

Partnership Approval Matrix Schedule

1 Purpose

To specify the governance, approval, implementation, monitoring and reporting requirements for educational partnerships from proposal throughout their lifecycle.

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.

This matrix summarises establishment, approval, monitoring and post-approval decision pathways. It expands the nine-stage lifecycle in the Procedure by separately identifying renewal, amendment and termination decisions where this assists delegation and governance clarity. Matrix abbreviations: DVC (A&R) means Deputy Vice-Chancellor (Academic and Research); DVC (S&E) means Deputy Vice-Chancellor (Students and Education); PVC (International) means Pro Vice-Chancellor (International); VCE means Vice-Chancellor's Executive; and Dean (C&Q) means Dean (Curriculum and Quality).

For every category that constitutes a Transnational Education Arrangement, the relevant Head of School-chaired TNE partnership-specific committee is the coordinating governance body from detailed proposal development through implementation, monitoring, renewal, amendment and termination. The committee may recommend or endorse decisions within its approved terms of reference but may not exercise powers reserved to a delegated officer, Vice-Chancellor's Executive, Education Committee, Academic Board, the Vice-Chancellor or Council.

Partnership Stage	Tier 1 – Articulation / Credit Transfer	Tier 2 – Dual Award; Packaged offers (Domestic and International Offshore)	Tier 2 – International Study Hubs; Packaged Offers – International Onshore	Tier 3 – Joint Awards	Tier 3 – Third Party Education Arrangements

1. Concept Development	Stop/Go: Head of School (Full concept development is not required)	Stop/Go: Head of School	Stop/Go: Executive Director (International)	Stop/Go: Head of School	Stop/Go: DVC (A&R)
2. Preliminary Evaluation, Risk Assessment, Feasibility and Due Diligence	Stop/Go: Academic Director (Academic Partnerships)	Stop/Go: Academic Director (Academic Partnerships)	Stop/Go: Academic Director (Academic Partnerships), in consultation with Executive Director (International), Head(s) of School and Dean (Curriculum & Quality).	Stop/Go: Dean (C&Q)	Stop/Go: DVC (A&R), after consultation with Head(s) of School, PVC (International), Dean (C&Q) and Academic Director (Academic Partnerships).
3. Detailed Proposal Development	Not applicable	Academic Director (Academic Partnerships)	Academic Director (Academic Partnerships), with UniSQ International	Domestic: School, Dean (C&Q) and Academic Director. International : Executive Director (International), Finance, Head(s) of School, Dean (C&Q) and Academic Director, with DVC and PVC (International) consultation.	Domestic: Academic Director (Academic Partnerships), Finance, Head(s) of School and Dean (C&Q), with DVC consultation (A&R) (S&E). International: Executive Director (International), Finance, Head(s) of School, Dean (C&Q) and Academic Director, with DVC and PVC (International) consultation.
4. Decision to Progress to Agreement	Stop/Go: Academic Director (Academic Partnerships)	Stop/Go: Academic Director (Academic Partnerships), following endorsement by the relevant Head(s) of School	Stop/Go: Dean (Curriculum & Quality), following endorsement by Executive Director (International), Academic Director (Academic Partnerships) and relevant Head(s) of School.	Stop/Go: Dean (Curriculum & Quality), following Educational Partnerships Sub-Committee endorsement . VCE endorses the initial proposal; School and partner develop the full proposal under the Joint Awards approval process.	Stop/Go: DVC (A&R), following endorsement by Dean (C&Q) and relevant Head(s) of School.

5. Agreement Preparation	Academic Partnerships	Academic Partnerships, and UniSQ International where required	Lead: Executive Director (International) and Academic Director (Academic Partnerships), in consultation with Head(s) of School, Admissions, Legal, Finance, Campus Services and relevant external institution(s)	Lead: Dean (C&Q), Academic Director and UniSQ International where applicable. Consult Head(s) of School, Admissions, Legal, Finance, Campus Services and partner institution(s)	Lead: PVC (International) and Executive Director (International) for international agreements; Academic Director (Academic Partnerships) for domestic agreements. Consult Dean (C&Q), Head(s) of School, Academic Registrar, Admissions, Legal, Finance, Campus Services, partner institution(s) and University Executive as required.
6. Agreement Endorsement	Not applicable	Not applicable	Educational Partnerships Sub-Committee reviews and endorses the academic arrangements and forwards them to the relevant delegated approver where required.	Educational Partnerships Sub-Committee endorses academic arrangements. Education Committee endorses the Joint Award Program Proposal; Academic Board approves the academic proposal.	DVC (A&R), PVC (International) for international agreements, Head(s) of School, DVC (S&E) and VCE endorse before Vice-Chancellor approval.
7. Final Approval	Academic Director (Academic Partnerships)	Academic Director (Academic Partnerships)	Dean (Curriculum & Quality). Where the University's courses are offered offshore, TNE agreements require TEQSA reporting once the agreement has been signed or relevant changes are made. Offshore delivery and TNE notifications.	Vice-Chancellor, following Academic Board approval. Complete required TNE/offshore notifications before commencement or change.	Vice-Chancellor, following executive endorsement and Educational Partnerships Sub-Committee endorsement of academic arrangements. Complete required TNE/offshore notifications before commencement or change.

8. Implementation and Delivery	Academic Partnerships and Student Administration, including Credit and Exemptions and Admissions/International Admissions	Academic Partnerships and Student Administration, including Credit and Exemptions and Admissions/International Admissions	UniSQ International, Head(s) of School, Admissions and Academic Partnerships	Academic Partnerships, Head(s) of School, Admissions, International Admissions and Credit and Exemptions, as applicable	Academic Partnerships, Head(s) of School, Admissions and UniSQ International for international arrangements
9. Monitoring, Review and Reporting	Annual report to the Educational Partnerships Sub-Committee by Academic Director (Academic Partnerships)	Annual Partnership Performance Report submitted by Academic Director (Academic Partnerships) to the Educational Partnerships Sub-Committee	Annual Partnership Performance Report submitted by Executive Director (International) to the Educational Partnerships Sub-Committee, with endorsement from Academic Director (Academic Partnerships)	Annual Performance Report by Academic Director (Academic Partnerships) to the Educational Partnerships Sub-Committee. TNE/offshore notifications and annual reporting are coordinated by the Academic Registrar, with input from UniSQ International, Dean (Curriculum & Quality), Head(s) of School and Student Administration.	Annual Performance Report by Academic Director (Academic Partnerships) to the Educational Partnerships Sub-Committee. TNE/offshore TEQSA notifications and annual reporting are coordinated by the Academic Registrar, with input from UniSQ International, Dean (Curriculum & Quality), Head(s) of School and Student Administration.
10. Renewal, Amendment or Termination	Academic Director (Academic Partnerships), unless elevated by risk, materiality, student impact or delegation.	Academic Director (Academic Partnerships), following relevant Head(s) of School endorsement and consultation with Student Administration, Legal and UniSQ International where required.	Dean (Curriculum & Quality), following endorsement by Executive Director (International), Academic Director (Academic Partnerships), relevant Head(s) of School and Educational Partnerships Sub-Committee where required.	Vice-Chancellor or delegated authority, following Academic Board or executive endorsement where required. Student transition, teach-out and regulatory notification assessment must be completed before cessation or	Vice-Chancellor or delegated authority, following executive endorsement and the Educational Partnerships Sub-Committee endorsement where required. Student transition, teach-out and regulatory notification assessment must be completed before cessation

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References

Nil.

4 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	Australian Qualifications Framework Educational Partnerships Establishment and Operational Guidelines Education Partner Application form – UniSQ service management system TEQSA – Material changes and other notifications TEQSA – Notifications required of providers with authorisation to provide Australian courses offshore Coursework Curriculum Design and Structure Schedule														
Definitions	<table><tr><th>Terms defined in the Definitions Dictionary</th></tr><tr><td>Admission</td></tr><tr><td>Articulation</td></tr><tr><td>Articulation and Credit Transfer Pathways (For Approval)</td></tr><tr><td>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.</td></tr><tr><td>Award</td></tr><tr><td>Collaborative Arrangement (For Approval)</td></tr><tr><td>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.</td></tr><tr><td>Collaborative Double Degree</td></tr><tr><td>Course</td></tr><tr><td>Coursework Program</td></tr><tr><td>Credit</td></tr><tr><td>Credit Transfer</td></tr><tr><td>Dual Award</td></tr></table>	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
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	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 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)
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	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	26/743PL