Joint Coursework Awards Procedure

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Draft for Consultation
1 **Objective**

The objective of this procedure is to set out the appropriate quality assurance measures to develop joint coursework awards and grant a jointly badged testamur with another institution/s.

2 **Scope**

This procedure applies to all proposals to offer joint coursework awards and grant a jointly badged testamur with another institution/s.

3 **Procedure and Approval**

3.1 **Development of a Proposal**

Proposals to offer joint coursework awards must be developed and approved using the template for either:

- a New Course Proposal; or
- a Significant Amendment Proposal.

Such proposals should also include a Resource Impact Statement (RIS).

As part of the proposal documentation Faculties and University Institutes must address the Joint Coursework Awards Checklist requirements (Appendix 1).

3.2 **Formal Agreement**

Arrangements to offer joint coursework awards will be regulated by a formal agreement between the relevant institutions developed following advice from Governance and Legal.

3.3 **Testamur**

Faculties and University Institutes must seek approval of the final form of the testamur in accordance with University procedures as part of the proposal process as laid out in Joint Coursework Awards Guidelines (Appendix 1).

4 **Definitions and Acronyms**

- **Joint Award** - Awarding of a joint award by two or more institutions for a course recognised with a single testamur. It is expected that normally a minimum of 25% of the total course be delivered at any one institution.

- **Testamur** - Certificate that testifies that the recipient has successfully completed a particular course of study, or confers an academic degree.

- **UT&LC** - University Teaching & Learning Committee.
5 Supporting Documentation

- Joint Coursework Awards Policy
- Joint Coursework Awards Checklist (Attachment 1)

4 Versioning

| Former Version(s) | Version 1 (current document), Approved TBA, 2011 |

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Appendix 1 – Joint Coursework Awards Checklist

1. Name of Partner Institution(s).

2. Do any other co-badging arrangements exist with the partner institution(s)? Yes/No
   If yes, outline the arrangement.

3. Specify the contribution made by each partner to the design of the proposed award.

4. Describe the roles of each partner institution in the delivery of the course.

5. What are the proposed arrangements for student support and representation?

6. What processes are proposed to monitor and review the collaborative arrangements?

7. Explain the processes for assuring the quality of the proposed program. Identify:
   - the Faculty or University Institute staff member with overall responsibility for ensuring the quality of the proposed award;
   - the arrangements agreed between the partner institutions for monitoring and reviewing the proposed award;
   - why this is the preferred arrangement for offering the course over other alternatives (e.g. articulation pathways etc).

8. The business case for the proposal must be assessed in the Resource Impact Statement that accompanies the proposal. Generally, direct and indirect overheads costs of the proposed award must be covered by revenue from the proposed award. Explain costing and fee details including the fee split, any management fees or royalty payments to be made and the responsibilities of the partner institutions for covering any losses that may be incurred. (NB these matters must be clearly documented in a formal agreement).

9. Outline the agreed arrangements for marketing the joint award.

10. Explain how University and third party Intellectual Property will be protected and observed.

11. Confirm that a formal agreement has been developed and the following points addressed:
   - a formal agreement has been developed Yes / No / N/A
   - the agreement has been signed by authorised representatives Yes / No / N/A
   - the responsibilities of all parties are clearly identified Yes / No / N/A
   - the agreement is for a specified time period Yes / No / N/A
   - procedures for the resolution of difficulties including arbitration arrangements are in place. Give details ....
   - procedures for the termination of the agreement and if appropriate any sunset clauses that may apply are in place. Give details ....

12. Testamur

   Attach the form of the testamur as agreed by each of the proposed partner institutions.