Global Positioning Committee secretary
10	Quarterly Report is submitted by Global Positioning Committee Secretary to Academic Board for noting, and for recommendation to the DVCG that he approves the Quarterly Report.	DVC-G	Director, Global Curtin	Academic Board secretary

11	Quarterly Report is signed by DVCG after its return from Academic Board. The Quarterly Report does not need to be resubmitted to the Global Positioning Committee for noting, unless the Academic Board requested for significant changes to be made to the Quarterly Report.	DVC-G	Director, Global Curtin	Academic Board secretary
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2.2.3 The CES Forms used in this process are:

Annual Review Reports

Usage: Compilation of the annual review report for each transnational partnership and campus. To be reported to Global Positioning Committee.

- [Form 6 - Annual Review Instructions.doc](#)
- [Form 7a \(i\) - CES Annual Review Coversheet for Offshore Programs.doc](#)
- [Form 7a \(ii\) - Annual Review Coversheet for Curtin Malaysia.doc](#)
- [Form 7a \(iii\) - Annual Review Coversheet Curtin Singapore.doc](#)
- [Form 7a \(iv\) Annual Review Coversheet Curtin Mauritius.doc](#)
- [Form 7a \(v\) Annual Review Coversheet Curtin Dubai.doc](#)
- [Form-7b Annual Review Agenda.doc](#)
- [Form-7c Annual Review Minutes and CURRENT Action Table.doc](#)
- [Form 7d Appendix 1-Action Plan Table from PREVIOUS Annual Review.doc](#)
- [Form 7d Appendix 2-201x Year in review.doc](#)
- [Form 7d Appendix 3-New Student Admissions.doc](#)
- [Form 7d Appendix 4-Total Enrolments.doc](#)
- [Form 7d Appendix 5-Unit Enrolments.doc](#)
- [Form 7d Appendix 6a-Student Transfers Across Campus.doc](#)
- [Form 7d Appendix 6b-Student Transfers Between Curtin WA and TNE Partnership.doc](#)
- [Form 7d Appendix 7-Unit Pass Rate Variance Analysis.doc](#)
- [Form 7d Appendix 8-Curtin Perth-OffshoreUnitPassRateComp.doc](#)
- [Form 7d Appendix 9-SES Results.doc](#)
- [Form 7d Appendix 10a-eVALUate Summary.doc](#)
- [Form 7d Appendix 10b-Alternative Course Survey Results.doc](#)
- [Form 7d Appendix 11a-Student-Retention-Rates.doc](#)
- [Form 7d Appendix 11b-Course Completion Rates.doc](#)

Quality Guidelines and Assessment Criteria

Usage: Reference document on the guidelines and assessment criteria that need to be in place for proposed and existing transnational partnerships and campuses

- [Form 8 - Quality Guidelines and Assessment Criteria.doc](#)

Annual Income Statements

Usage: Annual financial statement by Senior Accountants on the enrolments and income generated by each transnational partnership and campus

- [Form 9 – Annual Income Statement at Transnational Partnership or Campus](#)

STEP	DESCRIPTION	RESPONSIBLE	LEAD	CONSULTING WITH
1	Financial Services prepares Annual Income Statement on student enrolments and income from courses at transnational partnership or campus	CFO	Senior Accountant	Faculty Pro Vice-Chancellor to sign (information is from Finance One)
2	Financial Services provides income statements to Global Curtin for review by DVCG	DVC-G	D TNE	N/A
3	Income Statements are submitted to TNE Steering Committee for noting/discussion	DVC-G	D TNE	TNE Steering Committee

Annual Review Quarterly Reports – See *Process Flow table under 2.2.2*

Usage: Quarterly follow up on the action items generated within an annual review. To be reported to Global Positioning Committee

- [Form 12\(i\) - Annual Review 20xx - Qrtly Report 2-4 Coversheet for Offshore Programs.doc](#)
- [Form 12\(ii\) - Annual Review 20xx - Qrtly Report 2-4 Coversheet for Malaysia.doc](#)
- [Form 12\(iii\) - Annual Review 20xx - Qrtly Report 2-4 Coversheet for Singapore.doc](#)
- [Form 12\(iv\) - Annual Review 20xx - Qrtly Report 2-4 Coversheet for Mauritius.doc](#)
- [Form 12\(v\) - Annual Review 20xx - Qrtly Report 2-4 Coversheet for Dubai.doc](#)

2.3. VARIATION AND TERMINATION OF CONTRACTS PROCEDURE

2.3.1 The process flow for variation of existing agreements is:

STEP	DESCRIPTION	RESPONSIBLE	LEAD	CONSULTING WITH
1	Global Curtin or Faculty identifies the need for an agreement to be varied (for eg. entry requirements, fees)	DVCG	D TNE	Faculty Pro Vice-Chancellor(s)
				Campus Pro Vice-Chancellor (if details are for a course at an existing campus)
				Dean(s) International
2	Completion of CES Form 10 (and financial plan where applicable)	DVC-G	D TNE	Faculty Pro Vice-Chancellor(s)
				Campus Pro Vice-Chancellor (if details are for a course at an existing campus)
				Dean(s) International
				Senior Accountant and CFO if the proposed changes to fees are lower than what has been previously approved

3	Development of Agreement	DVC-G	D TNE	Chief Legal Officer or Senior Legal Counsel
				Dean(s) International
4	Agreement finalised and signed	DVC-G	D TNE	Chief Legal Officer or Senior Legal Counsel
				Faculty Pro Vice-Chancellor(s)
				Campus Pro Vice-Chancellor (if details are for a course at an existing campus)

2.3.2 The CES Form used in this process is:

Contract Variation

Usage: Request for Curtin approvals to terminate or not to renew an existing transnational partnership or transnational branch campus arrangement

- [Form 10 - TNE Contract Mgt Coversheet.doc](#)

2.3.3 The process flow for terminating or not renewing the agreement for a partnership or campus is:

STEP	DESCRIPTION	RESPONSIBLE	LEAD	CONSULTING WITH
1	Global Curtin or Faculty identifies the need for a partnership to be terminated or not to be renewed	DVC-G	D TNE	Faculty Pro Vice-Chancellor(s)
				Campus Pro Vice-Chancellor (if details are for a course at an existing campus)
				Dean(s) International
2	Completion of CES Form 11 (which includes guidelines for communication with the partner and students as part of the exit strategy)	DVC-G	D TNE	Faculty Pro Vice-Chancellor(s)
				Campus Pro Vice-Chancellor (if details are for a course at an existing campus)
				Dean(s) International
3	Development of Deed of Termination (applicable also for non-renewal of agreement)	DVC-G	D TNE	Chief Legal Officer or Senior Legal Counsel
				Campus Pro Vice-Chancellor (if details are for a course at an existing campus)
				Dean(s) International

4	Deed of Termination finalised and signed	DVC-G	D TNE	Chief Legal Officer or Senior Legal Counsel
				Faculty Pro Vice-Chancellor(s) (to endorse final draft Deed)
				Campus Pro Vice-Chancellor (if details are for a course at an existing campus)

2.3.4 The CES Form used in this process is:

Contract Termination or Non-Renewal
Usage: Request for Curtin approvals to terminate or not renew an existing transnational partnership or campus arrangement

- [Form 11 - Collaborative Program Non-Renewal or Termination Flowchart and Checklist.doc](#)

3. RESPONSIBILITIES

Responsibilities are as set out in section 2 within the process flow tables.

4. SCOPE OF PROCEDURES

These procedures apply to all staff.

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

- Distance, online and mixed mode education services delivered without a collaborator;
- Regional (Australia) contracting, where Curtin programs are delivered through a collaborator on behalf of Curtin.
- Articulation arrangements involving students who are not Curtin-enrolled students and are covered by the 'Process for establishing international articulation (Credit Transfer) agreements'.
- Joint doctoral programs, Open University Australia programs and consultancy agreements.
- 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)

Collaboration

Cooperative arrangement in which two or more parties (which may or may not have any previous relationship) work jointly towards a common goal.

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/Partner

Someone who works with another person or group or individual who joins with other individuals (partners) in an arrangement (partnership) where gains and losses, risks and rewards are shared among the partners and with which Curtin engages in the delivery of education services.

Campuses

Curtin's campuses are on an area of land that contains the main buildings of a university or college, and can be of an educational institution established in a country outside of the institution's initial founding location.

Offshore

A location or base outside of Curtin's campuses in Australia.

Quality Assurance

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

Transnational Education (TNE)

All types of higher education study programs, or sets of courses of study, or educational services in which the learners are located in a different country from the one where the awarding institution is based" (UNESCO/Council of Europe, 2001 p.1). This definition includes non-collaborative arrangements such as branch campuses or corporate or international institutions, where degree courses, study, or other educational services are provided directly by an awarding institution.

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Global Curtin's Planning, Policies and Procedures webpage](#), including supporting processes and forms

[Course Approval and Quality Manual](#)

[School Review Policy](#)

[Area Review Policy](#)

[Contracts and Agreements Register](#)

[Strategic Plan 2017–2020](#)

Policy Compliance Officer	Barbara Lung , Director, Global Curtin
Policy Manager	Deputy Vice-Chancellor, Global
Approval Authority	Deputy Vice-Chancellor, Global
Review Date	1 st April 2023

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

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	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
	Approved	06/08/2019	Deputy Vice-Chancellor, International	EM1948	-
	Approved	02/11/2020	Deputy Vice-Chancellor, International	EM2079	Partial Review