



UNDER REVIEW

Related Policy	<i>Joint Coursework Awards Policy</i>
Responsible Officer	Provost
Approved by	Council
Approved and commenced	June, 2011
Review by	June, 2014
Responsible Organisational Unit	Division of the Provost

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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 Colleges 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.
- Report to Council.

3.3 Testamur

Colleges 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 Checklist (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.

5 Supporting Documentation

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

4 **Versioning**

Former Versions	Version 1 – Approved by University Council June 2011 (resolution: 11/3/2) Minor Amendments approved December 2016 to incorporate Colleges
Current Version	Version 2 – <i>Joint Coursework Awards Procedure</i> (current document); approved June 2011, amended in December 2017 to reflect College structure and nomenclature.

Appendix 1 – Joint Coursework Awards Checklist

1. Name of Partner Institution(s).
2. Detail how the proposal specifically addresses the following conditions:
 - It is in the strategic interests of the University to enter into such an arrangement; AND
 - the partner institution is recognised internationally as an institution of high quality; OR
 - the program is of such standing that it would enhance the University's reputation.
3. Do any other co-badging arrangements exist with the partner institution(s)? Yes/No
If yes, outline the arrangement.
4. Specify the contribution made by each partner to the design of the proposed award.
5. Describe the roles of each partner institution in the delivery of the course.
6. What are the proposed arrangements for student support, representation, grievance and discipline?
7. What processes are proposed to monitor and review the collaborative arrangements?
8. Explain the processes for assuring the quality of the proposed program. Identify:
 - the College, 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).
9. 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).
10. Outline the agreed arrangements for marketing the joint award.
11. Explain how University and third party Intellectual Property will be protected and observed.
12. 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
- The formal agreement has been reviewed by Governance and Legal Yes/No

13. Testamur

Attach the form of the draft testamur as agreed by each of the proposed partner institutions. (The final form of the testamur for joint awards must be approved in accordance with University procedures following initial agreement on its form by the proposed partner institution/s.)