1. Introduction and Scope

These guidelines have been written to supplement the International Memorandum of Understanding & Student Agreement Policy and Procedure, and describe academic and operational requirements, including student support arrangements, for international dual award programs.

These guidelines are intended to ensure that:

- the implementation of international dual award programs leads to quality outcomes for students and the University;
- due diligence is incorporated into their approval and implementation, and
- that there is a transparent and consistent approach to the management and approval of such programs.

The guidelines cover coursework dual award programs, and exclude arrangements for research programs. They should form a reference point for all Faculties seeking approval for such programs.

2. Definitions

An international dual award program is an arrangement where UNSW and a partner university jointly develop a program pathway where students study for two awards by enrolling in an award program at each institution, in a defined pattern with cross-crediting of courses. Subject to meeting the agreed requirements for the awards at the respective institutions, students graduate with at least two awards and two testamurs, one from each institution.

Other relevant definitions are located in the International Memorandum of Understanding & Student Agreement Policy.
3. International Dual Award Program development

A dual program of study may encourage international students to study at UNSW, UNSW students to study at an international institution, or both. They usually involve programs in the same or aligned disciplines. Their advantage is that cross-crediting arrangements normally permit graduation in substantially less time than if both programs were separately completed. They also provide students with international experience and perspectives and an internationalised curriculum, including access to courses (subjects) that might otherwise not be available to them.

The issues to be addressed in the development of international dual award proposals are described in Appendix A.

Faculties should allocate sufficient time to the development and approval process as many steps and participants may be involved. This should include time for consultation with relevant UNSW stakeholders who may be expected to provide support for the program. Progress through the academic approval steps will also take time both internally, with the partner institution, and external to the University e.g. with regulatory authorities.

4. Approval

4.1 Broad approval steps:

- **Expression of interest:** the Pro-Vice-Chancellor (Students) is responsible for approval of expression of interest applications for teaching agreements. Criteria for approval are included in the *International Memorandum & Student Agreement Procedure* and an application form is available at [http://www.gs.unsw.edu.au/policy/documents/mouprocedure.pdf](http://www.gs.unsw.edu.au/policy/documents/mouprocedure.pdf)

- **Academic proposal:** ultimately Academic Board must be satisfied that academic standards will not be compromised through the dual award arrangements and full academic proposal approval processes for relevant programs and streams, through Faculty committees to Academic Board, will apply. The standard quality assurance processes, including program review processes, will also apply.

- **Teaching Agreement MOU:** needs to address all the requirements outlined in the checklist (see Appendix A) and may require extensive consultation, including review by the UNSW Legal Office, especially where there is variation from the approved UNSW template. Teaching Agreements are ultimately approved by the Vice-President and Deputy Vice-Chancellor (Academic).

- **CRICOS registration:** where a dual award program is to be offered to international students it is necessary to allow time to apply for CRICOS registration for the program through TEQSA. CRICOS registration is handled through the International Compliance and Offshore Networks contact in the International Office.

5. Roles and responsibilities

**Responsible Faculty**

- Responsible for program coordination, curriculum development, delivery, implementation and ongoing and regular quality assurance.
- Responsible for development of academic proposals and teaching agreements.
- Required to ensure the program proposal complies with all relevant legislation and standards.
Office of the PVC (Students)

- Through the Academic Administration Unit (Student and Academic Services) responsible for provision of advice on development of academic proposals and teaching agreements.
- Provision of advice on academic policy and student administration matters.
- Support for users of the university’s academic proposal system.
- The Pro-Vice-Chancellor (Students) is responsible for approval of Expressions of Interest for coursework teaching agreements and for initial review of teaching agreements. All Teaching Agreements must proceed to the Vice-President and Deputy Vice-Chancellor (Academic) for approval.

Academic Board

- Responsible for approval of academic proposals.
- Responsible for review of academic programs.

International Office

- Provision of advice on the standing and reputation of proposed overseas partner institutions.
- Provision of advice regarding legislation relating to international students e.g. *Education Services for Overseas Students (ESOS) Act*.
- Responsible for advice on the development of student exchange agreements where these are to be implemented as part of arrangements for dual programs of study.
- Responsible for the co-ordination and submission of CRICOS applications.

Legal Office

- Review of Teaching Agreements and provision of advice on relevant legal issues.

Risk Management Unit

- Provision of advice regarding risk management issues and insurance.

Governance Support

- Provision of advice in relation to academic committee approval processes.
- Provision of advice regarding privacy legislation.

6. Acknowledgements

These guidelines were prepared with reference to relevant documents from a range of Australian universities including the University of Melbourne, Royal Melbourne Institute of Technology, University of Queensland, Monash University and the University of Technology. This input is gratefully acknowledged. Also used as a reference were documents on the Australian Education International website [aei.gov.au](http://aei.gov.au).
Appendix A: Checklist for the development and approval of Dual Award Programs with International Partners

<table>
<thead>
<tr>
<th>Checklist Item</th>
<th>To be included in</th>
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<tbody>
<tr>
<td><strong>GENERAL CONDITIONS</strong></td>
<td>Teaching Agreement</td>
</tr>
<tr>
<td>• Teaching Agreement is time-limited.</td>
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<tr>
<td>• The agreement states that no obligations to students will be made that might extend beyond the agreement expiry date.</td>
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<tr>
<td>• The obligations and responsibilities of each institution have been made clear, including rights and responsibilities to discontinue the dual program and an acknowledgement that both institutions will honour their obligations to students following the discontinuation of any program.</td>
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<tr>
<td>• It is agreed that students are subject to the policies, terms and conditions at their host institution for their period of study there unless explicitly agreed otherwise.</td>
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<tr>
<td>• Clear processes exist for the revision of academic requirements.</td>
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<tr>
<td>• There are processes in place for ongoing monitoring and review of the program, with termination as a possible outcome where there are issues of sustainability/viability. Reviews should take into account student feedback.</td>
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<tr>
<td><strong>STANDARDS OF PARTNER INSTITUTION</strong></td>
<td>Faculty records and statement to accompany teaching agreement upon application for approval</td>
</tr>
<tr>
<td>• The UNSW Faculty has undertaken due diligence with regards to confirming that high standards are maintained by the partner university, including:</td>
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<tr>
<td>o appropriate quality assurance and governance with transparent processes in place.</td>
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<tr>
<td>o appropriately qualified academic staff.</td>
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<tr>
<td>o student support services including health care and housing are acceptable.</td>
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<tr>
<td>o learning facilities including library and IT services are appropriate.</td>
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<tr>
<td>o appropriate pastoral care is available to support the learning and personal wellbeing of students.</td>
<td></td>
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<tr>
<td>o appropriate procedures are in place to deal with complaints, grievances and appeals.</td>
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<tr>
<td>o appropriate processes are in place for dealing with student conduct matters such as plagiarism.</td>
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<tr>
<td><strong>PROGRAM CO-ORDINATION</strong></td>
<td>Teaching Agreement</td>
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<tr>
<td>• Appropriate academic and administrative staff have been identified to manage the program at each of the participating institutions, and appropriate coordination and communication structures have been put in place between institutions.</td>
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<tr>
<td>• A program co-ordinator has been appointed at each institution. Ideally there should be a backup co-ordinator who is involved and copied into key correspondence etc to provide coverage during periods of leave or if the program co-ordinator leaves their role.</td>
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</table>
### KEY PROGRAM FEATURES AND STRUCTURE

- **Academic proposals must be documented using the standard templates in the university’s academic proposal system.** As there is not a template specific to international dual award programs, additional information specific to these types of programs is to be added to the proposals in the relevant sections where applicable, or may be included in the program rationale section or as attachments.
- **Describe the program structure.** Details to be documented include the typical study pattern, timing/duration of study in each country, courses, modes of delivery, any internships/placements.
- **Each unique program structure requires a separate program proposal and code e.g. if the requirements of outgoing cohort differs from incoming cohort this needs to be appropriately managed using program and/or stream controls – advice should be sought from Academic Administration.**
- **Describe the relationship of the dual award program to existing UNSW programs, especially stand alone programs leading to the same UNSW award.**
- **Describe online learning arrangements within the program, noting that there are limitations to the amount of online study for onshore international students under ESOS legislation.**
- **Where the curriculum includes placements or internships, ensure that duty of care/risk management arrangements are described including the organisation of placements, their duration, monitoring/assessment arrangements, compliance with legislation.**
- **Document learning outcomes. Faculty curriculum mapping processes should be in place to ensure design of the curriculum and assessment activities leads to attainment of the documented learning outcomes.**

### ACADEMIC CALENDAR

- There has been a thorough analysis of issues around the academic calendars of UNSW versus the partner university including any issues regarding overlaps and gaps relating to proposed study patterns, as well as assessment dates/results release.

### STUDENT SELECTION AND ADMISSION

- **Application procedure and selection process, including entry requirements, are agreed between institutions.**
- **The process for applying for the program will be clearly advertised to students.**
- **Where student exchange is involved, selection processes take into account the need to manage reciprocity.**
**ACADEMIC PROGRESS**
- There are adequate arrangements in place to deal with situations where students do not progress according to standard progression e.g. there is a strategy for dealing with students who fail a course/s at the overseas partner university.
- There is a process in place for verifying when a student has completed partner program requirements and a mechanism for recording this on UNSW records.
- There is documented agreement around award requirements e.g. whether a student will be permitted to graduate with one of the constituent awards prior to completion of the other award.

**ASSESSMENT**
- Established criteria for assessment are in place at each institution and will be made clear and transparent to students.
- There are clear procedures in place relating to provisions for special consideration, review of results, academic misconduct and student appeals, at the partner institution.

**TRANSFER CREDIT**
- A measure of equivalency has been used to equate the amount of study at UNSW and the partner institution e.g. hours equivalency.
- The dual award program must comply with UNSW transfer credit policy including the maximum amount that can be credited towards a UNSW award.
- UNSW will not be able to award the UNSW award until confirmation from the partner institution that the student has satisfactorily completed the requirements of courses to be cross-credited.

**ENROLMENT AND STUDENT RECORDS**
- Students will be enrolled as regular students at UNSW when they are being taught at UNSW.
- Study undertaken at the partner university will only be identified on the UNSW transcript in the form of transfer credit and administrative courses for the purpose of recording periods of study at the partner university.
- Each university will issue a transcript and testamur for their own award and study completed at their institution.

**TUITION AND OTHER FEES**
- Detailed information is provided regarding all tuition/fees payable and to which institution. Students are normally required to pay standard UNSW tuition fees (or student contribution if applicable) for the portion of their study at UNSW according to their status as an Australian resident or an international student.
- If an exchange arrangement is to be implemented as part of the dual award agreement, approval and advice...
should be sought from Student Exchange in UNSW International. Student selection processes must be in place to ensure equivalent numbers of students from each institution, and it is essential that students are enrolled at UNSW for their period of study overseas.

### PRE-DEPARTURE AND ORIENTATION
- Each university will provide appropriate transition support arrangements including a pre-departure briefing as well as an on-arrival orientation session. Information to be covered to include advice regarding health, safety, housing assistance, mentoring and support, visas, insurance, language, culture, social activities etc.

### RISK MANAGEMENT
- Insurance arrangements have been confirmed with the UNSW Risk Management Unit and have been incorporated into the teaching agreement accordingly. Special attention should be paid to insurance arrangements for periods of travel exceeding 12 months.
- Students will be made aware of insurance requirements.
- The program complies with UNSW Travel Policy and appropriate duty of care and risk management practices are in place to safeguard the health and safety of students. This includes measures to respond to any elevated Australian Government travel warnings and appropriate plans for crisis management.
- Students with UNSW as their ‘home’ institution will be enrolled in administrative courses at UNSW for the period/s of study at the partner university for insurance purposes.

### PRIVACY
- Students’ academic and personal information will be kept in confidence by both institutions in accordance with the Privacy and Personal Information Protection Act 1989 (NSW) and regulatory requirements in the partner institution country.
- Student consent will be sought at the time of enrolment at both institutions regarding the uses that will be made of their information and any disclosures of information, including to government or other agencies.

### REGULATORY REQUIREMENTS
- Both parties are aware of relevant legislation and regulatory requirements in both countries and agree to comply with these. Relevant Australian legislation includes the ESOS Act (2000), its Regulations and the National Code of Practice; the NSW Anti-Discrimination Act; the Privacy and Personal Information Protection Act 1989 (NSW). UNSW also agrees to comply with the Universities Australia Code of Practice, the Universities Australia Good Practice Guidelines for enhancing student safety, and the Transnational Quality Strategy.
<table>
<thead>
<tr>
<th>UNSW POLICY REQUIREMENTS</th>
<th>Academic proposal</th>
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<tbody>
<tr>
<td>• The program aligns with relevant UNSW policy including the Structure of Coursework Programs - Policy and procedures (undergraduate or postgraduate as applicable) available on the Governance Support website.</td>
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<tr>
<td>• The program is compliant with the requirements of the Australian Qualifications Framework (AQF).</td>
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<thead>
<tr>
<th>OTHER MATTERS</th>
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<tbody>
<tr>
<td>• Refer to the Dual Award Agreement template for any other matters to be addressed and agreed to in developing the teaching agreement.</td>
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### Appendix B: History

<table>
<thead>
<tr>
<th>Version</th>
<th>Authorised by</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections modified</th>
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<tbody>
<tr>
<td>1.0</td>
<td>Vice-President and Deputy Vice-Chancellor (Academic)</td>
<td>3 September 2013</td>
<td>3 September 2013</td>
<td>This is a new guideline</td>
</tr>
</tbody>
</table>