

Partnership Readiness Schedule

1 Purpose

To establish the readiness gate framework and mandatory readiness requirements for significant, complex or higher risk 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 establishes the mandatory readiness gate model for significant, complex or higher risk educational partnerships.

For significant Transnational Education and Offshore Delivery Arrangements, the Head of School-chaired TNE partnership-specific committee must coordinate the three pillars: academic quality and delivery; operational readiness and Student support; and commercial, financial and partnership management. Each pillar must have a nominated lead, defined responsibilities, documented deliverables and clear escalation pathways. All operational and commercial matters must be resolved before academic matters are referred to the Educational Partnerships Sub-Committee.

3.1 Readiness trigger

The full readiness framework applies to:

- All Tier 3 partnerships
- New Transnational Education and Offshore Delivery Arrangements
- Arrangements exceeding an approved financial, risk or strategic threshold
- Any arrangement designated by the Deputy Vice-Chancellor (Students and Education), Deputy Vice-Chancellor (Academic and Research), Vice-Chancellor's Executive or relevant governance body.

Table 1: Readiness Gate Framework for Significant Educational Partnerships

Gate	Timing	Evidence requirements	Outcome
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Gate 0: Strategic Opportunity Assessment	Before formal engagement	Strategic alignment; market demand; partner reputation; risk appetite; executive sponsorship	Approval to proceed to partner and jurisdiction due diligence.
Gate 1: Partner and Jurisdiction Due Diligence	Before negotiations	Legal review; country risk; accreditation; registration; partner due diligence; financial sustainability; local regulatory requirements	Approval to commence detailed negotiations or proposal development.
Gate 2: Academic Feasibility	Before agreement drafting	Curriculum mapping; delivery model; Admission requirements; assessment arrangements; quality monitoring; program approval pathway	Academic feasibility confirmed and approval pathway identified.
Gate 3: Organisational Readiness	Before agreement execution	Accommodation demand forecasting and capacity planning; infrastructure impacts; Student lifecycle support, arrival and transition planning; technology access, identity provisioning and China/in-country technology testing where relevant; workforce model; staff travel; critical incident arrangements; launch readiness decision points	Operational readiness confirmed with ownership and implementation plan.
Gate 4: Financial Viability	Before final approval	Financial viability evidence proportionate to	Gate 4: Financial Viability

		the arrangement, including demand, cost, cohort, affordability, sustainability and transition or teach-out cost exposure. Detailed financial due diligence is set out in Due Diligence, Risk and Assurance Schedule.	
Gate 5: Governance Approval	Before agreement signing	Governance approvals; delegation; compliance obligations; RACI; project governance; reporting pathway	Authority to execute agreement and commence implementation.
Gate 6: Performance and Continuous Improvement	After commencement	Performance monitoring; Student experience; compliance reporting; quality assurance; financial reporting; lessons learned	Evidence informs renewal, amendment, improvement or closure decisions.

3.2 Mandatory readiness requirements for significant Transnational Education and Offshore Delivery Arrangements

Mandatory readiness requirements include an approved Head of School-chaired TNE partnership-specific committee; nominated leads and responsibilities for the academic, operational and commercial pillars; documented governance, approval and escalation pathways; and consideration by the committee of consolidated pillar advice before recommending stop/go, approval, commencement, material change, renewal or termination decisions.

- Governance ownership and approval pathways
- School endorsement of delivery commitments
- Regulatory feasibility and compliance requirements

- Curriculum mapping and academic equivalence
- Workforce model and staffing feasibility
- Accommodation feasibility where relevant
- Technology feasibility in-country
- Student support model
- Critical incident arrangements
- Financial viability assessment
- Risk assessment and treatment plan
- Partner responsibilities
- Reporting obligations
- Operational ownership and RACI
- Implementation readiness assessment
- Workstream advice informs stop/go decisions, business case development, approval, implementation readiness and ongoing monitoring for significant Transnational Education and Offshore Delivery Arrangements.

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	Australian Qualifications Framework Education Services for Overseas Students Act 2000

	<i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Higher Education Support Act 2003</i> <i>Information Privacy Act 2009</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>Tertiary Education Quality and Standards Agency Act 2011</i> <i>Australia's Foreign Relations (State and Territory Arrangements) Act 2020</i>
Policy Exceptions	Policy Exceptions Register
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	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
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	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) 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
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