

Review of Transnational Program Providers Checklist

This checklist has been developed as an instrument to review the requirements under an Agreement between the University and its transnational partners.

Review Details

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|-------------------|-----------------|--------------------------|--|
| Name of Provider: | | Location of Teaching: | |
| Trading Name: | | Programs: | |
| Address: | | School: | |
| Contact Person: | | School Contact Person: | |
| Phone: | | Email: | |
| Date of Review: | Type of Review: | Signature of Reviewer/s: | |
| | | Name of Reviewers: | |

| Requirement | Evidence | Reviewer's notes |
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| Provider and Program Information <ul style="list-style-type: none"> ▪ The Provider has maintained the trading name, status and/or ownership conditions under which the University entered these arrangements. ▪ The Provider is registered to deliver programs ▪ The Provider has obtained all necessary registrations and approvals from the relevant authorities in relation to the programs offered ▪ The Provider has obtained and maintained adequate insurance ▪ The programs being delivered are those approved under the terms of the contract ▪ The content and structure of the programs are determined by the University | <ul style="list-style-type: none"> ▪ Evidence has been sighted that there is no change to the Provider's trading name, status or ownership. ▪ Registration of the Provider has been sighted ▪ Registration and/or approvals for the programs being delivered have been sighted ▪ Evidence has been sighted that indicates the Provider has public liability and professional indemnity insurance (value of at least A\$10 million per claim) ▪ Programs being delivered are listed in the contract ▪ Programs' content and structure are as approved by the University | |
| Governance Arrangements <ul style="list-style-type: none"> • The Provider has established arrangements in conjunction with the University to ensure the | <ul style="list-style-type: none"> • Governance arrangements for the program including responsibilities for curriculum | |

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| <p>maintenance of academic standards in the delivery of the program.</p> <ul style="list-style-type: none"> • The Griffith University Program Director and other staff responsible for overseeing the quality of the program, participate in any review of governance arrangements . | <p>implementation and delivery are documented and sighted.</p> <ul style="list-style-type: none"> • Evidence of the governance arrangements being routinely conducted is sighted. • Participation of representatives of the Provider and the University in the governance arrangements is evident. | |
| <p>Promotional Material and Student Information</p> <ul style="list-style-type: none"> ▪ The Provider has obtained approval in writing from the University for any promotional material ▪ Promotional material is not misleading and does not provide inaccurate information ▪ The provider does not purport to be an agent of the University or make any representations on behalf of the University without approval ▪ Information to prospective students provides sufficient accurate information | <ul style="list-style-type: none"> ▪ Requests to the University enclosing promotional material and subsequent written approval has been sighted ▪ Samples of advertising material (including statements made on website, newspapers and pamphlets) has been sighted and deemed to be accurate ▪ Samples of information material provided to prospective students has been sighted and deemed to be accurate ▪ Marketing and information material should include: <ul style="list-style-type: none"> - General description of the program content and objectives - Qualification, AQF level and type or accreditation gained on completion - Duration or workload of the program - Structure or sequence of the program, including details of core and elective courses - Any pre-requisite or co-requisite courses - Methods of delivery - Details of any recognition of the program by other providers - Details of recognition by professional bodies (in Australia and Overseas) - A general description of the facilities, equipment and learning resources available to students | |

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| | <ul style="list-style-type: none"> - An itemised list of all fees payable (incl any expenses in addition to the program fee) - Details of fee refund policy - Program fees charged are as agreed by the University - Entry requirements, including language of instruction, and if English, the minimum level of English language proficiency required, educational qualifications and work experience where relevant | |
| <p>Recruitment and Admission of Students</p> <ul style="list-style-type: none"> ▪ Recruitment of students is conducted in an ethical and responsible manner ▪ Commencement dates for program intakes are agreed to in writing ▪ Partners in making provisional offers ensure students' qualifications and proficiencies are assessed by a suitably qualified person ▪ Offers of program placement are based on the entry criteria for admission to a program (as specified in the University's <i>Degree Finder</i> and <i>Programs and Courses Websites</i>, and this matches what is published in the Postgraduate and Undergraduate Program Guides) ▪ Applications for credit transfer/advanced standing are forwarded to the University for approval ▪ Distribution, collection and forwarding of application and enrolment forms to the University is timely ▪ All students accepted for entry into a program are enrolled in/commence their studies no later than two weeks after the commencement of the teaching period. | <p>Evidence has been sighted that:</p> <ul style="list-style-type: none"> ▪ Entry qualifications and experience required for a program are determined by the University and clearly documented ▪ Commencement dates are agreed ▪ Suitably qualified persons are assessing the English proficiency and education qualifications and experience of applicants ▪ Requirements in terms of English proficiency are clearly stated ▪ The University confirms/approves final selection and enrolment of students, including variations to enrolments ▪ Application for credit transfer/advanced standing are approved by the University ▪ Application and enrolment forms are received by the University in a timely way ▪ Students are enrolling/commencing no later than two weeks after commencement of the teaching period | |
| <p>Language of Instruction</p> | | |

| Requirement | Evidence | Reviewer's notes |
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| <p>Programs taught in languages other than English</p> <ul style="list-style-type: none"> ▪ Program placement offers include information on the language of instruction. ▪ Where the language of instruction is other than English it is recorded on the testamur, the AHEGS and the transcript. ▪ Transcript records program details in both English and the other language | <p>Evidence has been sighted that:</p> <ul style="list-style-type: none"> ▪ Requirements in terms of language of instruction are clearly stated ▪ Griffith is the awarding institution ▪ Testamurs, AHEGS and transcripts include the language of instruction | |
| <p>Programs taught in English</p> <ul style="list-style-type: none"> ▪ Program placement offers include information on English language requirements ▪ The Provider obtains evidence that the prospective students meet the University's prescribed normal English language proficiency entry requirements | <p>Evidence has been sighted that:</p> <ul style="list-style-type: none"> ▪ Requirements in terms of English proficiency are clearly stated. ▪ English language assessment is obtained and recorded on a student file | |
| <p>Information to Current Students</p> <ul style="list-style-type: none"> • The Provider routinely provides information to current students about their studies, based on information published on the University's <i>Programs and Courses Website</i>. • The Provider provides clear statements about their rights and responsibilities as students, their entitlements to services and how to access services • The Provider provides clear statements about the program and students' relationship to Griffith University. | <p>Evidence has been sighted that:</p> <ul style="list-style-type: none"> • Regular communications are provided to students about their studies and their program. • Communications and information to students clearly state that Griffith University is the the degree awarding body. • Information is provided to students about their rights and responsibilities and there is no evidence of students having been required to waive their rights. • Communications and information are routinely sent to students about the services available to them to support their studies and how to access such services. | |
| <p>Student Records</p> | <p>Evidence has been sighted that:</p> | |

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| <ul style="list-style-type: none"> ▪ Providers are required to keep records of students which shall include the following accurate information: <ul style="list-style-type: none"> - Demographics on each student - Enrolment information (including student number, program code, course code and course fee) - Amendments to enrolments - Credit transfer/advanced standing applicant/approvals - Academic results - Payments made by the student recorded against each course of study | <ul style="list-style-type: none"> ▪ Record systems have been established to ensure that required data is captured and accurate | |
| <p>Premises/Facilities/Learning Resources</p> <ul style="list-style-type: none"> ▪ Premises/facilities/learning resources are equivalent to those available at the University to teach the on-shore program and include <ul style="list-style-type: none"> - Appropriate classrooms for the delivery of the courses (with multimedia or data projectors for PowerPoint presentations and overhead projectors and TV/video facilities) - Appropriate reference library, computer and internet facilities for students - Appropriate office space and facilities (incl. email, internet and facsimile access) for University staff on a non-permanent basis ▪ Provider provides administrative support (incl. print of all program materials) ▪ Student resources required for the delivery of the program are purchased and distributed by the Provider ▪ Provider has not removed any copyright or confidential legends on any materials supplied by the University | <ul style="list-style-type: none"> ▪ Classrooms are inspected and are adequate and appropriate for the programs being delivered ▪ Facilities and equipment used for delivery of the programs meet the contractual requirements ▪ Reference library contains multiple copies of appropriate academic material ▪ Computer facilities are inspected and access times for students are adequate ▪ Office space is inspected and there is adequate space and facilities for University staff on a non-permanent basis ▪ Administrative support is provided (incl. print of all program materials) ▪ Student resources are purchased and distributed to the students ▪ Program materials supplied by the University retain any copyright information (or indicates ownership is with the University) | |

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| <p>Teaching Staff</p> <ul style="list-style-type: none"> ▪ Lecturers/tutors have appropriate qualifications and experience as required by the University ▪ Provider has sufficient number of teaching staff for the number of students ▪ All teaching staff appointed by providers receive appropriate induction, have their performance reviewed and receive appropriate development opportunities. Processes to be approved by the University HOS. | <p>Evidence has been sighted that:</p> <ul style="list-style-type: none"> ▪ Position descriptions (including selection criteria) are available for all teaching positions ▪ All teaching staff hold academic qualifications as required by the University ▪ University approval of teaching staff ▪ Sufficient numbers of teaching staff are available to meet the requirements of the program ▪ Provider has established processes for teaching staff induction, performance review and professional development | |
| <p>Moderation/Exams/Results</p> <ul style="list-style-type: none"> ▪ Moderation and validation of course work and students' assessment is undertaken ▪ The University provides a copy of course materials (including a course profile and description and other teaching materials other than prescribed texts). Also a copy of curriculum for each University course that is used in a degree program ▪ The University appoints a moderator for each course who is responsible for: <ul style="list-style-type: none"> - Communicating with the provider lecturer throughout the teaching period on all academic matters - Confirming accuracy of and assisting with any modifications to the course description - Ensuring assessment tasks are appropriate - Approving all exam papers - Moderating examination and assessment task marking ▪ Provider maintains appropriate records to allow the University to moderate the standards and consistency of assessment tasks | <p>Evidence has been sighted that the following has taken place:</p> <ul style="list-style-type: none"> ▪ Moderation of examination and assessment task marking ▪ Validation of assessment tasks ▪ Current copy of curriculum is available ▪ Accurate course descriptors are being used ▪ University moderators are regularly communicating with provider lecturers ▪ University approval of exam papers ▪ Record systems have been established to ensure assessment standards and consistency of assessment tasks can be moderated ▪ Final results are ratified by the University prior to release to students ▪ A local procedure for conducting examinations is in accordance with University guidelines ▪ Assessment has been conducted in accordance with the University's Governance of Assessment & Academic Achievement Standards | |

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| <ul style="list-style-type: none"> ▪ All final results are forwarded to the University for recording and approving, prior to release to students ▪ Assessment including examinations is managed, conducted, arranged and supervised in accordance with the University's policies and procedures. | | |
| <p>Student Feedback and Support</p> <ul style="list-style-type: none"> ▪ Provider provides back up support for students ▪ Student feedback is gathered on the same bases as for University on-campus delivery ▪ Provider has arrangements in place for student complaints and requests for review of decisions to be handled locally prior to their management through the University's formal appeals and complaints policies and processes. | <p>Evidence has been sighted of the Provider:</p> <ul style="list-style-type: none"> ▪ enabling students to access back up support/student support services ▪ collecting, reviewing and reporting student feedback ▪ managing and reporting student complaints and requests for reviews of decisions. | |
| <p>Financial Arrangements/Student Fees</p> <ul style="list-style-type: none"> ▪ Contractual obligations with respect to program/course fees have been met | <ul style="list-style-type: none"> ▪ Program fees charged are as agreed by the University | |

Notes:

Recommendations:

The following areas are noted for action:

Summary:

Sign off

University _____

Provider _____

Signed: _____

Signed: _____

Position: _____

Position: _____

Date: _____

Date: _____