## Policy

### Transnational Education via Partnerships Policy

**Purpose:** To revise and amend into a single policy document the former *Offshore Course Offerings* and *Offshore Teaching* policies. This policy and its supporting procedures will also replace the need for a separate Manual for the Development and Implementation of Offshore Courses.

**Audience:** Staff and students

**Supporting Procedures:**
- TNE Course Offering Procedures
- Language of Instruction Procedures
- Financial management Procedures
- Risk management Procedures
- Contractual Management Procedures
- TNE Agreement Review Procedures

**Supporting Guidelines:**
- Transnational Delivery Guidelines

**Contact Officer:** Secretary to Academic Council

**Phone:** 9360 6839

## Preamble:

This policy covers the delivery of courses in international locations via partnerships.

This policy excludes arrangements whereby domestically enrolled students undertake study internationally as part of an approved arrangement.

- This is the overarching policy under which sits procedures, contracts and other forms of agreement.

- The Responsibility for contract management and administrative services is held with the Education Partnerships Service Centre (EPSC) and is in accordance with procedures located in the Transnational Delivery Guidelines Manual.

The provision of transnational education (TNE) offerings should contribute to the achievement of Murdoch University’s strategic goals and should be provided in such a manner that the financial viability of Murdoch University is not exposed to undue risk.

## Objectives:

1. To ensure that transnational courses are developed and delivered in a manner consistent with the University’s policies, procedures and practices.

2. To safeguard the reputation of Murdoch University.

3. To ensure that transnational student experience and outcomes are comparable to those of domestic students.

4. To ensure that all staff engaged with transnational teaching are provided with effective support, training and development.
Policy:

Course Approvals

1. All courses offered are approved by Academic Council and may also be accredited by outside agencies as appropriate.

2. All courses will be approved and developed in accordance with the Academic Planning Guidelines and associated policies.

3. The Leadership Management Group will grant the final approval to offer a TNE course, following consideration of the approved academic structure, Business Plan, draft Offshore Course Agreement and compliance with policies listed in [the attached TNE Course Offering Procedures].

Approval Principles

4. Approval of any new courses offered transnationally will be conditional upon:
   4.1 assurance that it can be offered without risk of compromising academic quality;
   4.2 assurance that appropriate staffing arrangements have been made;
   4.3 assurance that the teaching facilities will be adequate and at an appropriate standard to support the proposed activity based on relevant external benchmarking (eg TEFMA Space Planning Guidelines);
   4.4 assurance that library services will be adequate and at an appropriate standard to support the proposed activity based on relevant external benchmarking (eg CAUL Principles for Library Services to Offshore Students);
   and
   4.5 assurance that IT facilities and support will be adequate and at an appropriate standard to support the proposed activity.

5. Courses offered transnationally need not be limited to the same courses offered domestically.

6. Where a course is offered at more than one location, it must have the same core units and structure but may offer a reduced set of specified electives. Where cultural context requires a divergence of course structure or curriculum this must be approved by Academic Council to ensure academic equivalence and coherence of offering.

7. Where there is a divergence in course structure or curriculum between locations, consideration must be given to the impact on credit, accreditation or registration and students must be made aware of this impact.

8. A Language of Instruction other than English can be approved, however consideration must be given to the additional support requirements for the delivery and administration of the course. [Link to Language of Instruction Procedures].

9. The University Handbook must:
   9.1 specify the language of instruction of the TNE course;
   9.2 indicate the difference between the onshore and TNE versions of a course; and
   9.3 make clear if units are offered as part of a formal Offshore Course Agreement.

10. An analysis of the impact on TNE students of any amendments to Courses, Majors, Minors and Units must be undertaken as per the policy requirements of the Amendments to Courses, Majors, Minors and Units policy.

11. TNE students, while enrolled as students of the University, are subject to all the regulations, rules and policies of the University, unless Academic Council approves
an explicit exemption. Students are to be provided with information in the language of instruction about the course and aspects of university administration as it may impact on their study at the TNE location e.g. academic progress, appeals process, general contracts.

**Academic Management**

12. The responsibilities of the Faculty Dean, School Dean, Faculty Learning and Teaching Committees and Academic Chairs as specified in the *Faculty Regulations* will apply to TNE.

13. The Unit Coordinator is the Murdoch Academic Staff member principally responsible for a unit’s continuity, quality, content and delivery. If a unit has more than one coordinator, they must work together to ensure all facets of the unit are academically equivalent regardless of its location of delivery or coordination responsibility.

14. The School Dean will approve the appointment of all affiliate staff for their School’s transnational unit offerings, in consultation with the relevant Unit Coordinator. Affiliate staff must have adequate qualifications and academic background in the discipline and be fluent in the language of instruction. Lecturing staff will be expected to have a postgraduate degree or, in a professional discipline, to have at least a good first degree and relevant professional experience.

15. Transnational Deans are responsible for supporting effective liaison between affiliate staff, Murdoch Unit Coordinators and senior management staff.

16. The Transnational Dean, in consultation with relevant responsible Murdoch personnel, must ensure Murdoch policies and procedures are complied with at locations within their portfolio of responsibility.

17. The Educational Partnerships Service Centre must prepare annually an appropriate teaching calendar to suit both the transnational partner and onshore teaching requirements. This calendar must be approved by Academic Council.

**Financial and Contractual Management**

18. The School Dean shall be responsible for the financial management of TNE courses offered by the Schools in accordance with the attached Financial Management Procedures.

19. A Risk Management Plan for each individual TNE course will be developed and reviewed on an annual basis in accordance with the attached Risk Management Procedures.

20. The Office of the DVC (Faculty, Enterprise and International) and EPSC shall be responsible for contractual management and shall ensure that there is always an agreement in effect for each TNE course offered by the University in accordance with the attached Contractual Management Procedures.

21. Murdoch staff teaching at TNE locations shall be paid in accordance with the policy *Remuneration for Offshore Teaching Activities Outside Australia* approved by the Vice Chancellor.

22. Fees shall be collected for TNE activities in accordance with the provisions included in the *Offshore Course Specification* attached to the relevant *Offshore Course Agreement* approved by the Leadership Management Group.

23. Records shall be maintained in accordance with the *Offshore Course Record Keeping Requirements* specified by the Records Officer.
Curriculum

24. A unit offered both onshore and transnationally should be culturally inclusive and must have comparable unit content leading to equivalent learning outcomes, across all locations. Where pedagogically and professionally relevant, unit content may be modified or contextualised to accommodate different locations, but where content and/or structure is substantially different it is more appropriate to create an alternate unit in the course structure. [Link to Unit Offerings policy].

25. In the event there is a change to course structure, procedures outlined in the ‘Offshore Course Agreement’ should be followed.

26. All TNE courses must comply with the relevant Coursework Regulations, and Academic Council instructions, for example on graduate attributes, flexible learning, unit quality and any external professional accreditation requirements.

27. There must be equivalence of contact time, pattern of lectures and tutorials and tutorial size between the onshore and the transnational offering of a unit, unless specifically approved by Academic Council. Any approved variation must lead to equivalent learning outcomes.

Admissions

28. Admission requirements for TNE students are identical to those for onshore students and should be governed by the same entry requirements. CUE has delegated authority on behalf of Academic Council to approve admission requirements.

29. The award of credit and exemptions for TNE students should be identical to those of onshore students as per the Rules on Credit and Exemptions.

Teaching

30. Learning outcomes for TNE students should be comparable to those of students doing the same unit onshore.

31. Unit evaluations will be administered at transnational locations in accordance with University policy. The results of the surveys shall be reported to the Unit Coordinator, the TNE Dean, the School Dean and the affiliate teaching staff.

32. The opportunity for conducting Teaching Evaluations should be available for affiliate staff in the TNE environment.

33. All Murdoch staff identified as having transnational education involvement in their current role must be provided with appropriate professional development.

34. Staff Development opportunities will be extended to affiliate staff.

35. The involvement of Murdoch staff at a transnational location should be at a level sufficient to ensure that the quality of the teaching and assessment methods maintain academic standards comparable to those applied at the University’s onshore campuses.

Resources

36. The Director of Library Services is responsible for assessing the availability of appropriate print and electronic library resources for each unit offered at each transnational location, and advising EPSC of these requirements.

37. There will be a staff member at each transnational location with a role to liaise and work in conjunction with Murdoch library staff.

38. The Director IT Services at Murdoch is responsible for assessing the availability of appropriate IT resources for each unit offered at each transnational location, and advising EPSC of these requirements.
39. Transnational students and affiliate teaching staff are to have access to LMS, to computers and appropriate IT support that will allow them to access teaching and learning resources.

40. School Deans are responsible for assessing specific course related resources required for their transnational courses and for advising EPSC and the Library of these requirements.

**Student Support**

41. Transnational students will have ongoing access to teaching staff. The Unit Coordinator is responsible for determining adequate access for each unit. Both Murdoch staff and affiliate staff will be responsible for making their availability to transnational students known.

42. Transnational students will have access to Academic Chairs for individual academic advice.

43. Murdoch will encourage students studying at transnational locations to form student associations.

44. Within the constraints of local circumstances, Murdoch will endeavour to ensure comparable equity supports are available.

45. Murdoch must ensure that arrangements are in place with local practitioners to allow transnational students to have access to adequate medical and counselling services.

46. Student Learning support services for transnational students are to be equivalent to those being offered to onshore students. There will be a staff member at each transnational location with a role to liaise and work in conjunction with Murdoch Student Learning staff.

47. Murdoch must ensure that arrangements are in place with local providers of careers and employment information to provide equivalent information and support for transnational students to that provided to onshore students.

**Assessment**

48. Transnational assessment, moderation and reporting of results must comply with the [Assessment Policy](#).

49. Examinations will be conducted in accordance with the [Statute 20](#) and the [Examination Rules](#).

50. The finalisation of results by Board of Examiners must comply with the processes set out in the relevant regulations.

**Appeals**

51. Students studying at transnational campuses will have the right to appeal as outlined in the [Student Appeals](#) policy.

52. Transnational students will be informed about their rights and the procedures in relation to the Murdoch appeals process.

**Grievances**

53. All students, including transnational students, have the right to seek a review of a University decision if they have a grievance, the process and procedures that apply to this process are outlined at [http://www.oss.murdoch.edu.au/grievances/](http://www.oss.murdoch.edu.au/grievances/)

**Quality Assurance – Academic**

54. Academic Council, via its sub-committees will monitor outcomes including comparative grade results for transnational and other student cohorts.

55. Transnational teaching and learning activities will be subject to regular quality reviews conducted through the Office of the DVC with the responsibility.
56. A School’s TNE courses will be included in the School Review Process in accordance with the Policy for Academic Organisational Unit Reviews approved by Academic Council.

57. Quality assurance for units taught at TNE locations will be consistent with those for units taught onshore.

**Quality Assurance – Contracts and Management**

58. There will be an annual review to monitor compliance with the terms of each Offshore Course Agreement.

**Approvals**

59. Approval for the Procedures attached to this policy will be provided by the relevant Officer of the University as indicated below:

<table>
<thead>
<tr>
<th>TNE Course Offering</th>
<th>Vice Chancellor</th>
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<td>Language of Instruction</td>
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<td>TNE Agreement Review</td>
<td>LMG</td>
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**Supporting Procedures:**
TNE Course Offering Procedures  
Language of Instruction Procedures  
Financial Management Procedures  
Risk Management Procedures  
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TNE Agreement Review Procedures.

**Definitions:**
“EPSC” means the Educational Partnerships Service Centre.
“CUE” means the Committee on University Entrance.
“TNE” means Transnational Education.
“Affiliate Staff” means a staff member is hired by the Transnational Partner to teach Murdoch units.

**Related Documents:**
External Offering of Units, Majors and Courses (Onshore and Offshore) policy.  
Amendments to Courses, Majors, Minors and Units policy.  
Faculty Regulations.  
Unit Offerings policy.  
Graduate Attributes.  
Bachelor Degree Regulations.  
Rules on Credit and Exemptions.  
Assessment policy.  
Student Appeals policy.  
Award Nomenclature and Testamurs policy.
Approval and Implementation:

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<th>Approval Authority</th>
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<td>Responsible Officer(s)</td>
<td>Secretary to Academic Council</td>
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Revision History: [Most recent approval should appear at the top of the table]

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