

# Third Party Course Delivery Procedure

Version 1 - Approved 24 February 2022

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## Purpose

This procedure describes the requirements for establishing and managing an educational partnership with a third party (in Australia or overseas) to deliver all or part of a University course to enrolled students, in a manner consistent with the University's obligations as a registered higher education provider.

## Applicable Governance Instruments

Instrument	Section	Principles
<a href="#">Higher Education Standards Framework (Threshold Standards) 2021 Cth</a>	5.4 Delivery with Other Parties	N/A
<a href="#">Student Participation and Attainment Ordinance</a>	All	N/A
<a href="#">Student Academic Integrity Ordinance</a>	All	N/A
<a href="#">Admission, Enrolment and Credit Policy</a>	1 Admission	1.1-1.4
<a href="#">Assessment and Results Policy</a>	1 Assessment and results	1.1-1.5
<a href="#">Course Design and Delivery Policy</a>	1. Course design and delivery	1.1-1.14
<a href="#">Quality Assurance Policy</a>	1 Quality assurance	1.1-1.6
<a href="#">Partnerships Policy</a>	3 Educational Partnerships	3.1-3.3

## Procedure

### 1. Background

The following principles support arrangements with third parties to deliver University coursework programs:

- a. all students enrolled in University courses are entitled to the same rights and responsibilities regardless of delivery arrangements for the course;
- b. academic standards and learning outcomes of University courses delivered through a third party course delivery arrangement must be equivalent to those provided directly through the University; and
- c. the University has ultimate responsibility for the quality of its courses and compliance with the [Tertiary Education Quality and Standards](#) (TEQSA) regulated [Higher Education Standards Framework \(Threshold Standards\) 2021](#), [Education Services for Overseas Students \(ESOS\) Act 2000](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#);

Arrangements with a third party must be underpinned by a due diligence assessment and formalised by a legally binding Third Party Course Delivery Agreement to ensure that the University meets its obligations to its students and continues to meet all relevant higher education legislation; and

All University policies, procedures and guidelines related to teaching, learning, courses and student support apply to the delivery of all courses leading to a University award.

### 2. Governance of Third Party Course Delivery

#### 2.1. Joint Management Committee

The parties must maintain an executive committee with responsibility for the governance, strategic planning, regulatory compliance and general oversight of the operation of the partnership.

All agreements between the University and a third party course delivery partner expressing an arrangement, must allow for the formation of a Joint Management Committee (JMC) or similarly named body.

Except where otherwise required to comply with regulatory or legal requirements, a University member will Chair the JMC and the JMC will be composed of at least an equal number of members from each partner or have a majority of University members.

The Provost is responsible for determining the University membership of all JMCs, upon recommendation from the relevant College Executive Dean/s.

JMC's will include, at a minimum, in their membership:

- a. Provost or delegate (Chair);
- b. Executive Dean/s or delegate/s with responsibility for the oversight of the course/s being taught by the third party. If more than one College is involved, the Executive Deans may nominate one of their number as a member in order to maintain the partner-balance of the JMC;
- c. Deputy Vice-Chancellor (Education); and
- d. Deputy Vice-Chancellor (International) – in the case of arrangements for courses with international student enrolments.

Partnerships and Mobility is responsible for JMC meeting administration, including clearance of the draft agenda and minutes by the JMC Chair and coordination of meetings and processes for JMC sub-committees.

The terms of reference of the JMC must guarantee that where voting is split, there must be an affirmative vote from at least one member of each party for a motion to pass. Motions regarding tuition fee arrangements require unanimous assent.

In addition to any responsibilities outlined in sections below, the JMC will:

- a. oversee and ensure compliance with relevant regulatory requirements relating to the delivery of the course/s;
- b. monitor, through the receipt of annual and *ad hoc* reports, the ongoing academic quality and operational viability of the course/s delivered by the third party under the agreement;
- c. endorse the appointment of a Course Coordinator;
- d. provide directives to the Course Coordinator to address any issues of concern raised as part of the Annual JMC Review (refer section 7.1) or as these otherwise arise;
- e. provide advice to both partners' respective academic and corporate governing bodies as to the ongoing academic quality and operational viability of courses delivered under the agreement;
- f. agree on student tuition fee rates under the agreement;
- g. negotiate the expansion, extension, expiration or termination of the agreement as required;
- h. where appropriate, negotiate the availability of Australian Commonwealth supported places for courses delivered under the third party course delivery agreement; and
- i. as necessary, form sub-committees to provide expert advice or to oversee larger or more complex arrangements in which multiple courses are delivered.

The JMC will meet at such times as are necessary for it to properly discharge its functions (and at a minimum twice per year) as determined by the Chair.

## 2.2. Course Coordinators

A Course Coordinator from each partner will be appointed for each course delivered under an agreement. The University Course Coordinator is appointed by the JMC on the recommendation of the relevant College Executive Dean.

The University staff member who is Course Coordinator for the version of the course that is wholly delivered by the University, will normally also coordinate the version of the course that is delivered by the third party.

An assistant Course Coordinator may be appointed for larger or more complex arrangements under which multiple courses are offered.

Where a third party course delivery arrangement includes courses owned by more than one College, a University Course Coordinator for each College may be appointed, with each having responsibility only for those courses owned by their College.

In addition to any responsibilities outlined in sections below, the University Course Coordinator is responsible for:

- a. working with the College Executive Dean/s and Associate Dean/s (Learning and Teaching Performance) to ensure the appropriate conduct of the course/s;
- b. being the primary point of contact for academic matters related to the course/s;
- c. managing all aspects of the day to day delivery of the course;
- d. providing copies of all necessary records to the Academic Division for ongoing compliance monitoring; and

- e. alerting the relevant College Executive Dean/s and Associate Dean/s (Learning and Teaching Performance) to any serious issues related to the delivery arrangement as these emerge. These may include, but are not limited to:
  - i. any actual or suspected breach of the terms of the agreement or Course Delivery Schedule/s by either partner;
  - ii. student success, retention, progression and/or satisfaction results that are significantly lower than those of similar cohorts of students enrolled in the course delivered fully by the University; and
  - iii. changed economic or political circumstances that may impact on the operational or financial viability of the arrangement.

Arrangements may involve courses composed entirely of University units and/or courses composed of a combination of University units and the third party's units.

Where a course incorporates the partner's units, the University Course Coordinator is responsible for:

- a. working with the partner to ensure that the unit is academically robust and the learning outcomes for the unit are appropriate to the level of the award and its place in the course structure;
- b. seeking approval for the units through the University course and unit approval processes;
- c. receiving and approving copies of the curriculum, assessment items and reference materials for every instance in which the unit is delivered to students; and
- d. receiving and approving copies of the approvals of the curriculum, assessment items and reference materials for every instance in which a partner's unit is delivered.

### 2.3. Course Advisory Committees

A University Course Advisory Committee, as required by the [Course Advisory Committee Procedure](#), must be formed for courses delivered as part of a third party course delivery arrangement, to ensure the ongoing academic quality and relevance of the course offering.

Courses delivered as part of a third party course delivery arrangement may be included in the terms of reference of a Course Advisory Committee established for an existing course or group of similar courses delivered fully by the University.

## 3. Third Party Course Delivery Agreements

The collaborative delivery of a University course with a partner must be governed by a formal, signed Third Party Course Delivery Agreement. Agreements of this kind constitute a contract between the University and the partner.

The general processes governing the development and execution of Third Party Course Delivery Agreement are outlined in the *Educational Partnership Agreements Procedure*.

### 3.1. Minimum inclusions in agreements

The University General Counsel is responsible for maintaining a standard template for all agreements for third party course delivery. The template must be used for all agreements.

In addition to any requirements outlined in sections below, agreements must include, at a minimum:

- a. a commencement and expiration date;

- b. the services to be provided to students under the agreement;
- c. the responsibilities of both parties under the agreement;
- d. governance arrangements;
- e. management arrangements;
- f. a regular review and audit cycle;
- g. financial arrangements, including taxation;
- h. provisions for dispute resolution requiring that the jurisdiction for dispute resolution and other arbitration is Tasmania, Australia. Where an alternative location for dispute resolution is required under a partner's own local regulations, the delegated signatory may elect to waive this requirement;
- i. provisions for the termination of the agreement, including the teaching out of students enrolled in any course in the event the agreement is terminated;
- j. provisions for ownership and use of intellectual property, confidentiality, indemnity, force majeure and warranties;
- k. individual Course Delivery Schedules for each course delivered under the agreement (refer section 4);
- l. responsibilities of the parties in securing initial approval or accreditation to operate in the partner's jurisdiction, and in meeting any ongoing accreditation or reporting requirements in that jurisdiction;
- m. reference to the responsibilities of the parties under relevant Australian law including the [Higher Education Support Act 2003](#), [Tertiary Education Quality and Standards Agency Act 2011](#) and the [Education Services for Overseas Students Act 2000](#) and, where relevant, any overseas legislation that may apply to the operation of the agreement; and
- n. in instances where the agreement is produced and signed in more than one language, a provision that the English language version of the agreement takes precedence in any conflicts between the translations. Where an alternative language for precedence in conflicts between translations is required under a partner's own local regulations the delegated signatory may elect to waive this requirement.

### 3.2. Statement of Partner Responsibilities

A Statement of Partner Responsibilities that specifies which partner is responsible for each aspect of the academic and operational execution of the delivery arrangement must be included as a schedule to the agreement and approved as part of agreement execution.

**Schedule A** to this procedure includes a list of the responsibilities that must, at a minimum, be identified in each Statement of Partner Responsibilities. Additional responsibilities or tasks may be added to this minimum where necessitated by the agreement.

### 3.3. Legislated reporting requirements and record keeping

Arrangements with other parties to deliver University courses must be reported to the [Tertiary Education Quality and Standards Agency](#) (TEQSA) upon either establishment or discontinuation. This process is managed by the Academic Division.

Executed agreements, variations to agreements and Course Delivery Schedules are catalogued by the Partnerships and Mobility, formally stored in the University's official records, with a copy retained by the Academic Division.

### 3.4. Execution of Third Party Course Delivery Agreements

In addition to the general requirements under the *Educational Partnership Agreements Procedure*, this specific type of educational partnership agreement (course delivery) requires the following supporting documentation, as part of the execution and variation process.

#### ***New agreements***

Proposed new agreements for third party course delivery are to be forwarded to the delegated signatory in accordance with the *Educational Partnership Agreement Procedure* and are to be accompanied by:

- a. results of an independent due diligence exercise in regards to the proposed partner;
- b. a risk assessment in accordance with the University's [risk management framework](#) and policies;
- c. a business case outlining the benefits, capability and capacity to deliver the proposed arrangement underpinned by financial and resource obligations and demonstrating the return on investment;
- d. an assessment of the quality of teaching facilities, other facilities and support services as listed in Schedule C to this procedure; and
- e. a listing of substantive amendments, additions, or deletions from the standard agreement template and reasons for each amendment, addition or deletion.

#### ***Renewal of existing agreements***

Agreement renewals are to be forwarded to the delegated signatory as outlined in the *Educational Partnership Agreement Procedure* and are to be accompanied by:

- a. the agenda and minutes of all Joint Management Committee meetings; and
- b. the current Statement of Partner Responsibilities.

#### ***Variations to existing agreements***

Where permitted by the terms of the original agreement, variations to the agreement may be made, as outlined in the *Educational Partnership Agreement Procedure*, for example by exchange of letters between the partners, or inclusion/variation/removal of Course Delivery Schedules.

## 4. Course Delivery Schedules

There will be an individual Course Delivery Schedule to the agreement for *each* course delivered by the partner as part of that agreement.

The relevant College Executive Dean or nominee is responsible for preparing the Course Delivery Schedule and ensuring that it is reviewed by Partnerships and Mobility and Academic Quality and Standards prior to submission to the delegated signatory.

For each course included in a Course Delivery Schedule, the relevant College Executive Dean is also responsible for ensuring that the appropriate University course and unit approval processes are completed according to the University's [Academic Delegations Ordinance](#), its accompanying [Schedule of Academic Delegations](#) and the [University Table of Approvals](#). A Sample Course Delivery Schedule is included as **Schedule B** to this procedure.

### 4.1. Minimum inclusions in Course Delivery Schedules

Course Delivery Schedules will include, at a minimum:

- a. course details and structure including all units to be delivered, the credit point value of the unit, delivering party and delivery location;
- b. names and contact details of the Course Coordinators (University and partner) responsible for the administration of the course and their contact details, with an allowance that these details may be changed by written notification;
- c. term over which the course will be offered to new commencing students (the last commencing student intake must not be later than the expiration date of the agreement);
- d. course entry requirements (including English language entry requirements on entry to the course and on exit to articulation, where relevant);
- e. pathway/articulation arrangements relevant to the course;
- f. assessment and moderation arrangements;
- g. number of intakes and permitted timing of each intake per calendar year;
- h. enrolment target/minimum student numbers under which an intake will proceed;
- i. financial arrangements specific to the course, including tuition fees levied in the first offering of the course and indexation arrangements; and
- j. provisions for the teaching out of students enrolled in the course in the event the schedule is terminated.

#### **4.2. Execution of Course Delivery Schedules**

Course Delivery Schedules are signed separately to the agreement, and once signed, form part of the agreement.

Course Delivery Schedules may only be signed by the delegated signatory according to the University's [Academic Delegations Ordinance](#) and its accompanying [Schedule of Academic Delegations](#). Signing authority cannot be sub-delegated.

#### **4.3. Adding new Course Delivery Schedules to existing agreements**

The following documentation must be provided for proposed new Course Delivery Schedules to existing agreements as part of the approval process:

- a. the business case underpinning the Course Delivery Schedules completed as part of the course approval or revision process.

The relevant College Executive Dean or nominee is responsible for preparing this business case and ensuring that it is reviewed by the Partnerships and Mobility and Academic Quality and Standards, prior to submission to the delegated signatory.

The relevant College Executive Dean is also responsible for ensuring that the appropriate University course and unit approval processes are completed for any course offering.

### **5. Financial Approvals**

The business case underpinning the partnership, including financial arrangements, must be submitted by the relevant College to the Markets and Revenue subcommittee of the University Executive Team for approval. The Division of Future Students will consult with the Chief Finance Officer on the proposed arrangements, prior to presentation to the Markets and Revenue subcommittee.



The Chief Finance Officer is responsible for ensuring all transactions related to the operations of each agreement under this procedure are managed in such a way as to ensure accuracy in assessing the financial standing and viability of each arrangement.

The Chief Finance Officer will approve financial arrangements for all third party course delivery arrangements that exceed the general delegation limit of a College Executive Dean.

## 6. Marketing and Promotion

The Third Party Course Delivery Agreement must allow for all marketing and promotional material in all formats, developed by either party, for courses delivered under the agreement to be part of an Annual Marketing Plan that is approved by the Joint Management Committee (JMC).

The marketing and promotional material must be compliant with the University's responsibilities under the [Tertiary Education Quality and Standards Agency Act 2011](#) and the [Educational Services for Overseas Students Act 2000](#).

Marketing and promotions material can only be released once the necessary University approvals have been completed. The College Marketing Business Partner is responsible for ensuring that an English language translation is provided where marketing and promotional materials are in a language other than English.

## 7. Quality Assurance

### 7.1. Annual JMC Review Report

The JMC will receive an Annual Review Report for each Third Party Course Delivery Agreement from the relevant College. The Annual JMC Review Report must be approved by the JMC Chair before presentation to the JMC. The Annual JMC Review Report will include, at a minimum:

- a. a report on ongoing compliance with the terms of the agreement;
- b. trend data for the course/s related to student admissions, enrolments, awards, student success, student retention, student progression and the articulation/transition of students from enrolment to other University course/s (where relevant) (with reference to appropriate benchmarks);
- c. a report on the ongoing financial performance of the course/s against targets;
- d. the outcomes of the annual assessment of teaching facilities, other facilities and support services (see below);
- e. a report on student satisfaction with the course/s content and delivery, and the actions taken or planned in response to student feedback;
- f. a report on the academic qualifications of teaching staff appointments and ongoing staffing profile (see below);
- g. a report on academic integrity matters including a summary of the outcomes of all breach allegations in the preceding year;
- h. a report on the moderation and integrity of assessment including the outcomes of any plan to address areas of concern; and
- i. where relevant, a report on any additional requirements for compliance with accreditation requirements.

The Chair of the JMC, in collaboration with JMC members, is responsible for directing the Course Coordinators to implement an action plan addressing any areas of concern. The outcomes of the action plan will be reported in the subsequent year's Annual JMC Review Report.



## 7.2. Annual assessment of teaching facilities, other facilities and support services

The quality of teaching facilities, other facilities and support services provided to University students enrolled at a partner's premises must be of a comparable standard to those provided to students enrolled in a similar course and mode of study at any other University campus.

The College is responsible for conducting an annual assessment of the quality of the teaching facilities, other facilities and support services provided to University students by the partner. The assessment exercise must include academic members of staff, ideally the Course Coordinator/s and representation of staff responsible for facilities and services within the College.

**Schedule C** to this procedure includes a checklist for use in annual assessments of teaching facilities, other facilities and support services.

The annual assessment of teaching facilities, other facilities and support services is included as part of the Annual JMC Review Report (refer section 7.1).

## 7.3. Teaching staff approvals

The Third Party Course Delivery Agreement must provide for the parties to agree that:

- a. the University has the right to veto all partner academic staff appointments;
- b. the partner must utilise any academic staff selection criteria provided by the University to the partner when assessing the suitability of prospective academic staff to deliver, teach or assess a course or unit;
- c. if the partner determines that a person is suitable for appointment, the partner must refer its determination to the University for written approval of the person's appointment and provide the University with:
  - i. details of the position to which the person is proposed to be appointed, including, if required, a detailed job description and a copy of the criteria applied by the partner in assessing applicants for the position;
  - ii. a detailed curriculum vitae of the person, including details of their relevant qualifications and experience;
  - iii. if required by the University, the results of reference and police checks; and
  - iv. any other information the University reasonably requires, to assess the suitability of the person for appointment by the partner to the position to which the person is proposed to be appointed.

A report on the partner's staffing profile and staff approvals is included as part of the Annual JMC Review Report (refer section 7.1).

## 7.4. Reviews of student admissions

The University [Admission, Enrolment and Credit Policy](#) and associated procedures apply to all applicants admitted to all University courses.

Where applications are made by direct application, a sample of successful and unsuccessful applications for every intake must be reviewed to ensure compliance with admissions standards and University policy. A sample for this purpose is 10% of all successful applications for that intake or 10 applications, whichever is greater.

The Division of Future Students is responsible for undertaking the admissions review. If any instance of an incorrect selection decision emerges, a full audit of all applications for that intake into the course must be undertaken and a plan enacted to address issues emerging from the audit.

## 7.5. Moderation and assessment

The University [Assessment and Results Policy](#) and associated procedures apply to all assessment delivered as part of third party course delivery arrangements. In addition to these requirements:

- a. where the assessment items for University units are *set by the partner*, the University Course Coordinator is responsible for approving these assessment tasks in writing;
- b. where assessment items are *graded by the partner*, the University Course Coordinator is responsible for ensuring the results of these assessment items are moderated by University academic staff where the assessment task is worth more than 10% of the final grade; and
- c. where assessment items for an individual University unit are a *combination* of those set or graded by the partner and those set or graded by the University, the University Course Coordinator is responsible for conducting an analysis of the consistency between grades for assessment items graded by the partner and those graded by the University.

In the event of inconsistent moderation results, the University Course Coordinator is responsible for developing a plan to address the issue, in collaboration with the partner's Course Coordinator.

Partner teaching staff should participate in the moderation process; however, a University academic staff member must always lead the moderation process.

The University Course Coordinator is responsible for providing a report on the moderation and integrity of assessment as part of the Annual JMC Review Report (refer section 7.1). This includes a report on the outcomes of any plan/s put in place to address issues of concern.

## 8. Students' Rights and Responsibilities

### 8.1. Student Handbook

The University Course Coordinator is responsible for developing a Student Handbook for each course. This will be provided to all students enrolled in that course prior to, or contemporaneous with, the commencement of their studies and will include:

- a. a full course outline including graduate capabilities relevant to the course;
- b. information on access to, and use of, the Learning Management System;
- c. information on access to the University Library;
- d. information on assessment and examinations including grading, requests for review and re-marking and special consideration;
- e. academic expectations with regards to academic integrity, academic progress, attendance, note-taking and occupational health and safety;
- f. student responsibilities with regards to regularly monitoring their student email account and informing the University and the partner of changed circumstances related to their enrolment;
- g. policies and procedures for leave of absence and advanced standing;
- h. compulsory modules within the Learning Management System;
- i. student support services available;
- j. student fees and refunds;

- k. graduations;
- l. student feedback, complaints and grievance processes; and
- m. contact information for the University and the partner.

The relevant College Associate Dean (Learning and Teaching Performance) is responsible for approving the Student Handbook for all courses and reviewing the content of the Student Handbook annually.

## 8.2. Student support

Students enrolled in courses that are delivered under a Third Party Course Delivery Agreement retain all of the rights and responsibilities afforded to University students.

The Statement of Partner Responsibilities must specify instances where student support, services, facilities access and so on are to be shared by the partners. These supports will typically include: safety, wellbeing, counselling, transition support, orientation, academic learning support, monitoring of student progress, facilities and educational materials, and access to grievances and complaints processes.

## 8.3. Student feedback and complaints

In accordance with the [Higher Education Standards Framework \(Threshold Standards\) 2021](#), all University students must be provided with the opportunity to provide feedback on their learning experience regardless of whether they are enrolled in units delivered by the University or by an educational partner.

Where a course incorporates the partner's units, students must be afforded an opportunity to provide feedback on the quality of those units.

Where student feedback results are below accepted averages, the University Course Coordinator is responsible for developing an action plan to address the issue in collaboration with the partner's Course Coordinator.

The University Course Coordinator must include a report on student feedback as part of the Annual JMC Review Report (refer section 7.1). This includes a report on the outcomes of any plan/s put in place to address student feedback.

## 8.4. Student academic integrity

The [Student Academic Integrity Ordinance](#) and associated materials apply to all students enrolled in University courses as part of a third party course delivery agreement regardless of whether students are enrolled in units delivered by the University or by the partner.

The partner's own policies and procedures also apply to University students enrolled under an agreement in addition to, but not instead of, University ordinance.

The University Course Coordinator is responsible for:

- a. ensuring all students and teaching staff in the course are aware of their obligations under the [Student Academic Integrity Ordinance](#) and associated materials;
- b. referring suspected breaches of academic integrity to the relevant Academic Integrity Adviser; and
- c. including a report on academic integrity as part of the Annual JMC Review Report (refer section 7.1).

**Related procedures***Educational Partnership Agreement Procedure**Course Advisory Committee Procedure**Student Complaints Procedure**Student Academic Integrity Procedure***Versions**

<u>Version</u>	<b>Action</b>	<b>Approval Authority</b>	<b>Responsible Officer/s</b>	<b>Approval Date</b>
1	Approval	Provost	Deputy Vice-Chancellor (Education)	24 February, 2022

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### Schedule A: Example Statement of Partner Responsibilities

A Statement of Partner Responsibilities must be included as part of each Third Party Course Delivery Agreement. Items may be added or deleted as necessary. The table below serves as an example only.

Function	Activity	Responsible Partner	
<b>Partnership management</b>	Relationship management	University of Tasmania	Partner
	Agreement and schedule management including variations	University of Tasmania	
	Joint Management Committee management	University of Tasmania	
<b>Regulatory requirements</b>	CRICOS registration (campus)	University of Tasmania	
	CRICOS registration (course/s)	University of Tasmania	
	TEQSA material change notifications	University of Tasmania	
<b>Course requirements</b>	Course and unit approval and amendments	University of Tasmania	
	Course admission requirements (including English language proficiency)	University of Tasmania	
	Conferral of UTAS award	University of Tasmania	
<b>Advanced standing</b>	Assessment of advanced standing applications	University of Tasmania	
	Preparation of advanced standing notification	University of Tasmania	
	Advanced standing data entered into student management system	University of Tasmania	
<b>Course completion and graduation</b>	Development of testamurs	University of Tasmania	
	Provision of academic transcripts	University of Tasmania	
	Preparation of graduate lists	University of Tasmania	
	Processing graduation applications	University of Tasmania	
	Preparation of letters of completion	University of Tasmania	
	Graduation ceremony	University of Tasmania	
<b>Academic content and delivery</b>	Preparation of teaching content	University of Tasmania	

(note, where responsibilities vary between individual units these should be listed in an appendix to this Statement)	Approval of partner developed teaching content	University of Tasmania	
	Preparation of assessment tasks	University of Tasmania	
	Preparation of examination papers	University of Tasmania	
	Preparation of supplementary and special examination papers	University of Tasmania	
	Approval of assessment items and/or examination papers prepared by partner	University of Tasmania	
	Uploading unit materials to Learning Management System		Partner
	Unit delivery		Partner
	Unit timetabling		Partner
	Marking assessment tasks and examinations		Partner
	Conducting examinations		Partner
	Moderation of assessment and examination results	University of Tasmania	
	Data entry of student results		Partner
	Release of final unit grades to students	University of Tasmania	
<b>Student orientation</b>	Preparation of Student Handbook		Partner
	Approval of Student Handbook content	University of Tasmania	
<b>Student support</b>	Student safety, wellbeing and counselling	University of Tasmania	Partner
	Student transition support and orientation	University of Tasmania	Partner
	Academic/learning support	University of Tasmania	Partner
	Special consideration applications (including Learning Access Plans)	University of Tasmania	
	Monitoring of student progress (Academic Progress Review)	University of Tasmania	
	Student discipline (academic and behavioural)	University of Tasmania	
	Review and appeal of academic decision	University of Tasmania	
<b>Teaching staff</b>	Academic staff costs, recruitment, onboarding and employment		Partner
	Approval of non-University of Tasmania teaching staff	University of Tasmania	

	Staff training and orientation – non-University of Tasmania staff		Partner
	Coordination of University of Tasmania system access for teaching staff	University of Tasmania	
<b>Educational and learning resources</b>	Library services	University of Tasmania	
	Learning Management System and support	University of Tasmania	
<b>Quality assurance</b>	Annual Quality Assurance visits and reports	University of Tasmania	
	Appointment of Course Coordinators	University of Tasmania	Partner
	Course Advisory Committee	University of Tasmania	
	Course and unit monitoring and review	University of Tasmania	
	Quality assurance of teaching and other facilities and support services	University of Tasmania	
<b>Student administration</b>	Prospect enquiry management	University of Tasmania	Partner
	Data entry of applications		Negotiable
	Assessment of applications		Negotiable
	Issuing letters of offer		Negotiable
	Enrolments, re-enrolment and variation to enrolment (including leave of absence)		Negotiable
	Processing Confirmation of Enrolment (international students)		Negotiable
	Compliance monitoring of applications processes	University of Tasmania	
	Student username and password activation	University of Tasmania	
Student ID cards	University of Tasmania		
<b>Student evaluation</b>	Student feedback on units and teaching	University of Tasmania	
	Course level student feedback	University of Tasmania	
	Response to student feedback	University of Tasmania	
	Student grievances and complaints process	University of Tasmania	
<b>Financial management</b>	Tuition fee setting (including discounts and scholarships)	University of Tasmania	



	Tuition fee collection	Negotiable	
	Financial management, invoicing and reporting	University of Tasmania	
	Load planning and teaching allocation	University of Tasmania	
<b>Marketing, promotion and recruitment</b>	Branding	University of Tasmania	
	Development of marketing collateral	University of Tasmania	Partner
	Approval of marketing collateral	University of Tasmania	
	Student recruitment	University of Tasmania	Partner
<b>Campus and facilities management</b>	Professional staff costs, recruitment, onboarding and employment		Partner
	Physical facilities management (including accessibility)		Partner
	IT infrastructure (hardware and software)		Partner
	Computer lab access		Partner
	Wi-Fi access	University of Tasmania	
	Building signage		Partner

## Schedule B: Sample Course Delivery Schedule

**Course Details**

Course code	
Course title	
UTAS Course and Unit Handbook reference	[URL]
UTAS Course Coordinator	
Partner Course Coordinator	
Term over which the course will be delivered to commencing students*	[date] to [date]
Course entry requirements	
English language entry requirements	
Pathway/articulation arrangements	
Assessment and moderation arrangements	

\*last commencing student intake must not be later than the expiration date of the agreement

**Projected Enrolment and Tuition Fees**

Number of and permitted timing of each intake being enrolled in the course by UTAS	
Enrolment target / minimum student numbers to proceed	
Tuition fee (first offering)*	
Tuition fee payment arrangements	
Provisions for teach out of students in the event course schedule is terminated	

\*annual fee indexation arrangements will be determined on an annual basis by the JMC

**Course Structure**

Unit code	Unit title	Credit point value	Delivering party	Delivery location

Approved by:

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

### Schedule C: Checklist for Annual Review of Teaching Facilities, Other Facilities and Support Services

An assessment of the quality of the items listed below must be included to support the approval of the proposed new agreements.

For existing arrangements, an annual review of the quality of the items above must be conducted.

The review must note whether each item is assessed as being satisfactory or unsatisfactory.

Where an item is assessed as being unsatisfactory, recommendations for improvement must be made and communicated to the partner.

The review should also encompass interviews or focus groups with a selection of students to obtain their feedback on the quality of facilities and services available to them.

Additional items may be added as relevant to the proposed agreement.

- a. Library spaces
- b. Library resources – physical
- c. Library resources – online
- d. Library support services
- e. Currency of teaching materials used in classes
- f. Class timetables (ensuring appropriate contact hours)
- g. Classrooms used for teaching University of Tasmania students, including fittings and audio-visual equipment
- h. Laboratories and laboratory equipment used for teaching University of Tasmania students
- i. Safe storage of hazardous materials
- j. Computer laboratories used for teaching University of Tasmania students, including software installed
- k. Computer laboratories available outside of class time, including software installed
- l. Examination services, including security of examination paper/script storage
- m. Student IT support services
- n. Student administration/enquiries services
- o. Student learning support services
- p. Student support/counselling services
- q. Campus security services and safety provisions.