

# TRANSNATIONAL EDUCATION PARTNERSHIP PROCEDURE

## SCOPE

All locations.

Coursework and graduate research training activities that involve delivery of all or part of Monash University courses and units outside Australia with a partner, and arrangements with an international partner that lead to credit towards Monash courses or units. These activities include, but are not limited to:

- Dual awards
- Joint awards
- Collaborative delivery of courses and units
- Graduate research joint supervision
- Graduate research scholarship arrangements
- Independent delivery of courses and units in a country other than Australia
- Articulation arrangements
- Credit transfer arrangements
- Study abroad
- Exchange programs

The scope of this procedure does not include online-only offerings, placements, short courses, field trips and similar activities.

## PROCEDURE STATEMENT

*This procedure refers to collaborating institutions as partners but these are independent of Monash and not partners in a legal sense.*

### 1. In-principle support and due diligence

- 1.1 Proposal initiators should contact the Office of Global Engagement early in the process for advice and assistance with assessing the appropriateness of the proposed partner institution, due diligence checks and risk assessment.
- 1.2 Proposal initiators must obtain in-principle support from Global Engagement prior to holding discussions with the partner about the type, extent or timeframe for the partnership.
- 1.3 For graduate research:
  - A [Joint Research Award Assessment Form](#) / Expression of Interest (EOI) is to be submitted to the Monash Graduate Research Office (MGRO), in accordance with the steps outlined on the Monash Graduate Research Office intranet [page](#).
  - Monash Graduate Research Office will liaise with the Office of Global Engagement early in the process for advice and assistance with assessing the appropriateness of the proposed partner institution, due diligence checks and risk assessment.
- 1.4 For faculty level partnerships the proposal initiator is usually a nominee of the Dean, for university level or multi-faculty partnerships it may be a nominee of the DVC (GE) and/or the DVC (E). For partnerships relating specifically to an existing offshore location, the proposal initiator may be a nominee of the Campus President or equivalent.
- 1.5 The proposal initiator should also consult at an early stage with all faculties, schools and academic units expected to be involved in teaching or supervision under the partnership.

#### Due diligence

- 1.6 Due diligence is conducted by Global Engagement to obtain the information necessary to assess potential risks and make informed decisions.
- 1.7 As a minimum, due diligence should consider:
  - Country analysis.

- Legal status, ownership structure and governing body of the partner, including the reputation of the partner institution's senior officers, owners or major shareholders.
- Capacity to enter into a contract with Monash.
- Evidence of financial probity and stable financial status.
- Registration and accreditation status in local jurisdiction, including any limits on its scope of operations and capacity to secure the required approvals.
- Academic capacity to fulfil obligations under the partnership and deliver courses, units or services to an appropriate standard, including staff qualifications and employment processes, physical resources and facilities, admission and enrolment processes, support services and internal quality assurance processes.
- Partner strategy and expectations around use of the Monash brand.

## 2. Development of business plan and academic proposal

- 2.1 Once in-principle support is obtained, negotiations with the partner institution and detailed development of a business plan and academic proposal can commence.
- 2.2 Development of the business plan and academic proposal inform each other and usually occur in parallel.
- 2.3 If any facilities and/or learning resources provided by the partner are to be used in the delivery of Monash courses or units, an inspection must be conducted at this stage. The purpose of the inspection is to establish the appropriateness of facilities and resources and equivalence of standards compared with Monash's Australian locations.

### Business plan

- 2.4 The business plan must be fully costed and include a risk analysis, if it is a new partnership or a significant change to an existing partnership.
- 2.5 The business plan must outline an exit strategy, i.e. how Monash would ensure appropriate teach-out arrangements for its own students if the partner ceased operations or the agreement was terminated.
- 2.6 For coursework courses, the business plan forms the basis for endorsement of the [business case](#) by the Deputy Vice-Chancellor (Education) (or delegate). Endorsement of the business case is required before the Academic Proposal can be approved. For guidance on developing a business case refer to [Developing a business case and seeking endorsement](#).

### Academic proposal

- 2.7 For coursework, the development, consultation and approval process of the Academic Proposal is set out in the [Courses and Units Policy](#) and the [Course Accreditation Procedure](#).
- 2.8 For graduate research courses, the development, consultation and approval process of the Academic Proposal is set out in the [Graduate Research Course Review Policy](#) and the [Graduate Research Course Accreditation Procedures](#).

### Provisions for articulation and credit transfer arrangements

- 2.9 As articulation and credit transfer arrangements carry a lower risk to Monash, a formal business plan is not required. The academic assessment and approval process is set out in the [Credit Procedure](#).

### Provisions for study abroad and exchange

- 2.10 A formal business plan and academic proposal is not required for study abroad and exchange programs. Agreement proposals, including the rationale, are documented in the manner determined by Monash Abroad.

## 3. Agreement content and approval

- 3.1 The legal agreement will be prepared by the Office of the General Counsel in consultation with the Office of Global Engagement and the Dean (or delegate). The Office of Global Engagement will include the Deputy Vice-Chancellor (Education) (or delegate), the Vice-Provost (Faculty and Graduate affairs) (or delegate) or Campus President (or delegate) in consultations as required.
- 3.2 The nature of the partnership and the level of risk exposure will determine the content of the agreement. The agreement must set out (as a minimum);
  - Obligations of each partner (who does what), including both academic and administrative responsibilities.
  - Approval of marketing and promotional activities.
  - Intellectual property rights and provisions, if relevant (for example in relation to student theses, or when curriculum, teaching material or patentable research outputs are developed in collaboration).
  - Arrangements for amendments to the agreement, renewal and termination of agreement including provisions for teach-out.
  - Whether further sub-contracting is permitted.
  - Dispute resolution process.

- 3.3 The agreement must not constrain Monash in making changes to the curriculum.
- 3.4 Articulation and credit transfer agreements must be approved by Deans (or delegates). All other coursework faculty-level agreements must be approved by Deans (or delegates) and the DVC (Global Engagement) (or delegate).
- 3.5 For university-wide agreements, where the DVC(Global Engagement) or the Vice-Chancellor (or delegate) signs the agreement, Deans of the relevant faculties must be advised, as well as the Vice-Provost (Faculty and Graduate Affairs) in relation to agreements with a graduate research component and offshore Campus Presidents if the agreement concerns an offshore campus.

## 4. Monitoring, review and renewal of agreement

- 4.1 Partnership arrangements must be monitored regularly and agreements must be formally reviewed every five years as a minimum.

### Monitoring

- 4.2 As a minimum form of monitoring, the Office of Global Engagement will initiate a yearly health check. The faculty or relevant area is responsible for checking admissions and enrolment numbers, student evaluation results, financial viability and quality assurance arrangements (as applicable to the type of arrangement).
- 4.3 Regular monitoring should provide a measure of the flow of benefits to both Monash and the partner.

### Review and renewal of agreement

- 4.4 A review of an agreement focuses on evaluating to what extent the objectives of the partnership are being met and assessing both parties' fulfilment of the obligations under the agreement. It is not an academic review but will be informed by outcomes of any course reviews undertaken since the agreement was last reviewed.
- 4.5 An agreement may only be renewed after a formal review. Responsibilities to approve a renewal of an agreement are the same as for the initial approval, see 3.4 and 3.5 above.

## 5. Record keeping

- 5.1 The Office of Global Engagement is responsible for maintaining records of all transnational education agreements.
- 5.2 The Office of Global Engagement will contact faculties (and the Monash Graduate Research Office, where an agreement includes a graduate research component) prior to the expiry of an agreement to initiate review and renewal, or termination, of the agreement.

## 6. Roles and responsibilities

- 6.1 The key roles and responsibilities for a transnational education agreement throughout its lifecycle are set out below.

Role	Responsibility
Deans (or delegates)	<ul style="list-style-type: none"> <li>• Develop Business Plan and Academic Case</li> <li>• Approve legal agreement (jointly with DVC(GE))</li> <li>• Contract manage faculty level partnerships, including:               <ul style="list-style-type: none"> <li>– nominate a staff member who will act as the contract manager</li> <li>– regular monitoring and periodical review</li> <li>– initiate renewal or termination of partnership agreements</li> </ul> </li> </ul>
Student recruitment	<ul style="list-style-type: none"> <li>• Manage agents</li> </ul>
DVC (Global Engagement) (or delegate)	<ul style="list-style-type: none"> <li>• Grant in-principle support</li> <li>• Approve and sign-off on legal agreement</li> </ul>
Office of Global Engagement	<ul style="list-style-type: none"> <li>• Conduct due diligence checks, involving faculties, the Monash Graduate Research Office and offshore locations as required</li> <li>• Conduct or assist with partner negotiations</li> <li>• Assist with preparation of Business Plan</li> <li>• Liaise with local authorities</li> <li>• Contract manage university-wide or multi-faculty partnerships, including:               <ul style="list-style-type: none"> <li>– nominate a staff member who will act as a key liaison for all matters related to contracts and contract schedules</li> <li>– regular monitoring and periodical review</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- initiate renewal or termination of partnership agreements</li> </ul>
Deputy Vice-Chancellor (Education) (or delegate)	<ul style="list-style-type: none"> <li>• Assist with preparation of Business Plan</li> <li>• Endorse Business Case</li> </ul>
Education Committee	<ul style="list-style-type: none"> <li>• Endorse Academic Proposal</li> <li>• Note articulation and credit transfer agreements</li> </ul>
Graduate Research Committee	<ul style="list-style-type: none"> <li>• Provide feedback on <a href="#">Joint Research Award Assessment Form</a> / Expression of Interest (EOI) and Academic Proposal</li> <li>• Endorse Academic Proposal</li> </ul>
Academic Board	<ul style="list-style-type: none"> <li>• Approve Academic Proposal</li> </ul>
Office of the General Counsel	<ul style="list-style-type: none"> <li>• Prepare agreement</li> </ul>

## DEFINITIONS

Articulation arrangement	A defined pathway that enables a student to progress from a completed course of study with another provider to a Monash course. Admission to the Monash course can be with or without credit.
Credit transfer arrangement	A process that provides students with agreed and consistent credit outcomes for components of a qualification based on equivalence in content and learning outcomes between matched qualifications.
Dual award	A partnership arrangement involving one or more courses that leads to two separate awards, one awarded by Monash and one awarded by the partner institution. There is usually a mutual recognition of credit between the institutions to allow students to complete both awards in a shorter time than if they were completed separately.
Exchange	Non-award studies (incoming and outgoing) approved through a formal bilateral exchange program arranged between Monash University and a non-Australian overseas higher education provider. This study normally counts as credit towards the undergraduate or postgraduate coursework degree in which the student is enrolled at the home higher education provider. The student pays fees to the home institution not to the host institution.
Joint award	A partnership arrangement where a course is delivered jointly between Monash and a partner and leads to a single award.
Study abroad	Non-award studies taken either at Monash (incoming) or at a host overseas higher education institution (outgoing) that normally counts as credit towards the undergraduate or postgraduate coursework degree in which the student is enrolled at the home higher education provider. These students typically pay fees to Monash or to the host.

## GOVERNANCE

Parent policy	<a href="#">Transnational Education Policy</a>
Supporting schedules	
Associated procedures	<a href="#">Admission and Credit Policy</a> <a href="#">Courses and Units Policy</a> <a href="#">Course Accreditation Procedure</a> <a href="#">Course Review Procedure</a> <a href="#">Credit Procedure</a> <a href="#">Fraud and Corruption Policy</a> <a href="#">Graduate Research Course Accreditation Procedures</a> <a href="#">Graduate Research Course Review Policy</a> <a href="#">Graduate Research Course Review Procedures</a> <a href="#">Sanctions compliance policy</a>

	<a href="#">Handbook for Doctoral Degrees</a> <a href="#">Course Accreditation and Review intranet website</a> <a href="#">International Agreements Database (repository for agreements)</a>	
Legislation mandating compliance	<a href="#">Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Cth) – Higher Education Standards Framework (Threshold Standards) 2021</a> <a href="#">Education Services for Overseas Students (ESOS) Act 2000 (Cth) – National Code of Practice for Providers of Education and Training to Overseas Students (National Code) 2018</a> <a href="#">Malaysian Qualifications Framework</a>	
Category	Academic	
Approval	Coursework Admissions and Programs Committee 15 August 2018 Meeting 5/2018, item 9	Graduate Research Committee 17 September 2018 Meeting 6/2018, item 10.3
Endorsement	Deputy Vice-Chancellor and Vice-President (Global Engagement)	
Procedure owner	Deputy Vice-Chancellor and Vice-President (Global Engagement)	
Date effective	10 October 2018	
Review date	9 October 2021	
Version	1.1 ( <i>Administrative amendments effective on 24 April 2020 and 31 January 2022</i> )	
Content enquiries	policybank@monash.edu	