

Transnational Education Policy



Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

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| Document Name | Transnational Education Policy |
| Brief Description | This Policy applies to all Griffith College Transnational Education (TNE) partnerships and cooperative arrangements and covers the delivery of programs in TNE locations via partnerships; or the provision of intellectual property and quality assurance processes in TNE locations via cooperative arrangements; and describe processes and provide decision-making guidelines. |
| Responsibility | College Director and Principal |
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| Authorising Body | Management Committee |

Version Control

| Date | Version No. | Summary of Changes | Reviewer Name and Department/Office |
|-------------|--------------------|---|--|
| 12/12/2017 | 2 | Policy changes prior to December 2019 are found on H drive. | College Director and Principal |

Related Documents

| Name | Location |
|---|----------------------------|
| Student Complaints and Appeals Policy | Policy HUB |
| Standard Onshore Parameters | Policy HUB |
| Guidelines to Inform Transnational Education Strategy | PDF |

Contents

| | | |
|------|--|---|
| 1 | Purpose and Scope | 3 |
| 1.1 | Introduction | 3 |
| 1.2 | Purpose | 3 |
| 1.3 | Scope | 3 |
| 2 | Policy Statement..... | 3 |
| 2.1 | Policy Principles | 3 |
| 2.2 | Course Approvals and Modifications | 4 |
| 2.3 | Academic Management | 4 |
| 2.4 | Financial and Contractual Management | 4 |
| 2.5 | Curriculum | 4 |
| 2.6 | Admissions | 4 |
| 2.7 | Awards | 4 |
| 2.8 | Teaching | 4 |
| 2.9 | Student Support..... | 5 |
| 2.10 | Assessment and Appeals | 5 |
| 2.11 | Resources | 5 |
| 2.12 | Quality Assurance | 5 |
| 2.13 | Administrative Procedures..... | 5 |
| 3 | Definitions..... | 6 |

1 Purpose and Scope

1.1 Introduction

This Transnational Education (TNE) Policy sets out the approach of Griffith College relating to the management of TNE.

1.2 Purpose

The purpose of this Policy is to cover:

- The delivery of programs in TNE locations via partnerships; or
- The provision of intellectual property and quality assurance processes in TNE locations via cooperative arrangements; and
- Describe processes and provide decision-making guidelines as outlined in Schedule 1.

1.3 Scope

This policy applies to all Griffith College TNE partnerships and cooperative arrangements and has been prepared in accordance with Griffith College's [Student Complaints and Appeals Policy](#); the [Guidelines to Inform Transnational Education Strategy](#) and the [Standard Onshore Parameters](#). TNE includes any teaching or learning activity (offered through partnership arrangement), in which the students are outside of Australia and require staff and/or educational materials to cross national boundaries.

2 Policy Statement

Transnational education (TNE) offerings via course delivery or intellectual property and quality assurance provisions should:

- Contribute to the achievement of Griffith College's strategic objectives directly; or
- Contribute to the achievement of Griffith College's strategic objectives indirectly and to Navitas' strategic objectives directly; and
- Should be provided in a manner such that the financial viability of Griffith College is not exposed to undue risk.

2.1 Policy Principles

The focus of the policy is:

- To ensure that the TNE program is linked to Griffith College's overall strategic objectives and Teaching and Learning Plan;
- To ensure that TNE programs are developed, offered and quality assured in a manner consistent with Griffith College's policies, procedures and practices;
- To ensure that where TNE students are enrolled in Griffith College programs, the TNE students' experience and outcomes are comparable to those of onshore students;
- To safeguard the reputation of Griffith College;
- To ensure that all staff engaged in TNE programs are provided with appropriate support, training and development, and documentation to ensure they meet Griffith College standards for:
 - Academic leadership (onshore);
 - Academic leadership (offshore);
 - Griffith College Program Convenors (onshore);
 - Griffith College Program Convenors (offshore);
 - Griffith College TNE Administrative staff.

2.2 Course Approvals and Modifications

All agreements to provide intellectual property and quality assurance processes must be initially recommended by the Griffith College Executive Committee for endorsement by the Griffith College Academic Board and approval by the Navitas Board of Directors.

Following consideration of the business plan, the final approval is by the Navitas Board of Directors via the Navitas Projects Approval Team. The business plan must include details of the approved academic structure, host country marketing intelligence, draft TNE program agreement, analysis of risk and confirmation of fit to Griffith College's strategic directions.

Subject to the nature of the agreement, programs may be accredited by overseas agencies as appropriate.

2.3 Academic Management

The academic management of the programs is the responsibility of the Griffith College Academic Director.

The Griffith College Program Convenor is responsible for provision of all course materials and ongoing academic support to the TNE teaching staff.

The Griffith College Academic Director will approve the appointment of TNE lecturers in consultation with Program Convenor as appropriate.

2.4 Financial and Contractual Management

Griffith College's College Director & Principal will be responsible for contract management and financial management of all TNE agreements.

Fees will be collected in accordance with the Fees Schedule in the appropriate Griffith College TNE program agreement;

Records will be maintained as is appropriate to the nature of the agreement.

2.5 Curriculum

The TNE courses should have comparable content to courses offered onshore. Discussions between the Griffith College Program Convenor and the TNE lecturer may lead to content being contextualised for local conditions whilst ensuring the equivalence of standards.

The TNE courses must follow equivalent learning patterns and timeframes to courses offered onshore.

2.6 Admissions

The language of instruction is English with TNE students required to meet the same English language requirements as students onshore.

TNE students are required to meet the equivalent academic entry requirements to students onshore.

Any award for advanced standing for TNE students should be the same as for onshore students.

2.7 Awards

Where the nature of the agreement provides for the issuance of award documentation, the documentation provided to TNE students will be the same as for students onshore.

2.8 Teaching

Learning outcomes and performance criteria for TNE students should be comparable to those of students taking the same course onshore.

TNE support staff onshore and TNE staff offshore will be offered training, support and development appropriate to their role.

2.9 Student Support

TNE student learning support systems are to be comparable to those offered to students onshore.

TNE pastoral support systems are to be comparable to those offered onshore, within the constraints of the local environment.

2.10 Assessment and Appeals

Final examinations for the TNE program are to be marked onshore.

Samples of all points of TNE assessment will be moderated onshore.

Examinations will be conducted in accordance with Griffith College examination guidelines.

The Griffith College Assessment Committee will approve all final results.

Students in the TNE program enrolled in a Griffith College award have the right to appeal as detailed in the Griffith College [Student Complaints and Appeals Policy](#) and will be advised of their rights and the appropriate procedure to follow.

2.11 Resources

The TNE partner is responsible for ensuring the appropriate availability of, and access to, print and electronic library resources, to a level acceptable to Griffith College.

The TNE partner is responsible for ensuring appropriate IT resources and support for each unit offered, to a level acceptable to Griffith College.

2.12 Quality Assurance

Griffith College will carry out an annual quality assurance audit on TNE programs to ensure compliance with both Griffith College policies and processes and with the terms of the TNE program agreement.

Griffith College will carry out Student Experience of Courses, Student Experience of Teachers and Student Satisfaction Surveys for TNE students, in accordance with the [Standard Onshore Parameters](#).

Griffith College will monitor TNE teaching and learning outcomes via moderation processes and compare TNE results with results for students onshore. Moderation reports will be generated to inform and offer advice to the TNE lecturer. Findings and recommendations will be reported to Griffith College's Program Advisory Committee.

TNE partners will be required to act on the recommendations of the Griffith College Program Advisory Committee and demonstrate compliance within the timeframe stipulated.

2.13 Administrative Procedures

This policy will be available within the Griffith College Policy and Procedure Library and copies provided to staff onshore and offshore who are involved in TNE activities. [Guidelines to inform Transnational Education Strategy](#)

3 Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

| Term | Meaning |
|--|---|
| Academic Governance | Refers to the committee structure that is responsible for Griffith College's academic systems. It includes the Griffith College Academic Board, and Program Advisory Committees, Assessment Committees and the Griffith/ Griffith College Joint Coordinating Committee. |
| Cooperative Arrangement | A formal agreement where Griffith College has agreed to provide an institution with intellectual property and quality assurance processes related to academic matters. |
| Course/ Program | A formal program of education and/or training made up of study components known as courses. |
| Internationalisation | The process of integrating an international, intercultural or global dimension into the purpose, functions or delivery of programs. |
| Navitas Projects Approvals Team | Members drawn from senior management of the Navitas Group and convened by the CEO, University Programs Division to assess prospective TNE offerings. |
| Partnership | A formal agreement where an institution (partner) has been approved as a TNE delivery site of Griffith College, where Griffith College provides the intellectual property, quality assurance processes and award documentation. |
| Griffith College Academic Board | Peak academic governing body established to assure academic quality standards, advise on academic policy, teaching and learning plans, academic standards and academic outcomes. The Academic Board also approves new programs and major program changes. |
| Griffith College Program Advisory Committee | Discipline specific body, responsible to Academic Board for the oversight, development and continuous improvement of a particular discipline on both the Mt Gravatt and Gold Coast campuses. |
| Griffith College Assessment Committee | Standing committee of the Program Advisory Committee which considers and approves final grades before release. |
| Griffith/ Griffith College Joint Coordinating Committee | Senior level body responsible for the operational implementation of the Griffith University and Griffith College Agreement, with membership from all key Griffith elements, reporting to the Griffith Deputy Vice Chancellor (Academic). |
| Griffith College Program Convenor | is the nominated Griffith College staff member who will be responsible for all aspects of quality assurance for that course at the TNE location. |
| Transnational Education (TNE) | This includes any teaching or learning activity (offered through partnership arrangement), in which the students are outside of Australia and require staff and/or educational materials to cross national boundaries. |