Transnational Education Academic Quality Review Policy

Purpose: To enhance the quality of Murdoch University’s transnational academic activities through a process of thematic review.

Audience: Staff and Students

Contact Officer: Manager, Quality Assurance
Phone: 9360 7377

Printed copies are for reference only. Please refer to the electronic copy in Policy and Procedure Manager™ [the electronic policy management system (EPMS)] to ensure you are referring to the latest version.

Objectives:
1. To support a process of quality improvement in teaching and learning in transnational education (TNE).
2. To ensure that courses offered transnationally are being delivered in accordance with applicable Murdoch University policies and external reference points.
3. To ensure that reviews are conducted on a regular basis.
4. To ensure that the recommendations of reviews are implemented and monitored in an effective manner.

Policy:
1. TNE Academic Quality Reviews are a component of Murdoch University’s Quality Management Framework and are conducted as part of a continuous quality improvement cycle.
2. TNE Academic Quality Reviews will be conducted annually as part of the University’s commitment to maintaining and enhancing the quality of its transnational activities.
3. TNE Academic Quality Reviews will be undertaken thematically, examining over time a range of inputs, processes and outcomes of transnational academic activities.
4. The theme(s) for the review will be determined annually by the President of Academic Council and Deputy Vice Chancellor (Academic) following consultation with the DVC (Faculty, Enterprise & International) and will take into consideration areas of potential academic risk and their management; previous annual TNE Academic Quality Review outcomes; annual TNE contract review outcomes; and areas of particular importance to the institution.
5. Academic Council will note the chosen review theme(s) annually.
6. TNE Academic Quality Reviews will inform and be informed by the annual transnational partnership Contract Reviews conducted through the Office of the Deputy Vice Chancellor (Faculty, Enterprise and International) and, where appropriate, the five-yearly Academic Organisational Unit Reviews undertaken by Schools and units/offices of the Division of Academic Affairs.
7. TNE Academic Quality Reviews will be conducted by a Murdoch University staff member trained in the area of transnational quality assurance and not directly involved in the delivery of courses transnationally. Unless otherwise agreed by the President of Academic Council and the Deputy Vice Chancellor (Academic), the reviewer will be the University’s Manager, Quality Assurance.
8. Irrespective of any TNE Academic Quality Reviews scheduled, the President of Academic Council or the Vice Chancellor may initiate an academic quality review at an offshore location at any time if necessary.

9. TNE Academic Quality Reviews will be conducted with the full participation of Murdoch and Transnational Partner staff, who may be required to provide documentation as part of the review process.

10. A Review Activities Schedule will be determined by the reviewer in consultation with the President of Academic Council. Depending on the theme of the review, the schedule will include data collation and analysis, document examination, interviews with staff and students on and offshore as well as site visits.

11. Staff and students will be given an opportunity to make confidential written submissions to the reviewer where it is relevant to the selected theme. The President of Academic Council will call for submissions as required.

12. The reviewer will write a report which will include an assessment of the issues related to the chosen theme(s), together with a list of recommendations and the thrust of the reasoning behind them. Commendations will also be made where appropriate. In rare cases the reviewer may attach a confidential appendix.

13. The President of Academic Council will select a group of relevant senior staff to examine the confidential draft report for errors of fact before it is released as a final report to the wider university community.

14. The reviewer will submit a summary report on the major findings of the review to the next meeting of Academic Council, from where it will also be sent to Senate. The report will also be accessible on the Quality Management website once it is noted by Academic Council.

15. A copy of the final report will also be submitted to the Academic Quality Audit Committee (AQAC), which will be responsible for monitoring the implementation of the review recommendations.

16. After the report is released, the Deputy Vice Chancellor (Faculty, Enterprise and International) will appoint a staff member to work with transnational partners and relevant School and other university staff to develop strategies to implement the recommendations of the review. An action plan for this purpose (see Attachment 1) will be submitted to AQAC within four months of the release of the report from where it will go to Academic Council for endorsement.

17. Within a year of the release of the review report, the Deputy Vice Chancellor (Faculty, Enterprise and International) or his/her nominee will submit a report on progress in implementing the review recommendations to the AQAC. Annual reports on progress (see Attachment 2) will continue until recommendations are fully implemented. Academic Council will be informed on such progress via AQAC’s biannual reports.

Supporting Procedures:
The President of Academic Council and the Deputy Vice Chancellor (Academic) are authorised to approve all the supporting procedures.

Supporting Guidelines:
The President of Academic Council and the Deputy Vice Chancellor (Academic) are authorised to approve the supporting guidelines.

Supporting Standards:
There are no supporting standards.
Performance Indicators:
1. A TNE Academic Quality Review is undertaken annually.
2. Recommendations of TNE Academic Quality Reviews are implemented and monitored in an effective manner.

Related Documents:
Academic Organisational Unit Reviews Policy
Transnational Education by Partnerships Policy

References:
Frameworks used by external agencies such as AUQA to help determine academic risk and quality auditing requirements for cross-border and international education include the Framework for Risk Assessment, Framework for Standards, Evidence and Outcomes, TNE Quality Framework of AUQA and Education of International Students in Australia: Quality Framework of AUQA.

Approval and Implementation:

<table>
<thead>
<tr>
<th>Approval Authority:</th>
<th>Academic Council</th>
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<td>Responsible Officer(s):</td>
<td>Secretary to Academic Council</td>
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Revision History:

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<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Effective Date (if later than ‘Date Approved’)</th>
<th>Next Review Date</th>
<th>Resolution No. (if applicable)</th>
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<tr>
<td>1</td>
<td>12 May 2010</td>
<td>Academic Council</td>
<td>May 2013</td>
<td>AC/80/2010</td>
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The continuous quality improvement cycle used by Murdoch University is Plan-Act-Evaluate Review (PAER). This Action Plan for implementing the recommendations of the TNE Review focuses on the “Plan” part of the cycle.

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<thead>
<tr>
<th>No</th>
<th>Recommendation</th>
<th>Implementation Strategy</th>
<th>Measurable Outcome</th>
<th>Target Dates</th>
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<td>Describe the outcome(s) expected from taking the proposed actions.</td>
<td>Include the date it is expected each action will be completed</td>
<td>Position title of officer in charge of strategy.</td>
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The continuous quality improvement cycle used by Murdoch University is Plan-Act-Evaluate Review (PAER). This Progress Report focuses on the “Act”, “Evaluate” and “Review” parts of the cycle. An item is considered completed and ready for closure when the change(s) implemented is evaluated and reviewed.

### TNE REVIEW PROGRESS REPORT

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<th>Actions/Progress (including dates and evidence)</th>
<th>Results</th>
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<td>Position title of officer in charge of strategy.</td>
<td>Provide a report on the actions taken as at the date of the report (including evidence). Also include planned actions.</td>
<td>Describe the results of actions taken (including evidence) and whether or not the expected outcome(s) are being achieved.</td>
<td>Describe what actions will be taken as a consequence of reviewing the results.</td>
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