

# Jointly Conferred Coursework Awards Policy



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### OVERVIEW

The University delivers jointly conferred awards through approved partnerships in order to develop its education portfolio, broaden its international outlook, enhance the experience of students and staff, expand the career opportunities of students and stimulate collaborative research links.

### SCOPE AND APPLICATION

This policy applies to all coursework academic programs that lead to jointly conferred awards. All staff engaged in the development, delivery and administration of such programs are required to comply with this policy. It does not apply to Higher Degree by Research Awards or other types of arrangements such as articulation, credit transfer and dual degrees.

Implementation of this policy will be carried out in accordance with the University's Code of Conduct and the Academic Board Statement on Undue Influence. Any attempts to improperly exert pressure or influence actions or decisions made pursuant to this policy must be reported in accordance with the Fraud and Corruption Control Policy.

### DEFINITIONS

**Jointly Conferred Award(s)** refers to a program delivered jointly by two or more collaborating institutions whereupon completion a student receives a single award conferred jointly by those institutions.

**Initial Concept Proposal** means the concept proposal prepared by faculties using the [Initial Concept Proposal Form](#).

**Detailed Proposal** means the full proposal prepared by faculties using the [Detailed Proposal Form](#) setting out the detail and arrangements of the proposed Jointly Conferred Award.

**APEAC** means the University's [Academic Program Entry & Approval Committee](#).

**Register** means the University's [Jointly Conferred Awards Register](#).

Other definitions are as contained in the University [Glossary of Terms](#).

#### 1. General Principles

- a) The academic standards of Jointly Conferred Awards must be equivalent to those of comparable awards offered solely by the University.

- b) Partner institutions must have the academic standing to deliver Jointly Conferred Awards to the required academic standards of the University, the financial standing to sustain them, the legal authority to confer them and a reputation to complement the University's.
- c) Before entering into a legal agreement for a Jointly Conferred Award with a new partner institution, an assessment must be undertaken of:
  - i. the strategic purpose of the proposed collaboration;
  - ii. the proposed partner's reputation, finances, quality assurance procedures, management and learning & teaching infrastructure; and
  - iii. risk.
- d) Each partner's contribution to the coursework component of a Jointly Conferred Award must be approximately equal. Where a research component of a Jointly Conferred Award is 30% or greater, the research component must be supervised jointly by each partner institution.
- e) Where a single parchment is issued, the University's name and coat of arms must be placed with equal prominence with the partner institution's name and badge (emblem, logo, coat of arms etc.) on the award testamur and all promotional and marketing material related to the Jointly Conferred Award must equally reflect all partner institutions.
- f) When parchments are issued by multiple partner institutions, each parchment should include a statement recognising that it is conferred as a single degree under a joint program between the partner institutions.

## **2. Approving Partner Institutions**

- a) The primary responsibility for identifying partner institutions and developing suitable programs resides with faculties, which are expected to use their own processes for developing and evaluating Jointly Conferred Awards.
- b) Where a proposed partner is identified, the faculty must review the [Register](#) to ascertain whether the proposed partner is already partnered with the University.
- c) Where the proposed partner is not already partnered with the University the faculty must prepare an [Initial Concept Proposal](#) to gain in-principle support for collaboration with the proposed partner.
- d) The [Initial Concept Proposal](#) must be endorsed by the relevant Executive Dean (or nominee) in the first instance and then approved by either the Pro Vice-Chancellor (Student Learning) or if the proposed partner is an international one, by the Pro Vice-Chancellor (International).

## **3. The Detailed Proposal**

- a) Once the faculty has either obtained approval of the [Initial Concept Proposal](#) or established that the partner institution is already partnered with the University in accordance with clause 2, it must prepare a [Detailed Proposal](#) for approval.
- b) The [Detailed Proposal](#) must be endorsed in the first instance by either the Pro-Vice Chancellor (Student Learning) or if the proposed partner institution is an international one, by the Pro Vice-Chancellor (International). It must then be approved by the Deputy Vice-Chancellor & Vice-President (Academic).

#### 4. Program Approval

- a) Once the [Detailed Proposal](#) has been approved in accordance with clause 3b, the faculty must prepare and submit a program proposal to APEAC, in accordance with the [Program Development & Approval Process](#).
- b) In addition to the standard information required for APEAC approvals, the program proposal must also include information to demonstrate that:
  - i. each partner's contribution to the program will be approximately equal;
  - ii. there are an adequate number of qualified academic staff available in all partner institutions to deliver the program on an ongoing basis;
  - iii. the joint arrangements for the proposed program:
    - 1.) include clear assessment principles and practices, including moderation;
    - 2.) include clear processes for reviewing or appealing against assessment outcomes;
    - 3.) include a specified process for the review of students' academic progress;
    - 4.) include appropriate mechanisms for addressing academic dishonesty issues;
    - 5.) provide for individual course grades to be translated into an agreed GPA.
- c) APEAC will evaluate and assess the program proposal to ensure that it meets the relevant standards required of a new academic program and that it meets the requirements of clause 4b.
- d) If APEAC approves the program proposal it will be recommended to the Academic Board to decide on whether it should be recommended to the Vice-Chancellor and President for approval.

#### 5. Legal Agreement

- a) Arrangements for each Jointly Conferred Award must be formalised in a legally binding agreement between the University and the partner institution
- b) The terms of the legal agreement must be negotiated in the first instance by the faculty, with advice from Legal and Risk.
- c) The faculty must provide a copy of the [Detailed Proposal](#) to Legal and Risk once it has been approved by APEAC in order that the legal agreement can be prepared and negotiated.
- d) The legal agreement must include arrangements for establishing, delivering, monitoring, obtaining student feedback and reviewing Jointly Conferred Awards.
- e) The legal agreement cannot be signed until:
  - i. the [Detailed Proposal](#) has been approved in accordance with clause 3b; and
  - ii. the program proposal has been approved by the Vice-Chancellor and President.
- f) The legal agreement may only be renewed once the Executive Dean confirms in writing to Legal and Risk that the Jointly Conferred Award and the partner institution continues to meet:
  - i. the requirements of this policy;
  - ii. the requirements of all other University policies; and
  - iii. compliance with the signed legal agreement between the University and the partner institution.

## 6. Ongoing Matters

- a) Once all approvals have been obtained and the legal agreement has been signed by the Vice-Chancellor & President and the partner institution, the Executive Dean (or delegate) shall:
- i. regularly monitor compliance with the obligations under the legal agreement;
  - ii. ensure that the program is regularly reviewed in accordance with the [Coursework Academic Programs Policy](#);
  - iii. ensure that the partner institution is added to the [Register](#).
- b) All Jointly Conferred Award testamur designs must comply with the University's [Brand Policy](#) and must be approved by the Vice-Chancellor and President (or delegate).

## AUTHORITIES

| <b>Key</b> | <b>Authority Category</b> | <b>Authority</b>  | <b>Delegation Holder</b>   | <b>Limits</b> |
|------------|---------------------------|---|--|---------------|
| Academic   | Jointly Conferred Awards  | Approve Initial Concept Proposal (Clause 2d)  | Pro-Vice Chancellor (Student Learning) or Pro-Vice Chancellor (International)                |               |
| Academic   | Jointly Conferred Awards  | Approve Detailed Proposal (Clause 3b)   | Pro-Vice Chancellor (Student Learning) or Pro-Vice Chancellor (International)                |               |
| Academic   | Jointly Conferred Awards  | Approve Detailed Proposal (Clause 3b)   | Deputy Vice-Chancellor & Vice-President (Academic)   |               |
| Academic   | Jointly Conferred Awards  | Approve Jointly Conferred Academic Programs (Clause 4d)                                     | Vice-Chancellor and President on recommendation of Academic Board                            |               |
| Academic   | Jointly Conferred Awards  | Approve Renewal of legal agreement (clause 5f)  | Executive Dean   |               |
| Academic   | Jointly Conferred Awards  | Execute legal agreements with Partner Institutions for Jointly Conferred Awards (Clause 6a) | Vice-Chancellor & President (or delegate) on advice of Legal and Risk                        |               |
| Academic   | Jointly Conferred Awards  | Approve testamur designs for Jointly Conferred Awards (Clause 6b)                           | Vice-Chancellor and President, on advice of Director, Marketing and Strategic Communications |               |

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| <b>RMO File/Document Number</b>  | 2015/6464   |
| <b>Policy Custodian</b>  | Deputy Vice-Chancellor and Vice-President (Academic)  |
| <b>Responsible Officer</b><br>(Academic Board or VCC)  | Pro Vice-Chancellor (Student Learning)  |
| <b>Endorsed by</b>   | Academic Board on 6 April 2016  |
| <b>Approved by</b>   | Vice-Chancellor and President on 11 April 2016  |
| <b>Related Documents and Policies</b><br>(to be completed when all new academic policies approved) | University of Adelaide Act (SA) 1971, s6  |
| <b>Superseded Policies</b>   | Policy for the Administration and Award of Double Badged Doctoral Degrees                     |
| <b>Date Effective</b>  | 11 April 2016   |
| <b>Next Review Date</b>  | 31 December 2022<br>Policy reaffirmed without amendment by policy custodian 7 September 2021. |
| <b>Contact for queries about the Policy</b>  | <a href="mailto:lgseducompliance@adelaide.edu.au">lgseducompliance@adelaide.edu.au</a>        |