

Governance, Delegations and Regulatory Compliance Schedule

1 Purpose

To set out governance, delegation, role responsibility and regulatory compliance requirements for Educational Partnerships.

2 Scope

This Schedule must be read in conjunction with the Educational Partnerships Procedure and is subordinate to it.

3 Schedule

This Schedule sets governance, delegation, role responsibility and regulatory compliance requirements for Educational Partnerships.

Table 1: Governance chain

Level	Function
TNE partnership-specific committee	The primary management forum for each Transnational Education Arrangement, chaired by the relevant Head of School. Membership must include representatives capable of leading or authoritatively representing the academic, operational and commercial pillars, together with partner representatives where appropriate. The approved terms of reference must specify membership, quorum, decision-making, reporting, conflicts of interest, records, escalation and review requirements.
Domestic Partnership-level governance committee	Established where required to oversee implementation, operational issues, partner liaison, risk, quality matters and agreed performance indicators.
Domestic Partnership Joint Management and Academic Quality Committee or equivalent	Established where complexity or risk requires joint oversight of academic quality, partner performance, assessment standards, Student outcomes, quality assurance and issue resolution.

Educational Partnerships Sub-Committee	Provides consolidated review, endorsement, monitoring and reporting for educational partnerships, including TNE partnerships-specific committee. Receives annual reports, risk reporting and performance information. Educational Partnerships Sub-Committee responsibilities are specified in the approved Terms of Reference.
Education Committee	Receives partnership quality, performance and compliance reporting, including the consolidated annual Educational Partnerships Report, and escalates academic quality matters where required.
Academic Board	Maintains oversight of academic quality and standards, approves academic programs or changes where required, and receives the consolidated annual Educational Partnerships Report through Education Committee.
Vice-Chancellor's Executive	Considers significant whole-of-University, strategic, operational, financial, commercial or higher risk partnership matters.
Council	Approves or receives matters where required under delegated authority, significant commercial thresholds or governance requirements.

Table 2: Roles and responsibilities

Role	Responsibilities
Vice-Chancellor	Provides final institutional approval and executes formal agreements for Tier 3 high-risk arrangements where required, including Third Party Education Arrangements and Joint Awards (Stage 7 final approval) following appropriate endorsement. Retains approval authority where escalation or termination of high-risk agreements is required.
Deputy Vice-Chancellor (Students and Education)	Provides strategic oversight of educational partnerships, confirms alignment with Students and education priorities, oversees governance and quality assurance arrangements, and endorses or approves arrangements where required by tier or delegation.
Deputy Vice-Chancellor (Academic and Research)	Provides strategic guidance on partnership viability, academic development and institutional alignment, and contributes to stop/go or endorsement decisions for Tier 3 arrangements where academic delivery or research-adjacent implications are relevant.
Pro Vice-Chancellor (International)	Provides strategic oversight of international educational partnership development, confirms alignment with

	international priorities, and supports escalation of international regulatory or reputational issues.
Executive Director (International)	Provides operational leadership for international educational partnership development, including proposal coordination, agreement preparation, partner liaison and implementation support for international arrangements, including International Study Hubs where applicable.
Dean (Curriculum and Quality)	Chairs the Educational Partnerships Sub-Committee, oversees Policy suite compliance, provides oversight of academic quality assurance and regulatory compliance, and endorses or approves arrangements where specified in the approval pathway.
Academic Director (Academic Partnerships)	Coordinates the partnership proposal and decision pathway; supports agreement preparation and implementation oversight; and approves delegated Tier 1 and Tier 2 arrangements where applicable.
Heads of School and Deans	Provide academic endorsement; confirm discipline alignment, curriculum mapping, staffing capability and teaching delivery commitments; and accept School-level implementation responsibilities. For each Transnational Education Arrangement, the relevant Head of School chairs the TNE partnership-specific committee and is accountable for integrated oversight across the academic, operational and commercial pillars, subject to the University's delegations and the approval, assurance and escalation requirements of this Policy Suite.
Academic Registrar	Coordinates Tertiary Education Quality and Standards Agency (TEQSA) reporting and notifications, and provides oversight or advice on Admissions, enrolment, Credit, exit requirements, Student administration matters and the operational implications of partnership proposals for Student lifecycle administration.
UniSQ International	Provides operational support for international partnership implementation, monitoring, partner liaison, Student communication and regulatory coordination under the direction of the relevant partnership owner.
Academic Partnerships / Curriculum and Quality	Provides administrative, records, secretariat and systems support for educational partnership governance; maintains approval evidence, registers, Credit schedules, annual reporting coordination and the University's approved partnership management system; and does not own the substantive proposal or decision pathway.

3.1 Regulatory compliance framework

Educational partnerships must be assessed for regulatory obligations before agreement execution and before commencement of delivery. Assessments must consider:

- *Higher Education Standards Framework (Threshold Standards) 2021 (HESF)* compliance, particularly where delivery with other parties is involved
- *Education Services for Overseas Students Act 2000 (ESOS)* and *National Code of Practice for Providers of Education and Training to Overseas Students 2018* obligations for International Student arrangements
- TEQSA notification or approval requirements
- CRICOS registration or amendment requirements where onshore International Students are involved
- Australian Qualifications Framework (AQF), certification and award conferral requirements
- *Higher Education Support Act 2003* implications
- Professional accreditation requirements
- Foreign jurisdiction approval, registration or reporting requirements
- Privacy, data, cybersecurity, records and Student information requirements.

3.2 Offshore delivery and Transnational Education (TNE) notifications

Where the University is authorised to provide Australian Courses offshore, the University must identify and meet applicable TEQSA, ESOS, National Code and CRICOS notification, approval and reporting requirements for offshore delivery and Transnational Education arrangements before agreement execution, commencement, change or cessation.

The Academic Registrar is responsible for coordinating TEQSA reporting and notifications, including submission through the TEQSA-approved submission process, in consultation with the relevant partnership owner, Academic Partnerships / Curriculum and Quality, UniSQ International, Student Administration, Legal, Risk and Compliance, and relevant Schools. Approval, signing and submission authority must be exercised in accordance with the Delegations Schedule and under the oversight of the Deputy Vice-Chancellor (Students and Education).

Notifications must be submitted through the TEQSA-approved submission process within the applicable timeframe. Required evidence, timing and approval records must be retained in the relevant University records, contract or partnership management system.

Table 3: TEQSA Notification Requirements

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Complying with the law and observing Policy and Procedure is a condition of working and/or studying at the University. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University's [Policy and Procedure Library](#).

Activity	TEQSA requirement	Timing
Authorisation to deliver a course offshore.	Self-assurance report (authorisation to provide Australian courses offshore) initial approval.	Can be submitted at any time through the TEQSA-approved submission process.
New offshore delivery arrangement	Notify TEQSA before commencing delivery of an authorised Australian Course offshore. This includes offshore third-party delivery, a new offshore location or commencement of an Australian Course offshore.	As soon as the University is aware of the event and no later than 90 days before the event or change is to occur.
Change to an existing offshore arrangement	Notify TEQSA where an offshore delivery arrangement is changed in a way that falls within the applicable offshore notification requirements.	As soon as the University is aware of the event and no later than 90 days before the event or change is to occur.
Cessation of offshore delivery	Submit the applicable offshore remove course notification and, where the change is material, the applicable material change notification. Student transition or Teach-out arrangements must be addressed.	In accordance with the applicable TEQSA notification requirement and, for offshore changes, no later than 90 days before the event or change where section 44G applies.
Material change affecting compliance	Notify TEQSA where an event happens or is likely to happen that significantly affects the University's ability to meet the <i>Higher Education Standards Framework (Threshold Standards) 2021</i> .	No later than 14 days after the day the University would reasonably be expected to have become aware of the event.
CRICOS-related change	Where the arrangement involves International Students, applicable <i>ESOS/National Code</i> and CRICOS notification or approval requirements must also be met.	In accordance with the applicable <i>ESOS Act, National Code</i> and TEQSA requirements.
Annual Reporting	Where the University delivers Australian higher education courses offshore, the University must submit an annual report to TEQSA. The report covers each Transnational Education (TNE) program delivered during the most recent academic year.	31 October each year.

3.3 Records and reporting

All approved agreements, approval evidence, due diligence records, risk assessments, Credit schedules, TEQSA assessments, implementation plans, committee records, pillar reports, monitoring reports and renewal or discontinuation decisions must be retained in the relevant University records, contract or partnership management system. Approved arrangements must also be recorded in the University's approved partnership management system. Each Transnational Education partnership-specific committee must provide performance, risk, quality, compliance and financial reporting through the approved governance pathway. A consolidated annual Educational Partnerships Report will be provided to Education Committee and Academic Board.

Each new or renewed Transnational Education agreement and implementation plan must reflect the three-pillar management model. Existing arrangements must be reviewed and transitioned to the model by a date approved by the Deputy Vice-Chancellor (Students & Education), with any required variations to agreements, delegations, reporting pathways or partner governance completed before the transition takes effect. The Educational Partnerships Guidelines, proposal templates, readiness checklists, RACI templates, annual reporting templates and partnership management system must be updated to support the model.

4 References

Nil.

5 Schedule Information

Accountable Officer	Deputy Vice-Chancellor (Students and Education)
Responsible Officer	Dean (Curriculum and Quality)
Policy Type	University Procedure
Policy Suite	Educational Partnerships Policy
Approved Date	
Effective Date	
Review Date	
Relevant Legislation	<u>Australian Qualifications Framework</u> <u>Education Services for Overseas Students Act 2000</u> <u>Higher Education Standards Framework (Threshold Standards) 2021</u> <u>Higher Education Support Act 2003</u>

	<u>Information Privacy Act 2009</u> <u>National Code of Practice for Providers of Education and Training to Overseas Students 2018</u> <u>Tertiary Education Quality and Standards Agency Act 2011</u> <u>Australia's Foreign Relations (State and Territory Arrangements) Act 2020</u>
Policy Exceptions	<u>Policy Exceptions Register</u>
Related Policies	
Related Procedures	Educational Partnerships Procedure
Related forms, publications and websites	<u>Australian Qualifications Framework</u> Educational Partnerships Establishment and Operational Guidelines Education Partner Application form – UniSQ service management system <u>TEQSA – Material changes and other notifications</u> <u>TEQSA – Notifications required of providers with authorisation to provide Australian courses offshore</u> <u>Coursework Curriculum Design and Structure Schedule</u>
Definitions	Terms defined in the Definitions Dictionary Admission Articulation Articulation and Credit Transfer Pathways (For Approval) Qualifications pathways with educational partners that set out agreed Admission and/or Credit outcomes for qualifications which are fully or partially completed by Students at the educational partner and that lead towards a UniSQ Award. Award Collaborative Arrangement (For Approval)

	Arrangements between the University and an educational partner where the parties collaborate to provide an educational activity and each institution is responsible for its respective components. Collaborative Double Degree Course Coursework Program Credit Credit Transfer Dual Award International Student International Study Hubs (For Approval) An agreement with a partner institution to provide administrative, learning and student support services to Students studying the University's Programs online in an offshore jurisdiction. Teaching, delivery of the University's Course content or assessment activity is excluded unless separately approved under the relevant partnership category and regulatory requirements. Joint Award Learning Outcomes Packaged Offer (For approval) A Packaged Offer is an Admission offer combining two or more sequential Programs, such as an English language or foundation pathway Course, a vocational qualification followed by an undergraduate degree, or an undergraduate degree followed by a postgraduate degree. Progression into the final principal Program depends on successfully completing the first Program of study. Policy Procedure Student
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	Third Party Education Arrangement (For approval – addition of Education to title) An arrangement made by the University with another party (in Australia or overseas) to deliver some or all of a higher education program that leads to the Award of an Australian regulated higher education qualification. Third Party Provider (For approval – addition of Education within definition) A party with which the University has a Third Party Education Arrangement for the purposes of delivering some or all of a higher education program that leads to the award of an Australian regulated higher education qualification. Transnational Education Arrangement (For Approval) An educational arrangement where Students are located in a country outside Australia and undertake study at the University supported through one or more Transnational Education agreements. University
	Definitions that relate to this schedule only
Keywords	Educational partnerships, partnership agreement, Third Party Education Arrangement, Third Party Provider, Third Party Arrangement, Transnational Education, offshore delivery, International Study Hubs, Coursework Dual Awards, Coursework Joint Awards
Record No	26/742PL