

Due Diligence for Transnational Program Partnerships

Approving authority	Academic Committee
Approval date	22 May 2014 (2/2014 meeting)
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Next scheduled review	2019
Document URL	http://policies.griffith.edu.au/pdf/Due Diligence for Transnational Program Partnerships Policy.pdf
Document number	2020/2001114
Description	The purpose of this document is to provide sufficient information to establish the probity, financial viability and professional standards of any potential partner prior to partner selection and the establishment of any agreement.

Related documents

[Program Approval and Review](#)

[Procedure for Planning, Developing and Approving Transnational Programs](#)

[Transnational Program Audit Proforma](#)

[Review of Transnational Program Providers Checklist](#)

[Program Concept Proposal for Transnational Programs](#)

[Transnational Program Business Plan Template](#)

[Student Experience of Courses \(SEC\) and Teaching \(SET\)](#)

[Student Charter](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

[UNESCO/OECD Guidelines on Quality Provision in Cross-border Higher Education](#)

[Education Services for Overseas Students Act 2000 \(ESOS Act\)](#)

[\[Introduction\]](#) [\[Reputation of Partner Institution\]](#) [\[Other Activities of the Partner in the Market\]](#) [\[Profile of Partner Institution\]](#)

1. INTRODUCTION

Due diligence checks are to be conducted prior to partner selection as outlined in the ESOS Act 2000. The Vice President (Global) is responsible for the due diligence check and may consult with Office of Finance (FIN) and in-country agents, government agencies and intelligence reports on the partner institution in establishing the financial viability of the partner.

2. REPUTATION OF PARTNER INSTITUTION

The AVCC (now Universities Australia) Provision of Education to International Students: Code of Practice and Guidelines for Australian Universities states that universities must ensure that services of the partner are of the same standard as offered by the University itself. In order to achieve this outcome the University conducts due diligence checks on potential partners.

With regard to partner selection for transnational programs, the ESOS Act 2000 states that the University must determine whether the provider, or an associate of the provider involved in the provision of programs on behalf of the provider has ever:

- been convicted of an offence; or

- had his, her or its registration cancelled or suspended under this Act or the old ESOS Act; or
- had an Immigration Minister's suspension certificate
- had a condition imposed on its registration
- become bankrupt, applied to take benefit of a law for the benefit of bankrupt or insolvent debtors, compounded with his creditors or assigned remuneration for the benefit of creditors; or
- been disqualified from managing corporations under the Corporations Law; or
- been involved in provision of programs with another provider who met the above criteria at the time that these matters gave rise to prosecution or other action; or
- any other relevant matter¹.

3. OTHER ACTIVITIES OF THE PARTNER IN MARKET

Enquire using the FIN off-shore register, or by other appropriate means, as to whether any other element is currently working with this off-shore partner. If so, provide details.

4. PROFILE OF PARTNER INSTITUTION

Prospective partners are to be asked to provide all relevant documentation to establish credentials, including strategic and/or business plans, prospectus, organizational structure, evidence of financial status (funding sources/published accounts) and arrangements for enduring quality standards.

To develop a profile of the partner institution, please address the following questions:

- Has a search of the business been performed previously by the University? If so, when and what did it yield?
- What is the partner institution's standing in accordance with NOOSR guidelines and other creditable sources such as AEI or Austrade in comparison with other education providers in the country?
- Does the partner's profile fit within the overall strategic plan of the Group and University?
- What is the operational profile and stability of the partner institution?
- What is your assessment of the business suitability of the potential overseas partner? What is the core business of the potential overseas partner?
- What are the demonstrated financial stability and management capabilities of the partner? Provide reference checks on business partners, partnerships with Australian and International universities. Partners may be asked to provide the following documentation to establish their credentials: strategic and/or business plans, prospectus, organisational structure, evidence of financial status (funding sources/published accounts) and arrangements for ensuring standards and quality outcomes.
- Is the partnership likely to have long-term viability? How have you made that assessment?
- Are the physical facilities of an equivalent standard to those onshore? Provide details of the standard of physical facilities and resources of the partner institution including:
 - Computer facilities, internet and e-mail access for students and staff
 - Library facilities for students and staff
 - Student support services provided by the institution such as Counselling services.

¹ ESOS Act 2000, Part 2 "Registration of Approved Providers." Pages 9-13